

# MINISTRY DISCERNMENT PROFILE

## MINISTRY PROFILE INFORMATION



*This form is only to be used by the COM, Session, and PNC as a tool of discernment before posting the MDP online.*

**Ministry Name:** First Presbyterian Church of Cheyenne

### Congregation or Organization Size (*select one*):

   N/A  
   Under 100 members  
   101-250 members  
XXX 251-400 members  
   401-650 members  
   651-1000 members  
   1001-1500 members  
   More than 1500 members

**Average Worship Attendance:** 150

**Church School Attendance:** 20 per week

**Curriculum:** Spark Lectionary

### Community Type (*select one*):

<u>  </u> N/A	<u>  </u> Suburban
<u>  </u> Rural	<u>  </u> Urban
<u>  </u> Village	<u>  </u> College
<u>  </u> Town	<u>  </u> Recreation
<u>XXX</u> Small City	<u>  </u> Retirement

### Intercultural Composition (*Race/Ethnicity - Percent of Congregation*):

Prefer not to answer	<u>          </u>	%
Asian/Pacific Islander/South Asian	<u>          </u>	%
Black/African American/African	<u>1</u>	%
Hispanic/Latinx	<u>          </u>	%
Native American/Alaska Native/Indigenous	<u>          </u>	%
Middle Eastern/North African	<u>          </u>	%
White	<u>98</u>	%
Multiracial	<u>1</u>	%

## MINISTRY DISCERNMENT PROFILE: POSITION REQUIREMENTS

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### Position Type (*select one*):

<input type="checkbox"/>	Administrator	
<input type="checkbox"/>	Associate Director	<input type="checkbox"/> Pastor, Yoked Ministry
<input type="checkbox"/>	Associate Pastor (Christian Education)	
<input checked="" type="checkbox"/>	Associate Pastor (Other)	<input type="checkbox"/> Pastoral Counselor
<input type="checkbox"/>	Associate Pastor (Youth)	
<input type="checkbox"/>	Campus Ministry	<input type="checkbox"/> Seminary Staff
<input type="checkbox"/>	Chaplain	
<input type="checkbox"/>	Christian Educator (Certified)	<input type="checkbox"/> Solo Pastor: Installed
<input type="checkbox"/>	Christian Educator (non-certified)	<input type="checkbox"/> Solo Pastor:
<input type="checkbox"/>	Church Business Administrator	<input type="checkbox"/> Temporary
<input type="checkbox"/>	Co- Pastor	
<input type="checkbox"/>	College/Seminary Faculty	<input type="checkbox"/> Stated Clerk Presbytery
<input type="checkbox"/>	Commissioned Ruling Elder	
<input type="checkbox"/>	Communicator	<input type="checkbox"/> Synod Executive
<input type="checkbox"/>	Coordinator	
<input type="checkbox"/>	Director of Music (non-ordained)	<input type="checkbox"/> Transitional Pastor
<input type="checkbox"/>	Evangelist or Mission Pastor	<input type="checkbox"/> Youth Director (Non-
<input type="checkbox"/>	Executive Director	<input type="checkbox"/> ordained)
<input type="checkbox"/>	Executive Pastor	
<input type="checkbox"/>	Finance Manager	
<input type="checkbox"/>	Funds Developer	
<input type="checkbox"/>	General Assembly Staff	
<input type="checkbox"/>	General Presbyter/Executive Presbyter/Presbytery	
<input type="checkbox"/>	Leader	
<input type="checkbox"/>	Head of Staff / Senior Pastor	
<input type="checkbox"/>	Media Specialist	
<input type="checkbox"/>	Mid-Council Program Staff	
<input type="checkbox"/>	Minister of Music (ordained)	
<input type="checkbox"/>	Mission Co-worker (International)	
<input type="checkbox"/>	Pastor (Bivocational/Tentmaker)	
<input type="checkbox"/>	Pastor (church planter, new church development, new	
<input type="checkbox"/>	worshipping community)	
<input type="checkbox"/>	Pastor Interim	

**Experience Required (*Select one*):**

- ☒ No Experience/First Ordained Call  
☐ Up to 2 Years  
☐ 2-5 Years  
☐ 5-10 Years  
☐ More than 10 Years

**Specify Title / PT Work Hours (if applicable):** \_\_\_\_\_

**Employment Status:**

- ☒ Full-time  
☐ Part-time  
☐ Full-time/Part-time  
☐ Bi-Vocational

**Training/Certificate Requirements:**

- ☐ Interim Ministry Training  
☐ Certified Christian Educator  
☐ Conflict Mediator Training  
☐ Interim Executive Presbyter Training  
☐ Certified Business Administrator  
☐ Clinical Pastoral Education Training

**Other Training:** \_\_\_\_\_

**Language Requirements:**

- ☒ English  
☐ Spanish  
☐ Korean

**Other Languages:** \_\_\_\_\_

**Statement of Faith Required:**

- ☒ Yes  
☐ No

Are you open to a clergy couple:

XXX Yes

       No

MDP Application Deadline (if applicable): \_\_\_\_\_

**Church Mission/Vision Statement (1500 character limit which includes  
punctuations and spaces ):**

See Continuation Sheet

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**Tasks, expectations, duties, supervision, assignments, and responsibilities for  
the position (1500 character limit which includes punctuations and spaces ):**

See Continuation Sheet

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A range for the Effective salary is needed for matching purposes. The maximum effective salary is not published anywhere. Effective salary is cash salary plus housing allowance or manse value and other compensations. See Effective Salary Definition at Board of Pensions of the PC(U.S.A.).

Minimum Effective Salary:

\$55,000

\$

Maximum Effective Salary:

\$64,000

\$

**Housing Type (select all that apply):**

       Manse

XX Housing Allowance

       Open to either

       N/A

## See Continuation Sheet

**MDP Narratives. Please fill out the following narrative questions about your congregation (1500 character limit per question, including punctuations and spaces):**

How would you describe the congregation's/organization's specific vision for ministry?  
How will this vision impact the community? Is the congregation part of a ministry vision or program?

What is the nature and context of the community in which your congregation lives out its mission/vision? How will you address the emerging needs that are impacting your community?

How will this call help complement the responsibilities of other staff/volunteer positions, and the life of the congregation/organization, so that you may accomplish your short and long-term goals for ministry?

Provide a description of the skills, gifts and training the person you hope will become a part of your ministry must have, to lead the congregation towards the vision and mission established.

What areas of ministry do you expect the person called to be responsible for? Share specific tasks, assignments, and programs.

List any links that support the answers to your narratives or highlights ministries within your church/organization.

### **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.

### **Please accept the following:**

The Pastor Nominating Committee and Search committee has affirmed its intention to follow the Form of Government in this regard.

### **References**

*(Please enter at least three references of individuals who have had connections with the congregation and are not currently involved in the congregation ):*

#### **Reference #1**

Name: Rev. Bob Garrard\_\_\_\_\_

Relationship: Former Head of Staff 2000-2014\_\_\_\_\_

Phone: 307-631-4570\_\_\_\_\_

Email: hobogarr@bresnan.net\_\_\_\_\_

#### **Reference #2**

Name: Rev. Diana Hartman HR\_\_\_\_\_

Relationship: Former Associate Pastor\_\_\_\_\_

Phone: 307-772-1295\_\_\_\_\_

Email: dianadhartman@hotmail.com\_\_\_\_\_

#### **Reference #3**

Name: Greta Morrow\_\_\_\_\_

Relationship: Church Elder on Session, 45+ year member\_\_\_\_\_

Phone: 307-421-3436\_\_\_\_\_

Email: gsmorrow11@gmail.com\_\_\_\_\_

**Assign a PNC Chair Contact. Fill out the contact information for the individual that will serve as the Pastor Nominating/Search Committee Chairperson/Mid-council Search Committee Chairperson for this MDP:**

Name: Larry D. Barttelbort

Preferred Phone: 307-631-0812

Alternate Phone or Email: wyobartt@gmail.com

Fax: N/A

Email Address: \_\_\_\_\_

Address 1: 5766 Snowberry Drive

Address 2: \_\_\_\_\_

City: Cheyenne

State: WY

Zip Code: 82009

## MDP Competency Match Criteria

*Please note this section is not part of the MDP. This section of your matching preferences will be made available under your MDP list panel, in the actions when your MDP has been approved by your Clerk of Session and COM Chair. The icon is a clipboard.*

**Read the descriptions of each trait. Evaluate and discern how important each trait is for the particular position the organization is seeking a candidate. When the PNC has evaluated the traits, select a percentage number, according to the discernment the PNC has come to, in each description.**

Type in a number from 0-100, in increments of 5)

Expresses concentration in a conversation by being attentive, making good eye contact and not interrupting other, showing interest and showing empathy for what is being said.

5%

Analyzes their audience before talking to them, adjusting to different circumstances and audiences, so to make each individual feel as they are speaking to them.

5%

Can communicate the observations they make when identifying weaknesses within ministry, themselves or the community in a wise and discerning way, explaining their vision and responding why and what kind of change is required.

10%

Embraces the humanity and Christian principles from the values, stories and objectives passed through generations, using Reformed Theology as their root of principles and vision, using traditions in worship or ministry as a means of comfort and belonging.

10%

Takes time to examine the task, needs and capabilities of the situation and people, choosing the best way to respond to each one by assessing their approach to lead a team, and shares their plans with the members of the team.

10%

Self motivated individual that takes the initiative to start and finish a task given, while working towards a goal, so they can enjoy the rewards of solving a problem.	10%
Values their experience in life, they continue their education, builds on strengths and seeks assistance to develop the weak traits.	5%
Creates learning opportunities for active participants and as a collaborative way, by designing lesson plans that teach concepts, facts and theology.	5%
Contributes intentionally to the happiness and well-being of others, by having genuine interest in seeing others thrive, providing honest and genuine feedback and acknowledging relationships.	5%
Thrives in challenges with humility and vulnerability, recognizing that asking for help makes them better at their job and surrounding themselves with people that can be smarter at different things.	5%
Recognizes how their emotions affect their performance, their inner resources, abilities and limits, and are honest in their positive and negative biases, and own strengths and weaknesses.	5%
Sees the differences in society as values for ministry and recognizes the strengths and weaknesses in each by studying, talking and involving themselves in the discussion of issues.	10%
Defines roles clearly in an interdependent environment forming trust form others in their future planning, goal setting/defining and finds the means along the way to produce a vision with creative work and play.	5%
Communicates goals and expectations clearly, delegating onto others certain tasks they acknowledge to have a better result and is able to plan, prioritizing and studying the capabilities of the organization financially or in human resource.	10%



## **MDP Narrative Questions V10 19JUL23**

### **Church Mission/Vision Statement**

Our Mission Statement:

As followers of Jesus Christ, under the authority of the Bible, our mission is:

- Glorifying and worshiping God
- Baptizing and strengthening disciples
- Loving and serving all people

Our Vision Statement:

- Vibrant Worship
- Vibrant Discipleship
- Vibrant Service

Our vision for ministry is to offer congregation members multiple avenues for worship and learning, to engage them in taking God beyond the walls of our church at both the local and national/international level as they help those in need, and to bring the joy of living out God's word to as many people as possible.

### **Tasks, expectations, duties, supervision, assignments, and responsibilities for the position**

The Session supervises the Associate Pastor through the Head of Staff as the immediate supervisor. The duties and tasks are as follows: assist with pastoral care visits and memorial services, assist in worship and preach regularly, support the Deacons, supervise the Children and Youth Ministry Director and children and youth ministry, facilitate welcoming of new members and retention of existing members, supervise small groups and adult education programs, oversee the church's online presence and online ministry communication; attend Session meetings, support Session ministries as assigned, participate in the Presbytery of Wyoming, respond to requests for public assistance, and fulfill all pastoral duties in the absence of the Head of Staff. The Associate Pastor is expected to be pastorally available through regular office hours and visitation and to attend all staff meetings, work with staff and volunteers to provide ministry in assigned areas, be present in the community of Cheyenne, and represent First Presbyterian Church in their life and work.

**How would you describe the congregation's/organization's specific vision for ministry? How will this vision impact the community? Is the congregation part of a ministry vision or program?**

Our vision for our church is two-fold. It is important that our new associate pastor feels comfortable working to realize this 'dual vision.' First, we strive to maintain a strong focus on our existing mission outreach and grow the time, talent, and efforts already invested to help others. We do local outreach to COMEA, the homeless shelter; Family Promise, which houses

homeless families with children; and Friday Food Bags, which provides weekend lunches to school children. We do outreach beyond our area through Presbyterian Disaster Assistance and Living Water. We also see ministry to our members as part of our mission outreach. We maintain theologically based worship services and small group meetings that reinforce the messages of our faith. Groups such as Presbyterian Women, Mariners, the book club, and other small groups continue to thrive. The second phase of our goal is building on what we have now, a very impressive remodeled and renovated building with more room and flexibility for mission work and updated IT features. What we need now are more young people and families in our membership. The pandemic was hard on this group, but our Children and Youth Ministry Director is working to rebuild the Sunday school and Youth Group. We pray the result will be a multi-generational congregation that cares for all, delights in the words of our Savior, and is eager to look deeply into His teachings for guidance, both individually and congregationally.

**What is the nature and context of the community in which your congregation lives out its mission/vision? How will you address the emerging needs that are impacting your community?**

Housing, homelessness, and food insecurity are key issues in our community. Our recent mission survey revealed four key areas for mission focus: Food and hunger programs, service to the poor and homeless, outreach to the youth in our community, and support for social service agencies. We already do much in these areas, and the future is bright. Our renovated facilities provide opportunities to grow our current ministries and consider new ministries to address these areas. Our Mission Center will host 3 families with temporary living quarters, kitchenette, dining area, showers, bathrooms/laundry. These upgrades will enhance our Family Promise ministry for homeless families. Youth groups and other traveling groups could ~~also~~ use this area. The Fellowship Hall and warming kitchen can heat and serve meals for many groups and activities. Internal and external use policies encourage the use of these new areas. Food distribution is an option with our new space, and we are ready to support other agencies with our facilities, just as we did with our March 2023 blood drive. Christian Education is a vital ministry. We have a strong children's ministry and attendance has rebounded following the pandemic. Active youth in our congregation are few and the ministry has been challenged to gain traction and attract youth from the congregation and the community. The Associate Pastor will work with our Children and Youth Director to revitalize the Youth Program.

**How will this call help complement the responsibilities of other staff/volunteer positions, and the life of the congregation/organization, so that you may accomplish your short and long- term goals for ministry?**

We expect the Associate Pastor to assume responsibility for organization and leadership of many established programs and missions in our church in consultation with the Senior Pastor. Our church is involved in numerous programs addressing the needs of our community. This will require a person adept at helping coordinate work on current projects as well as investigating, coordinating, and implementing new ones as needed. These responsibilities as well as developing and maintaining good working relationships with church leaders and volunteers are vital to

fulfilling our mission and vision. As our congregation ages, many require special pastoral care. Recruiting new members, particularly families with children and youth, and developing appropriate programming are also vital to adding vibrancy to all aspects of our mission and vision. By ensuring that our members and visitors sense a spirit of community and communicating a sincere sense of welcome into our church family, we create bonds that will help us fulfill our vision for ministry and mission. As our new Associate Pastor brings the word of God from the pulpit and leads us in glorifying and worshiping God, the church as a whole will know the sense of unity that comes from ‘walking the talk’ of our faith.

**Provide a description of the skills, gifts and training the person you hope will become a part of your ministry must have, to lead the congregation towards the vision and mission established.**

We need a shepherd to help lead our flock, someone who is compassionate and thrives in pastoral care. We would like to find an enthusiastic person who can attract and retain families, including children and youth and engage in effective future planning for our congregation. Our ideal candidate will be “connected” with numerous aspects of communication that will help us reach all generations and help fulfill our goal of increased mission outreach using our outstanding facilities.

Our ideal candidate will have skills/gifts in the following areas:

- Compassionate leadership
- Preaching and worship leadership
- Communication
- Service as a change agent
- Organizational agility
- Collaboration
- Interpersonal engagement
- Motivational techniques
- Flexibility
- Initiative

**What areas of ministry do you expect the person called to be responsible for? Share specific tasks, assignments, and programs.**

- Assist the Senior Pastor with pastoral care.
- Support Deacons’ work within the church to include fellowship, compassion, local missions, and visitation.
- Facilitate general recruiting and retention of members.
- Supervise the Children’s and Youth Ministry Director.
- Provide oversight and promote the children and youth programs.
- Preach a sermon typically one Sunday a month and during the absence of the Senior Pastor
- Promote small groups and adult education programs.
- Use software, blogging, multi-media, and websites as tools for digital ministries and communications.

**List any links that support the answers to your narratives or highlights ministries within your church/organization.**

Church website <https://www.firstprescheyenne.org/>

Church Facebook <https://www.facebook.com/FirstPresCheyenne>

Presbytery of Wyoming <https://www.pbywy.org/>

Synod of the Rocky Mountains <https://www.synodrm.org/who-we-are>

City of Cheyenne <https://www.cheyennecity.org/Home>

Laramie County Government <https://www.laramiecountywy.gov/>

Wyoming Government <https://www.wyo.gov/home>

Wyoming Travel <https://travelwyoming.com/>

Visit Cheyenne <https://www.cheyenne.org/>