



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

**CHURCH PROFILE FORM**

Revised 8/2017

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 Reformed Presbyterian Church

ADDRESS: 1602 Linden Lane

Relay, MD 21227

TELEPHONE: 410-247-4088

PRESBYTERY: Chesapeake

2. NAME OF PULPIT COMMITTEE CONTACT PERSON: Diane Darchicourt

MAILING ADDRESS: 212 Elpin Drive, West

Catonsville, MD 21228

TELEPHONE: 443-204-5925

EMAIL: dianedarch@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   X
- Mission Church \_\_\_\_\_
- 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   35-40, in person and online
  - # of Adults over 65   14
  - # of Adults under 65   48
  - # of Teens   9
  - Number of Children   12

8. FINANCIAL INFORMATION

*Below are yearly averages over the last 3 FULL years (2018-2020). Keep in mind that 2020 was very unusual.*

Total Income	<u>  \$221.6K  </u>	
Benevolent Disbursements	<u>  \$ 4.5K *  </u>	* Budgeted only. Does not include undisclosed "Faith Promise"
Church Expenses	<u>  \$213.5K  </u>	contributions to support specific missions & outreach ministries.
Ministers Compensation Package	<u>  \$ 85K to \$95K depending on experience &amp; skills  </u>	

9. MANSE:

(a) Does the church have a manse? \_\_\_Yes   X  No (b) If "yes," is the pastor expected to live in the manse? \_\_\_Yes \_\_\_No

10. SCHOOL:

Does the church own or operate a school? \_\_\_Yes   X  No

11. PROGRAMS AND OUTREACH

- |                                     |  |
|-------------------------------------|--|
| <u>Adult Sunday School</u>          | <u>Middle School Girl's Group</u>                      |
| <u>Children's Church</u>            | <u>Sermons published on SermonAudio website.</u>       |
| <u>Community Groups</u>             | <u>Support PCA and other evangelical missionaries.</u> |
| <u>English as a Second Language</u> | <u>Vacation Bible School</u>                           |
| <u>Living Nativity</u>              | <u>Women's Discipleship Group</u>                      |
| <u>Men's Discipleship Group</u>     |  |

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

A. YEARS OF MINISTRY EXPERIENCE REQUIRED (may include ordained or nonordained experience):

- None needed
- 1-5   X
- 5-10   X
- 10-20   X
- Over 20
- No preference

B. Marital Status:

- Single
- Married
- No preference   X

### PART III -- CONGREGATIONAL PRIORITIES

THE CONGREGATION PLACES PRIORITIES FOR THIS MINISTER ON THE FOLLOWING:

Check no more than six (6) of the following twenty activities to indicate the highest priorities for this ministerial position.

#### CHECK NO MORE THAN SIX (6)

1.  WORSHIP LEADERSHIP: Pastor and Session work to develop a rich worship life, educating the congregation for meaningful participation.
2.  PROCLAMATION OF THE WORD: 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.
3.  SPIRITUAL DEVELOPMENT OF MEMBERS: 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.  CONGREGATIONAL VISITATION: 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.
5.  HOSPITAL OR EMERGENCY VISITATION: 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.
6.  CONGREGATIONAL FELLOWSHIP: Emphasis placed in developing fellowship, helping members to know one another; groups encouraged which give members the opportunity to love and support one another.
7.  COUNSELING SERVICE: A counseling program initiated for assisting those in and outside the Church; appropriate referrals made when needed.
8.  EVANGELISM: 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.
9.  DISCIPLESHIP TRAINING
10.  ENCOURAGING THE MINISTRY OF THE LAITY: Creative ideas and directions developed together with the Session; many persons with appropriate skills stimulated to become involved in services.
11.  MISSION BEYOND THE LOCAL COMMUNITY: 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.
12.  DEVELOPMENT AND SUPPORT OF EDUCATION AND TRAINING PROGRAM: 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.
13.  TEACHING RESPONSIBILITY: 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, and confirms new members.
14.  INVOLVEMENT IN LOCAL COMMUNITY PROBLEMS AND ACTIVITIES: 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.

15. \_\_\_ CONGREGATIONAL COMMUNICATION: 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.
16. \_\_\_ ADMINISTRATIVE LEADERSHIP: 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.
17. \_\_\_ STEWARDSHIP AND COMMITMENT PROGRAMS: 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.
18. \_\_\_ EVALUATION OF PROGRAM AND STAFF: 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.
19. \_\_\_ CONGREGATIONAL AND DENOMINATIONAL RESPONSIBILITY: Value placed on balance between local church and Assembly responsibilities. Congregation and Session know and are involved in the work of the denomination.
20. \_\_\_ DIACONAL MINISTRIES: Ministering to the needs of those inside and outside of the Church.

**PART IV -- PASTORAL MINISTRY STRENGTHS OR EXPERIENCE DESIRED**

Please check **NO MORE THAN SIX (6)** primary pastoral ministry strengths or experience expected for this position.

- |   |  |  |   |  |
|---|--|--|---|--|
| <input checked="" type="checkbox"/> Preaching           | <input checked="" type="checkbox"/> Teaching | <input type="checkbox"/> Evangelism                | <input type="checkbox"/> Discipleship                   | <input checked="" type="checkbox"/> Worship Leadership |
| <input type="checkbox"/> Team Work                      | <input type="checkbox"/> Counseling          | <input type="checkbox"/> Youth Work                | <input checked="" type="checkbox"/> Leadership Training | <input type="checkbox"/> Church Administration         |
| <input checked="" type="checkbox"/> Christian Education | <input type="checkbox"/> Singles Ministry    | <input type="checkbox"/> Stewardship               | <input type="checkbox"/> Diaconal Ministry              | <input type="checkbox"/> Ministry to Seniors           |
| <input type="checkbox"/> Pastoral Visitation            | <input type="checkbox"/> Community Service   | <input type="checkbox"/> College & Career Ministry |   |  |

I. **Position Title:** Pastor, Grace Reformed Presbyterian Church

II. **Position requirements:** An ordained teaching elder in the Presbyterian Church in America (or someone who is ordainable) who is equipped to pastor a congregation which is located in a suburban context near a major urban area in the Mid-Atlantic region. This man must maintain a balanced life characterized by a healthy personal walk with Jesus, solid family life, and good reputation in the greater society in accordance with the New Testament elder qualifications listed in 1 Tim. 3 and Tit. 1.

III. **Accountability:** Accountable to the fellow elders of Grace Reformed Presbyterian Church and the Chesapeake Presbytery of the PCA.

IV. **Focus:**

**A. To maintain healthy personal and family life**

To be a godly man who prays for and with his family. Leading them into the presence of Christ daily. Is equipping his wife and family with the word of God with a view to making disciples who will make disciples. He should see his family as his first and most important ministry. This means guarding against overextension by honoring the Lord and his family with a regular day of rest and planned time off. This means taking 4 weeks off and 2 weeks of study each year.

**B. To “work” 50 hours a week.** Due to the nature of ministry, each week will look a little different. However, a general breakdown of the pastor’s hours at Grace Reformed should look like this:

1. Prayer and personal study	10 hours
2. Worship, including preparation	5 hours
3. Sermon and Teaching, including preparation	15 hours
4. Personal Evangelism/Outreach Activity	6 hours
5. Personal Discipleship/Counseling/Shepherding Care	4 hours
6. Oversight: Session, Discipleship, Evangelism and Missions	5 hours
7. Church Administration: Staff meetings, session meetings, congregational meetings, etc.	3 hours
8. Presbytery meetings, committees	2 hours

These 8 priorities are listed by order of their relative importance. Here is a description of what is involved in each of these duties:

**Prayer and Personal Study** **10 hours**

The Pastor’s task begins in the study. Acts 6 reminds us that godly ministry involves prayer and the word of God. This is not time spent in preparation of sermons and lessons. This is that time where you are being personally challenged by the Holy Spirit by what is there for you and your family in your specific life context.

**Worship** **5 hours**

The pastor has final word on what the weekly worship service looks like. This can be delegated to others who have been trained. But he is ultimately responsible. Then he is to regularly preach, administer sacraments, plan and execute special seasonal service, etc.

**Sermon and teaching preparation** **15 hours**

The Teaching Elder is to be distinguished as the theological final word in a congregation. The time he spends with God in prayerfully studying of the word gives him the ability to have a world view that is saturated with God’s thoughts. More than anyone else in the congregation, he should be able to rightly handle the word of truth.

**Personal Evangelism/Outreach****6 hours**

The effective pastor is expected to leave his office and get out into the world interacting with lost people. Whether in the community or other circles of relationships, the pastor needs to be regularly praying for and sharing the gospel with those who have not yet embraced Christ. Neighbors, strangers, family, people at the gym...He should have his eyes open to hurting people, seeking to share the good news of Christ with unbelievers.

**Shepherding Care****4 hours**

One on one ministry with members is essential as are other types of spiritual formation activities. Disciple-making, and leadership development are also important tasks for the pastor. Occasions such as weddings, funerals, are important times in a family's life and most members would anticipate that the pastor would have a part in leading these activities. Premarital counseling is always essential. Short term counseling can be helpful in some instances. But long-term needs should be referred to trusted professional counselors.

**Ministry Oversight:****5 hours**

The Pastor takes care of the fellow Elders while also helping shepherd the Deacons and staff. He supervises or directly oversees the various ministries of the church such as the weekly Prayer Meeting, Small Groups, Sunday School, Youth groups, the Children's Ministry, the Nursery and the Missions committee. Mature members serve as volunteer leaders in many of these areas and Ruling Elders should assist in this oversight. Ultimately the pastor needs to have a role in assuring that these programs are run effectively and are achieving the desired goals.

**Church Administration:****3 hours**

The Pastor is to supervise the part-time staff: The Administrative Assistant and the Music Director. He should assist them in executing their duties and be a liaison between them and the session. He leads the men in the session and deacon board, moderating their meetings as well as congregational meetings.

**Chesapeake Presbytery****3 hours**

The Pastor is expected to participate in the meetings and activities of the Chesapeake Presbytery, serving on a committee or being in 1-1 meetings with fellow elders. He should stay abreast of denominational issues and participate in General Assembly at least every other year. He is to be a key liaison between Grace Church and the greater PCA regional and national church world.