



**PRESBYTERIAN CHURCH (U.S.A.)  
CHURCH LEADERSHIP CONNECTION  
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www.pcusa.org/clc**

## MINISTRY INFORMATION FORM

Ministry ID 139

Ministry Name St. Luke Church

Mailing Address 5235 Fairview Ave,

City Downers Grove \_\_\_\_\_ State IL \_\_\_\_\_ Zip Code 60515

Telephone Number 630-969-3121 \_\_\_\_\_ Fax Number 630-963-4187

Email pnc@stlukedg.org

Web site stlukedg.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





E-mail session@stlucedg.org FAX none

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**\*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)**

<b>Years of Experience</b>	<b>Position Type</b>	<b>Years of Experience</b>	<b>Position Type</b>
2-5	Solo Pastor		General Assembly Staff
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
2-5	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                      \_\_\_\_\_ Yes

(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):

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

**Language Requirements**

<input checked="" type="checkbox"/> 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**

What is your congregation's or organization's Mission Statement?



**Mission Statement:** We, the congregation of St. Luke Church of Downers Grove, strive to love and serve our neighbors as an inclusive and vibrant witness to God.

**Our Values:** Serving others, including all, giving of ourselves, building relationships with God and each other; all out of love.



## 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.

St. Luke Church strives to be an open and welcoming church that loves and serves our community as an inclusive and vibrant witness to God. We are a mission tithing church with 10% of pledges allocated to missions that serve our community and the world. Our worship services engage all ages in the celebration, worship and appreciation of God's blessings. Children, teens and adults can be heard joyfully singing, playing handbells, attending confirmation classes, sharing an instrumental solo and serving as liturgist. We have given our youth service opportunities whether serving meals to local homeless or going on mission trips to places like Des Moines, Detroit, Benton Harbor, and Thunder Bay. We hope to build a congregation that continues to grow, is relevant to today's needs, and provides essential services to our community and the world. We focus on building relationships with God, our community, and each other, all from our love of God and humanity.

In early 2020, St. Luke Church began working with a church consulting firm (Ministry Architects) to guide us in implementing the vision gained from surveying the current membership of our church.

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

The Covid-19 pandemic has presented many challenges to the ways in which St. Luke Church participates in providing and addressing the needs in the community that we are called to serve. We have successfully shifted certain services to Zoom and YouTube to continue to provide opportunities for our congregation to stay connected with our church. The pandemic also required us to adapt to a different model for serving the homeless. We support PADS, the local social service agency that serves homeless guests in DuPage County. Our volunteers are actively involved in weekly programs to feed the homeless and food-insecure members of our community. St. Luke Church and its volunteers actively support organizations that relocate refugees into our area. St. Luke Church and its volunteers actively join other local churches in the annual Crop Walk. In the future, we hope to organize more events that reach out to the





community. These events would promote relevant causes and be accessible to all people in various stages of faith development. We feel called to reach out to those who may have no church connection but desire to work for a better world. Our fervent hope is to become an important resource accessible to our community.

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

St. Luke Church continues to have a strong sense of mission to youth, young families, seniors, the homeless and others in need of God's grace regardless of color, ethnicity, gender and orientation through our open and affirming faith. The congregation looks to the pastor to encourage and lead the congregation to bring about God's kingdom within our community and the world. St. Luke Church, with the help of Ministry Architects, has identified five primary goals for the congregation to undertake over the next three years. Those goals are:

- (1) Worship Expansion,
- (2) Facilities and Neighborhood Mission and Social Justice,
- (3) Fellowship,
- (4) Discipleship,
- (5) Faith Formation and Church Growth.

We established these goals with the intention of becoming a more inviting community, better positioned for growth particularly among families with children.

After much prayer and deliberation, we undertook a rather significant change. In the midst of a renovation campaign to improve building accessibility and to foster mission programs, a unique circumstance presented itself. This allowed St. Luke Church to move across town to another location, and not only address our original goals, and albeit new challenges, but also to explore new opportunities with our community. We look for a pastor who shares our desire to embrace and effect change in our congregation and in the world.

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

St. Luke Church seeks a pastor who is:



- A person of deep faith in God who loves all of God's children and is able to share that faith through vibrant preaching, the written word, and through the use of technology.
- Spiritually mature and led by the Holy Spirit to discern God's vision for the church's mission in our community and beyond.
- Compassionate, caring, considerate of all God's creation, and have a heart for mission to the least of these.
- Gifted in developing disciples who will then be comfortable sharing their faith journey with others.
- A good listener to bring those of differing perspectives together.
- An effective communicator and technologically savvy to lead the congregation to grow in ways necessary to meet the needs of our members and the community.
- A creative thinker who can motivate others, especially in engaging young families in faith development.
- An entrepreneur and a liaison to the community so that St. Luke Church might engage in partnerships to provide essential services to the community.

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

The primary responsibility of the pastor is to provide inspiration and leadership for the congregation while being guided by the Holy Spirit. The pastor will be responsible for creating and leading worship each week.

The pastor also will:

- Supervise staff including the Administrative Assistant, Director of Children and Youth Ministries, and Music Director.
- Moderate Session meetings and work with Deacons to care for the congregation.
- Work with committees created by Session to achieve our current goals and discern our future goals while enhancing and implementing the vision, values and mission of St. Luke Church.
- Work with the congregation's teams and committees to develop relationships with community groups providing essential services to our community and to the world.



## 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)

Stlucedg.org

facebook.com/StLukeChurch/DownersGrove

HYPERLINK "http://www.downers.us" [www.downers.us](http://www.downers.us)

dg58.org

csd99.org

Dgparks.org

dupagepads.org



**\*LEADERSHIP COMPETENCIES**

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

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>	
	<p><b>Compassionate</b> – 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.</p>
<b>x</b>	<p><b>Preaching and Worship Leadership:</b> 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.</p>
<b>x</b>	<p><b>Spiritual Maturity:</b> 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.</p>
	<p><b>Lifelong Learner</b> – 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.</p>
	<p><b>Teacher</b> – 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.</p>
<b>COMMUNICATION</b>	
	<p><b>Communicator</b> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</p>
	<p><b>Bilingual</b> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</p>
	<p><b>Public Communicator</b> - 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.</p>
	<p><b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</p>
<b>x</b>	<p><b>Technologically Savvy</b> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</p>



<b>ORGANIZATIONAL LEADERSHIP</b>		
	<b>Advisor</b> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	x <b>Change Agent</b> – having the ability to lead the change process successfully; anchoring the change in the congregation's/organization's vision and mission.
	<b>Contextualization</b> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.	<b>Culturally Proficient</b> – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	<b>Externally Aware</b> - 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.	x <b>Entrepreneurial</b> - 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	<b>Risk Taker</b> – 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.	<b>Task Manager</b> - 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.
	<b>Willingness to Engage Conflict:</b> 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.	<b>Decision Making:</b> 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.
	<b>Organizational Agility:</b> 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 <b>Strategy and Vision:</b> 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.
	<b>Financial Manager</b> – 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.	<b>Funds Developer</b> – 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.
	<b>Collaboration:</b> 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.		
<b>INTERPERSONAL ENGAGEMENT</b>			
X	<b>Interpersonal Engagement</b> - 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.		<b>Bridge Builder</b> – 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	<b>Motivator</b> - 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.		<b>Personal Resilience:</b> 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
	<b>Initiative:</b> 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.	X	<b>Flexibility</b> - 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.
	<b>Self Differentiation:</b> 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 \$ 65,000 Maximum *Effective* Salary \_\_\_\_\_

Housing Type \_\_\_\_\_ Manse  
X \_\_\_\_\_ 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. Robert J. Dyer  
Address First United Presbyterian Church 1303 Royal Heights Rd. Belleville, IL 62223  
Phone Numbers 618-315-2788 Voice/Fax 877462-5718  
Relation lead consultant



E-mail rob.dyer@ministryarchitects.com

Name Rev David Neff

Address 1936 S, Michigan Ave. Chicago, IL 60616

Phone Numbers 773-298-8735

Relation past Interim Pastor at St. Luke's

E-mail davidneff@att.net

Name Rev. Rose Taul

Address 4030 Tates Creek Rd. #4900 Lexington, KY 40517

Phone Numbers 909-296-9713

Relation past Interim Pastor at St. Luke's

E-mail rosedog297@gmail.com

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

Name Todd Schenk  
Address 4510 Oakwood Avenue  
City Downers Grove State IL Zip Code 60515  
Preferred Phone 312-502-2941  
Alternate Phone 312-627-4151  
E-mail Address for PNC Communications (required): toddschenk@yahoo.com

**ENDORSEMENTS**

Pastor Nominating Committee/

Search Committee \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

*Signature*





Presbytery \_\_\_\_\_ Date \_\_\_\_\_

*Signature*