

*Presbyterian Church in America*  
**Ministry Opportunity Form**

Job Title \_\_\_\_\_

**Contact Info**

Church Name \_\_\_\_\_

Website \_\_\_\_\_ Presbytery \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Search Committee Chairman \_\_\_\_\_

**Job Description** (information limited to the box size)

**For church use only:** Once completed please email to [pastorsearch@pcanet.org](mailto:pastorsearch@pcanet.org).

Revised November 2009

# GRACE CHURCH

## Qualifications and Criteria for First Pastor

### What are the Fundamental Tenets of Grace Church that must be Embraced by a new Pastor?

#### Essential

- Active Membership in a solid Reformed denomination and Acceptance of Reformed Theology and adherence to the Westminster Confession of Faith
- Emphasis on Prayer as the Foundation for the Overall Church Focus
- Always Maintaining an External Focus through:
  - Missions
  - Mercy
  - Community Influence
  - Evangelism
  - Church Shepherding and Spiritual Growth
- Continuing our Traditional Emphasis on Equipping the Saints through:
  - Spiritual Gifting
  - Creating multiple opportunities for engagement
  - Expository Preaching
  - Discipleship
- Importance of preaching that convicts sin, edifies the body on how we should live, and provides a sound understanding of the Bible.
- Building up the Community of Believers
  - Worship that is uplifting
  - Constantly seeking ways for fellowship
  - Emphasizing family oriented, church-wide connections
- Literal six-day creationist
- Committed to Christian cultural transformation with a view for generational thinking
- Covenantal mindedness in thought and deed
- Relatable: able to speak to a child, the elderly, the simple and the learned.
- 100% Pro-Life
- Biblical view of Christian education (willingness to meet families where they are, but preach/teach toward common goal)
- Being Good Stewards of the Resources God has Provided in Our Growing, Vibrant Community
- Seeking a Diverse Church Family
  - Ethnically
  - Socioeconomically

## What are the Specific Qualifications that we are Seeking in the Incoming Pastor?

### Personal Spiritual Life

- Exhibits Godly character
- Demonstrates a personal, vibrant, consistent walk with the Lord
- Maintains a healthy family relationship exhibiting Biblical leadership
- Is teachable and willing to learn/reform
- Hospitable

### Specific Skills/Gifts

- Sound and consistent reformed theology
- Expository and engaging preaching
- Passion for spiritual transformation
- Relates and adapts to the cultures around him, as long as it fits with biblical doctrine
- Possesses a shepherd/pastor's heart
- Leads staff as a servant leader
- Friendly to young communion
- Friendly to integrated worship

### Biblical Attributes/Characteristics of a Pastor

#### a) **A Good Reputation**

"Above reproach" (1 Tim. 3:2, Titus 1:6)

"Respectable" (1 Tim. 3:2)

"Well thought of by outsiders" (1 Tim. 3:7)

#### b) **Family Life: Marital and Sexual Life**

"The husband of one wife" (1 Tim. 3:2, Titus 1:6)

#### c) **Family Life: Children**

"Must manage his own household well" (1 Tim. 3:4)

"His children are believers and not open to the charge of debauchery or insubordination" (Titus 1:6)

#### d) **Personal Self-Control**

"Sober-minded" (1 Tim 3:2)

"Self-Controlled" (Titus 1:8)

"Not greedy for gain" (Titus 1:7)

"Not quick tempered" (Titus 1:7)

"Not quarrelsome" (1 Tim. 3:3)

"Not a drunkard" (1 Tim. 3:3)

"Disciplined" (Titus 1:8)

e) **Relational Skills with People**

"Gentle" (1 Tim. 3:3)

"Upright" (Titus 1:8)

"Not quick tempered" (Titus 1:7)

"Not quarrelsome" (1 Tim. 3:3)

"Not arrogant" (Titus 1:7)

f) **Hospitable and Loving**

"hospitable" (1 Timothy 3:2, Titus 1:8)

"a lover of good" (Titus 1:8)

**Leadership Traits**

- Integrity (Proverbs 22:1, John 1:47)
  - Displaying actions that are consistent with moral and intellectual honesty
  - Demonstrating choices where words and actions match
- Courage (Acts 4:10-13)
  - Willing to take a stand (that is Biblically sound) in the face of criticism
  - Making things right, not just smoothing them over
- Wisdom (Proverbs 2:2-6, Colossians 1:9)
  - Using experience and judgment to effectively convey knowledge gained
  - Knowing when to lead/speak and when to just observe
- Decision-making (Genesis 14, Hebrews 11:24-27)
  - Seeing a partial picture, finding the heart of the matter and filling in the missing pieces
- Humility (Micah 6:8, Mark 9:35)
  - Helping others succeed without seeking credit
  - Adhering to the doctrines of grace
- Perseverance (Job 1:21-22)
  - Persisting in spite of difficulty or discouragement
- Vision (Habakkuk 2:2-3, Colossians 2:2)
  - Producing a fresh, compelling image of an achievable future
- Self-discipline (II Timothy 1:7)
  - Recognizing that managing one's self is paramount to leading others
  - Challenging and eliminating excuses
  - Staying focused on God's leading and direction

# Presbyterian Church in America

Office of the Stated Clerk  
1700 North Brown Road, Suite 105, Lawrenceville, GA 30043  
Phone 678-825-1000 Fax 678-825-1001 Email: [pastorsearch@pcanet.org](mailto:pastorsearch@pcanet.org)

## CHURCH PROFILE FORM

Check here if you would like to be added to our Ministry Opportunity List ([www.pcaac.org/get-involved/pastoral-job-positions/](http://www.pcaac.org/get-involved/pastoral-job-positions/))

### PART I -- BASIC DATA

1. NAME OF CHURCH: Grace Church

ADDRESS: 12347 Vista Brook Lane, Knoxville, TN 37934

TELEPHONE: 865-269-7403

PRESBYTERY: TN Valley Presbytery

2. NAME OF PULPIT COMMITTEE CONTACT PERSON: Chris Bessler

MAILING ADDRESS FOR DATA FORMS: 12347 Vista Brook Lane, Knoxville, TN 37934

TELEPHONE: 865-269-7403

EMAIL: PastorForGrace@gmail.com

3. TYPE OF COMMUNITY

Inner City \_\_\_\_\_  
Urban (Downtown) \_\_\_\_\_  
Urban (Residential) \_\_\_\_\_  
Suburban X \_\_\_\_\_  
Small Town \_\_\_\_\_  
Rural \_\_\_\_\_  
College \_\_\_\_\_  
Retirement \_\_\_\_\_  
Resort/Recreational \_\_\_\_\_  
Agriculture \_\_\_\_\_

4. TYPE OF CHURCH

Church with Multiple Staff \_\_\_\_\_  
Church with Solo Pastor \_\_\_\_\_  
Mission Church X \_\_\_\_\_  
Non-PCA Church \_\_\_\_\_  
Overseas Church \_\_\_\_\_

5. SIZE CHURCH

Under 100 members X \_\_\_\_\_  
101-250 members \_\_\_\_\_  
251-500 members \_\_\_\_\_  
501-800 members \_\_\_\_\_  
801-1,000 members \_\_\_\_\_  
1,001-1,600 members \_\_\_\_\_  
Over 1,600 members \_\_\_\_\_

6. TYPE OF POSITION VACANT

Pastor (Solo)   X    
 Senior Pastor \_\_\_\_\_  
 Associate Pastor \_\_\_\_\_  
 Assistant Pastor \_\_\_\_\_  
 Interim or Supply \_\_\_\_\_  
 Lay Professional \_\_\_\_\_  
 (e.g. Educator, Musician)  
 Pastoral Counselor \_\_\_\_\_

7. CONGREGATIONAL INFORMATION

Average Attendance   50    
 # of Adults over 65     2    
 # of Adults under 65   15    
 # of Teens     9    
 Number of Children   25  

8. FINANCIAL INFORMATION

Total Income \_\_\_\_\_  
 Benevolent Disbursements \_\_\_\_\_  
 Church Expenses \_\_\_\_\_  
 Ministers Compensation Package \_\_\_\_\_

9. PROGRAMS AND OUTREACH

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PART II -- PASTOR CRITERIA DESIRED**  
**(Check all that apply)**

A. Age:

Under 30 \_\_\_\_\_  
 30-39   X    
 40-49   X    
 50-59   X    
 60 and over \_\_\_\_\_  
 No preference \_\_\_\_\_

B. Marital Status:

Single \_\_\_\_\_  
 Married   X    
 No preference \_\_\_\_\_

C. Personal Lifestyle:

Task Oriented \_\_\_\_\_  
 People Oriented \_\_\_\_\_  
 Both   X

**PART III -- CONGREGATIONAL PRIORITIES**

THE CONGREGATION PLACES PRIORITIES FOR THEIR MINISTER ON THE FOLLOWING: [Circle 4 for highest priority on the activity; Circle 0 for lowest priority on the activity. Circle 2 or 3 for intermediate priorities. Choose not less than four (4) or more than six (6) of the activities on which you place highest priority.]

|   | Low Priority |   |   | High Priority |   |
|---|--------------|---|---|---------------|---|
|   | 0            | 1 | 2 | 3             | 4 |
| 1. <b>WORSHIP LEADERSHIP</b><br>(Pastor and Session work to develop a rich worship life, educating the congregation for meaningful participation.)  |              |   |   |               | 4 |
| 2. <b>PROCLAMATION OF THE WORD</b><br>(The word of God is preached with urgency and conviction, bringing it to bear on the changing needs of individuals, the community, and the world. High priority of pastor's time placed on sermon preparation.)   |              |   |   |               | 4 |
| 3. <b>SPIRITUAL DEVELOPMENT OF MEMBERS</b><br>(Pastor shares members' struggles regarding the Christian faith, with opportunity provided for individuals and groups to reflect on beliefs, concerns, doubts regarding Christian understanding of the spiritual dimensions of life.)           |              |   |   |               | 4 |
| 4. <b>CONGREGATIONAL VISITATION</b><br>(Church officers and pastor develop and carry out a systematic plan for visitation of the entire congregation with special attention to prospective members and those with special needs.)   |              |   |   |               | 4 |
| 5. <b>HOSPITAL OR EMERGENCY VISITATION</b><br>(Those in hospitals or emergency situations are regularly visited; network developed to keep pastor and others informed of crisis situations; needs of ill or bereaved are met.)  |              |   |   | 3             | 4 |
| 6. <b>CONGREGATIONAL FELLOWSHIP</b><br>(Emphasis placed in developing fellowship, helping members to know one another; groups encouraged which give members the opportunity to love and support one another.)   |              |   |   |               | 4 |
| 7. <b>COUNSELING SERVICES</b><br>(A counseling program initiated for assisting those in and outside the Church; appropriate referrals made when needed.)  |              |   |   | 3             | 4 |
| 8. <b>EVANGELISM</b><br>(Pastor and congregation share faith in Christ as personal Savior in total lifestyle; seek to lead others within and outside the Church to accept Jesus Christ; congregation is informed, trained, helped to establish effective evangelism programs for the church.) |              |   |   |               | 4 |
| 9. <b>DISCIPLESHIP TRAINING</b>   |              |   |   |               | 4 |
| 10. <b>ENCOURAGING THE MINISTRY OF THE LAITY</b><br>(Creative ideas and directions developed together with the Session; many persons with appropriate skills stimulated to become involved in services.)  |              |   |   |               | 4 |
| 11. <b>MISSION BEYOND THE LOCAL COMMUNITY</b><br>(Awareness of the Church's worldwide mission and opportunities for corporate and individual involvement; specific projects identified; persons challenged to support, study and/or visit mission programs on six continents.)                |              |   |   | 3             | 4 |

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| 12. DEVELOPMENT AND SUPPORT OF EDUCATION AND TRAINING PROGRAM<br>(Session and pastor identify the educational needs of persons of all ages and backgrounds, developing programs to meet needs; church education supported; educational goals are congruent with the total mission of the Church.)              | 0 | 1 | 2 | 3 | 4 |
| 13. TEACHING RESPONSIBILITY<br>(Pastor accepts an active teaching role, interpreting and teaching the Scriptures, theological concepts, history of the Church and current events; provides instruction for Church Officers; educational leaders, confirmands and new members.)                                 | 0 | 1 | 2 | 3 | 4 |
| 14. INVOLVEMENT IN LOCAL COMMUNITY PROBLEMS AND ACTIVITIES<br>(Concern for identifying social problems in the community; work done with groups seeking solutions. Time and skills committed to community groups. Information and encouragement provided which enable members to become informed and involved.) | 0 | 1 | 2 | 3 | 4 |
| 15. ECUMENICAL AND INTERFAITH ACTIVITIES<br>(Involvement with other congregations and the denominations in the community in presenting a united Christian witness in the community.)   | 0 | 1 | 2 | 3 | 4 |
| 16. CONGREGATIONAL COMMUNICATION<br>(Two-way communication encouraged, information gathered and shared that will assist problem solving and decision making; varying opinions elicited and all encouraged to listen to opposing points of view.)   | 0 | 1 | 2 | 3 | 4 |
| 17. ADMINISTRATIVE LEADERSHIP<br>(Pastor accepts appropriate administrative responsibilities, in climate of delegated tasks and shared leadership; volunteers and professional staff encouraged to use their ideas and skills. Work done on developing accountability.)  | 0 | 1 | 2 | 3 | 4 |
| 18. STEWARDSHIP AND COMMITMENT PROGRAMS<br>(Session and pastor develop a planned stewardship education program to communicate the financial needs of the local church and mission beyond the local church; congregation challenged to commitment to Church's work.)  | 0 | 1 | 2 | 3 | 4 |
| 19. EVALUATION OF PROGRAM AND STAFF<br>(Systematic procedures used to evaluate programs and staff performance in accord with goals and objectives. Others trained to use these skills. Regular assessment and evaluation.)   | 0 | 1 | 2 | 3 | 4 |
| 20. CONGREGATIONAL AND DENOMINATIONAL RESPONSIBILITY<br>(Value placed on balance between local church and Assembly responsibilities. Congregation and Session know and are involved in the work of the denomination.)  | 0 | 1 | 2 | 3 | 4 |
| 21. DIACONAL MINISTRIES<br>(Ministering to the needs of those inside and outside of the Church.)   | 0 | 1 | 2 | 3 | 4 |



**PART IV -- PASTORAL STRENGTHS DESIRED**

On a scale of 1 to 7, evaluate your priorities for the ministry of your pastor. [Circle 7 for the areas of greatest priority and circle 1 for the least priority.]

|   | Very Strong | Strong | Slightly Strong | Average | Weak | Slightly Weak | Very Weak |
|---|-------------|--------|-----------------|---------|------|---------------|-----------|
| Preaching                               | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Teaching                                | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Evangelism                              | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Discipleship                            | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Worship Leadership                      | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Church Administration                   | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Team Work                               | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Counseling                              | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Leadership Training                     | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Christian Education                     | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Pastoral Visitation                     | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Stewardship Ministry                    | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Diaconal Ministry                       | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Youth Work                              | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| College & Career Ministry               | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Ministry to Senior Citizens             | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Singles Ministry                        | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Recreational Activities                 | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Presbytery/General Assembly Involvement | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Community Service                       | 7           | 6      | 5               | 4       | 3    | 2             | 1         |
| Other _____                             | 7           | 6      | 5               | 4       | 3    | 2             | 1         |