



**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 22917  
Ministry Name Three Chopt Presbyterian Church  
Mailing Address 9315 Three Chopt Road  
City Henrico State VA Zip Code 23229  
Telephone Number 804-270-5452  
Fax Number \_\_\_\_\_  
Email hello@threechoptchurch.org  
Web site threechoptchurch.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** 179 **Church School Attendance** 165



**Church School Curriculum** Two Adult Classes: Forum Class- “Wired Word”; “The Present Word” Bible Study; Youth/Children include- “Deep Blue” (Cokesbury); “Spark” Activate Faith/Rotation Model (Sparkhouse); “Third Graders in Worship” PC(USA); “Touch the Water Taste the Bread” (Cokesbury); “Professing Our Faith, A Confirmation Curriculum” PC(USA)

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

**Ethnic Composition Of Congregation** *(in whole %):*

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

\_\_\_\_\_ American Indian or Alaska Native

\_\_\_\_\_ Asian

\_\_\_\_\_ Black or African American (African Native, Caribbean)

\_\_\_\_\_ Hispanic Latino/Latina, Spanish

\_\_\_\_\_ Middle Eastern

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander

96% White

Other 4% (Asian, African-American, Hispanic)

Presbytery of the James Synod of the Mid-Atlantic

**Community Type (select one)**

\_\_\_\_\_ College

\_\_\_\_\_ Rural

X Suburban

\_\_\_\_\_ Small City

\_\_\_\_\_ Town

\_\_\_\_\_ Urban

\_\_\_\_\_ Village

\_\_\_\_\_ Recreation

\_\_\_\_\_ Retirement

\_\_\_\_\_ N/A

**Clerk of Session Contact Information:**

Name Bill Brownfield

Address 403 Regina Lane

City Richmond State VA Zip Code 23238-7113

Preferred Phone 804-708-2381 Alternate Phone \_\_\_\_\_

E-mail herdmanbb@verizon.net 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>
5-10	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)
	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) \_\_\_\_\_

**\*Employment Status**

Yes Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Open to Either

\_\_\_\_\_ Bi-vocational (able to provide employment through outside partnership)

**Is this a yoked congregation?** No

(If yes, please complete the Yoked Congregation Detail Form.)

**Clergy Couple** (Are you open to a clergy couple?) Yes

**Certification/Training** (check below the desired certification or training needed for the position):

**Interim/Transitional Ministry Training** \_\_\_\_\_  
**Training** \_\_\_\_\_

**Interim Executive Presbyter**

**Certified Christian Educator** \_\_\_\_\_  
 \_\_\_\_\_

**Certified Business Administrator**

**Certified Conflict Mediator** \_\_\_\_\_  
 \_\_\_\_\_

**Clinical Pastoral Education Training**

**Other** \_\_\_\_\_

**Language Requirements**

<u>X</u> English	_____ Spanish	_____ Korean	_____ French
_____ Arabic	_____ Armenian	_____ Creole	_____ Portuguese
_____ Japanese	_____ Russian	_____ Swahili	_____ Burmese
_____ Cambodian	_____ Indonesian	_____ Laotian	_____ Thai
_____ Vietnamese	_____ Taiwanese	_____ Cantonese	_____ Mandarin Chinese
_____ Twi	_____ Sign Language	_____ Other	

**Statement of Faith Required** Yes



## What is your congregation's Mission Statement?

To embrace, empower, and equip one another to live as disciples in the body of Christ.

### 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 vision for ministry? Additionally, describe how this vision is lived out.

In 2018 we sought to discern a vision for ministry by engaging members in "Listening Tour" sessions. After structured conversations with 100+ members, five hopes and dreams for TCPC emerged:

1. **Active, thriving and growing membership**
2. **Inspirational worship**
3. **Mission and outreach**
4. **Pastoral care**
5. **Robust youth programs**

One more theme became apparent—a desire for reinvigoration. To that end, we long for a pastor who feels called to partner with us and lead us as we seek to refine our vision of how to live as disciples in the body of Christ.

Currently we live out our vision for ministry in the following ways:

**Worship.** We support two Sunday services, both of which incorporate digital media. Music in our contemporary service is led by a praise band. Our traditional service features a chancel choir.

**Mission and service.** Our outreach programs include a weekly food pantry; Promises Preschool; Scout troop sponsorship; Career Prospectors, and nursing home communion.

**Pastoral care.** This is a priority. Pastors work with the diaconate and Stephen Ministers to assimilate new members and provide extra care for members during times of need.

**Small groups and education.** Our multi-generational opportunities include Bible studies; Men's Breakfast meetings; Women, Wine and the Word gatherings; Fun and Faith Fridays, and a Prayer Shawl ministry. Many members credit our once-thriving youth groups with cementing their family ties to TCPC.



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

At TCPC, our community includes our congregation, visitors, and neighbors.

We meet our community's spiritual needs by offering inspirational worship, Bible study, and compassionate pastoral care. We seek to encourage active membership by recruiting and developing lay leaders and by offering youth and other small group programs. We strive to grow our community of members across generations by being open and inviting, and by being deliberate in our mentoring, so new members are eager to become active parts of the body of Christ.

People from the greater Richmond community and our local neighborhoods are invited to experience God's caring nature inside TCPC through programs such as Promises Pre-school, a weekly food pantry, Scout troop participation, and Career Prospectors meetings.

We see mission and outreach beyond our walls as another critical component of our ministry. TCPC has sent mission teams to share God's love locally (Habitat for Humanity), regionally (Appalachia Service Project), and abroad (Hearts for Haiti). In addition to these trips, other mission activities have included Rise Against Hunger meal-packing events, which were embraced enthusiastically by members of all ages, and monthly 5 Cents A Meal Offerings, which support the goal of ending hunger in our community and the world.

Moreover, we recognize the demographics of our surrounding neighborhoods are changing, and we are eager to identify and reach out to meet unfilled needs.



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

We seek a pastor who will reinvigorate our congregation, help us refine our vision and turn our hopes into reality. As mentioned earlier, we hope for active and growing membership; inspirational worship, purposeful mission and outreach, compassionate pastoral care, and a return to robust youth programs.

That may seem like a tall order, but we believe God has prepared a pastor for this role. Are you that pastor?

If so, God has already blessed you with a talent for inspiring from the pulpit. You are equally adept at listening and speaking. You are able to provide direction, guidance, and faith through clear and consistent theology. And you speak comfortably in both large and small groups.

You can envision a bright future and have the energy and drive to work with others to tackle challenges to that vision. When roadblocks arise, you find alternate routes or encourage leaps of faith. You understand people may not always be of like mind, but you help them find common ground and common cause in Christ.

TCPC is eager to grow and improve. Do you feel equipped to lead our congregation? Are you the pastor God has already chosen?

Hallelujah! Let's talk.



**4. Provide a description of the characteristics needed by the person who is open to being called to this congregation.**

- Gives dynamic, challenging sermons that encourage Christians to examine and grow in faith while planting seeds of curiosity and hope among those who have not yet embraced Christianity.
- Has the ability to lead in both traditional and contemporary worship styles.
- Has a sincere and genuine love for Christ and the church and a strong knowledge of the Bible and tenets of theology.
- Is a bridge-builder, with a unifying voice that bridges personal, cultural, and theological differences.
- Leads session meetings purposefully, efficiently, and with Christian love.
- Has the ability to recognize the unique talents of individuals in the congregation and to engage those talents for the purposes of Christ's work in our church.
- Looks to the future patiently and eagerly, confident in the expectation that God's purposes will be fulfilled.
- Is highly motivated to seek out leaders within the church and assign tasks accordingly.
- Has high energy and uses that energy to empower and inspire the congregation to use their talents to serve.
- Seeks to clarify and understand a church's ministry and offers strategies for success in reaching goals and vision.
- Is aware of current trends and anticipates future consequences, responding with positive ideas and leadership.
- Remains focused on working toward the goals and overall mission of the church while dealing appropriately with unexpected challenges.



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

TCPC has been worshipping, praying, singing, and serving for more than 50 years. For many of those years, we were also growing. Our mountaintop period saw 200 to 300 worshippers in the sanctuary regularly, as two full-time pastors led our congregation.

Today, like many mainline churches, TCPC is challenged by waning attendance. In 2018, we faced this challenge head-on. After a thorough, forthright, prayerful appraisal, a task force recommended, and session approved, a single-pastor staffing model.

Starting in spring 2019, we will have but one pastor—a significant change for our congregation. But this pastor will not be alone. Full- and part-time staff (including a music director, a children’s ministry director, and others), and capable lay leaders are ready and eager to offer energy, time, talents, and support.

Our next pastor will value commitment, service, energy, and outreach and will be responsible for ingraining these characteristics in our culture. We look forward to joining with our pastor in a spirit of renewal and reinvigoration, so that we can return to and even surpass the levels of enthusiasm, staffing, service, and programming of our recent past.

Duties will also include:

- Providing strong organizational leadership to staff, session, and congregation.
- Delivering Biblically based sermons.
- Administering the sacraments and praying with and for the congregation.
- Providing pastoral care and counseling.
- Inspiring TCPC members to be disciples of Christ.

**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)

Three Chopt Presbyterian Church - <https://threechoptchurch.org/>

Facing the Future with Faith - <https://vimeo.com/298505084>

Missions at TCPC - <https://vimeo.com/239754093>

The Triplets - <https://vimeo.com/165499608>



**\*LEADERSHIP COMPETENCIES**

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

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>	
	<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	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>	<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>	
<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>



X	<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.	<b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
	<b>Technologically Savvy</b> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.	
<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.	<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.
X	<b>Willingness to Engage Conflict:</b> Steps up to conflicts, seeing them as	<b>Decision Making:</b> Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of



	opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.		the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.
	<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.	X	<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>			
	<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	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.



	of joint concerns, collaboration, and to influence the success of outcomes.		
X	<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.		<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
X	<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.	X	<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 \$45,645 \_\_\_\_\_

Maximum *Effective* Salary \$55,000 \_\_\_\_\_



Housing Type \_\_\_\_\_ Manse  
\_\_\_\_\_ Yes \_\_\_\_\_ Housing Allowance  
\_\_\_\_\_ Open To Either (Manse or Housing Allowance)

**\*EQUAL EMPLOYMENT OPPORTUNITY**

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

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

Has the Pastor Nominating Committee and Search Committee affirmed its intention to follow the Form of Government in this regard?  
\_\_\_\_\_ X \_\_\_\_\_ Yes \_\_\_\_\_ No

**REFERENCES (Limit 3)**

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

Name: Rev. Dr. Brenda Walker  
Address: 1481 Battery Hill Dr., Henrico, VA 23231-8139 \_\_\_\_\_  
Phone Numbers: (804) 661-8847 \_\_\_\_\_  
Relation: Retired pastor \_\_\_\_\_  
E-mail: halbrooksbroenda@yahoo.com \_\_\_\_\_

Name: Bill and Kate Baird \_\_\_\_\_



Address: 30400 Hopeland Rd., Bloxom, VA 23308

Phone Numbers: (804) 273-9877

Relation: Members who moved recently and no longer attend regularly

E-mail: tbaird1985@gmail.com

Name: Kerri & Neil Palmer

Address: 3204 Grove Ave.

Phone Numbers: (804) 543-4203 (Kerri)

(804) 640-6537 (Neil)

Relation: Members who moved recently and no longer attend regularly

E-mail: NAPKRP@gmail.com

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

Name Karen Scherling

Address 5100 Monument Ave #613

City Richmond State VA Zip Code 23230

Preferred Phone 804- 264-4476

Alternate Phone 804- 920-9779

E-mail Address for PNC Communications (required): pnc@threechoptchurch.org

**ENDORSEMENTS**

Pastor Nominating Committee \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

*Signature*



Presbytery \_\_\_\_\_ Date \_\_\_\_\_

*Signature*