MINISTRY INFORMATION FORM

Ministry ID 01572

Ministry Name: First Presbyterian Church of Arlington Heights, IL

Mailing Address: 302 North Dunton Ave.

City   Arlington Heights   State _IL   Zip Code: 60004

Telephone Number   (847) 255-5900   Fax Number: (847) 255-3475

Email: munzt@aol.com

Web site: www.fpcah.org

Congregation or Organization Size (Select one)

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

Average Worship Attendance  515

Church School Attendance  175
Church School Curriculum: An event based Sunday school curriculum is being created for preschool 5th graders. The curriculum will provide for growth in their faith through scripture lessons, mission work, and a personal exploration of what it means to be a faithful servant of Christ. Each week, using a variety of teaching techniques, children will participate in activities, lessons and discussions that will culminate in a monthly event which ties the weekly learning pieces together.
Youth in grades 6-12 follow a curriculum that correlates with the head pastor's sermon and scripture reading for the day. They then explore the sermon topic in a way that's relevant to their lives.

☐ 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
1% Asian
_____ Black or African American (African Native, Caribbean)
_____ Hispanic Latino/Latina, Spanish
_____ Middle Eastern
_____ Native Hawaiian or Other Pacific Islander
98% White
Other _____1%_______________

Presbytery Chicago Presbytery Synod Lincoln Trails

Community Type (select one)

_____College _____Rural X_____Suburban
_____Small City _____Town _____Urban
_____Village _____Recreation _____Retirement
_____N/A

Clerk of Session Contact Information:
Name Linda Byus
<table>
<thead>
<tr>
<th>Address</th>
<th>1219 North Pine</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>Arlington Heights</td>
</tr>
<tr>
<td>State</td>
<td>IL</td>
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<tr>
<td>Zip Code</td>
<td>60004</td>
</tr>
<tr>
<td>Preferred Phone</td>
<td>847-255-2269</td>
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<tr>
<td>Alternate Phone</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:lcbvus@aol.com">lcbvus@aol.com</a></td>
</tr>
</tbody>
</table>
*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)*

<table>
<thead>
<tr>
<th>Years of Experience</th>
<th>Position Type</th>
<th>Years of Experience</th>
<th>Position Type</th>
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</thead>
<tbody>
<tr>
<td>Solo Pastor</td>
<td>General Assembly Staff</td>
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<tr>
<td>Head of Staff (Multi-Staff Pastor, who supervised two or more ordained staff persons)</td>
<td>Church Business Administrator</td>
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<tr>
<td>Head of Staff (supervised one ordained staff person and others)</td>
<td>Executive Director</td>
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<tr>
<td>Associate Pastor (Christian Education)</td>
<td>Director of Music (non-ordained)</td>
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<tr>
<td>First Ordained Call</td>
<td>Associate Pastor (Youth)</td>
<td>Minister of Music (ordained)</td>
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<tr>
<td>Associate Pastor (Other) –</td>
<td>Mission Co-worker (International)</td>
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<tr>
<td>Pastor (Church Planter, New Worshipping Community)</td>
<td>Christian Educator (Certified)</td>
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<tr>
<td>Pastor (Transformation/Redevelopment)</td>
<td>Christian Educator (non-certified)</td>
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<tr>
<td>Pastor Interim</td>
<td>Administrator</td>
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<tr>
<td>Pastor (for a designated term)</td>
<td>Funds Developer</td>
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<tr>
<td>Pastor (Other Temporary i.e., Supply, Student)</td>
<td>Finance Manager</td>
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<tr>
<td>Pastor, yoked/parish</td>
<td>Media Specialist</td>
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<tr>
<td>Co-pastor</td>
<td>Communicator</td>
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<tr>
<td>Executive Pastor</td>
<td>Coordinator</td>
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<tr>
<td>Evangelist or Mission Pastor</td>
<td>Pastor (Pastoral Resident)</td>
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<tr>
<td>Bi-vocational/Tentmaker</td>
<td>Youth Director (non-ordained)</td>
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<tr>
<td>Chaplain</td>
<td>Other</td>
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<tr>
<td>Pastoral Counselor</td>
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<tr>
<td>College/Seminary Faculty</td>
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<tr>
<td>Seminary Staff</td>
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<tr>
<td>Campus Ministry</td>
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<tr>
<td>General Presbyter/Executive Presbyter</td>
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<td>Presbytery Leader</td>
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<td>Stated Clerk (Presbytery)</td>
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<td>Synod Executive</td>
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<tr>
<td>Mid-Council Program Staff</td>
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You may also specify the position title (if appropriate) __Associate Pastor for Youth Ministries________

*Employment Status

__X___ Full Time

______ Part Time

______ Open to Either

______ Bi-vocational (able to provide employment through outside partnership)

Is this a yoked congregation?  X  No _____ Yes

(If yes, please complete the Yoked Congregation Detail Form.)

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

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

<table>
<thead>
<tr>
<th>Interim/Transitional Ministry Training</th>
<th>Interim Executive Presbyter Training</th>
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<tbody>
<tr>
<td>Certified Christian Educator</td>
<td>Certified Business Administrator</td>
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<tr>
<td>Certified Conflict Mediator</td>
<td>Clinical Pastoral Education Training</td>
</tr>
</tbody>
</table>

Other __ ____________________________________________________________________________

Language Requirements

| __X__ English | ___Spanish | ___Korean | ___French |
| ___Arabic     | ___Armenian| ___Creole | ___Portuguese |
| ___Japanese   | ___Russian | ___Swahili | ___Burmese |
| ___Cambodian  | ___Indonesian| ___Laotian | ___Thai |
| ___Vietnamese | ___Taiwanese| ___Cantonese | ___Mandarin Chinese |
| ___Twi        | ___Sign Language | | Other |

Statement of Faith Required __X__ Yes  _______ No
Mission Statement

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

Inspired by Christ’s love, First Presbyterian Church of Arlington Heights seeks to welcome and faithfully serve all people and to glorify God through worship, education and mission.

Internally, we strive to: (1) have a welcoming congregation, receptive to all so that we are a place where strangers can become friends; (2) foster the caring ministry of our Church in support of one another; (3) grow the spirituality of individuals and the congregation; (4) foster a learning community through enhanced educational opportunities; and (5) provide a choice of worship styles, experiences and venues.

Externally, we strive to: (1) expand participation in compassionate service and advocacy, demonstrating our Christian faith in our local area; (2) identify, develop and strengthen ministry and mission partnerships with civic and religious groups to further the work and visibility of our Church; (3) connect with young adults and families and invite them to join the friendship, fellowship and mission of the Church; and (4) become a dynamic and relevant presence in our community and throughout the world.
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.

FPCAH is at a historic moment in its life. With a rich history as one of the strongest churches in the Chicago Presbytery, we are known for our inspirational worship, renowned music program, local, national and international mission and outreach, education classes and programs for all ages, fellowship opportunities and leadership. FPCAH has a solid footing and a clear vision of what God wants us to be. Over the past five years we have experienced 100% turnover in our pastoral staff including: Senior Pastor, Associate Pastors, Directors of Music, Youth and Children’s Ministries. Building on our strengths and traditions, our Senior Pastor, Alex Lang, has laid out a strong vision for our church which distinguishes responsibilities for three areas: relational, missional, and caring ministries. The next three years are crucial to our church’s future as all three of these major areas are defined, implemented and optimized in order to achieve this vision.
2. How do you feel called to reach out to address the emerging needs of your community or constituency?

In order to achieve our vision, our church will reach out to children, youth and young adults in the community. Our focus will be to connect them with their peers as well as the larger church congregation. Building these connections will help to inspire them to begin or continue their own faith journey.

A critical element of this outreach is to ensure that children, youth and college-age individuals feel welcome and comfortable the moment they walk in the door. The new organizational structure is designed to facilitate that welcoming approach.

The Associate Youth Pastor will provide a meaningful experience for our youth incorporating the three pillars of ministry through fellowship opportunities that:

- Engage youth in programs and activities that fit their social and emotional needs
- Lead youth through challenging and engaging lessons of the Bible
- Provide mission experiences of varying degrees that give our youth the chance to serve others in many capacities.
- Encourage self-reflection and self-discovery as youth grow in their faith

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

The Associate Pastor for Youth will provide leadership and direction for the Children’s, Youth and College Care Ministries of this congregation. He or she will build on the momentum of the new vision for the church and its role in the community. He or she will minister to youth and their parents, develop a long-term relationship with families and scaffold emerging faith journeys. The new Youth Pastor will be a mentor, role-model and build intergenerational ties.
4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.

**Qualities:**
- Deep sense of call to youth
- Approachable personality; ability to work with wide age range of people (youth, families and young adults) in a wide range of settings
- Demonstrated commitment to diversity and inclusion of all God’s children in the life and programs of the church
- Keen ability to listen to a wide range of ideas and meet youth where they are in their faith journey. Solid understanding of adolescent and young adult development
- Strong role model and mentor; gifted in teaching God’s word to youth
- Possesses strong social media skills and understands importance of appropriate and timely social media interaction with youth
- Communicates effectively using a wide variety of methods (including appropriate use of social media)
- Organized in development and implementation of programming
- Team player / team builder
  - Collaborates with staff, lay leaders and families
  - Works to engage staff, volunteers and parents to encourage involvement in programs and activities

**Critical Experience Needed:**
- Has worked in a church setting (internship or other role) serving youth; understands the needs of youth and college-age young adults
- Has led or coordinated mission and / or other outreach opportunities for this population

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

- Envision and develop the youth ministries program, creating curriculum for youth Sunday School and youth groups
- Guide, administer and support 6th / 7th grade Sunday School (Y-Search) and Senior High Sunday School
- Guide, administer and support eighth grade Sunday School (Confirmation), leading classes where necessary and guiding volunteers in their ministry with confirmands
• Minister to youth and their families, providing the appropriate pastoral care in conjunction with the other pastoral staff
• Create, plan and lead Youth Group for both middle school and senior high students (including leading Bible Study, supporting Youth Group leaders and providing all necessary staff support for the health of the program)
• Supervise the Director of Children’s Ministries, helping to create a cohesive synthesis between children and youth ministries and acting as the pastoral liaison when required by the Children’s Ministries programs
• Serve as staff support to Collegiate Ministry Initiatives, assisting volunteers in planning and offering meaningful ministry, mission and events for college-age students

Board & Committee Responsibilities:
• Provide leadership and management for the Youth Ministries Committee (YMC)
  o Review monthly agenda for YMC meeting as proposed by the YMC chair
  o Participate in monthly meetings, sharing in decision making, presenting program plans and receiving counsel from the committee

Special Programs and Trainings:
• Provide pastoral presence and leadership to all youth special events (retreats, lock-ins, seasonal events and mission trips)
• Arrange for Safe Sanctuary training to be completed for all Youth ministries adult volunteers and ensure that all appropriate paperwork is completed and up-to-date
• Works with YMC to explore new opportunities for attracting families to First Presbyterian Church

Worship & Teaching Responsibilities:
• Assist the Pastor, head of staff, in worship through writing prayers, executing liturgy, baptism, serving the Lord’s Supper and preaching as requested.
• Conduct weddings, funerals and other duties as assigned.
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)

*Alex Lang, Senior Pastor FPCAH, Bio Page and Vision*: http://www.fpcah.org/pastoral/article370748c6470941.htm
**LEADERSHIP COMPETENCIES**

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

<table>
<thead>
<tr>
<th>THEOLOGICAL/SPIRITUAL INTERPRETER</th>
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<tbody>
<tr>
<td><strong>X</strong> 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.</td>
</tr>
<tr>
<td><strong>X</strong> 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.</td>
</tr>
<tr>
<td><strong>X</strong> 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.</td>
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<thead>
<tr>
<th>COMMUNICATION</th>
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<tbody>
<tr>
<td><strong>X</strong> Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</td>
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<tr>
<td><strong>Public Communicator</strong> - 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.</td>
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</table>
| **X** Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry. | }
<table>
<thead>
<tr>
<th>ORGANIZATIONAL LEADERSHIP</th>
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</thead>
<tbody>
<tr>
<td><strong>Advisor</strong> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.</td>
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<tr>
<td><strong>Contextualization</strong> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.</td>
</tr>
<tr>
<td><strong>Externally Aware</strong> - 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.</td>
</tr>
<tr>
<td><strong>Risk Taker</strong> – 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.</td>
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<tr>
<td><strong>Willingness to Engage Conflict</strong>: 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.</td>
</tr>
<tr>
<td><strong>Organizational Agility</strong>: 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.</td>
</tr>
<tr>
<td><strong>Financial Manager</strong> – 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.</td>
</tr>
<tr>
<td><strong>Collaboration</strong>: 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.</td>
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INTERPERSONAL ENGAGEMENT

X **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.

**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.

**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.

**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.

X **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.

**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.

X **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.

*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* $42,000

Maximum *Effective Salary* $48,000

Housing Type

- _____ Manse
- X_____ 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?

__X__ 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: Reverend Robert Reynolds
Address: 100 South Morgan Street, Chicago, IL 60607
Phone Numbers: 312-488-3015
Relation: Executive Presbyter, Presbytery of Chicago
E-mail: breynolds@chicagopresbyery.org

Name: Reverend Sean Miller
Address: 10301 River Road, Potomac, MD 20854
Phone Numbers: 301-299-6007
Relation: Pastor, Potomac Presbyterian Church; former Associate Pastor FPCAH
E-mail: Sean.miller@potomacpresbyterian.org
Name: Reverend Dianne Shields
Address: 1230 S. Salem Lane, Arlington Heights, IL 60005
Phone Numbers: 847-275-6903
Relation: Assoc. Pastor Emeritus, First Presbyterian Church of Arlington Heights
E-mail: revdianneshields@gmail.com

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

Name: Tom Munz
Address: 605 See Gwun Ave
City: Mt Prospect
State: IL
Zip Code: 60056
Preferred Phone: 847-494-0087
Alternate Phone: 847-259-5128
E-mail Address for PNC Communications (required): munzt@aol.com

ENDORSEMENTS
Pastor Nominating Committee/
Search Committee: Date
Signature

Clerk of Session: Date
Signature

Presbytery: Date
Signature

Revised 6/28/2015 16