



*Revised IPC Draft
November 26, 2019 (v7)*

PREAMBLE

The Church Leadership Connection System has been revised with new forms and user friendly changes. The new Ministry Information Form affirms our theology that honors “openness to the sovereign activity of God in the Church, to a more radical obedience to Christ, and to a more joyous celebration in worship and work” (F.1.0404).

Users will first notice the following changes to the system:

- Church Information Forms (CIFs) are now called Ministry Information Forms
- The removal of preference language such as community type and church size on PIFs
- Call seekers must indicate on forms whether they are “actively seeking” a call or “not actively seeking, but open to a call.”
- The inclusion of additional position types in the various organizations of the church, seminaries, and partner institutions.
- New Leadership Competencies that have replaced the skills on the old forms
- Advance technological features that allow the linking of sermons, lesson plans, websites, blogs, articles and other resources that might help search committees to know more about a person and or the calling organization.
- Expanded language fluency section to include a wide variety of languages of new immigrant communities
- New narrative questions that solicit more outcome responses, which demonstrates a person’s leadership practices or an organization’s leadership needs.
- A more user friendly online format that includes pull down menus, internal formatting features, the ability to develop PDFs, and the ease of transferring responses from word processing software into online fields.

Before you Begin:

We recommend that you review the instructions for completing a MIF at <http://www.presbyterianmission.org/ministries/clc/enter-new-ministry-information-form/>.

Asterisks on the form note, if changes are made to this field, re-approval is require of the Clerk of Session and COM moderator for calling congregations.

*The online system format may vary slightly from the printable forms, however, all data fields are the same.



**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: 03401 with the BOP, Presbytery #115-642

Ministry Name: Independent Presbyterian Church

Mailing Address: 3100 Highland Avenue South

City: Birmingham State: AL Zip Code: 35205

Telephone Number 205-933-1830 Fax Number: 205-933-1836

Email: PNC Chair – Hon. Teresa Pulliam ttpulliam@msn.com

Copy to PNC Secretary - George Taylor gtaylor@burr.com

Web site: www.ipc-usa.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: 530
Church School Attendance: 177
Small Groups (weekly): 185
Church School Curriculum: Preschool and Early Elementary through Grade 6: Catechesis of the Good Shepherd
<http://www.ipc-usa.org/Catechesis>

Youth: (Grades 7 through 12) – Bible Project Video Series

Adults: Adult Education follows written guidelines comprised of five broad categories: Bible Study and Interpretation; Theological Study and Reflection; Life in Christ/Christian Discipleship; Selected Studies in Literature, Arts, and Sciences; and Christian Faith in Global Neighborhood with Other Religions and Cultures. Offerings include classes on Sunday mornings/evenings, Wednesday nights, weekdays, small groups and special events.
<http://www.ipc-usa.org/ce-adults>

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
<1___ Black or African American (African Native, Caribbean)
___ Hispanic Latino/Latina, Spanish
___ Middle Eastern
___ Native Hawaiian or Other Pacific Islander
___ 99___ White
Other _____

Presbytery _____ Sheppards and Lapsley _____ Synod Living Waters _____



Community Type (select one)

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

Clerk of Session Contact Information:

Name Steve Hunt
Address 3100 Highland Avenue South
City Birmingham State AL Zip Code 35205
Preferred Phone 205-541-3714 Alternate Phone 205-985-4747
E-mail shunt14@bham.rr.com FAX _____



***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
<u>X</u> 5-10 years	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff) (<u>Experience may be as Associate Pastor in larger church</u>)		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)
	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		Pastor (For Such a Time as This Pastoral Resident)
	Bi-vocational/Tentmaker		Youth Director (non-ordained)
	Chaplain		Other
	Pastoral Counselor		
	College/Seminary Faculty		
	Seminary Staff		
	Campus Ministry		
	General Presbyter/Executive Presbyter Presbytery Leader		
	Mid-Council Program Staff		



You may also specify the position title (if appropriate): **Senior Pastor/Head of Staff**

***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?

From our Jewish roots to our Scottish heritage, from the first among us to the least of these, IPC exists to glorify God in truth, beauty and service to others. Christ-centered and cross-cultural, we experience God fully in life beyond ourselves -- for the world is our parish!

Our Guiding Principles, which accompany the Mission Statement, are as follows:

We are...

- (1) Christ-centered and Trinitarian in our worship, study and service;
- (2) Presbyterian in doctrine and polity-- "Reformed and always being reformed" according to God in Scripture;
- (3) Growing our relationship with God, by seeking to understand Scripture, prayerful discernment of gifts, and being a part of the body of Christ in Birmingham and in the world;
- (4) Theologically diverse with openness, love and respect for one another when we differ on matters of faith and practice within the essential tenets of the Reformed faith;
- (5) Glorifying God in art, music, education and action;
- (6) Joining God in the world by sharing the Gospel in both evangelism and social justice ministry.

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.

We are Christians, people of God, and believers in the compelling story told by Scripture. At the same time, we are a diverse group, extraordinarily blessed by God with talents and resources and abilities.



We are driven by our faith in God and our relationship with the Risen Lord on an urgent basis to use those talents and resources and abilities to serve God wherever and however we can. Our vision for ministry is to believe and to serve.

As a church we serve by carefully examining and establishing priorities as a congregation, which guide every aspect of our ministry/mission together. We focus inwardly first, developing our abilities, worshipping the Risen Lord, studying scripture and learning how to be disciples. Then, we take what we have received and learned, and turn to the world to witness to the Gospel and show others the love of Christ through our missions and ministries. We receive our strength from the Holy Spirit and from our interaction with each other in daily devotion, Bible study and prayer, and we use that strength to serve God in the world.

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

For over 100 years, IPC has been meeting the needs of its congregation and glorifying God through its inspired worship, music, teaching and ministries both within and outside our sanctuary. The Foundation of our church is built on ministering to the needs in our community. In fact, our members are trailblazers in social ministry, wholeheartedly committed to serving God by service to others in need. At First Light Homeless Shelter, our members provide food and friendship to homeless women and children. At IPC's Children's Fresh Air Farm, we provide a summer reading program and summer camp experience for less fortunate children, and through the STAIR of Birmingham reading program, we provide members the opportunity to tutor children from low income schools, making a difference in their and their families' lives. We administer both a walk-in food pantry and a voucher program for those in need. Our church supports the Living River camp, where children can worship, enjoy the outdoors, and learn about the environment. At our Highland Hall facility, we offer forums to discuss with the community how IPC and its members can spread the Gospel through ministries of social justice. We are partners in a nearby community garden, sponsor a popular "Beer and Hymns" ministry in the city, and host UKirk for local Presbyterian college students. We minister to a vibrant IPC-created retirement community, Kirkwood By the River, and minister in the world through annual mission trips to Africa and Mexico.

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

Our church seeks a strong leader to inspire, excite, and unify the congregation, to preach the Gospel, and to help us move to the next level in our service to God. Our congregation is a vibrant and enthusiastic one, excited about the opportunities and challenges that lie ahead. We need a leader who is eager to take the lead, who will strengthen our successful ministries while taking us in new directions and with a fresh perspective. While IPC has been blessed with resources and talent for breadth and scope in programming and ministries, we believe that our congregation has barely scratched the surface of our ability for engagement with each other and service to God.



We particularly seek a Senior Pastor who will help us to pursue our critical goals of (i) witnessing to the world, (ii) engaging with the congregation, (iii) continuing our excellence in worship and education, and (iv) communicating with our members. A fifth critical priority for us is the growth and development of ministries to youth and young adults. We seek a minister who will strengthen all areas of ministry within and outside the church.

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

A leader who inspires and motivates others and who is capable of bringing all the talents and resources of the congregation to bear on accomplishing our mission and goals

An individual who loves his or her job and whose enthusiasm for the work of the Church is overwhelming and contagious

A minister with a deep love of the study of Scripture and who is relentless in conveying to others the life-changing power of God's Word

A person able to unify members from different backgrounds and interests to work together to further the work of the church

A fellow disciple who will help us understand our own weaknesses in discerning God's will, who will help us to endure failure and who will celebrate success with us

A minister who is steeped in the Reformed tradition, who will serve as a "theologian-in-residence" to our staff and to our congregation, and whose knowledge of the Bible and theology is extensive

A preacher who can stand in the pulpit and connect with those in the congregation in a genuine Spirit-led manner that will bring us closer to God and call us to do God's work

A leader with a sense of direction, both long-term and short-term. Someone who can help develop a vision of where IPC can be in five or ten or twenty years and who will enthusiastically travel that journey with us, understanding that while we may get lost from time to time, our destination is certain.



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

The major responsibilities of the Senior Pastor are:

- Lead the congregation, the staff, the Session, and our many ministry partners in fulfilling the mission of IPC in a strong and energetic manner.
- Lead IPC's worship life and inspire the congregation with dynamic preaching.
- Serve as the head of staff – supervising, building, and developing a collegial team of the ordained and the non-ordained.
- Be an ambassador for Jesus Christ in the world and encourage our efforts to connect IPC to ministry needs locally and abroad.
- Nurture the spiritual and educational development of the congregation.
- Increase engagement of membership and various constituencies, particularly the youth and young adults.
- Oversee the development and implementation of effective church programs and ministries.
- Inspire and encourage individuals to grow their financial stewardship.
- Maintain and foster strong relationships with the Presbytery, the PC(USA), and the community at large and help interpret the actions of the Presbytery and the PC(USA) for the members of the congregation.



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)

IPC Website: <https://ipc-usa.org/welcome/>

Additional Materials: [link to be created]



***LEADERSHIP COMPETENCIES**

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

THEOLOGICAL/SPIRITUAL INTERPRETER	
X	<p>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.</p>
X	<p>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.</p>
X	<p>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.</p>
X	<p>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.</p>
X	<p>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.</p>
X	<p>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.</p>
COMMUNICATION	
X	<p>Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</p>
X	<p>Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</p>
X	<p>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.</p>
X	<p>Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</p>
X	<p>Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</p>



ORGANIZATIONAL LEADERSHIP		
X	<p>Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.</p>	<p>Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation's/organization's vision and mission.</p>
	<p>Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.</p>	<p>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.</p>
	<p>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.</p>	<p>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.</p>
	<p>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.</p>	<p>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.</p>
X	<p>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.</p>	<p>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.</p>
	<p>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.</p>	X
	<p>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.</p>	<p>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.</p>
	<p>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</p>	



	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.
X	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 \$ \$140,000

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: Dr. Conrad Sharps
Address: 36 Bowman Road, Fernandina Beach, Florida 32034
Phone Number: 904-277-4414
Relation: Former Senior Pastor of IPC, Current Pastor at Amelia Plantation Chapel
E-mail: csharps@ameliachapel.com

Name: Rev. Dr. Edwin Hurley
Address: 2035 Highland Avenue South, Birmingham, Alabama 35205
Phone Number: 205-933-0790
Relation: Neighboring pastor of South Highland Presbyterian, Birmingham, Alabama
E-mail: ehurley@southhighland.org

Name: Rev. Mary Sellers Shaw
Address: 101 Legends Club Lane, Franklin, Tennessee 37069
Phone Number: (205) 218-8526
Relation: Grew up in our church, father is elder, mother on staff; now ordained PCUSA minister, serving as associate pastor at First Presbyterian Church, Franklin, Tennessee
E-mail: msshaw@fpcfranklin.org

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

Name: Hon. Teresa Pulliam
Address: 2400 Park Lane South
City: Birmingham State: AL Zip Code: 35213
Preferred Phone 205-902-5167
Alternate Phone 205-324-5551
E-mail Address for PNC Communications (required): tpulliam@msn.com
Copy to: Betsy.Holloway@samford.edu and gtaylor@burr.com .



ENDORSEMENTS

Pastor Nominating Committee/

Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Presbytery _____ Date _____

Signature

