

## **Part-Time Supply Pastor**

### **First Presbyterian Church of Bridgeton**

First Presbyterian Church - Bridgeton (FPC) is looking for a Part-Time Supply Pastor (24 hours) who will lead our congregation while the Pastor Nominating Committee is searching for the installed pastor God is preparing for us. The initial contract would be for a period from the initial hire date to December 31, 2020.

First Presbyterian Church - Bridgeton has called a Pastor Nominating Committee to seek our Installed pastor. We are a visioning church and have developed a new vision statement of "learning, caring, and sharing as partners in faith". Empowered by and responding to God's love and grace and led by the Holy Spirit, the FPC family branches out to support each other in our spiritual journey and to share God's love and our resources in order to meet identified needs in the community and the world. We continue to LEARN about God, what the Lord can do in our lives, and what the Lord wants us to do. We CARE about our church family and about our "neighbors," God's people. We SHARE our time, talents and treasures with each other, the broader community, and we seek to partner with other churches and organizations.

#### **Responsibilities:**

- Plan and lead worship and preach at regular Sunday services including additional services as needed.
- Administer the sacraments.
- Officiate at funerals and weddings of church members as requested.

#### **Administration**

- Serve as head of staff to two part-time employees; an administrative assistant and a director of music.
- Supervise and coordinate with the administrative assistant on basic office operations and tasks.
- Coordinate with the Music Director as it relates to music for the worship service.
- Serve as Moderator of Session and Congregational meetings
- Provide support and consultation to:
  - Session (1<sup>st</sup> Thursday evening of the month)
  - Deacons (2<sup>nd</sup> Monday evening of the month)
  - Trustees (3<sup>rd</sup> Monday evening of the month)
- Attend scheduled Presbytery meetings

#### **Relationships:**

- Relate to the session and committees as the moderator of session; relate to the staff as head of staff; relate to the congregation as pastor; relate to the presbytery as a member.

#### **Accountability:**

- Accountable to the presbytery and to the session through the Personnel Committee.

## Responsibilities of the Congregation and Session

- Pray for the pastor.
- Support the pastor in his/her ministry.
- Provide regular financial compensation according to terms in the contract.
- Actively participate in the life of the Church, including regular worship services and other church related activities.
- Work with the pastor by participation in the leadership of the church and be willing to implement new ideas and programs

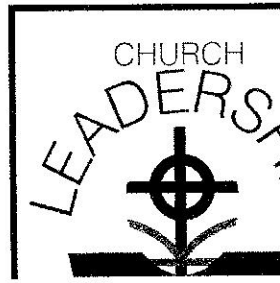
## Compensation

- Minimum effective annual salary \$27,456
- Professional expenses including mileage (vouchered) \$1,500
- Paid Continuing Education (2 weeks paid study leave) \$750
- Full Pension and medical dues
- One week off every 3 months
- Paid sick-time (1 hour/30 hours worked, 40 hours max per year) per NJ Law
- A manse is available

This agreement may be terminated by either party (session or pastor) upon 30 days written notice. This agreement may be extended in 1- to 12-month periods upon written notice to, and the approval of, the Commission on Ministry.

### Contact Information:

John Ambrose  
Personnel Chair  
[ambrosej87@comcast.net](mailto:ambrosej87@comcast.net)



**PRESBYTERIAN CHURCH (U.S.A.)  
CHURCH LEADERSHIP CONNECTION  
100 WITHERSPOON STREET  
LOUISVILLE, KY 40202-1396  
Toll Free 1-888-728-7228 ext. 8550  
Fax # (502) 569-5870  
[www.pcusa.org/clc](http://www.pcusa.org/clc)**

**MINISTRY INFORMATION FORM**

Ministry ID 05020

Ministry Name First Presbyterian Church of Bridgeton

Mailing Address 119 W. Commerce Street

City Bridgeton State NJ Zip Code 08302

Telephone Number (856)455-0809 Fax Number (856)453-0886

Email brdgtnlstprespnc@gmail.com

Website www.fpcbridgeton.org

**Congregation or Organization Size (Select one)**

- Under 100 members
- 101 – 250 members
- 251 – 400 members
- 401 – 650 members
- 651 – 1000 members
- 1001 – 1500 members
- More than 1500 members
- N/A



Average Worship Attendance 45

Church School Attendance 7

Church School Curriculum We Believe

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Check if certified as eligible for participation in the Seminary Debt Assistance Program

**Ethnic Composition of Congregation (in whole %):**

*Enter the percentage of each racial ethnic component of your congregation.*

     American Indian or Alaska Native

     Asian

1% Black or African American (African Native, Caribbean)

1% Hispanic Latino/Latina, Spanish

     Middle Eastern

     Native Hawaiian or Other Pacific Islander

97% White

1% Other Multi-racial

Presbytery West Jersey Synod Northeast

**Community Type (select one)**

     College

     Rural

     Suburban

✓ Small City

     Town

     Urban

     Village

     Recreation

     Retirement

     N/A

**Clerk of Session Contact Information:**

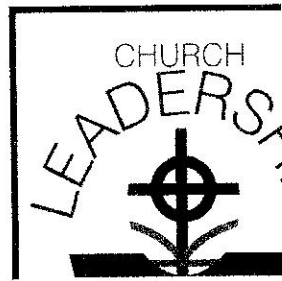
Name Debbi Boykin-Greenberg

Address 2376 W. Main St.

City Millville State NJ Zip Code 08332

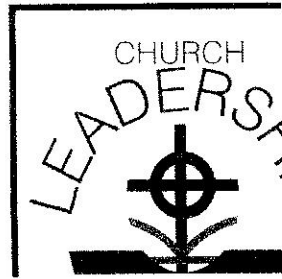
Preferred Phone (856)839-5342 Alternate Phone                     

E-mail debbibg2@gmail.com FAX (856)453-0886



**\*Select below the position to be filled and the minimal number of years of experience required (e.g. no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years)**

<u>Years of Experience</u>	<u>Position Type</u>	<u>Years of Experience</u>	<u>Position Type</u>
2-5 years	Solo Pastor		General Assembly Staff
	Head of Staff (Multi-Staff Pastor, who supervised two or more ordained staff persons)		Church Business Administrator
	Head of Staff (supervised one ordained staff person and others)		Executive Director
	Associate Pastor (Christian Education)		Director of Music (non-ordained)
	Associate Pastor (Youth)		Minister of Music (ordained)
	Pastor (Church Planter, New Worshipping Community)		Christian Educator (Certified)
	Pastor (Transformation/Redevelopment)		Christian Educator (non-certified)
	Pastor Interim		Administrator
	Pastor (for a designated term)		Funds Developer
	Pastor (Other Temporary i.e., Supply, Student)		Finance Manager
	Pastor, yoked/parish		Media Specialist
	Co-pastor		Communicator
	Executive Pastor		Coordinator
	Evangelist or Mission Pastor		Pastor (For Such a Time as This Pastoral Resident)
	Bi-vocational/Tentmaker		Youth Director (non-ordained)
	Chaplain		
	Pastoral Counselor		
	College/Seminary Faculty		
	Seminary Staff		
	Campus Ministry		
	General Presbyter/Executive Presbyter		
	Presbytery Leader		
	Stated Clerk (Presbytery)		
	Synod Executive		
	Mid-Council Program Staff		



You may also specify the position title (if appropriate) Pastor

**\*Employment Status**

Full Time       Part Time       Open to Either  
 Bi-vocational (able to provide employment through outside partnership)

**Is this a yoked congregation?**  No       Yes  
(If yes, please complete the Yoked Congregation Detail Form.)

**Clergy Couple** (Are you open to a clergy couple?) Yes  No

**Certification/Training** (check below the desired certification or training needed for the position):

<b>Interim/Transitional Ministry Training</b> _____	<b>Interim Executive Presbyter Training</b> _____
<b>Certified Christian Educator</b> _____	<b>Certified Business Administrator</b> _____
<b>Certified Conflict Mediator</b> _____	<b>Clinical Pastoral Education Training</b> _____
<b>Other</b> _____	

**Language Requirements**

<input checked="" type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Korean	<input type="checkbox"/> French
<input type="checkbox"/> Arabic	<input type="checkbox"/> Armenian	<input type="checkbox"/> Creole	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Japanese	<input type="checkbox"/> Russian	<input type="checkbox"/> Swahili	<input type="checkbox"/> Burmese
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Indonesian	<input type="checkbox"/> Laotian	<input type="checkbox"/> Thai
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Taiwanese	<input type="checkbox"/> Cantonese	<input type="checkbox"/> Mandarin Chinese
<input type="checkbox"/> Twi	<input type="checkbox"/> Sign Language	<input type="checkbox"/> Other	

**Statement of Faith Required**  Yes  No

**Mission Statement**

What is your congregation's or organization's Mission Statement?

We seek to strengthen our faith through learning, caring for, and sharing with others and through forming partnerships to serve the needs of our community.



## NARRATIVE QUESTIONS

*(For each narrative question, please limit your response to no more than 1500 characters including spaces and punctuation.)*

**1. What is the congregation's or organization's vision for ministry? Additionally describe how this vision is lived out.**

First Presbyterian Church of Bridgeton's vision is to "Strengthen our FAITH through LEARNING, CARING for, and SHARING with others and through forming partnerships to serve the needs of our community." Towards that purpose, we learn through worship, prayer and the Bible about our Lord and what he calls us to be and do. In response to God's love we extend our caring, money, food, clothing, personal items, etc. to those in need in the community and the world. By sharing our time, what we have, and who we are with our individual God-given talents, we partner with other churches and community groups to multiply the effect we can have outside of our church building. We enjoy time spent with our church family and show our care for each other in times of need. We also take care of the physical assets (two church buildings, a cemetery, and a manse) entrusted to us. A visual representation of a living oak tree, rooted and growing in our faith in God, symbolizes our goals. Out of our faith comes a strong trunk, our cohesive and loving church family, which branches out to support each other in our spiritual journey and to share God's love and our resources to address needs in the community and the world.

**2. How do you feel called to reach out to address the emerging needs of your community or constituency?**

The church is acutely aware of the changing needs of our constituency and our surrounding community. We clearly recognize the dynamics of an ever evolving neighborhood. Increasing the church's visibility to our neighbors is a priority, as we have identified that so few of our congregants live in the blocks surrounding the church. Our feeling is that by helping our neighbors there will be increased opportunities to engage with young adults and youth. We try to meet the needs of our community by participating with several food banks and feeding programs. With guidance and leadership we would like to explore additional ways of addressing the spiritual, cultural and economic needs of the impoverished nature of the surrounding community. Another belief is that the demonstration of Christian love can be shown through the increased use of our church for community activities such as our sponsorship of Cub Scouts, Boy Scouts, concerts, yard sale, Trunk or Treat, backpack giveaway, and Easter egg hunt. As an aging congregation, we see the pastoral needs for home visitation and to those who have supported the church or may be institutionalized. Caring for our fellow congregants should include reaching out to those who miss more than two consecutive weeks of worship.

**3. How will this position help you to reach your vision and mission goals?**

The congregation of First Presbyterian Church of Bridgeton needs the leadership of a full-time pastor for many reasons. We seek to follow the bidding of Christ in feeding the hungry, visiting the sick and shut-in, befriending the lonely and working toward peace in a troubled world. These goals can be met more easily under the leadership of a strong pastor who is secure in his/her abilities, firm in his/her faith and willing to learn along with the congregation. The pastor, being a member of the local ministerial association, connects the church with other clergy and churches in the community. This enables our church to better learn of the unmet needs there may be beyond our doors. The pastor, working with other clergy, can lead the church in programs and activities that foster a feeling of caring about one another in the community. Hosting the sharing of our facilities can open up new avenues of fellowship, service and growth. We need a leader who can guide us in accomplishing these goals. Working together, outreach to a largely immigrant population, may help solve some of the city's challenges.



4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.

We seek a pastor who is both hopeful and visionary, who understands the dynamics of change and transformation. S/he should be able to lead effectively, inspire others and be a motivator for growth. S/he must respect our past and traditions, while having the vision and strategies to lead us in new directions. S/he should possess a clear sense of purpose grounded in the teachings of the Bible and Jesus Christ and be able to translate that into challenging, thought-provoking sermons relevant to today's world. We need a leader with strong interpersonal skills, a good communicator who is able to speak and listen with compassion and understanding, particularly when visiting our sick and shut-ins. S/he should be honest with us, empathetic when appropriate and constructively critical when necessary. Our pastor should have the desire to assimilate into the church family and to participate in our church activities. S/he needs to relate to children and young adults and include them in our worship service. S/he should have an appreciation for music as an integral part of worship. We are looking for a good teacher, a lifelong learner, and someone who can provide counseling to our members when needed. Due to the large population of Latinos in our area, knowledge of Spanish would be helpful but not mandatory. Finally, our congregation desires a pastor with a sense of humor evidenced in sermons and in interactions with people.

5. What specific tasks, assignments, and program areas will this person have responsibility?

Along with the duties listed in the Book of Order, our pastor will have the following responsibilities:

- 1) Our pastor needs to embrace the community and represent our church with outside organizations. S/he should look for opportunities to reach out to neighbors in our community, including Hispanic and minority populations.
- 2) S/he should "feed the flock" by planning worship services that connect the teachings of the Bible with life today. The service should include a children's time with a short message to which they can relate. S/he needs to interact well with the children and to be an integral guide to the Sunday school program. Close coordination with the music director is important to make the services run smoothly.
- 3) Pastoral care is a key responsibility of the pastor. There are times when congregants need counseling that only a pastor can offer. The pastor will coordinate visitation and homebound communion with the deacons and elders.
- 4) The pastor needs to have a positive working relationship with the church staff as well as the three boards. Meeting a few times a year with the heads of the various boards will facilitate everyone being on the same page and working together for the success and growth of our church.
- 5) To the extent possible, the pastor should be present at church activities, such as fellowship time, VBS, Parish Life events and other church meetings.

When we work and play together, we strengthen the trunk of our vision tree.

**OPTIONAL LINKS**

Provide below any links to online information that may help call seeks understand your congregation or organization. (e.g. *organization or community websites, online newsletters, demographic information*) Please note the CLC system does not warehouse links. (Limit characters to 500)

[www.fpcbridgeton.org](http://www.fpcbridgeton.org)

<https://www.facebook.com/FPCbridgeton/>





**\*LEADERSHIP COMPETENCIES**

(Select 10 leadership competencies from the list below that are required for the position.)

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>	
<p>✓ <b>Compassionate</b> – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.</p>	<p><b>Hopeful</b> – maintains stability in the moment and hope for the future; provides direction, guidance, and faith when describing basic needs; and helps followers to see a way through chaos and complexity.</p>
<p>✓ <b>Preaching and Worship Leadership:</b> Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.</p>	<p><b>Spiritual Maturity:</b> Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with faithfulness of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.</p>
<p><b>Lifelong Learner</b> – individuals who use every experience in life as a potential tool for growth; one who pursues continuing education; and those who build on strengths and seek assistance to improve weaknesses.</p>	<p><b>Teacher</b> – creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.</p>
<b>COMMUNICATION</b>	
<p>✓ <b>Communicator</b> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</p>	<p><b>Bilingual</b> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</p>
<p><b>Public Communicator</b> - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.</p>	<p><b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</p>
<p><b>Technologically Savvy</b> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</p>	



**ORGANIZATIONAL LEADERSHIP**

✓	<b>Advisor</b> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	<b>Change Agent</b> – having the ability to lead the change process successfully; anchoring the change in the congregation's/organization's vision and mission.
	<b>Contextualization</b> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.	<b>Culturally Proficient</b> – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	<b>Externally Aware</b> - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society.	<b>Entrepreneurial</b> - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.
	<b>Risk Taker</b> – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status-quo.	<b>Task Manager</b> - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes.
	<b>Willingness to Engage Conflict:</b> Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.	<b>Decision Making:</b> Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.
✓	<b>Organizational Agility:</b> Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.	✓ <b>Strategy and Vision:</b> Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.
	<b>Financial Manager</b> – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.	<b>Funds Developer</b> – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization's contact list; prepares statement of planned activities and enlists support for mission initiatives.
✓	<b>Collaboration:</b> Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the	



strengths and limitations of others.		
<b>INTERPERSONAL ENGAGEMENT</b>		
✓	<b>Interpersonal Engagement</b> - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.	✓
		<b>Bridge Builder</b> – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
✓	<b>Motivator</b> - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.	
		<b>Personal Resilience:</b> Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate
	<b>Initiative:</b> Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.	
		<b>Flexibility</b> - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.
	<b>Self Differentiation:</b> Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.	

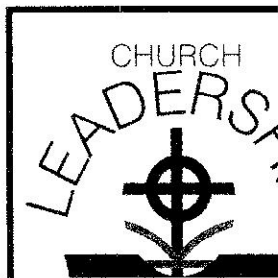
**\*COMPENSATION AND HOUSING:** *A range is needed for matching purposes. The maximum salary is not published anywhere. Effective salary is cash salary plus housing allowance or manse value and other compensation considered "effective salary" by the Board of Pensions of the PC (U.S.A.)*

See Effective Salary Definition at [Board of Pensions](#).

Minimum *Effective* Salary \$ 54,487

Maximum *Effective* Salary \$59,787

- Housing Type      \_\_\_\_\_ Manse  
                                  \_\_\_\_\_ Housing Allowance  
                                   Open To Either (Manse or Housing Allowance)  
                                  \_\_\_\_\_ Not Applicable (*For Non-pastoral Positions Only*)



### **\*EQUAL EMPLOYMENT OPPORTUNITY**

The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403)

Each Pastor Nominating committee and Search committee is expected to undertake its search for a Teaching Elder in a manner consistent with the good news that in the church "... as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus."

Has the Pastor Nominating Committee and Search Committee affirmed its intention to follow the Form of Government in this regard?

Yes

No

### **REFERENCES (Limit 3)**

**Below, please list three persons who know your congregation. You might list your Presbytery leadership, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.**

Name Wendy Kunz

Address 880 Doncaster Dr., West Deptford, NJ 08066

Phone Numbers (410) 608-3569

Relation COM Representative

E-mail wendy.kunz@verizon.net

Name John Fordyce

Address 1025 Hamilton Dr., Vineland, NJ 08360

Phone Numbers (856)305-8155

Relation Neighboring pastor

E-mail pastor-john.d@comcast.net





Name Kyle Sheppard  
Address 209 East Avenue, Pitman NJ 08071  
Phone Numbers (856) 276-6529  
Relation Former choir member and assistant organist  
E-mail Kshep2193@gmail.com

**\*Pastor Nominating Committee/Search Committee Chairperson/Mid-council Search Committee Chairperson:**

Name Robert Woodruff  
Address 353 Cohansey-Friesburg Rd.  
City Elmer State NJ Zip Code 08318  
Preferred Phone (856)451-5242  
Alternate Phone (609)501-1806  
E-mail Address for PNC Communications (required): brdgtnlstprespnc@gmail.com

**ENDORSEMENTS**

Pastor Nominating Committee  
Search Committee  Date 3/16/20  
*Signature*

Clerk of Session  Date 16 March 2020  
*Signature*

Presbytery \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*