



**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

Ministry Name Bedford Presbyterian Church

Mailing Address PO Box 280

City Bedford State NY Zip Code 10506

Telephone Number 914-234-3672 Fax Number

Email Office@bedfordpreschurch.org

Web site <https://bedfordpreschurch.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 67

Church School Attendance 5

Church School Curriculum Locally developed

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

 Black or African American (African Native, Caribbean)

1% Hispanic Latino/Latina, Spanish

 Middle Eastern

 Native Hawaiian or Other Pacific Islander

98% White

Other _____

Presbytery **Hudson River Presbytery**

Synod of the Northeast

Community Type (select one)

 College

 Rural

 Suburban

 Small City

X **Town**

 Urban

 Village

 Recreation

 Retirement

 N/A

Clerk of Session Contact Information:

Name Linda R. Burpee

Address PO Box 206

City Lincolndale,

State NY

Zip Code 10540

Preferred Phone 914-248-6055

Alternate Phone

E-mail Lrbesq@gmail.com

FAX 914-248-7057



***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		General Assembly Staff
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
<u>2-5 years</u>	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		
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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

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

Clergy Couple (Are you open to a clergy couple?) Yes No

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

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

Language Requirements

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



Mission Statement

BPC is a congregation of believers, first established in 1720, a vibrant, welcoming, inclusive community of God, that inspires and motivates each of us to live our faith in action

- carrying the message of God's love to our entire community in all its diversity;
- sharing God's compassion through caring service to all the people in our congregation, our community and our world;
- committing ourselves to the Christian education of children, youth and adults;
- encouraging others to join us in our quest to hear God's word and to become his disciples in our communities, large and small, near and far, and
- continuing its community engagement, its outreach ministries, its pursuit of social justice and its strong music programs.



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.

Ministry is at the heart of who we are at BPC, with over 74% of the respondents in our recent Vision Study agreeing that "living our faith in action" is a core tenet of our congregation.

Our [history](#) informs who we are, and provides a foundation for current actions. Our ministry's impact is felt within the greater Bedford Community and beyond. BPC serves as a founding member of several community service pillars, including the Emergency Shelter Partnership, the Mount Kisco Interfaith Food Pantry, the Westchester Youth Alliance and the Rewarding Potential Scholarship. We also invest in our youth through our partnership with Holmes Presbyterian Camp, and various work trips that leave lasting impact on both those served and those serving.

Further, we aim to care for one another as an integral part of our livelihood as a community of faith. Our vibrant *Care Team*, *In-Touch Ministry* and our Congregation-led Pastoral Care Team, provide support to congregants in both short and long term need.

We strive to find better ways to make these ministry opportunities visible and accessible to our congregation, leveraging our talents in order to support the needs of our community.

It cannot be overemphasized that what WE DO is connected to what WE BELIEVE, and at BPC we want to build/create/do our small part in bettering the world. We are looking for a leader who can champion this work and can lead us into the next phase of our ministry.

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

Many in our congregation feel community outreach is one of our most important commitments exemplifying our living in the way of Jesus. We foster these views thru community support including car washes for Fox Lane High School sports teams, Girl Scout/ Boy Scout meetings and AA meetings. We opened our doors directly following 9/11 and the Sandy Hook tragedy to all that needed a place to pray. We have seen a call to action, initiating programs such as Rewarding Potential Scholarship, Westchester Youth Alliance, Emergency Shelter Partnership, Woman 2 Woman Prison Ministry, BPC



Blog and BPC Parent Group. These programs help to get our congregation involved in our immediate community and beyond. There are more organizations that we actively support and participate in as we live our faith in action: Bridges to Community, Midnight Run, Mount Kisco Interfaith Pantry, Neighbors Link, Community Center of Northern Westchester, A-Home, Laundry Love and Crop Walk. Within these organizations we strive to use interfaith interaction to better understand the world around us. We collaborate with Temple Shaaray Tefila, Antioch Baptist, and the Upper Westchester Muslim Society. We have a Children's Offering that our children are directly involved in as they choose the organization that receives the money, participating in activities during Sunday Spirit class to learn more about living faith in action. Some of our recipients have been The Heifer Project, Bridges to Community and Laundry Love.

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

It is our hope our new pastor, while leading us spiritually, will be active in our missions and will enable members of our congregation to use our gifts effectively and efficiently to the glory of God. We need our pastor to help keep our congregation engaged and motivated, to guide us in utilizing our gifts and talents, to strengthen us in our discipleship, and to help us grow in faith and in spiritual life, community relevance and outreach, and to assist us in living our values in a changing and challenging world. We seek an individual with strong interpersonal skills and the ability to motivate and empower others through inspirational preaching and leadership. We want to feel excited coming to church and inspired to continue our work in the community.

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

BPC's Vision Study identified 4 key attributes for the next minister: Compassionate, Motivating, Collaborative, Energetic. These attributes be evident in:

Our **worship** services use traditional liturgy with a progressive theology, with a high value on preaching and the music program. The congregation seeks worship that:

- Enables moments of sharing, supporting, and connecting (e.g., joys and concerns)
- Allows for learning, reflection and challenge (make me think; inspire action in daily life)



- Shares a spirit of giving and participation
- Strikes a balance between tradition and new approaches

Leadership skills to manage the staff while also charting a future direction for both our congregation & community. BPC's history is unique in that 2 pastors have served our congregation & community for the past 60 years. The person who hears BPC's call will appreciate our history but not feel bound by it. As the world changes, we hope to be a Welcoming, Inclusive Community of Socially Conscious Disciples of Faith. The new pastor's fresh perspective on the quality and quantity of our programs, while maintaining financial discipline, will help lead us into the next phase of our ministry.

Therefore, it is critical that our new pastor will sustain and foster **relationships** within the community, youth programming and missions, the music program, the staff, and across the congregation. Our new pastor will be expected to bring authenticity, integrity, and empathy to all her/his interactions.

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

Although the following list reflects our history, we hope our new Pastor will bring and develop his/her own vision and leadership to us:

Provide spiritual leadership.

Serve as head of staff. Work with Session and personnel committee to determine the most effective staffing configuration.

Moderate Session and Congregation meetings; guide Session through leadership training and strategic planning.

Work with membership committee to create new ways to improve hospitality, enthusiasm, outreach.

Provide pastoral and congregational care; cultivate our member lead connections team.

Preach and lead weekly worship; work with worship/music committee to develop vibrant, creative, relevant worship services that challenge and engage. Administer sacraments, officiate at weddings and funerals, lead holiday services.



Encourage an appreciation of our connected denomination.

Help the mission committee create outreach programs.

Oversee CE program; engage the youth in serving our community; develop and implement a meaningful confirmation class.

Facilitate adult education/Bible study.

Extend ministry for family units focusing on intergenerational interactions and relationship building.

Cultivate partnerships with community and religious institutions to further shared ministries.

Promote inclusivity, and expand the question *Who is my neighbor?*

Encourage dialog as we seek answers to challenging questions that face us.

Use technology in innovative ways to connect us and make our message and programs more visible.

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)





***LEADERSHIP COMPETENCIES**

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

THEOLOGICAL/SPIRITUAL INTERPRETER		
X	Compassionate – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.	Hopeful – maintains stability in the moment and hope for the future; provides direction, guidance, and faith when describing basic needs; and helps followers to see a way through chaos and complexity.
X	Preaching and Worship Leadership: Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.	Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with faithfulness of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
	Lifelong Learner – individuals who use every experience in life as a potential tool for growth; one who pursues continuing education; and those who build on strengths and seek assistance to improve weaknesses.	Teacher – creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.
COMMUNICATION		
	Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.	Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
	Public Communicator - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.	Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
	Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.	



ORGANIZATIONAL LEADERSHIP		
	Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	X Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.
	Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.	Culturally Proficient – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	Externally Aware - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society.	Entrepreneurial - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.
X	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.	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.
	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.	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.
	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.	X 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.
	Financial Manager – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.	X 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.
X	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.		
INTERPERSONAL ENGAGEMENT			
	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.	X	Bridge Builder – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
X	Motivator - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.		Personal Resilience: Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate
X	Initiative: Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.		Flexibility - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.
	Self Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.		

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

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



Minimum *Effective* Salary \$ 100,000.00

Maximum *Effective* Salary \$ 110,000.00

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, sexual orientation, 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: Carola Otero Bracco

Address Neighbor's Link, 27 Columbus Avenue, Mt. Kisco, NY 10549

Phone Numbers (914) 715-2490

Relation Executive Director, Neighbor's Link (a community not-for-profit with which we collaborate and which we support as part of our mission)

Email cbracco@neighborslink.org

Name: Rabbi Jason Nevarez

Address Temple Shaaray Tefila, 89 Baldwin Road, Bedford Corners, NY 10549

Phone Numbers (914) 307-0473

Relation Rabbi at Temple Shaaray Tefila in Bedford with which BPC often partners

Email rabbijnevarez@templest.org

Name: Rev. Peter Surgenor

Address 30 Balmville Road, Newburgh, NY 12550

Phone Numbers (914) 907-9685

Relation former Parish Associate at Bedford Presbuyterian Church; former temporary General Presbyter of Hudson River Presbytery; former Executive Director Holmes Presbyterian Camp

Email psurgenor@onwardever.net

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

Name Lila Cummings

Address 21 Croton Lake Road, Unit 10, Katonah, NY 10536-1316

City Katonah

State NY

Zip Code 10536

Preferred Phone (914) 450-4896

Alternate Phone

E-mail Address for PNC Communications (required):

Sharon Seidell: sps1256@gmail.com



ENDORSEMENTS

Pastor Nominating Committee/

Search Committee

Date

Signature

Clerk of Session

Date

Signature

Presbytery

Date

Signature

