



**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 1501580  
Ministry Name The Fourth Presbyterian Church of Chicago  
Mailing Address 126 E Chestnut Street  
City Chicago State IL Zip Code 60611  
Telephone Number 312-787-4570 Fax Number 312-787-4584  
Email asantos@fourthchurch.org  
Web site www.fourthchurch.org

#### **Congregation or Organization Size(Select one)**

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

**Average Worship Attendance** 1200





**\*Select below the position to be filled and the minimal number of years of experience required (e.g. no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years)**

<u>Years of Experience</u>	<u>Position Type</u>	<u>Years of Experience</u>	<u>Position Type</u>
	Solo Pastor		General Assembly Staff
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
	Head of Staff (supervised one teaching elder and other staff)		Executive Director
	Associate Pastor (Christian Education)		Director of Music (non-ordained)
	Associate Pastor (Youth)		Minister of Music (ordained)
2-5 years	Associate Pastor (Other)		Mission Co-worker (International)
	Pastor (Church Planter, New Worshipping Community)		Christian Educator (Certified)
	Pastor (Transformation/Redevelopment)		Christian Educator (non-certified)
	Pastor Interim		Administrator
	Pastor ( for a designated term)		Funds Developer
	Pastor (Other Temporary i.e., Supply, Student)		Finance Manager
	Pastor, yoked/parish		Media Specialist
	Co-pastor		Communicator
	Executive Pastor		Coordinator
	Evangelist or Mission Pastor		Youth Director (non-ordained)
	Bi-vocational/Tentmaker		Other
	Chaplain		
	Pastoral Counselor		
	College/Seminary Faculty		
	Seminary Staff		
	Campus Ministry		
	General Presbyter/Executive Presbyter Presbytery Leader		
	Stated Clerk (Presbytery)		
	Synod Executive		
	Mid-Council Program Staff		



You may also specify the position title (if appropriate) Associate Pastor for Discipleship & Small Group Ministry

**\*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	_____		

**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="checkbox"/> Other	

**Statement of Faith Required**  Yes  No

**Mission Statement**

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

See next page.

**Mission Statement**

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

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

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

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

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

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

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

**Revised 10/14/16**



## 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.
2. How do you feel called to reach out to address the emerging needs of your community or constituency?
3. How will this position help you to reach your vision and mission goals?
4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.
5. For what specific tasks, assignments, and programs areas will this person have responsibility?

See next page for answers to questions 1-5.

### 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)

[www.fourthchurch.org](http://www.fourthchurch.org)  
[www.chicagolights.org](http://www.chicagolights.org)  
[www.facebook.com/fourthchurch](https://www.facebook.com/fourthchurch)

## NARRATIVE QUESTIONS

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

### **1. What is the congregation's or organization's vision for ministry? Additionally describe how this vision is lived out.**

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

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

**Strong pastoral staff and lay leaders.** A staff of 7 ordained clergy work with the Pastor to lead the congregation through teaching, preaching, and hands-on programs. Fourth Church is also blessed with committed lay leaders who make up our 37-member Session, 50-member Board of Deacons, 21-member Board of Trustees (overseeing financial, legal, and property affairs of the church), and 20-member Chicago Lights Board. Our Personnel Committee works with the Pastor to plan staffing and administer annual reviews. Our joint Finance Committee works with staff on financial matters.

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

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

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

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

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

neighbors and with other faith communities. We are actively leading conversations on racial tension, working to increase our understanding of cross-cultural issues and values.

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

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

The role of Fourth Presbyterian Church's Associate Pastor for Discipleship and Small Group Ministry is an exciting urban pastoral position. This Associate Pastor is charged with creating a vision to lead the congregation in new, spirit-filled directions both church-wide and in relationship with its urban and suburban neighbors. The church is committed to helping people more fully know the love of Jesus Christ and guiding them into a deeper faith life. This Associate Pastor should be a "go-getter" who launches new initiatives such as small groups, fellowship opportunities, and intentional faith formation activities to ground participants in a spiritual discipleship framework. The Associate Pastor for Discipleship and Small Group Ministry will spearhead the church's practice of abundant hospitality and inclusiveness, supporting full participation by diverse persons at all levels of church life. The Associate Pastor will be the Fourth Presbyterian spokesperson, collaborating with prominent, city-wide Jewish and Islamic partners to forge increased interfaith engagement with the various faith communities.

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

- Ordained as a teaching elder in the PC(USA)
- Experience with engaging members and relationship-building in a church, community and/or service organization
- Skills in developing and leading volunteer teams
- Strong commitment to, and experience in, establishing and advancing positive interfaith relationships
- Ability to be collaborative with colleagues
- Strong communications skills
- Energy, discipline and willingness to work in a complex organization on multiple functions – supervising, leading, discerning, and collaborating
- Commitment to urban ministry, and affinity with Fourth Church's worship and theological values.



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

- Lead the Congregational Life Session Committee to develop, guide, and support sub-committees, groups, and teams to carry out the new vision and initiatives with a spiritual discipleship framework to deepen congregants' faith life.
- Create and sustain a culture of abundant hospitality practices supporting an intergenerational, diverse, and inclusive congregation.
- Engage other pastors and staff as partners in creating and strengthening a new church-wide culture of congregational engagement.
- Lead the successful transition of new members to become deeply engaged in the life of the congregation and its commitments.
- Lead the congregation to identify and mitigate potential obstacles to full participation by diverse persons in the life of the church.
- Design fellowship opportunities to further engage congregants in church life.
- Lead as Fourth Presbyterian's clergy representative engagement and expanded relationships with interfaith and multi-cultural partners throughout the city.
- Supervise the Director of Volunteer Ministry in systematizing service opportunities that can engage members at all levels. Oversee effective data management and the follow up with those seeking to serve.
- Supervise the Congregational Life Program Manager in ensuring that all activities of Discipleship and Small Group Ministry are coordinated, publicized, and hosted appropriately.
- Preach and participate in worship leadership on Sundays and other seasonal services as assigned.
- Participate in pastoral leadership of the weekly Jazz Vespers service.
- Provide pastoral leadership in the development of the monthly Taize service.
- Officiate weddings and memorial services/funerals, as assigned or requested.



**\*LEADERSHIP COMPETENCIES**

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

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>	
X	<p><b>Compassionate</b> – 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.</p>
X	<p><b>Preaching and Worship Leadership:</b> 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.</p>
X	<p><b>Hopeful</b> – 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.</p>
X	<p><b>Spiritual Maturity:</b> 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.</p>
	<p><b>Lifelong Learner</b> – 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.</p>
	<p><b>Teacher</b> – 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.</p>
<b>COMMUNICATION</b>	
X	<p><b>Communicator</b> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</p>
	<p><b>Bilingual</b> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</p>
	<p><b>Public Communicator</b> - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.</p>
	<p><b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</p>
	<p><b>Technologically Savvy</b> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</p>



<b>ORGANIZATIONAL LEADERSHIP</b>		
	<b>Advisor</b> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	<b>Change Agent</b> – having the ability to lead the change process successfully; anchoring the change in the congregation's/organization's vision and mission.
	<b>Contextualization</b> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.	X <b>Culturally Proficient</b> – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	<b>Externally Aware</b> - 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.	<b>Entrepreneurial</b> - 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.
	<b>Risk Taker</b> – 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.	<b>Task Manager</b> - 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.
	<b>Willingness to Engage Conflict:</b> 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.	<b>Decision Making:</b> 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	<b>Organizational Agility:</b> 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.	<b>Strategy and Vision:</b> 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.
	<b>Financial Manager</b> – 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.	<b>Funds Developer</b> – 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	<b>Collaboration:</b> 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.		
<b>INTERPERSONAL ENGAGEMENT</b>		
X	<b>Interpersonal Engagement</b> - 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.	X <b>Bridge Builder</b> – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
	<b>Motivator</b> - 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.	X <b>Personal Resilience:</b> 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
	<b>Initiative:</b> 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.	<b>Flexibility</b> - 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.
	<b>Self Differentiation:</b> 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 \$ 65,000 Maximum *Effective* Salary \$80,000

Housing Type        Manse  
  X   Housing Allowance  
       Open To Either (Manse or Housing Allowance)  
       Not Applicable (*For Non-pastoral Positions Only*)

Revised 3/2016



### **\*EQUAL EMPLOYMENT OPPORTUNITY**

The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403)

Each Pastor Nominating committee and Search committee is expected to undertake its search for a Teaching Elder in a manner consistent with the good news that in the church "...as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus."

Has the Pastor Nominating Committee and Search Committee affirmed its intention to follow the Form of Government in this regard?

Yes

No

### **REFERENCES (Limit 3)**

Below, please list three persons who know your congregation. You might list your Presbytery leadership, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

Name Rev. Amy Pagliarella  
Address 2108 West Giddings St, Chicago, IL 60625  
Phone Numbers 312-498-6598  
Relation Committee on Ministry Representative and former Member and Elder at Fourth Church  
E-mail amy.e.pagliarella@gmail.com

Name Rev. Hardy Kim  
Address Pastor, Sunnyvale Presbyterian Church, 728 W Fremont Ave, Sunnyvale, CA 94087  
Phone Numbers 408-739-1892 (O) 313-657-9144 (Cell)  
Relation Former Fourth Church Associate Pastor of Evangelism  
E-mail hardy@svpc.us



Name Rev. Jan Edmiston  
Address 1212 Braeburn Avenue, Flossmoor, IL 60422  
Phone Numbers 703-855-5173  
Relation Former Associate Executive Presbyter for Ministry (Chicago), Co Moderator PCUSA GA  
E-mail jan.edmiston@pcusa.org or jledmiston13@gmail.com

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

Name Pamela Block  
Address c/o Fourth Presbyterian Church, 126 E Chestnut  
City Chicago State IL Zip Code 60611  
Preferred Phone 773-929-2310  
Alternate Phone 312-573-3363  
E-mail Address for PNC Communications (required): asantos@fourthchurch.org

**ENDORSEMENTS**

Pastor Nominating Committee/  
Search Committee \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*

Presbytery \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*