

Rev. 6/2006

PRESBYTERIAN CHURCH (U.S.A.)
CHURCH LEADERSHIP CONNECTION
100 WITHERSPOON STREET – MEZZANINE
LOUISVILLE, KY 40202-1396
Toll Free 1-888-728-7228 ext. 8550
Fax # (502) 569-5870 or (502) 569-8748
Web Address: <http://www.pcusa.org/clc/>

Church Information Form (Part I) Step 1 of 5

Church/Organization ID 430

Church/Organization Name Bradley Hills Presbyterian Church

Mailing Address 6601 Bradley Boulevard

City Bethesda _____ State MD _____ Zip Code 20817

Telephone Number 301-365-2850 _____ Fax Number 301-365-6218 _____

Email bhpc@bradleyhillschurch.org

www Address www.bradleyhillschurch.org

Step 2 of 5

Church 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 249

Church School Attendance 115

Church School Curriculum Akaloo, The Thoughtful Christian, We Believe, Mission Yearbook of Prayer and Study, BHPC designed

CIF (Part I) - Step 3 of 5

Ethnic Composition Of Congregation (in %):

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

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

CIF (Part I) - Step 4 of 5

Presbytery National Capital Synod Mid-Atlantic

Community Type (select one)

<input type="text"/> Rural	<input type="text"/> Village	<input type="text"/> Town
<input type="text"/> Small City	<input checked="" type="text"/> Suburban	<input type="text"/> Urban
<input type="text"/> Inner City	<input type="text"/> College	<input type="text"/> Recreation
<input type="text"/> Retirement	<input type="text"/> N/A	

CIF (Part I) - Step 5 of 5

Clerk of Session Details:

Name: Susie Wellman

Address: 6300 Newburn Drive

City: Bethesda State: MD Zip Code: 20816

Preferred Phone: 301-229-3815 Alternate Phone: None

E-mail: slwellman@aol.com

FAX: 301-229-5046

Church Information Form (Part II) Step 1 of 7

Church/Organization ID: 430

Church/Organization Name, City, State: Bradley Hills Presbyterian Church, Bethesda, MD

Position To Be Filled (select one)

- | | |
|---|---|
| <input type="checkbox"/> Associate Pastor (Christian Education) | <input type="checkbox"/> Minister of Music (ordained) |
| <input type="checkbox"/> Associate Pastor (Youth) | <input type="checkbox"/> Mission Pastor |
| <input type="checkbox"/> Associate Pastor (Young Adult) | <input type="checkbox"/> Pastor-parish |
| <input type="checkbox"/> Associate Pastor (Other) | <input type="checkbox"/> Pastor (Solo) |
| <input type="checkbox"/> Campus Minister | <input checked="" type="checkbox"/> Pastor (Head of Staff) |
| <input type="checkbox"/> Chaplain | <input type="checkbox"/> Pastor (New Church Development/Fellowship) |
| <input type="checkbox"/> Christian Educator (non-ordained) | <input type="checkbox"/> Pastor (Redevelopment/Transformation) |
| <input type="checkbox"/> College/Seminary faculty | <input type="checkbox"/> Pastor-shared ministry (between a church and another organization) |
| <input type="checkbox"/> College/Seminary staff | <input type="checkbox"/> Pastor (Tentmaker/Part-time) |
| <input type="checkbox"/> Co-Pastor | <input type="checkbox"/> Pastor (Yoked field) |
| <input type="checkbox"/> Designated Pastor | <input type="checkbox"/> Pastoral Counselor |
| <input type="checkbox"/> Director of Music (non-ordained) | <input type="checkbox"/> Presbytery/Synod executive |
| <input type="checkbox"/> Executive Pastor | <input type="checkbox"/> Presbytery/Synod program staff |
| <input type="checkbox"/> Interim Associate Pastor | <input type="checkbox"/> Presbytery/Synod Stated Clerk |
| <input type="checkbox"/> Interim Ministry (Governing Body) | <input type="checkbox"/> Youth Director (Non-ordained) |
| <input type="checkbox"/> Interim Pastor | |

Specify Title (if appropriate): Pastor and Head of Staff

Specify whether experience in the specified position is "Required" or "Desired".

Required Desired

Employment Status

Full Time Part Time Open to Either

Years of 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? No Yes (If yes, please complete the Yoked Congregation Details Form.)

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.*

Our enduring purpose is to proclaim the Living Christ in our everyday lives by nurturing souls and serving the world. We seek to be a joyful community of disciples in which every member is committed to experiencing God through worship, learning, and service. Our core values are **hospitality** (we welcome others and embrace our differences), **community** (we seek to be a loving and caring Christian family), **compassion** (we respond to the pain and need of others), **joy** (we celebrate the abundance of God's grace in our lives), **beauty** (we discover God with our eyes, our ears, and our hearts), **honesty** (we seek and share the truth), **integrity** (we strive to live in accordance with Christ's teachings), **open-mindedness** (we explore a diversity of ideas on our journey of faith), and **stewardship** (we share our time, talents, and financial resources). Our charge is to grow the church by fostering relationships and building community; be disciples by pouring our lives into others throughout our community and the world; make our church a space for spiritual refreshment, reconciliation, and interfaith dialogue and engagement; celebrate in worship through preaching, music, drama, poetry, and visual arts; seek to understand the theological, ethical, and social issues we face in the world today; learn through listening, studying the Word, and sharing in intergenerational small groups; be a church where everyone has a deep sense of commitment and belonging.

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.

Creative worship, education for faithful living, and mission outreach are essential and integral parts of our life together over the past 50 years. We enjoy a long tradition of strong music and preaching and a variety of worship experiences. Our members and the community participate in a choir for children, adult chancel choir, a bell choir, instrumentalists, praise singers and a dramatic reading group. Our education program provides spiritual nourishment and growth opportunities for young children, youth and adults, incorporating diverse teaching styles and content levels tailored to the particular age group. We sponsor the BH Nursery School for preschoolers on weekdays. Our greater sense of community, compassion and social justice is evidenced by the level of financial support and the number of church members who staff local projects, and the scores of full- and part-time volunteers for 22 local and 15 globally-based non-profit social service organizations. These organizations provide meals for the hungry, formal education, tutoring, training in job skills, counseling, health screening, medical care,

home construction and repair, employment, and advocate for social justice issues. BHPC has four full-time professional staff, a parish nurse, and a lay coordinator for spiritual life.

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

Our congregation brings together a variety of ages, professions, interests and backgrounds to fulfill the church's mission. Approximately fifty-four percent of the congregation is female and forty-six percent male. Sixty-eight percent of the congregation is married, eighteen percent single, and fourteen percent other (widowed, divorced, separated, partnered or unspecified). Vocationally the congregation is diverse. Predominately professionals, we have many members from the medical and scientific communities, and teachers from all levels--nursery school through universities—both public and private. Other job titles include CEOs, engineers, attorneys, consultants, artists, non-profit and community leaders, journalists, and stay-at-home moms. We have many dual-income families who appreciate BHPC as a place to get their spiritual batteries recharged, and many members who are retired, and bring considerable experience and insights to the church. Though leading busy lives, our search for greater spiritual connections and our strong intellectual curiosity drive us to actively participate in the life and work of the church (including music, drama, teaching, flower arranging, hospitality and community service). This highly educated congregation seeks intellectual engagement, and appreciates opportunities to explore faith issues or current issues through adult education and other forums.

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

The congregation of BHPC is a joyful community of disciples tolerant of and curious about other religious traditions and who embrace a variety of theological perspectives. We believe that proclaiming the living Christ in our everyday lives can take many forms, and we welcome each person who seeks to grow more deeply in his or her relationship with God and serve others in the Spirit of Jesus Christ. We take seriously the vows made at baptism and involve many in teaching and learning about our faith. Our efforts to be welcoming and open to all can be examined more deeply through the reports of our Visioning, Accessibility, and Welcoming Task Forces found on our web page. In worship we strive to be inclusive in our language, and the Session recently voted to allow the pastor to perform commitment ceremonies if requested to honor the covenantal partnerships of gay and lesbian couples.

We act on our belief in the one God that rules and loves us all by seeking partnership with those of other faiths. The congregation of BHPC and Bethesda Jewish Congregation have had an active relationship for over 40 years involving joint religious, education, and mission programs and projects. A physical manifestation of our bond is Covenant Hall - planned for, funded, and used by both congregations for worship. We recently began a relationship with an Islamic congregation and held a joint Thanksgiving service including all three congregations.

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. Susan R. Andrews, Executive Presbyter
Address: Presbytery of the Hudson River
50 Dayton Lane
Suite 202
Peekskill, NY 10566
Phone: 914-739-1656
Relation: Former Pastor Head of Staff
E-mail: srandrewshrp@aol.com

Name: Dr. John W. Wimberly, Jr., Pastor
Address: Western Presbyterian Church
2401 Virginia Avenue, N. W.
Washington, DC 20037
Phone: 202-835-8383
Relation: Previous Pastor
E-mail: john@westernpresbyterian.org

Name: Dr. Wilson Gunn, General Presbyter
Address: National Capital Presbytery
8401 Connecticut Avenue
Suite 805
Chevy Chase, MD 20815
Phone: 240-482-1561, Ext 1561
Relation: Executive Presbyter
E-mail: wgunn@thepresbytery.org

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, and program areas will this person have responsibility?*

We seek a pastor who will be responsible for the Christian ministry of BHPC through worship, preaching, pastoral care, and education. This person will direct the program of BHPC using a

team ministry of professional and volunteer staff, Session, and Lay Ministries, and also serve as chief administrator, creating a transformational community of faith by providing leadership, Christian witness, visioning, and strategic planning.

Our pastor will lead worship by designing creative liturgy with other professional staff, preaching, administering Sacraments, interpreting the worldwide mission of the church, and challenging the congregation spiritually, while being sensitive to diversity within our congregation and encouraging lay leadership.

Our pastor will foster spiritual development and evangelism, leading members to share faith in Christ as savior and encouraging their participation in church and community. This person will visit members, provide counseling, encourage stewardship, embrace our covenant relationship with Bethesda Jewish Congregation, teach BHPC groups, and represent BHPC at National Capital Presbytery and national denominational entities. Our pastor will serve as Moderator of Session, planning the agenda with the Clerk of Session, and provide spiritual leadership to the Session and Lay Ministries, serving as liaison for Worship and Arts, Personnel, and other appropriate lay ministries.

CIF (Part II) – Step 5 of 7: Major Responsibilities

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

The individual we seek for the role of Pastor at BHPC is one who will lead our congregation by his/her strength of spirit, vision, moral courage and intellect. We need a leader with a proven track record, yet who has not grown complacent – one who will stretch some boundaries and never stop asking questions, either of him/herself or of the congregation. We seek a scholar who has the ability to inspire our congregants through preaching and modeling what it means to be called by God and serve God on a daily basis. Our Pastor would be a student with a life-long love of learning that can be shared with all members of our Christian community who maintain an insatiable need to grow. We are in need of a Pastor who has a desire to be challenged and assist our congregation in moving forward in our walk of faith, especially creating bonds with the children of the church, who will one day be called to serve as leaders themselves. This person is charismatic and passionate and will serve as a magnet in assisting the church in attracting a more significant population of young adults and families. The candidate must have a love of family, a strong sense of humor, and be devoted to the growth and renewal of each and every member's heart, mind and spirit.

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".

- | R | D | |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Administrative Leadership |
| <input type="checkbox"/> | <input type="checkbox"/> | Adult Ministry |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Preparation |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Renovation/Property Development |
| <input type="checkbox"/> | <input type="checkbox"/> | Children's Ministry |
| <input type="checkbox"/> | <input type="checkbox"/> | Choir Directing |
| <input type="checkbox"/> | <input type="checkbox"/> | Communication (Written/Oral) |
| <input type="checkbox"/> | <input type="checkbox"/> | Community Ministries |
| <input type="checkbox"/> | <input type="checkbox"/> | Community Service and Leadership |
| <input type="checkbox"/> | <input type="checkbox"/> | Conflict Management/Mediation Skills |
| <input type="checkbox"/> | <input type="checkbox"/> | Congregational Communication |
| <input type="checkbox"/> | <input type="checkbox"/> | Congregational Fellowship |
| <input type="checkbox"/> | <input type="checkbox"/> | Congregational Home Visitation |
| <input type="checkbox"/> | <input type="checkbox"/> | Congregational Redevelopment/Transformation |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Corporate Worship/Sacraments |
| <input type="checkbox"/> | <input type="checkbox"/> | Counseling |
| <input type="checkbox"/> | <input type="checkbox"/> | Cultural Proficiency/Cross Cultural Collaboration |
| <input type="checkbox"/> | <input type="checkbox"/> | Curriculum Building |
| <input type="checkbox"/> | <input type="checkbox"/> | Defining Program Needs |
| <input type="checkbox"/> | <input type="checkbox"/> | Development of New Educational Experiences |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Ecumenical and Interfaith Activities |
| <input type="checkbox"/> | <input type="checkbox"/> | Evaluation of Program and Staff |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Evangelism |
| <input type="checkbox"/> | <input type="checkbox"/> | Facility Management |
| <input type="checkbox"/> | <input type="checkbox"/> | Family Ministry |
| <input type="checkbox"/> | <input type="checkbox"/> | Financial Management |
| <input type="checkbox"/> | <input type="checkbox"/> | Fund Raising |
| <input type="checkbox"/> | <input type="checkbox"/> | Governing Body Ministry |
| <input type="checkbox"/> | <input type="checkbox"/> | Group Process |
| <input type="checkbox"/> | <input type="checkbox"/> | Hospital and Emergency Visitation |
| <input type="checkbox"/> | <input type="checkbox"/> | Information Technology |

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

Compensation And Housing. A range is needed for matching purposes. The maximum salary is not published anywhere. (Effective salary is compensation plus housing.)

Minimum **Effective** Salary \$ 80,000

Housing Type Manse
 X Housing Allowance
 Open To Either
 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)

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: Edward W. Hummers, Jr. _____

Address: 8709 Hickory Bend Trail

City: Potomac State: MD Zip Code: 20854

Preferred Phone: 301-299-4154

Alternate Phone: (Cell) 301-502-9480

FAX: 202-419-2752

E-mail Address for PNC Communications: mared58@verizon.net

Endorsements

Pastor Nominating Committee

or Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Committee on Ministry _____ Date _____

Signature

Rev. 9/2006

When you enter your CIF online, the CLC system will generate an email to your Clerk of Session and Committee on Ministry moderator for approval of the CIF. Once the CIF is submitted, the Clerk of Session and COM moderator may log in to the system and approve the CIF without waiting for the email. If you prefer, you may obtain the signatures of the PNC moderator, Clerk of Session, and COM moderator and fax this sheet to our office at 502.569.5870. This generally speeds up the approval process. Be sure to include the name, city, state, and ID number of your church on the faxed information. If you have questions, please call toll free 888.728.7228 extension 8550.