



Rev. 6/2006

PRESBYTERIAN CHURCH (U.S.A.)
CHURCH LEADERSHIP CONNECTION
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Web Address: http://www.pcusa.org/clc/

Church Information Form (Part I)
Step 1 of 5

Church/Organization ID 10102
Church/Organization Name Westminster Presbyterian Church
Mailing Address 2701 Cameron Mills Road
City Alexandria State VA Zip Code 22302
Telephone Number 703-549-4766 Fax Number 703-548-1505
Email Searchcmte@wpc-alex.org
www Address www.wpc-alex.org

Step 2 of 5

Church Size (Select one)
Under 100 members
101 - 250 members
251 - 400 members
401 - 650 members
X 651 - 1000 members
1001 - 1500 members
More than 1500 members
N/A

Average Worship Attendance 365

Church School Attendance 175

Church School Curriculum Bible Quest, Covenant People, Children and Worship (Godly Play), and Power Xpress for our "Creation Station" workshop rotation program

## CIF (Part I) - Step 3 of 5

### Ethnic Composition Of Congregation (in %):

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

1% African American  
 98% Caucasian  
 Chinese  
 Hispanic Mexican/Central American  
 Hispanic Puerto Rican  
 Japanese  
 Korean  
 Native American  
 Taiwanese  
 Other Asian  
 1% Other

## CIF (Part I) - Step 4 of 5

Presbytery  National Capital  Synod  Mid-Atlantic

### Community Type (select one)

Rural  Village  Town  
 Small City  Suburban  Urban  
 Inner City  College  Recreation  
 Retirement  N/A

## CIF (Part I) - Step 5 of 5

### Clerk of Session Details:

Name Paul Van de Water  
Address 2917 Richmond Lane  
City Alexandria State VA Zip Code 22305  
Preferred Phone 703-548-8868 Alternate Phone \_\_\_\_\_  
E-mail pvandewater@earthlink.net  
FAX 703-548-1505

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## Church Information Form (Part II) Step 1 of 7

Church/Organization ID 10102

Church/Organization Name, City, State Westminster Presbyterian Church, Alexandria, VA

**Position To Be Filled** (select one)

- |   |  |
|---|--|
| <input type="checkbox"/> Associate Pastor (Christian Education) | <input type="checkbox"/> Interim Pastor                            |
| <input type="checkbox"/> Associate Pastor (Youth)               | <input type="checkbox"/> Mission Pastor                            |
| <input type="checkbox"/> Associate Pastor (Other)               | <input checked="" type="checkbox"/> Church Educator (non-ordained) |
| <input type="checkbox"/> Pastor (Solo)                          | <input type="checkbox"/> Campus Minister                           |
| <input type="checkbox"/> Pastor (Head of Staff)                 | <input type="checkbox"/> Chaplain                                  |
| <input type="checkbox"/> Pastor (New Church Development)        | <input type="checkbox"/> Administrator                             |
| <input type="checkbox"/> Pastor (Redevelopment)                 | <input type="checkbox"/> Church Administrator                      |
| <input type="checkbox"/> Pastor (Tentmaker/Part-time)           | <input type="checkbox"/> Executive                                 |
| <input type="checkbox"/> Pastor (Yoked/Multiple)                | <input type="checkbox"/> General Assembly staff                    |
| <input type="checkbox"/> Co-Pastor                              | <input type="checkbox"/> Presbytery staff                          |
| <input type="checkbox"/> Designated Pastor                      | <input type="checkbox"/> Synod Staff                               |
| <input type="checkbox"/> Interim Ministry (Governing Body)      | <input type="checkbox"/> Youth Director (non-ordained)             |
| <input type="checkbox"/> Other (specify) _____                  |  |

Specify Title (if appropriate) Certified Christian Educator for Children and Families

**Specify whether experience is “Required” or “Desired” for the specified position.**

Required                       Desired

**Employment Status**

Full Time                       Part Time                       Open to Either

**Experience Desired**

First Ordained Call       less than 2 years       2 years or more  
 4 years or more       6 years or more       8 years or more

**Language Requirements**

English       Spanish       Korean       Mandarin Chinese  
 Japanese       Cantonese       Taiwanese       Other

Deadline date for this CIF, if any: \_\_\_\_\_

## CIF (Part II) - Step 2 of 7

**Is this a yoked congregation?**      X\_\_\_\_\_No      \_\_\_\_\_Yes (If yes, please complete the Yoked  
Congregation details at the end of Part II.)

## CIF (Part II) - Step 3 of 7

**Brief Church Mission Statement:** *Please limit your response to no more than 1500 characters including spaces and punctuation.*

By the grace of Jesus Christ and through the power of the Holy Spirit, we joyfully commit ourselves to build and nurture a worship-centered church to the glory of God. In vibrant corporate worship, we hear the Word of God proclaimed in sermon and celebrated in song and sacrament. We are called through prayer, fellowship, education, and mission to uphold one another, to grow in faith and Christian love, and to serve God faithfully in our community, in our nation's capital, and throughout the world. We welcome to Westminster Presbyterian Church all who seek to discover the meaning and significance of Jesus Christ in their lives. *(Adopted by the Session, January 25, 2006)*

**Narrative Questions:** *For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation.*

**Please write a brief description of your church/organization programs or accomplishments.**

Westminster is located in a residential area of historic Alexandria, near Washington, D.C., a locale rich in culture and education, including three seminaries. Our 850 members come from all age groups. We have a 600-seat sanctuary, 70-seat chapel, large fellowship hall, and a multi-level education wing. We have just completed a top-to-bottom renovation.

Worship services are held twice each Sunday with special services throughout the year, including Lessons and Carols in Advent and a "Requiem" service near Veterans' Day. Music plays a central part in the life of our church with four singing choirs, three handbell choirs, and an endowed concert series.

Education for children and adults is emphasized. A workshop rotation is our model for K-5 church school; renovated classrooms enhance the space and incorporate more fully the “Creation Station” theme. A full-time associate pastor leads our growing youth program in a welcoming new space.

Mission programs provide volunteers and financial assistance to 16 local groups, four national and international mission trips in 2007, and for evangelism and church building in Africa. Our congregation founded, built, and now provides major operational support to the Moi’s Bridge Orphanage and Academy in Kenya.

Fellowship programs include intergenerational activities as well as opportunities for specific groups. We recently hired a part-time Director of Young Adult and Singles Ministries to provide staff support for that group.

**Describe what gifts, skills and experiences your congregation possesses to fulfill its mission.**

Most WPC members are well-educated professionals, many of whom hold leadership positions in government, the military and business. We are deeply involved in Alexandria’s political, cultural, educational and social life, and many of our members are involved in national and international politics on a daily basis. Two-thirds of us participate enthusiastically in one or more of the 85 different activities within or supported by the church.

Westminster is known for excellent preaching, superb music, energetic missions and creative education. Our congregation is committed to providing children and families with a positive and spiritual learning experience. We demonstrate this commitment through initiatives such as:

- having completely renovated the Christian Education wing;
- having completely incorporated “Creation Station” into the design and construction of our classrooms;
- creating an environment in which visitors and parents of young children, including infants, are comfortable with and confident about leaving their children at the church facility;

- recruiting and training a diverse group of skilled and talented teachers to support Christian education;
- constructing a youth center to serve as a safe and welcoming place for young people;
- providing a worship orientation program to young children and their parents;
- offering Communion training to young children and their parents; and
- offering a Milestones of Faith program to K-5 children.

**What are the key theological issues of our church and society that are reflected in the ministry of your congregation/organization?**

Westminster members hold a range of outlooks on practicing our faith. On controversial issues that can be divisive, we believe in open and fair dialogue with mutual respect for differing perspectives and freedom to live one's faith consistent with one's convictions. Frequently these issues are discussed in church school, where varied views can be expressed by informed individuals. Sermons encourage thoughtful and prayerful consideration of contemporary issues of faith, are not judgmental, and fairly reflect differences of viewpoints.

We strongly encourage lay leadership in worship and other aspects of church life. The Presbyterian Women and Men of Westminster not only conduct Bible study but also engage in open dialogue on current issues. Lay leaders, as well as our Pastor, teach the DISCIPLE Adult Bible Study series. Westminster has joined other churches to establish the Reformed Institute of Metropolitan Washington to assist and train lay leadership in the Reformed tradition. Interfaith Thanksgiving worship and fellowship provide unity for people of different traditions.

Our congregation has very recently come to value the importance of interfaith dialogue in a profound way. While our church facility underwent a major renovation, we worshipped nearby at the Agudas Achim Congregation, a Conservative Synagogue. During those 10 months, we experienced a wonderful relationship with that congregation and a deepening of our understanding of both Judaism and Christianity.

## CIF (Part II) - Step 4 of 7

### References (Limit 3)

**Below, please list three persons who know your congregation. You might list your Executive  
Presbyter, a Committee on Ministry Liaison person, a neighboring pastor, or other persons whom  
you believe can give a clear and accurate reference for your congregation.**

Name Dr. Bruce Douglass \_\_\_\_\_  
Address 313 W. Columbia Street, Falls Church, VA 22046  
Phone Numbers (h) 703-241-3793; (o) 202-687-1938 \_\_\_\_\_  
Relation Elder, Lewinsville Pres. Church; Director, Reformed Institute of Metropolitan  
Washington \_\_\_\_\_  
E-mail rbdouglass@aol.com \_\_\_\_\_

Name Ms. Lee Lawrence \_\_\_\_\_  
Address 15210 Eclipse Drive, Manassas, VA 20112 \_\_\_\_\_  
Phone Numbers 703-680-5964 \_\_\_\_\_  
Relation Committee on Ministry Liaison to WPC's most recent PNC; new member of WPC  
E-mail leelawr@aol.com \_\_\_\_\_

Name Thad and Kim Huguley \_\_\_\_\_  
Address 1921 Beechville Terrace, Brentwood, TN 37027 \_\_\_\_\_  
Phone Numbers 615-372-1821 \_\_\_\_\_  
Relation former WPC members who were very involved in Christian education \_  
E-mail thad@ingramgroup.com \_\_\_\_\_

## CIF (Part II) - Step 5 of 7

**Position Description:** *For each section please limit your response to no more than 1500 characters including spaces and punctuation.*

**Major Responsibilities:** *For what specific tasks, assignments, program areas will this person have responsibility?*

A certified educator is being called to provide leadership for all aspects of our children's and family ministries. The person in this position is part of the professional staff and will be responsible for:

- fully implementing "Creation Station" and administering other educational programs and events for children;
- selecting, planning and maintaining curricula for all children's programs;
- recruiting, coordinating, training and supervising volunteers;
- presenting children's sermons as requested;
- encouraging and organizing children's participation in worship;
- developing strong one-on-one relationships with children and their families, so as to nurture and mentor them in Christian faith;
- providing a Christian pastoral presence, especially for children and their families, involving support, affirmation, insight and referral during times of joy, sorrow and transitions; and
- developing fellowship opportunities for families with children up to the fifth grade.

The certified educator will work with professional staff to plan and carry out worship services. The individual in this position also will be encouraged to explore creatively the possibility of developing new programs and expanding summer programming.

***Description of characteristics and qualifications needed in a person who would fill this position.***

WPC seeks a candidate who can enrich the lives of families with young children and can prepare those children for their own spiritual journeys. The ideal candidate should exhibit:

- a commitment to Jesus Christ, the church local and the church universal
- an inherent sense of call to the ministry of children and families
- knowledge of spiritual and intellectual techniques for working with children
- strong leadership, organizational and communication skills
- energy, creativity and vision
- a strong work ethic and positive outlook, and
- an ability to work with and collaborate with staff and volunteers.

The position requires a basic understanding of child development and the ability to see the church and the world through the eyes of children. The candidate must be approachable by both children and parents. The individual should strive to make the church-going experience positive and meaningful for the entire family, and provide a Christian education experience—through both formal programming and informal exchanges—that is consistent with the identity of the rest of the church as expressed through its worship, mission, education and fellowship. The candidate must also possess a willingness to listen to differing viewpoints and diplomatically and respectfully respond based on Christian principles, the theological identity of WPC, and his or her internal beliefs.

**Primary Skill Choices: Select up to 10 skills from the list below. At least 1 skill, but not more than 4, must be marked as "Required". In addition, at least 1 skill must be marked as "Desired".**

(Select up to ten skills in which you have experience or training that you would like to use in your next position)

R D

- Administrative Leadership
- Adult Ministry
- Budget Preparation
- Building Renovation/Property Development
- Children's Ministry
- Choir Directing
- Communication (Written/Oral)
- Community Ministries
- Community Service and Leadership
- Conflict Management/Mediation Skills
- Congregational Communication
- Congregational Fellowship
- Congregational Home Visitation

Congregational

Redevelopment/Transformation

- Corporate Worship/Sacraments
- Counseling
- Cultural Proficiency/Cross Cultural
- Collaboration
- Curriculum Building
- Defining Program Needs
- Development of New Educational

Experiences

- Ecumenical and Interfaith Activities
- Evaluation of Program and Staff
- Evangelism
- Facility Management
- Family Ministry
- Financial Management
- Fund Raising
- Governing Body Ministry
- Group Process
- Hospital and Emergency Visitation
- Information Technology

R D

- Instrumental Music
- Involvement in Mission Beyond Local Church
- Leading Music Ministry
- Leadership Development
- Leadership of Staff/Volunteers
- Legal/Tax Matters
- Management of Building Usage
- Management of Equipment Resources
- New Church Development
- Office Management
- Older Adult Ministry
- Organizational Administration
- Organizational Leadership and Development
- PCUSA Policy/Constitutional Knowledge
- Parliamentary Procedure
- Pastoral Care
- Preaching
- Problem Solving/Decision Making
- Project Management
- Rural Ministry
- Scholarship/Publishing
- Small Membership Church Ministry
- Spiritual Development
- Staffing/Human Resource
- Stewardship and Commitment Program
- Strategic Planning
- Teaching
- Training Volunteers
- Transitional/Interim Ministry
- Urban Ministry
- Young Adult Ministry
- Youth Ministry

**Compensation And Housing. A range is needed for matching purposes. The maximum salary is not published anywhere.**

Minimum Effective Salary \$     \$58,654    

Maximum Effective Salary     \$58,654    

Housing Type                 Manse  
                                  Housing Allowance                                 Amount  
                                  Open To Either  
                               X   Not Applicable (*For Diversified Positions Only*)

**Geographic Choices.**

  X   **Unlimited**            (or)

***Suggest Individuals From Specific Areas Checked Below:***

- |                            |                                  |
|----------------------------|----------------------------------|
| <u>    </u> Alabama        | <u>    </u> Alaska               |
| <u>    </u> Arkansas       | <u>    </u> Arizona              |
| <u>    </u> California     | <u>    </u> Colorado             |
| <u>    </u> Connecticut    | <u>    </u> District of Columbia |
| <u>    </u> Delaware       | <u>    </u> Florida              |
| <u>    </u> Georgia        | <u>    </u> Hawaii               |
| <u>    </u> Idaho          | <u>    </u> Illinois             |
| <u>    </u> Indiana        | <u>    </u> Iowa                 |
| <u>    </u> Kansas         | <u>    </u> Kentucky             |
| <u>    </u> Louisiana      | <u>    </u> Maine                |
| <u>    </u> Maryland       | <u>    </u> Massachusetts        |
| <u>    </u> Michigan       | <u>    </u> Minnesota            |
| <u>    </u> Mississippi    | <u>    </u> Missouri             |
| <u>    </u> Montana        | <u>    </u> Nebraska             |
| <u>    </u> North Carolina | <u>    </u> North Dakota         |
| <u>    </u> New Hampshire  | <u>    </u> New Jersey           |
| <u>    </u> New Mexico     | <u>    </u> New York             |
| <u>    </u> Nevada         | <u>    </u> Ohio                 |
| <u>    </u> Oklahoma       | <u>    </u> Oregon               |
| <u>    </u> Pennsylvania   | <u>    </u> Puerto Rico          |
| <u>    </u> Rhode Island   | <u>    </u> South Carolina       |
| <u>    </u> South Dakota   | <u>    </u> Tennessee            |
| <u>    </u> Texas          | <u>    </u> Utah                 |
| <u>    </u> Vermont        | <u>    </u> Virginia             |
| <u>    </u> Washington     | <u>    </u> West Virginia        |
| <u>    </u> Wisconsin      | <u>    </u> Wyoming              |

## CIF (Part II) - Step 6 of 7

### Equal Employment Opportunity

"The Presbyterian Church (U.S.A.) shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, different theological positions consistent with the Reformed tradition, as well as different marital conditions (married, single, widowed, or divorced) shall be guaranteed full participation and access to representation in the decision making of the church." (G-4.0403)

"(The Committee on Ministry) shall provide for the implementation of equal opportunity employment for ministers and candidates without regard to race, ethnic origin, sex, age, marital status, or disability. In the case of each call, it shall report to the presbytery the steps in this implementation taken by the calling-group." (G-11.0502g)

"...Care must be taken (by the Pastor Nominating Committee) to consider candidates without regard to race, ethnic origin, sex, marital status, age, or disabilities." (G-14.0502b)

FORMS OF GOVERNMENT PRESBYTERIAN CHURCH (U.S.A.) See Also: Form of Government (G-10.0102n) (G-11.0502d, G-13.0201b)

### ***For Clergy Positions Only***

Every Presbytery Committee on Ministry is to inform each Pastor Nominating Committee of its constitutional obligations and how it might assure fairness in the calling process.

Has the presbytery's Committee on Ministry thus counseled with the Pastor Nominating Committee regarding Equal Employment Opportunity?

Yes

No

Each Pastor Nominating Committee is expected to undertake its search for a minister 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 affirmed to the Presbytery Committee on Ministry its intention to follow the Form of Government in this regard?

Yes

No

## CIF (Part II) - Step 7 of 7

### Pastor Nominating Committee/Search Committee Chairperson Detail:

Name Melynda Dovel Wilcox  
Address 403 Jackson Place  
City Alexandria State VA Zip Code 22302  
Preferred Phone 703-549-3865  
Alternate Phone 703-501-5087  
FAX 703-548-1505  
E-mail Address for PNC Communications: Searchcmte@wpc-alex.org

### Endorsements

Pastor Nominating Committee  
or Search Committee Melynda D. Wilcox Date 5/23/07

*Signature*  
*Melynda D. Wilcox*

Clerk of Session Paul Van de Water Date 5/23/07

*Signature*  
*Paul Van de Water*

Committee on Ministry Barbara J. Whittier Date 5/23/07

*Signature*  
*Barbara J. Whittier*

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