

**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 10470
Ministry Name Preston Hollow Presbyterian Church
Mailing Address 9800 Preston Road
City Dallas State TX Zip Code 75230
Telephone Number 214.368.6348 Fax Number 214-623-5495
Email info@phpc.org
Web site www.phpc.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 750

Church School Attendance 100

Church School Curriculum DWELL ([About DWELL Sunday School Curriculum - DWELL Children's Ministry Curriculum \(faithaliveresources.org\)](#))

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

Ethnic Composition Of Congregation (in whole %):

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

_____ American Indian or Alaska Native

_____ Asian

_____ Black or African American (African Native, Caribbean)

_____ Hispanic Latino/Latina, Spanish

_____ Middle Eastern

_____ Native Hawaiian or Other Pacific Islander

97% White

Other 3% (Asian, African American, African, Middle Eastern, Hispanic)

Presbytery Grace Synod Sun

Community Type (select one)

_____ College

_____ Rural

X _____ Suburban

_____ Small City

_____ Town

_____ Urban

_____ Village

_____ Recreation

_____ Retirement

_____ N/A

Clerk of Session Contact Information:

Name Ms. Melanie Sumrow

Address 9800 Preston Road

City Dallas State TX Zip Code 75230

Preferred Phone 214.368.6348 Alternate Phone _____

E-mail melanie@melaniesumrow.com FAX _____

***Select below the position to be filled and the minimal number of years of experience required (select one)**

Select Position Type	Position	Indicate number of years of experience needed	Select Position Type	Position Type	Indicate number of years of experience needed
	Solo Pastor			General Presbyter/ Executive Presbyter Presbytery Leader	
	Head of Staff (Multi-Staff Pastor, who supervised two or more ordained staff persons)			Stated Clerk (Presbytery)	
	Head of Staff (supervised one ordained staff person and others)			Synod Executive	
	Associate Pastor (Christian Education)			Mid-Council Program Staff	
	Associate Pastor (Youth)			General Assembly Staff	
0-2 years	Associate Pastor (Other)			Church Business Administrator	
	Pastor (church planter, new church development, new worshipping community)			Executive Director	
	Pastor (Transformation/Redevelopment)			Director of Music (non-ordained)	
	Pastor Interim			Minister of Music (ordained)	
	Pastor (for a designated term)			Mission Co-worker (International)	
	Pastor (Other Temporary i.e., Supply, Student)			Christian Educator (Certified)	
	Pastor, yoked/parish			Christian Educator (non-certified)	
	Co- Pastor			Administrator	
	Executive Pastor			Funds Developer	
	Evangelist or Mission Pastor			Finance Manager	
	Chaplain			Media Specialist	
	Pastoral Counselor			Communicator	
	College/Seminary Faculty			Coordinator	
	Other:				

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

Associate Pastor for Young Adults, Developing Families and Connection

***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?

Trusting that All Belong to God. Living Like We Belong to One Another

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.

Preston Hollow Presbyterian Church is here because our founders mortgaged their futures in faith that this church would be a place of belonging. Today, we are still at the intersection of faith and life, and betting on God's promise for this future generation.

PHPC requires innovation, imagination, and risk, as we create ways of belonging for new generations. The world requires our congregation, to risk something big for something good. It asks us to have the vision for what is possible in God. This imagination is as strong as ever, and we seek to build the church for the future. What does it look like to survey our church's future?

We start with goodness, the soil from which we grow. In pondering the responsibility of goodness, we affirm that:

Spiritual growth means more than adopting handed-down facts; it requires faithful growth over time into the people God has called us to be.

Ritual is the way through which we make meaning throughout life.

Service as the full measure of God's justice for all. We seek to work and be with our neighbors.

Spiritual formation requires commitment and support, helping all mature as Christians through their journeys.

PHPC exists so all may know they belong here. We pray to live so all know they belong to God.

We dream of ways God can be shared with the world, for the benefit of all creation. Thus, our congregation views our church's ministry to create holy, sacred ground where all can find meaning and purpose in God in limitless ways.

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

Our ministries at Preston Hollow are situated to help every person at every stage/phase in our community grow in faith in five distinct ways:

1. Worship – We believe that God is glorified and honored at traditional and contemporary services, weddings and funerals, children's chapel and youth retreats. We regularly gather to acknowledge God's presence in the world and in our lives, respond to God's word and Jesus's teaching and to be transformed, renewed and equipped for God's service in the world.

2. Growth (Study/Prayer) - We believe that the purpose of learning is to help people make spiritual sense out of their lives and the world. Learning is not an end in itself. Instead, we learn

with the purpose of growing in faith and being sent out into our everyday lives and the world as disciples of Jesus Christ.

3. Fellowship - We believe that all belong to God. No exceptions. We strive offer places of belonging to all in our community. We want anyone to come just as they are and be part of this community of people who are striving to be at home with God and one another.

4. Service - We believe God invites us to embody our faith. As Christians, we are called to live as Jesus lived – loving our neighbors, standing with the oppressed, enacting mercy, working for justice, caring for Creation, and sowing seeds of compassion.

5. Giving (Financial Commitment) - We believe the financial support of our members allows us to transform lives: helping all ages at PHPC fully experience the love of God, feeding, and clothing our neighbors in Dallas, and lifting people around the globe out of poverty. Through our generosity, we can continue to grow, innovate, and share Christ's, life-changing love.

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

The Associate Pastor for Young Adults, Developing Families and Connection will be the spiritual leader for young adults and families at PHPC. The Associate Pastor will create a culture of welcome and connection throughout the church by equipping people for ministry and integrating members and visitors into the life of the congregation. Their call is to also help young adults and families grow as disciples of Jesus Christ and prepare them for a lifetime of faith. This person will equip and inspire young adults and families to grow in faith in five areas: worship, growth (study/prayer), fellowship, service, and giving (financial commitment). The Associate Pastor will bring energy, joy, creativity, and faithfulness to this position. Additionally, the Associate Pastor will help develop a sense of belonging and hospitality, bridging prospective members into their first year as new members.

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

It will be important that the person open to this call is persistent, committed, and engaged toward building community and creating spaces for belonging at PHPC. This Associate Pastor will be a leader capable of working closely with pastoral colleagues, staff members, and the congregation to strengthen young adult/family ministry and enhance connections ministry (which focuses on establishing and nurturing relationships with both prospective and new members). This person will have strong communication and interpersonal skills to help build relationships with the individuals, families, and groups in their focus ministries. There will be dedicated staff support and church community support, as fostered by this Associate Pastor, allowing this Associate Pastor to focus on ministry work; however, it is expected this position will require an initial phase of tactical work as the Associate Pastor crafts and strengthens church community support systems.

It is our hope that in responding to this call, a person is committed to serve an extended ministry to growing with Preston Hollow Presbyterian Church in order to establish deep roots in both the church and wider community, for the greater enrichment of all. We expect this process to take a minimum of five to seven years.

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

Young Adult/Developing Family:

- Direct young adult/family ministries at the church, placing a high priority on spiritual nurturing, growing participation, developing lay leadership, and providing pastoral care.
- Equip young adult/family lay leaders for fellowship, discipleship, and service.
- Create and lead a young adult/family ministry staff team to develop fellowship and activities.

Connections Ministry:

- Foster a culture of belonging for all visitors and members.
- Encourage and enable new and existing lay leadership.

Prospective Members:

- Connect with, contact, and follow up with first- and second-time visitors.
- Connect visitors with PHPC communications to encourage belonging and participation.

New Members:

- Ensure consistent interaction with new members through personal and targeted communication, helping each member connect to ministry at PHPC.
- Oversee the short-term member integration and assimilation process.
- Meet regularly and integrate vision and approaches with the New Member Committee.

Other Hospitality:

- Facilitate members in connecting deeply to all church ministries.
- Plan and organize churchwide fellowship activities
- Maintain a welcoming presence on Sundays by:
 - o Overseeing recruitment and training of members for service in the areas of hospitality, member integration and parish life.
 - o Implementing creative, new hospitality efforts and enhancing or sunseting current efforts.
 - o Communicating instructions, plans, and details with pastors and volunteers

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)

<https://www.phpc.org/>

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

https://www.instagram.com/phpc_dallas/

<https://podcasts.apple.com/us/podcast/phpc/id1420208515>

(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	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.
	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	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	Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.		Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
X	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.		Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)

	Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.	
ORGANIZATIONAL LEADERSHIP		
	Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation's/organization's vision and mission.
	Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.	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.
	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.	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.
	Risk Taker – 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.	Task Manager - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes.
	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.	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	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.
	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 \$80,000 _____ Maximum **Effective** Salary \$90,000 _____

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?

 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 Rev. Dr. Craig Barnes – Princeton Theological Seminary

Address P.O. Box 821, Princeton, NJ 08542

Phone Numbers (609) 921-8300

Relation President of Princeton Theological Seminary, guest preaching pastor and friend of the church

E-mail president@ptsem.edu

Name Rev. Sarah Are Speed – Fifth Avenue Presbyterian Church

Address 7 W. 55 Street, New York, NY 10019

Phone Numbers (917) 375-6792

Relation Former Associate Pastor at PHPC and friend of the church

E-mail sspeed@fapc.org

Name Ms. Meghan Hickman

Address 1000 Catawba St, Columbia, SC 29201

Phone Number (864) 314-0923

Relation Current organizational consultant and friend of the church

E-mail meghan.hickman@eosworldwide.com

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

Name Erin Sine

Address 4437 Druid Lane Dallas, Texas 75205

Preferred Phone (804) 714-4164 (cell)

Alternate Phone _____

E-mail Address for PNC Communications (required): APNC@phpc.org

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee _____ Date _____

Erin M. Sine

Clerk of Session _____ Date _____

Melanie Sumrow

Presbytery _____ Date _____

Signature