



**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 Name First Presbyterian Church

Mailing Address 31 Bedford Road

City Katonah \_\_\_\_\_ State NY \_\_\_\_\_ Zip Code 10536

Telephone Number 914-232-4568 \_\_\_\_\_ Fax Number \_\_\_\_\_

Email office@katonahpresbyterian.org

Web site www.katonahpresbyterian.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** 70.4/week, 327/month

**Church School Attendance** 5-8/ wk. (pre-COVID 25-35)



**Church School Curriculum** using a One Room Schoolhouse concept currently (pre-COVID used a homegrown curriculum developed by the Director of Christian Education and the CE Curriculum Task Force)

X 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  
\_\_\_\_\_ 1.1% Asian  
\_\_\_\_\_ .8% Black or African American (African Native, Caribbean)  
\_\_\_\_\_ 1.1% Hispanic Latino/Latina, Spanish  
\_\_\_\_\_ Middle Eastern  
\_\_\_\_\_ Native Hawaiian or Other Pacific Islander  
\_\_\_\_\_ 97.0% White  
Other \_\_\_\_\_

Presbytery Hudson River Presbytery Synod Synod of the Northeast

**Community Type (select one)**

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

**Clerk of Session Contact Information:**

Name Susan Polos (2023)  
\_\_\_\_\_  
Address 2 Ashby Place  
City Katonah State NY Zip Code 10536  
Preferred Phone 914-262-4832 Alternate Phone 914-232-9547  
E-mail suz.polos@gmail.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>
5-10 years or more	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**

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):

<b>Interim/Transitional Ministry Training</b> _____	<b>Interim Executive Presbyter Training</b> _____
<b>Certified Christian Educator</b> _____	<b>Certified Business Administrator</b> _____
<b>Certified Conflict Mediator</b> _____	<b>Clinical Pastoral Education Training</b> _____
<b>Other</b> _____	

**Language Requirements**

<input checked="" type="checkbox"/> 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      \_\_\_\_\_ No

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## **Mission Statement**

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

We strive to be an inclusive, vibrant, caring church family, nurtured and strengthened in faith, reflecting God's love.

We make God's love visible, as Jesus taught, by:

- nurturing our faith through prayer, worship, and education;
- building deeper relationships through care and fellowship;
- serving those in need through mission and outreach; and
- inviting and welcoming all.



## 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.

Katonah Presbyterian enjoys a keen sense of community. Celebrating 150 years, KPC has had a lasting impact on the community with many local charities beginning as a church program or by a member of the Church.

Mutual care of one another, especially during difficult times, is pronounced. Care is offered through prayer, meals, transportation, and visits. The most notable effort to make God's love visible in the community is the week-long Rummage Sale every Spring. We have also partnered with the two nearby Correctional Facilities, the Community Center, and NYC homeless to help those often overlooked. Our mission dollars reach immigrant workers, local shelters, disaster relief in the U.S. and Caribbean, and many charitable organizations.

Sunday worship is central to the life of our church. We have benefitted from socially conscious and strong intellectual pastoral leadership. Sermons incorporate references to current events, modern literature, and a refreshed lens through which to view the gospel message. The diverse music program incorporates piano and organ music, several bell choirs, a worship choir, and instrumental music. Sunday school is held for children during the service, and high school youth have fellowship afterward. Both the bell and youth groups travel domestically and internationally on mission trips.

We want to take steps to safeguard and build upon these strengths, while exploring how to concentrate our efforts, given declining numbers and aging population.  
(1494 characters)

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

KPC strives to be a spiritual home for all, a place of comfort and vitality in making God's love visible in the world. Recognizing the needs of our community are evolving, we want to refresh our approaches to meeting those needs.



We must engage families in new ways given their busy schedules. We are looking for different approaches to support families, through affinity groups, more short-term mission opportunities, social fellowship events and new approaches to teaching God's word through Christian Ed.

We have to address a growing, older population. An active Deacon group already deals with many needs. We would like to involve the congregation in more intergenerational mission work and fellowship. We hope to offer more adult education groups as well.

We are a traditional model worship church, but we realize the need to balance the traditional with more modern elements and to introduce greater diversity in our music and worship format.

We want to increase our visibility in the local community to show newcomers our efforts to make a difference. We are proud of our mission devotion and would like to partner with nearby faith-based organizations on local issues.

We are ready to try new approaches to building our congregation. We hope to demonstrate our vitality and purpose by organizing new activities to bring us together. We want to be a spiritual home for all ages to share whatever is in their hearts and on their minds be it vulnerabilities, faith questions or life's challenges.  
(1496 characters)

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

First: listen and assess. Next participate. Then inspire and lead. Provide solid pastoral care. Deliver thoughtful, engaging sermons. Make God's — and Katonah Presbyterian's — Love Visible.

The successful candidate will be instrumental in strengthening fellowship by encouraging self-organizing affinity groups; tailoring offerings to the needs of families; balancing "pure" fellowship events with fundraising; and promoting youth fellowship that is either social or mission-oriented, ideally both.

Helped by an able pastor, we envision experiments with the format-flow of our worship, balancing solemnity with energy and traditional with modern elements, introducing greater musical diversity.



With his/her help we wish to experiment with the time-format of Christian Education, revisiting our objectives, re-imagining delivery models, and re-invigorating Adult Education.

In mission and outreach, skill, energy and focus by the pastor are key to maintain the effectiveness of our ministries, preserving what is effective and examining how to include more working families, while exploring how to concentrate our efforts.

A new pastor will assist the congregation in reviewing its governance model, clarifying roles and responsibilities to empower our widely shared leadership, creating the conditions for success. As part of this effort, we look to improve timeliness and pertinence of communications and to promote overall transparency.

(1471 characters)

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

The next pastor(s) called to Katonah should ideally be grounded in faith, bringing a mature spirituality to the interpretation of scripture. A congregation of learners, we appreciate a good sermon and service. A pastor who relates personal and religious experience to connect with KPC, will be an asset.

The new pastor will be looking for ways to engage people and their needs, showing a strong compassion for any who suffer or hurt, reaching out proactively and continuously to all. With many intergenerational families, KPC is looking for a leader who can connect with younger members, making church relevant in their lives. At the same time, an understanding of the needs of aging congregations necessitates continual, sensitive pastoral care.

The pastor should bring strategy and imagination to seek new opportunities for outreach within our church and communities, abetted by an ability to make decisions and then clearly communicate them.

Calm in the face of turbulence or discord, the pastor would address issues in the most sensitive and persuasive way.

A good listener, the pastor would work well with members of staff and congregation, using technology to facilitate solutions.





As a church with many programs, set against the backdrop of declining numbers, we challenge ourselves to fulfill all our opportunities with needed volunteers and funding. We wish to better align our ministries by achievable outcomes. We seek a pastor who will offer strategic guidance moving toward this goal.

(1495 characters)

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

We understand the expectations set forth are extensive and all-encompassing. That is a challenge for any interested candidate. The leadership and congregation commit to working with our pastor in formulating priorities and setting parameters or boundaries for the work to be accomplished. Areas of responsibility:

- Plan worship with input from music staff and Worship committee (incl. liturgists, children's sermon).
- Combine passion for scripture with courage to trial new ways of sharing the message.
- Administer Sacraments. Officiate at Weddings and Funerals. Prepare youth for Confirmation.
- Be familiar with members and families. Proactively outreach to less frequent visitors.
- Attend fellowship events and meetings: Nominating, Worship, Deacons, Presbytery, others as possible.
- Coordinate multiple committees, promoting appropriate governance or organizational change.
- Oversee staff and volunteers.
- Seek the best in everyone to accomplish our mission: funding (Finance & Stewardship), the physical plant (Buildings & Grounds), participation (Visibility, Membership and Fellowship).
- Communicate to inform, connect, and align.
- Encourage a vibrant Presbyterian Women's organization.
- Confidentially call on congregants suffering from illness or loss, making referrals to specialists, coordinating with Deacons.
- Overall demonstrate how a pastor and congregation can deliver care, sensitivity, hospitality and teaching to further our mission.

(1456 characters)



### **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)

<https://www.niche.com/places-to-live/katonah-westchester-ny/>

<https://www.niche.com/places-to-live/somers-westchester-ny/>

<https://www.nytimes.com/2019/10/09/realestate/katonah-ny-a-walkable-place-with-a-sense-of-history.html>

<https://www.katonahpresbyterian.org/blog/categories/news>



**\*LEADERSHIP COMPETENCIES**

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

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>		
X	<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.	
	<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.	X
	<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.	
		<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.
		<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.
		<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.
<b>COMMUNICATION</b>		
	<b>Communicator</b> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.	
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>Bilingual</b> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
		<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.	



### ORGANIZATIONAL LEADERSHIP

X	<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.
X	<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.
	<b>Willingness to Engage Conflict:</b> Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.	X	<b>Decision Making:</b> Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.
X	<b>Organizational Agility:</b> Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.	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>		
X	<b>Interpersonal Engagement</b> - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.	<b>Bridge Builder</b> – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
	<b>Motivator</b> - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.	<b>Personal Resilience:</b> Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate
	<b>Initiative:</b> Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.	<b>Flexibility</b> - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.
	<b>Self Differentiation:</b> Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.	

**\*COMPENSATION AND HOUSING:** *A range is needed for matching purposes. The maximum salary is not published anywhere. Effective salary is cash salary plus housing allowance or manse value and other compensation considered “effective salary” by the Board of Pensions of the PC (U.S.A.)*

See Effective Salary Definition at [Board of Pensions](#).

Minimum *Effective* Salary \$ 102,000                      Maximum *Effective* Salary\$             
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.**

Upon Request

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

Name Peggy Martin

Address 19 Summit Circle

City Somers State NY Zip Code 10589

Preferred Phone 914-772-1787 (cell)

Alternate Phone 914-277-5013 (home)

E-mail Address for PNC Communications (required): peggybmartin@gmail.com

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**ENDORSEMENTS**

Pastor Nominating Committee/

Search Committee \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

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

*Signature*

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

*Signature*

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