



**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 72517  
Ministry Name New Castle Presbytery  
Mailing Address 1102 W Church Road  
City Newark State DE Zip Code 19711  
Telephone Number 302-366-0595 Fax Number 302-366-0714  
Email cpsearchteam@ncpresbytery.org  
Web site www.ncpresbytery.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 0

Church School Attendance 0

Church School Curriculum n/a

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  
1 \_\_\_\_\_ Asian  
8 \_\_\_\_\_ Black or African American (African Native, Caribbean)  
1 \_\_\_\_\_ Hispanic Latino/Latina, Spanish  
\_\_\_\_\_ Middle Eastern  
\_\_\_\_\_ Native Hawaiian or Other Pacific Islander  
90 \_\_\_\_\_ White  
\_\_\_\_\_ Other \_\_\_\_\_

Presbytery New Castle \_\_\_\_\_ Synod Mid-Atlantic \_\_\_\_\_

**Community Type (select one)**

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

**Clerk of Session Contact Information:**

Name Elder Bob Schminkey, Stated Clerk \_\_\_\_\_

Address 1102 W Church Road \_\_\_\_\_

City Newark \_\_\_\_\_ State DE \_\_\_\_\_ Zip Code 19711 \_\_\_\_\_

Preferred phone 302-366-0595 \_\_\_\_\_ Alternate phone 410-708-6463 \_\_\_\_\_

Email statedclerk@ncpresbytery.org \_\_\_\_\_

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)

Years of Experience	Position Type	Years of Experience	Position Type
	Solo Pastor	2-5	General Presbyter/Executive Presbyter; Presbytery Leader
	Head of Staff (Multi-staff Pastor, supervising two or more teaching elders and other staff)	2-5	Stated Clerk (Presbytery)
	Head of Staff (supervising one teaching elder and other staff)		Synod Executive
	Associate Pastor (Christian Education)		Mid-Council Program Staff
	Associate Pastor (Youth)		General Assembly Staff
	Associate Pastor (Other)		Church Business Administrator
	Pastor (Church Planter, 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, e.g., 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
	Bi-vocational/Tentmaker		Media Specialist
	Chaplain		Communicator
	Pastoral Counselor		Coordinator
	College/Seminary Faculty		Youth Director (non-ordained)
	Seminary Staff		Other (describe below)
	Campus Ministry	(if other)	

You may also specify the position title (if appropriate) \_\_\_\_\_

**\*Employment Status**

- Full Time   
  Part Time   
  Open to Either  
 Bi-vocational (able to provide employment through outside partnership)

**Is this a yoked congregation?**   
  Yes   
  No  
 (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):

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Interim/Transitional Ministry Training</b> | <input type="checkbox"/> <b>Interim Executive Presbyter Training</b> |
| <input type="checkbox"/> <b>Certified Christian Educator</b>           | <input type="checkbox"/> <b>Certified Business Administrator</b>     |
| <input type="checkbox"/> <b>Certified Conflict Mediator</b>            | <input type="checkbox"/> <b>Clinical Pastoral Education Training</b> |
| <input type="checkbox"/> <b>Other</b> _____                            |  |

**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?  
\_\_\_\_\_

The vision of New Castle Presbytery is to be a governing body of the PC (USA) that cares for and connects its congregations, clergy and laity for mission and ministry. Our work together will be offered as worship to Our Lord.

## NARRATIVE QUESTIONS

For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation. Enter answers in the boxes below.

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

New Castle Presbytery believes God is, indeed, making all things new, including our governance and missional life as a presbytery. The old "top-down" organizational approach made sense in the past, but over time we identified the need to enhance, broaden, and repave the avenues of conversation between the presbytery and its congregations. We envision a bold and creative future for NCP and believe a deeply relational approach to ministry and governance is the channel through which that future becomes present reality. The Church is legendary for having the same old, tired conversations; for safely avoiding the risk of trying anything new; and for idolizing our past over pursuing the future God is aching to usher in. But NCP refuses to allow the Church to die from boredom, the reluctance to listen, or a simple lack of creativity. We have energy, resources, and a desire for transformation! Gone are the days of playing it safe but accomplishing little. God is doing something new! And its beginnings are rooted in conversation, in relationship, and in the human community for which Jesus Christ lived, died, and rose again.

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

We have been called and continue to be called to address the present and emerging needs of the community. Our community is made up of presbytery, its churches, members, and our local, national and international partners. We have recognized that to meet those needs we needed a different leadership structure. After a long discernment process and listening and hearing the voices in this presbytery, we have transitioned to a co-presbyter model. We have a Missional and Connectional Presbyter. The Missional Presbyter has been created to engage congregations and help them create collaborative missional connections. The Connectional Presbyter will provide support to the traditional needs of the Presbytery. Our expectation is that this new model of co-presbyters will work in tandem to inspire, encourage, excite, support and motivate the engagement of our congregations and churches in actively engaging with each other, and community partners to meet the needs of our communities. Like other presbyteries, we face many of the same challenges of decline in our smaller congregations, and need to work collaboratively to help discern vitality and provide a supportive process to direct those churches' future. And we need to continue to work at making sure there is a place at the table for all in our faith-filled, but geo-politically diverse collection of 50 congregations, ranging from urban to suburban, from farming to beach communities in Delaware and the Eastern Shore of Maryland.

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

The Connectional Presbyter will work in cooperation with the Missional Presbyter to coordinate and connect the work of our respected and practiced Administrator and the quarter-time Treasurer to provide the necessary structure which will allow the presbytery's congregations to flourish. The CP is the link to what we have and what we will become. The responsibilities of Stated Clerk are joined in this position with pastoral support responsibilities, clergy recruitment, and staff resource to the Committee on Leadership, the Committee on Ministers and Congregations, the Committee

on Preparation for Missional Ministries, Trustees, the PJC and the Committee on Nominations. New Castle Presbytery is an energizing place to work.

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

- A joyful commitment to God through Jesus Christ
- A commitment to working with persons of diverse points of view
- An ability to lead with a spirit of openness, reciprocity and creativity
- A flexibility in working relationships, with an attitude of sharing power and enabling the work of others
- A sense of perspective and humor about life and one's self
- A compassionate heart and a strategic mind
- A respect for both persons and process.

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

Find the Connectional Presbyter Position Description at: <https://www.ncpresbytery.org/ncp-connectional-presbyter-position-description-2020-june-12/>

### 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)

ncpresbytery.org Presbytery Website

## LEADERSHIP COMPETENCIES

Select **up to 10 total** leadership competencies from the lists below that are required for the position.

### THEOLOGICAL/SPIRITUAL INTERPRETER

- |   |  |
|---|--|
| <p><input type="checkbox"/> <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> <p><input type="checkbox"/> <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> <p><input type="checkbox"/> <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><input type="checkbox"/> <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> <p><input type="checkbox"/> <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><input checked="" type="checkbox"/> <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> |
|---|--|

### COMMUNICATION

- |  |  |
|--|--|
| <p><input type="checkbox"/> <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><input checked="" type="checkbox"/> <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><input type="checkbox"/> <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> | <p><input type="checkbox"/> <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><input type="checkbox"/> <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> |
|--|--|

### ORGANIZATIONAL LEADERSHIP

- |  |  |
|--|--|
| <p><input type="checkbox"/> <b>Advisor</b> – An individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.</p> <p><input checked="" type="checkbox"/> <b>Contextualization</b> – The ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.</p> <p><input checked="" type="checkbox"/> <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.</p> | <p><input type="checkbox"/> <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.</p> <p><input type="checkbox"/> <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.</p> <p><input type="checkbox"/> <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.</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 good judge of talent and can accurately assess the strengths and limitations of others.
- 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.
- 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.
- Financial Manager** – Delivers 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.
- 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.
- 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.
- 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.
- 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.
- 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.

<b>INTERPERSONAL ENGAGEMENT</b>
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- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

## 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 \$ 79,000                      Maximum **Effective** Salary \$ 79,000

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?

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 Elder Charles Collier  
Address 13 Fall Brooke Road Newark, DE 19711  
Phone number(s) 302-521-9308  
E-mail collierch3@aol.com  
Relationship to church Presbytery Moderator

Name The Rev. Bradley D. P. Martin  
Address 2303 Clearview Avenue, Wilmington DE 19810  
Phone number(s) 302-218-7506  
E-mail Bradmartin@trinitypresby.org  
Relationship to church Chair, Committee on Ministers and Congregations (formerly COM)

Name The Rev. Jessica M. MacMillan  
Address 196 Bradley Road, Bay Village, OH 44140  
Phone number(s) 440-391-4498  
E-mail jmacmillan@fpccle.org  
Relationship to church previous Connectional Presbyter

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

Name The Rev. Thomas G. Speers, III  
Address 1517 Mount Salem Lane  
City Wilmington State DE Zip Code 19806  
Preferred phone 860-817-1847 Alternate phone \_\_\_\_\_  
Email for ISC/PNC Communications (required) cpsearchteam@ncpresbytery.org

## ENDORSEMENTS

Pastor Nominating Committee/

Search Committee \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*

Stated Clerk \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*

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