



MINISTRY DISCERNMENT PROFILE

MINISTRY PROFILE INFORMATION

This form is only to be used by the COM, Session, and PNC as a tool of discernment before posting the MDP online.

Ministry Name: First Presbyterian Church of Portville

Congregation or Organization Size (select one):

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

Average Worship Attendance: 45

Church School Attendance: 30

Curriculum:

- “Bible Basics Storybook” by Brittany Sky and published by Abingdom Press for PK/K
- “Spark All Kids” by Augsburg/Fortress Publishers House for House for Elementary 1 Class
- Spark Bible (NSRV) by Sparkhouse Publisher along with Multi Age Leader’s Guide from the PCUSA store for Elementary 2 class
- “Moses, A Reluctant Prophet” and “Half Truths” by Adam Hamilton for the Adult Class

Community Type (select one):

N/A_____

Rural_____

Village X_____

Town_____

Small City_____

Suburban_____

Urban_____

College_____

Recreation_____

Retirement_____

Intercultural Composition (Race/Ethnicity - Percent of Congregation):

Prefer not to answer_____%

Asian/Pacific Islander/South Asian_____%

Black/African American/African_____%

Hispanic/Latinx_____%

Native American/Alaska_____%

Native/Indigenous_____%

Middle Eastern/North African_____%

White 100%

Multiracial_____%

MINISTRY DISCERNMENT PROFILE: POSITION REQUIREMENTS

Position Type (select one):

Administrator_____

Associate Director_____

Associate Pastor (Christian Education) _____

Associate Pastor (Other)_____

Associate Pastor (Youth)_____

Campus Ministry_____

Chaplain_____

Christian Educator (Certified)_____

Pastor, Yoked

Ministry_____

Pastoral

Counselor_____

Seminary Staff _____

Solo Pastor:

Installed X



Christian Educator (non-certified) _____
Church Business Administrator _____
Co-Pastor _____
College/Seminary Faculty _____
Commissioned Ruling Elder _____

Communicator _____
Coordinator _____
Director of Music (non-ordained) _____
Evangelist or Mission Pastor _____

Executive Director _____
Executive Pastor _____
Finance Manager _____
Funds Developer _____
General Assembly Staff _____

General Presbyter/Executive

Presbyter/Presbytery Leader _____
Head of Staff _____
Media Specialist _____
Mid-Council Program Staff _____
Minister of Music (ordained) _____
Mission Co-worker (International) _____
Pastor (Bivocational/Tentmaker) _____
Pastor (church planter, new church development, new worshipping community) _____

Solo Pastor
Temporary _____
Stated Clerk
Presbytery _____
Synod

Executive _____
Transitional/Interim
Pastor _____
Youth Director
(Non-ordained)

Experience Required (Select one):

No Experience/First Ordained Call X
Up to 2 Years _____
2-5 Years _____
5-10 Years _____
More than 10 Years _____

Specify Title / PT Work Hours (if applicable):

Employment Status:

Full-time X
Part-time _____



Full-time/Part-time _____

Bi-Vocational _____

Training/Certificate Requirements:

Interim Ministry Training _____

Certified Christian Educator _____

Conflict Mediator Training _____

Interim Executive Presbyter Training _____

Certified Business Administrator _____

Clinical Pastoral Education Training _____

Other Training: New York State (mandated) Sexual Harassment Prevention Training

Language Requirements:

English X _____

Spanish _____

Korean _____

Other Languages: _____

Statement of Faith Required:

Yes X _____ No _____

Are you open to a clergy couple:

Yes _____ No X _____

MDP Application Deadline (if applicable): _____

Church Mission/Vision Statement (1,500-character limit which includes punctuations and spaces):



Our mission statement is:

“...with an open door...we strive to be open minded and open hearted...”

...with an open door...

We are welcoming, inclusive, accessible and view **everyone** as a child of God.

- Our focus is on spiritual growth, community, and fellowship.
- Our sanctuary includes a family area set up for young children to play quietly while their parents can participate in worship.
- Our elevator has an outdoor entrance next to designated priority parking for those with mobility issues and for families with babies and toddlers.
- Large-print materials and publications along with hearing enhancers are available for those with vision or hearing impairments.
- Our Sunday morning worship and special services are live-streamed for anyone to view.

...we strive to be open minded...

- We listen and learn from each other.
- We encourage respectful communication and open dialogue.
- We honor all perspectives and opinions without judgement or criticism.

...and open hearted...

Our congregation was asked to suggest words that describe our church.

Overwhelmingly, their responses followed a common thread:

welcoming...compassionate...supportive...generous...kind

Tasks, expectations, duties, supervision, assignments, and responsibilities for the position (1,500-character limit which includes punctuations and spaces):

- Our pastor will lead worship
 - Prepare and deliver sermons that are biblically sound, engaging and relevant
 - Administer the sacraments of baptism and communion
 - Officiate at weddings, funerals, confirmation, and ordination and installation of elders
- Our pastor will teach
 - Provide elder training
 - Lead confirmation classes
 - Prepare congregants for church membership
 - Work with Education and Worship committees to develop meaningful programs
- Our pastor will provide pastoral care
 - Build relationships with members of the congregation
 - Attend church functions
 - Welcome and follow up with first-time visitors
 - Provide couples with premarital counsel
 - Offer spiritual guidance and support
 - Visit those unable to attend worship to keep them connected
- Our pastor will lead and administrate
 - Attend committee meetings
 - Provide support for session committees
 - Assist in developing and implementing church policies and procedures
 - Set agendas with the clerk of session and moderate session and congregational meetings
 - Provide oversight to paid and volunteer staff
 - Attend Presbytery meetings
- Our pastor will strengthen church and community ties
 - Maintain open communications with local clergy
 - Work with the Mission Committee to reach out to local ministries and address emerging community needs

A range for the Effective salary is needed for matching purposes. The maximum effective salary is not published anywhere. Effective salary is cash salary plus housing allowance or manse value and other compensations. See Effective Salary Definition at Board of Pensions of the PC(U.S.A.).

Minimum Effective Salary:

\$60,000 \$

Maximum Effective Salary:

\$62,000 \$

Housing Type (*select all that apply*):

Manse _____

Housing Allowance X _____

Open to either _____

N/A _____

MDP Narratives. Please fill out the following narrative questions about your congregation (1,500-character limit per question, including punctuations and spaces):

- 1. How would you describe the congregation's/organization's specific vision for ministry? How will this vision impact the community? Is the congregation part of a ministry vision or program?**

How would you describe the congregation's/organization's specific vision for ministry?

- We reach within to strengthen our faith through experiential learning.
 - Christian Education Programs
 - Sunday School (classes nursery to adults)
 - Midweek Bible study
 - Seasonal opportunities
 - Lenten Soup and Study
 - Intergenerational Advent Program
 - Enhanced traditional worship experiences with hymns, special music, readings, and activities for meaningful church services
- We reach out with hands-on local missions and financially support global missions.

How will this vision impact the community?

- Our vision is to impact the community through our committed learning, with regular attendance and participation in the life of our church as an integral part of our living. The Holy Spirit leads us as we go about our lives in the community. Our daily examples as humble, faithful servants show God's light of love, kindness, compassion, peace, and hope.
- Our vision is to reach out into the community through local missions:
 - Portville Community Food Pantry is supported by and located in our church
 - Harvest Sunday provides Thanksgiving dinners for local families
 - Baby Layette Collection is given to the local hospital to benefit newborns
 - Gift-a Book and making fleece blankets for the Child Advocacy Center

- Collections for Presents for Panthers and personal care items for local schools
- Renovations to the African American Cultural Center
- Support the Pfeiffer Nature Center

Is the congregation part of a ministry vision or program?

- We utilize the talents and resources of all members to participate in the listed programs, and we seek more opportunities that serve emerging community needs.

2. What is the nature and context of the community in which your congregation lives out its mission/vision? How will you address the emerging needs that are impacting your community?

What is the nature and context of the community in which your congregation lives out its mission/vision?

Our church stands on Main Street in Portville which is nestled along the scenic Allegany River in the Allegany foothills of Cattaraugus County, New York, close to the Pennsylvania border. We are located south of Buffalo, within easy driving distance to Ellicottville (Holiday Valley Ski Resort), Chautauqua Institute (summer cultural center), National Comedy Center (Jamestown, NY), St. Bonaventure University, and Jamestown Community College.

- Demographics for the town of Portville:
 - **Population:** 3,351
 - White/Caucasian: 93.68%
 - Black/African American: 2.9%
 - Native American: 0.06%
 - other race: 0.46%
 - **Average per capita income:** \$48,858
 - **Median income:** \$59,552
 - **Average price of a home:** \$99,000
 - **Home ownership rate:** 71.5%
 - **Poverty rate:** 11.48%
- Portville Central School is the heart of the community offering a strong academic program and a wide variety of extracurricular activities.

- Community activities are offered and supported by a number of local organizations and businesses, such as Portville Little League, Music in the Park, and our community Heritage Days celebration.

How will you address the emerging needs that are impacting your community?

- We are consistently devoted to addressing local needs through the programs that we physically and financially support. (Please refer to Question 1 responses regarding local missions).

3. How will this call help complement the responsibilities of other staff/volunteer positions, and the life of the congregation/organization, so that you may accomplish your short and long-term goals for ministry?

- We believe in providing meaningful experiences in worship.
 - The Worship Committee seeks to help the congregation build their relationships with God through unique services.
 - The pastor would add their personal experiences and original ideas to help create these services.
- We believe in offering opportunities for all to grow in their knowledge and understanding of God.
 - The Christian Education Committee develops and maintains educational programs.
 - The pastor would provide support, resources, and counsel for the work of this committee.
- We believe that mission witnesses to the love of Jesus in our community and the world.
 - The Mission Committee provides hands-on projects and financial opportunities for the congregation to meet the needs of the world around us.
 - The pastor would offer prayerful support and encouragement to our congregants to join in mission.
- We believe in building relationships among those in our church.

- The Congregational Care Committee coordinates fellowship activities and helps individuals in need.
- The pastor will keep a watchful eye out for needs in the church family.
- We believe in being good stewards with the gifts God has provided.
 - The Finance Committee manages the gifts of the people effectively, leading to a secure fiscal status. The Property Committee maintains our church to keep the integrity of its beauty and to upgrade it as needed.
 - The pastor will be attentive to the financial and the physical needs of our church.

4. Provide a description of the skills, gifts and training the person you hope will become a part of your ministry must have, to lead the congregation towards the vision and mission established.

The characteristics and qualities we value most in a pastor would be

- Love for God
 - Being prayerful and devoted to understanding the scriptures
 - Living an authentic faith-filled life
- A Servant's heart
 - Motivated to serve God by serving others
- Spiritual Gifts
 - Possess the ability to preach, teach, lead, and minister to others
- Compassion
 - Be regarded as down-to-earth, approachable, and available
 - Have a genuine concern for the spiritual and physical well-being of others
- Integrity
 - Be trustworthy, honest, and consistent in words and actions
 - Uphold ethical standards and maintain confidentiality
- Communication Skills
 - Be an attentive listener and an effective communicator
- A Commitment to lifelong learning
 - Seek growth through continuing education and professional development

5. What areas of ministry do you expect the person called to be responsible for? Share specific tasks, assignments, and programs.

The choices and actions of a pastor that would complement and continue the work of our church would be to:

- Facilitate and help implement committee ideas
- Prioritize collaboration and teamwork
- Provide suggestions and resources to help meet the goals set by the session
- Encourage creative ideas from members of the congregation
- Keep committees and the congregation focused on goals and in-sync with each other by attending committee meetings and church functions
- Maintain an overall holistic view of the life and pulse of the church

In addition to the tasks described throughout this document, here is an additional list of tasks we would like to continue with a new pastor.

- Develop, along with the Worship committee, traditional special services and events, such as programs for Ash Wednesday, Maundy Thursday, Easter Sunrise and Christmas Eve
- Serve home communion assisted by an elder to those unable to worship in person
- Call and visit members experiencing difficulties, new members, shut-ins, and those in the hospital and nursing homes
- Draft the order of worship and liturgy, along with the choices of scripture and music for any services for the publication of the bulletins by the office manager
- Write a bi-monthly message from the pastor to submit for the church newsletter

List any links that support the answers to your narratives or highlights ministries within your church/organization. (Up to 10 links)

- The First Presbyterian Church of Portville, NY <http://www.portville-presbyterian.org/>
- Our Community Town and Village <https://www.portvilleny.net/our-community.html>
- Portville Central School <https://www.portvillecsd.org/>
- The Greater Olean Chamber of Commerce <https://oleanny.com/community/>
- St. Bonaventure University (9 miles from the church) <https://www.sbu.edu/>
- Jamestown Community College (Olean campus) (6 miles from the church) <https://www.sunyjcc.edu/>
- Ultimate Guide to Allegany State Park (24 miles from the church) <https://adventuresny.com/hiking/allegany-statepark-salamanca-ny/>
- Holiday Valley (Ski and Golf Resort) (27 miles from the church) <https://www.holidayvalley.com/>
- Olean General Hospital, Olean, NY (6 miles from the church) [Olean General Hospital/Bradford Regional Medical Center](#)
- Buffalo Niagara International Airport (79 miles from the church) [Home | Buffalo Niagara International Airport](#)

(DONE ONLINE) 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.

Please accept the following: The Pastor Nominating Committee and Search committee has affirmed its intention to follow the Form of Government in this regard.

References

(Please enter at least three references of individuals who have had connections with the congregation and are not currently involved in the congregation):

Reference #1

Name:

Stephanie and Joe Hill

Relationship:

Stephanie: Clerk of Session, Church Secretary, Elder

Joe: Lifelong member, Elder, Finance Secretary, Personnel Chair

Phone:

Stephanie: (717)309-8936 (cell)

Joe: (717)309-4801 (cell)

Email:

Stephanie: gmamahill@gmail.com

Joe: sixhills2@verizon.net

Reference #2

Name:

Connie and Tim Alexander

Relationship:

Connie: Mission Committee member, Adult Sunday School member

Tim: Mission Committee member, Adult Sunday School facilitator

Phone:

Connie: (814)203-6202 (cell)

Tim: (814)203-3793 (cell)

Email:

Connie: clalexander15@gmail.com

Tim: Alexander169@gmail.com

Reference #3

Name:

Rachel and Jim Boyer

Relationship:

Rachel: Congregational Care Committee member

Jim: Elder, Mission Committee member

Phone:

Rachel: (607)351-1199

Jim: (607)793-8249

Email:

Rachel: NA

Jim: jrboyer@fltq.net

Reference #4

Name:

Dawn Pierce

Relationship:

Grew up/confirmed in church, Youth Group member

Phone:

(336)409-0400

Email:

dawningmezzo@gmail.com

Reference #5

Name:

Megan Pagett

Relationship:

Grew up/confirmed in church, Camp Duffield camper/counselor;
attended Youth Triennium

Phone:

(716)790-2355

Email:

megan.pagett03@gmail.com

Reference #6

Name:

Rev. Dr. Bruce Levine

Relationship:

Pastor Olean First Presbyterian Church, Olean NY (neighboring community)



Phone:

(716)372-7844 (church office phone)

Email:

oleanfpc@wny.twcbc.com

Reference #7

Name:

Marcia Buhl

Relationship:

Presbytery of WNY Committee on Ministry

Phone:

(716)392-0486 (cell)

Email:

blueheron3665@gmail.com

Assign a PNC Chair Contact. Fill out the contact information for the individual that will serve as the Pastor Nominating/Search Committee Chairperson/Mid-council Search Committee Chairperson for this MDP:

Name: Judy McClain

Preferred Phone: (716)933-6303

Alternate Phone or Email: momjam999@gmail.com

Fax: _____

Email Address: _____

Address 1: 321 Portville Ceres Rd.

Address 2: _____

City: Portville

State: New York

Zip Code: 14770

MDP Compatibility Survey

Please note this section is not visible to the candidates.

This survey will organize your matches based on their compatibility ranking. Please assign a percentage value ranging from 0 to 100% to each descriptor based on its relevance to the position. The sum of the percentages for the 14 descriptors does not need to equal 100%. We encourage you to thoroughly assess the significance of each trait with your search committee and input the corresponding percentage accordingly.

Type in a number from 0-100, in increments of 5)

Expresses concentration in a conversation by being attentive, making good eye contact and not interrupting other, showing interest, and showing empathy for what is being said.

100%

Analyzes their audience before talking to them, adjusting to different circumstances and audiences, so to make each individual feel as they are speaking to them.

85%

Can communicate the observations they make when identifying weaknesses within ministry, themselves, or the community in a wise and discerning way, explaining their vision, and responding why and what kind of change is required.

90%

Embraces the humanity and Christian principles from the values, stories and objectives passed through generations, using Reformed Theology as their root of principles and vision, using traditions in worship or ministry as a means of comfort and belonging.

90%

Takes time to examine the task, needs and capabilities of the situation and people, choosing the best way to respond to each one by assessing their approach to lead a team, and shares their plans with the members of the team.

95%

Self-motivated individual that takes the initiative to start and finish a task given, while working towards a goal, so that they can enjoy the rewards of solving a problem

100%

Values their experience in life, they continue their education, build on strengths, and seek assistance to develop the weak traits

85%

Creates learning opportunities for active participants and as a collaborative way, by designing lesson plans that teach concepts, facts and theology.

90%

Contributes intentionally to the happiness and well-being of others, by having genuine interest in seeing others thrive, providing honest and genuine feedback and acknowledging relationships.

100%

Thrives in challenges with humility and vulnerability, recognizing that asking for help makes them better at their job and surrounding themselves with people that can be smarter at different things.

90%

Recognizes how their emotions affect their performance, their inner resources, abilities, and limits, and are honest in their positive and negative biases, and own strengths and weaknesses.

90%

Sees the differences in society as values for ministry and recognizes the strengths and weaknesses in each by studying, talking, and involving themselves in the discussion of issues.

90%

Defines roles clearly in an interdependent environment forming trust from others in their future planning, goal setting/defining and finds the means along the way to produce a vision with creative work and play.

90%

Communicates goals and expectations clearly, delegating onto others certain tasks they acknowledge to have a better result and can plan, prioritizing and studying the capabilities of the organization financially or in human resources.

90%