



**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 96673

Ministry Name Union Church of Pocantico Hills

Mailing Address 555 Bedford Road

City Tarrytown State NY Zip Code 10591

Telephone Number 914.631.2069 Fax Number n/a

Email: pastoralsearch76@gmail.com

Web site: www.ucph.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 65 pre-COVID 35-45 currently after September 2021 re-opening

Church School Attendance suspended as of September 2019



Church School Curriculum Seasons of the Spirit

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
_____ 90% White
Other 10% diverse ethnicities

Presbytery Hudson Valley Synod Northeast

Community Type (select one)

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

Clerk of Session Contact Information:

Name David Bartholomew

Address 2 Country Club Lane

City Pleasantville State NY Zip Code 10570

Preferred Phone (914)282-3631 Alternate Phone _____

E-mail dcbartholomew@aol.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+yrs	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) Pastor and Head of Staff

***Employment Status**

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

Is this a yoked congregation? XX No _____ Yes
 (If yes, please complete the Yoked Congregation Detail Form.)

Clergy Couple (Are you open to a clergy couple?) Yes XX 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 <u>XX</u>
Other _____	

Language Requirements

<u>XX</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 X Yes _____ No

Mission Statement: What is your congregation’s or organization’s Mission Statement?

*The Mission of Union Church is
 to provide a home where all are welcome to worship God,
 to learn and grow as Christians,
 and to share our love, friendship. and support with all those whose lives we touch*



CHURCH
LEADERSHIP
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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.

Union Church of Pocantico Hills is a Protestant, nondenominational church in the reformed tradition with a history dating to 1880. People of all denominations and backgrounds are invited to become part of the religious experience at Union Church. Founded in an ecumenical spirit, the church offers a unique environment for Christian worship. A small, warm and enthusiastic congregation, an outstanding music program, a significant endowment, and a physical setting encompassing world famous windows provide the Pastor with an extraordinary pulpit.

Union Church is committed to serving the current congregation, finding new ways to engage the next generation and aspires to become pro-actively involved in the greater community at large. To accomplish these goals, the church seeks a dynamic minister who shares our vision to provide the leadership, inspiration, and continuity that will position our church to fulfill its mission throughout this century and beyond.

The present sanctuary, built in 1921, was designed by architect [Ludwig W. Eisinger](#) as the cornerstone for the planned community of [Pocantico Hills](#) that [John D. Rockefeller Jr.](#) developed below the family estate, [Kykuit](#), and is listed in the National Register of Historic Places. Henri Matisse designed its Rose Window, one of his final creations; the nave windows are one of three series of stained-glass windows in the United States designed by Marc Chagall. The Gluck pipe organ was dedicated in 2006 in memory of Laurance S. Rockefeller and has been played by such musicians as Paul Jacobs and Gordon Turk.

The Church and its windows attract visitors from around the world. Docent-led tours are given by *Historic Hudson Valley*, which owns and maintains the buildings and grounds through special arrangement with the Rockefeller family and church leadership. More at: <https://hudsonvalley.org/historic-sites/union-church-of-pocantico-hills/> .

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

In recent history, Union Church flourished for 27 years under the leadership and spiritual guidance of its recent minister (a Princeton seminary graduate and Presbyterian-ordained minister and recruited through the Hudson River Presbytery), who retired on June 30, 2019. In September 2019, after an extensive interim search in conjunction with the Presbytery, Union Church engaged an experienced Presbyterian minister (a graduate of Princeton and Union Theological Seminaries) entering interim service after many years at the helm of a large suburban congregation. Within six months of his arrival, the pandemic forced closure of live services (and delayed the Pastoral nominating process) but social media was quickly embraced to provide



streaming services weekly via Zoom, Facebook and YouTube. Live services were reinstated September 2021 and live streaming will continue indefinitely to better serve the community.

The church is fortunate to be stable financially due to its pastoral endowment and the unique relationship with *Historic Hudson Valley*, a 501(c)(3) not-for-profit organization which owns the church building and covers major maintenance costs. Union Church retains direct ownership of a 4 bedroom, 2.5 bath manse adjacent to the church property. The church's primary function is that of a living church and we are concerned that attendance/membership has declined gradually over the last 6-10 years from attrition, especially among families with school-age children. While this attrition is partly due to the cyclical nature of membership, strategic growth thru stable revitalization is an essential priority for Union Church to ensure that it remains a vibrant place of worship for generations to come.

Our objective is to engage a minister with administrative experience, spiritual maturity, and an eye on the future to lead inspiring worship services and support strategic growth.

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

The church's recent Mission Review (available at <http://ucph.org/wp-content/uploads/2021/06/UCPH-Mission-Report-FINAL.pdf>) indicated that our congregation's top priorities are (1) to attract families with children and youth, (2) to develop a comprehensive strategy to reach new people and (3) to provide opportunities for Christian service, education and spiritual formation at every age and stage of life. Most churches also rank these three priorities highly. Union Church differed from most other churches, however, in also prioritizing relatively highly two other objectives: (4) to expand outreach ministries that provide direct services to those living on the margins of society; and (5) to work as for social and institutional change so that society might better reflect the values of the kingdom of God. Taken together, these goals present an ambitious agenda for our relatively small and aging congregation. We will need to rally our collective energy, vision and resources and to challenge our comfort and satisfaction with familiar ways of doing things.

The committee believes that the selection of the right minister is essential for the church to achieve its goals. The pastor of this congregation is the glue that binds us together, the preacher and teacher who inspires us, the leader and entrepreneur who challenges us to step beyond our comfort zones and to develop new outlets for our Christian witness. While he or she can expect enthusiastic support from church leadership and the congregation at large, these aspirations cannot be achieved without the expertise, dedication and enthusiasm of the person essential to our future, the next pastor of Union Church.

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

We seek a spiritually mature, compassionate and dynamic leader with demonstrated achievement in preaching and worship leadership in a church setting. The successful candidate will be a self-motivated task manager with organizational agility and the financial expertise required to oversee the business side of the church including coordination with Historic Hudson Valley, owner of the



church properties. He or she should be comfortable helping us to augment our financial stewardship in order to build the financial foundations of the church. Union Church's pastor is an important steward of continuity, providing guidance, education, inspiration, and supervision in the daily life of the church. At the same time, we hope for a pastor who has a heart for mission, a willingness to engage with the life of our community beyond the church, and an entrepreneurial spirit.

Strategy and vision are essential for the church to achieve its outreach goals as are talents needed to communicate across various platforms and social media. Our pastor will be sought as an advisor both to church leadership and to congregants needing spiritual direction and comfort. Flexibility and collaboration will be most valuable in achieving success in this position. We cannot overstate the value of interpersonal engagement in an environment increasingly marked by text messages, Zoom meetings and distractions from human interaction.

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

1. **Preaching, Teaching and Worship Leadership.** Conduct Sunday Worship Service in coordination with the Organist/Choir Director. Special Services are held Ash Wednesday, Maundy Thursday, Good Friday, and Christmas Eve. Weddings and Funeral/Memorial Services as required. Services are live streamed for the benefit of those unable to attend in-person. Conduct periodic Bible study or other adult Christian Education offerings.
2. **Administration.** Manage day to day church business affairs including supervision of Director of Music and part-time Business Administrator, stewardship of the sanctuary and adjoining buildings in coordination with property manager Historic Hudson Valley.
3. **Counseling and Visitation.** Reach out to congregants desiring counseling and visitations during periods of illness, hospitalization and other times of need.
4. **Church Governance.** Serve as *Ex-Officio* member of all boards and committees. Attend monthly meetings of the Board of Trustees and Board of Deacons.
5. **Programs and Organizations.** Lead weekly Bible study or other adult education programs. Participate in social organizations including Special Music Programs, weekly coffee hour and holiday dinners. Coordinate use of facilities by AA Chapter (Union Church leases the Parish Hall to AA at nominal cost for its weekly meetings).
6. **Fine Arts.** A separately endowed Fine Arts Program sponsors performances by organists, pianists and other musicians. Assist the Fine Arts Committee and the Organist/Choir Director with the program's continued development.



7. **Church Fair.** For many years the previous pastor managed the semi-annual fair which was a major fund raiser. The future of the fair is undergoing evaluation by church leadership. Management of the fair is not a duty of the Pastor although it is expected that the Pastor will assist church leadership in determining the direction of these fund-raising efforts.
8. **Outreach and Benevolences.** The Benevolences Committee sponsors periodic fund drives to support organizations including Princeton Theological Seminary Scholarship Fund, Heifer International, Make-A-Wish Foundation, Church World Services, Food Bank for Westchester and My Sister's Place. Toys are collected at Christmas time for the Grandparent's Coalition. The John D. Rockefeller, Jr. Scholarship Fund awards scholarships to congregants who have demonstrated service to the church and community. The church desires leadership from the Pastor as it seeks to expand benevolent giving and community outreach.
9. **Stewardship.** Coordinate with Board of Trustees the annual campaign for pledges from the congregation for member's individual financial support. Initiate capital and planned giving campaigns from time to time.

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)

<http://ucph.org/>

<https://hudsonvalley.org/historic-sites/union-church-of-pocantico-hills/>

www.gluckpipeorgans.com/projects/opus11/opus11.html



***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.)
X	Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.	
ORGANIZATIONAL LEADERSHIP		
X	Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	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.
	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.	X 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		
X	Interpersonal Engagement - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the	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.



<p>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.</p>		
<p>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.</p>		<p>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</p>
<p>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.</p>	X	<p>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.</p>
<p>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.</p>		

***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 _____ Maximum *Effective* Salary \$120,000 per annum

Housing Type X _____ 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 Rev. Dr. Lindley DeGarmo
Address Union Church of Pocantico Hills, 555 Bedford Road, Sleep Hollow, NY 10591
Phone Numbers (914)631-2069
Relation: Interim Pastor and Head of Staff, Union Church of Pocantico Hills
E-mail ldegarmo@comcast.net

Name Deborah Milcarek
Address 655 Scarborough Road, Briarcliff Manor NY
Phone Numbers (914)941-2100
Relation Presbyter of Hudson River Presbytery
E-mail deborah@hudrivpres.org

Name: Waddell Stillman
Address Historic Hudson Valley, 639 Bedford Road, Tarrytown NY 10591
Phone Numbers: direct: (914) 366-6987



Relation President, Historic Hudson Valley, the organization that is Union Church's property owner by special arrangement

E-mail wstillman@hudsonvalley.org

***Pastor Nominating Committee Chairperson:**

Name David C. Bartholomew

Address 2 Country Club Lane.

City Pleasantville State NY Zip Code 10570

Preferred Phone 914.282.3631

E-mail Address for PNC Communications (required): dcbartholomew@aol.com

ENDORSEMENTS

Pastor Nominating Committee *Ruth L. Tedder, Vice-Chair, PNC* Date September 14, 2021

Clerk of Session *David Bartholomew, Clerk of Congregation,* Date September 14, 2021

Presbytery _____ Date _____