



**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**

MINISTRY INFORMATION FORM

Ministry ID _____
Ministry Name The Fourth Presbyterian Church of Chicago
Mailing Address 126 E. Chestnut Street
City Chicago State IL Zip Code 60611
Telephone Number 312.787.4570 Fax Number 312.787.4584
Email asantos@fourthchurch.org
Web site www.fourthchurch.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 _____ 1200 _____

Church School Attendance _____ 300 _____

Church School Curriculum Spark (3's – 3rd grade), self-created (4th-5th), Echo The Story (Junior High), self-created (Confirmation and Senior High)

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

2% Asian

2% Black or African American (African Native, Caribbean)

_____ Hispanic Latino/Latina, Spanish

_____ Middle Eastern

_____ Native Hawaiian or Other Pacific Islander

94% White

Other 2%

Presbytery Chicago Presbytery Synod Lincoln Trails

Community Type (select one)

_____ College

_____ Rural

_____ Suburban

_____ Small City

_____ Town

X Urban

_____ Village

_____ Recreation

_____ Retirement

_____ N/A

Clerk of Session Contact Information:

Name Andrew R McGaan

Address 4732 N. Paulina

City Chicago State IL Zip Code 60640

Preferred Phone 312.543.1771 Alternate Phone _____

E-mail Andrew.mcgaan@kirkland.com FAX _____



***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> |
|---------------------------------------|--|----------------------------|--|
| | Solo Pastor | | General Assembly Staff |
| | Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff) | | Church Business Administrator |
| | Head of Staff (supervised one teaching elder and other staff) | | Executive Director |
| | Associate Pastor (Christian Education) | | Director of Music (non-ordained) |
| | Associate Pastor (Youth) | | Minister of Music (ordained) |
| <u>2-10 years</u> <u>And above</u> | Associate Pastor (Other) | | Mission Co-worker (International) |
| | 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 | | Other |
| | 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) Senior Associate Pastor for Leadership Development and Adult Education

***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):

| | | | |
|---|--------------------------|---|--------------------------|
| Interim/Transitional Ministry Training | <input type="checkbox"/> | Interim Executive Presbyter Training | <input type="checkbox"/> |
| Certified Christian Educator | <input type="checkbox"/> | Certified Business Administrator | <input type="checkbox"/> |
| Certified Conflict Mediator | <input type="checkbox"/> | Clinical Pastoral Education Training | <input type="checkbox"/> |
| Other | <input type="text"/> | | |

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="text"/> | Other |

Statement of Faith Required Yes No



Mission Statement

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

We are a light in the city reflecting the inclusive love of God. Comforted and challenged by the Gospel of Christ, we strive to be a welcoming, serving community.

At the intersection of faith and life, we share God's grace through worship, preaching, education, and ministries of healing, reconciliation, and justice.

We affirm the worth of all and nurture each individual's spiritual pilgrimage. Inspired by our heritage, we confront our future with hope and confidence in God's purpose.

Legacy. Founded in 1871, Fourth Presbyterian Church moved to Michigan Avenue in 1914 and has become a destination for families and young adults. Today Fourth Church is a growing congregation with four Sunday worship services and a full-time and part-time staff of 155. On average annually, we baptize 100 infants, confirm 25 eighth-graders, and welcome 200 new members.

Congregational Life. Our recently updated records show a congregation of over 5,400 members. Programs include Sunday School, adult education, fellowship groups, and a Center for Life and Learning serving older adults. The annual budget of the church and its programs is approximately \$10 million.

Outreach and Mission. Chicago Lights, our 501(c)(3) nonprofit mission arm, is a vital part of our operation. It manages many Fourth Church outreach services, including a tutoring program founded in 1964. See www.fourthchurch.org/chicagolights. Fourth Church also organizes and funds local, national, and international mission outreach each year.



NARRATIVE QUESTIONS

(For each narrative question, please limit your responses 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.

Fourth Church is a vibrant community with renewed energy and commitment to our mission. Our vision is to celebrate and deepen this using the following gifts.

Active, Diverse Congregation. Fourth Church is an active congregation, attracting members of diverse faith backgrounds and life experiences. Our church bustles with activities, classes, and worship every day, from early morning to late at night. Members and guests are drawn to the church by worship services, music programs, mission activities, and major life events. Our four-generation urban church provides unique opportunities for enrichment and service.

Strong pastoral staff and lay leaders. A staff of 8 ordained clergy work with the Pastor to lead the congregation through teaching, preaching, and hands-on programs. Fourth Church is also blessed with committed lay leaders who make up our 37-member Session, 50-member Board of Deacons, 21-member Board of Trustees (overseeing financial, legal, and property affairs of the church), and 20-member Chicago Lights Board. Our Personnel Committee works with the Pastor and Senior Associate Pastor to plan staffing and administer annual reviews. Our joint Finance Committee works with staff on financial matters.

Discipleship. Discipleship is a central, current conversation at Fourth Church. Part of that includes actively defining how the congregation can more deeply engage in addressing interfaith, racial, and cross-cultural issues facing our city, the church, and the world.

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

Fourth Church's ministry reflects key theological issues of our church and society.

Reformed and Always Reforming. We believe the Gospel must be proclaimed with the Bible, informed by awareness of current world events. That stance is reflected in our strong Reformed worship and insightful preaching that ties the Word of God to the issues and struggles of contemporary life; in education programs that focus on daily Christian discipleship as well as Bible study and spiritual disciplines; and in dynamic mission programs that help others and draw volunteers to the church.

A Light in the City. Fourth Church believes that Christ calls us to reach out to all people. We are a welcoming community, diverse in age, economic status, and faith backgrounds, steadily increasing in racial and ethnic diversity, with programs for all ages. Our Interfaith Resource Committee supports efforts to engage with Jewish and Muslim neighbors and with other faith communities. We are actively



leading conversations on racial tension, working to increase our understanding of cross-cultural issues and values.

A Leader in the PC(USA) and the Nation. Fourth Church clergy and members have held significant leadership roles in the PC(USA), NEXT Church, and the Presbytery of Chicago. We are a founding member of the Covenant Network. Our commitment to diversity led to forming a Multicultural Committee, currently being redeveloped to actively seek concrete ways we might widen and deepen the inclusivity of our church.

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

The new, unique role of **Senior Associate Pastor for Leadership Development and Adult Education (SAP)** was defined by our Personnel Committee and new Pastor to increase synergy and alignment so that we can more fully live into our vision and mission. Reporting to the Pastor, the SAP will be a close confidant of hers and responsible for three key areas:

Supervising pastoral staff. Supervise pastoral staff and build bridges across programs. A strong communicator and collaborator, the SAP will equip pastors to achieve their goals within a synchronized plan. Our candidate will bring spirituality and humor to lead and support staff.

Leadership Development (LD). Create LD activities for pastoral staff and lay leaders to support them in fulfilling their potential and deepening their faith. The SAP will provide coaching and help identify individual strengths and growth areas by working with the Pastor, Session, Personnel and Nominating Committees, and lay LD team. Our candidate will bring energy and authenticity to magnify the gifts of others.

Adult Education. Lead adult education through programming, teaching, and equipping teachers for their roles. The SAP will develop a strategy to foster personal enrichment and community engagement through activities like classes, discussion panels, and interaction with interfaith partners. Our candidate will bring a passion for teaching and learning, championing new and existing programs to actively engage others in discipleship.

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

Candidate Profile

- Ordained as a teaching elder in the PC(USA).
- Leadership in pastoral ministry, ideally in a larger congregation.
- Ability to be collaborative with colleagues.
- Skills in leading teams and in developing staff and lay leadership.
- Strong sense of self and ability to support, partner, and collaborate with the Pastor.
- Keen interest and skills in building organizational capacity.
- Energy, discipline, and willingness to work in a complex organization on multiple functions: supervising, leading, discerning, and collaborating.
- Commitment to urban ministry and affinity with Fourth Church's worship and theological values.



5. For what specific tasks, assignments, and programs areas will this person have responsibility?

1. Staff Leadership

- Support the Pastor in communicating strategy, direction and decisions to the entire staff.
- Lead the staff in the absence of the Pastor.
- Participate actively in budget development and monitoring.
- Supervise the work of the Associate Pastors, Pastoral Residents, and other assigned program staff members.
- Establish and supervise creation and execution of yearly goals, in conjunction with Pastor and Personnel Committee
- Provide counsel and support to his/her direct reports.
- Assist the Pastor in communicating with the Associate Pastors.
- Ensure implementation of vision and strategy through program areas.
- Oversee and monitor performance against budget by program area.
- Support and advance leadership development activities for the staff.

2. Vision and Strategy

- Work with the Pastor and lay leaders to create and guide the vision and strategy for Fourth Church.
- Lead the staff in support and pursuit of the vision and strategy set by church leadership.

3. Lay Leadership and Programming Support

- Participate in Session Meetings
- Moderate Session meetings in the absence of the Pastor
- Participate in Board of Trustee meetings
- Act as head of staff in the absence of the Pastor or as requested by the Pastor
- Lead adult education through Session and the congregation.
- Oversee nominating committee, church officer training, leadership development of lay leadership and the congregation.

List continues in next section



OPTIONAL LINKS

Provide below any links to online information that may help call seekers 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)

Responsibilities cont.

4. Administrative Support

- With Executive Assistant, oversee the overall administrative support functions supporting the Associate Pastors and program staff, including balancing work loads and training.

5. Pastoral Duties

- Participate actively in worship.
- Preach, occasionally, as assigned.
- Champion the development and execution of an actively engaging congregation in faith formation activities.

www.fourthchurch.org

www.facebook.com/fourthchurch

www.chicagolights.org



***LEADERSHIP COMPETENCIES**

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

| THEOLOGICAL/SPIRITUAL INTERPRETER | |
|--|---|
| Compassionate – 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. | Hopeful – 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. |
| Preaching and Worship Leadership: 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. | X |
| Lifelong Learner – 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. | X |
| | Spiritual Maturity: 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. |
| | Teacher – 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. |



| COMMUNICATION | | |
|---------------|--|--|
| X | <p>Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</p> | <p>Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</p> |
| | <p>Public Communicator - 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>Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</p> |
| | <p>Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</p> | |

| ORGANIZATIONAL LEADERSHIP | | |
|---------------------------|---|---|
| X | <p>Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.</p> | <p>Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.</p> |
| | <p>Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.</p> | <p>Culturally Proficient – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.</p> |
| | <p>Externally Aware - 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.</p> | <p>Entrepreneurial - 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.</p> |
| | <p>Risk Taker – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the</p> | <p>Task Manager - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules</p> |



| | | | |
|---|---|---|---|
| | box and who is not afraid of challenging the status-quo. | | 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. |
| X | Willingness to Engage Conflict: 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. | | Decision Making: 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. |
| X | Organizational Agility: 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. | X | Strategy and Vision: 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. |
| | Financial Manager – 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. | | Funds Developer – 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. |
| X | Collaboration: 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. | | |



| INTERPERSONAL ENGAGEMENT | |
|---------------------------------|--|
| X | <p>Interpersonal Engagement - 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.</p> |
| X | <p>Bridge Builder – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.</p> |
| X | <p>Motivator - 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.</p> |
| X | <p>Personal Resilience: 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</p> |
| X | <p>Initiative: 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.</p> |
| X | <p>Flexibility - 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.</p> |
| X | <p>Self Differentiation: 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.</p> |



***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 \$ _____ to be filled in later _____ Maximum **Effective** Salary _____

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 Debbie Rundlett
Address Presbytery of Chicago, 815 W. Van Buren, Suite 500, Chicago IL 60607-2619
Phone Numbers 312.488.3015 or 312.488.3000
Relation Transitional Executive Presbyter, Presbytery of Chicago
E-mail drundlett@chicagopresbytery.org

Name Adam Fronczek
Address Knox Church, 3400 Michigan Avenue, Cincinnati, OH 45208-2102
Phone Numbers 513.321.2573
Relation Former 4th Church Associate Pastor of Adult Education
E-mail afronczek@knox.org

Name Rabbi Seth Limmer
Address Chicago Sinai Congregation, 15 West Delaware Place, Chicago IL 60610
Phone Numbers 312.867.7000
Relation Frequent collaborator and friend of 4th Church
E-mail rabbilimmer@chicagosinai.org

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

Name Allison Youngblood
Address c/o 126 E. Chestnut Street
City Chicago State IL Zip Code 60611
Preferred Phone 312.560.3238
Alternate Phone _____
E-mail Address for PNC Communications (required): asantos@fourthchurch.org



ENDORSEMENTS

Pastor Nominating Committee/

Search Committee *Alicia Youngblood* Date 10/18/2016
Signature

Clerk of Session _____ Date _____
Signature

Presbytery _____ Date _____
Signature