MINISTRY INFORMATION FORM

Ministry ID   08224
Ministry Name   Pleasant Hills Community Presbyterian Church
Mailing Address   199 Old Clairton Road
City Pittsburgh State   PA Zip Code   15236
Telephone Number   412-655-2000 Fax Number   412-655-8043
Email   linda@pleasanthillschurch.com
Web site  www.pleasanthillschurch.com

Congregation or Organization Size (Select one)

___ Under 100 members
___ 101 - 250 members
___ 251 - 400 members
___ 401 - 650 members
X 651 - 1000 members
___ 1001 - 1500 members
___ More than 1500 members
___ N/A
Average Worship Attendance ______ 450____
Church School Attendance ______ 85-125____
Church School Curriculum “The Story” – Children’s, Teens & Adults

☐ 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
1  Asian
1  Black or African American (African Native, Caribbean)
1  Hispanic Latino/Latina, Spanish
___ Middle Eastern
___ Native Hawaiian or Other Pacific Islander
97  White
Other __________________________

Presbytery Pittsburgh 548 Synod The Trinity 420

Community Type (select one)

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

Clerk of Session Contact Information:

Name  Dot K. Foote

Address  102 Oakwood Drive

City Jefferson Hills State PA Zip Code 15025

Preferred Phone  412-508-2480 (cell) Alternate Phone  412-653-5319 (home)

E-mail  djfooter7@gmail.com FAX

Revised 12/10/2013
*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)*

<table>
<thead>
<tr>
<th>Years of Experience</th>
<th>Position Type</th>
<th>Years of Experience</th>
<th>Position Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Solo Pastor</td>
<td></td>
<td>General Assembly Staff</td>
</tr>
<tr>
<td>Solo Pastor</td>
<td></td>
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<tr>
<td>Head of Staff (Multi-Staff Pastor, who supervised two or more ordained staff persons)</td>
<td></td>
<td></td>
<td>Church Business Administrator</td>
</tr>
<tr>
<td>Head of Staff (supervised one ordained staff person and others)</td>
<td></td>
<td></td>
<td>Executive Director</td>
</tr>
<tr>
<td>Associate Pastor (Christian Education)</td>
<td></td>
<td></td>
<td>Director of Music (non-ordained)</td>
</tr>
<tr>
<td>Associate Pastor (Youth)</td>
<td></td>
<td></td>
<td>Minister of Music (ordained)</td>
</tr>
<tr>
<td>1st Ordained Call</td>
<td>Associate Pastor (Other)</td>
<td></td>
<td>Mission Co-worker (International)</td>
</tr>
<tr>
<td>Pastor (Church Planter, New Worshipping Community)</td>
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<tr>
<td>Pastor (Transformation/Redevelopment)</td>
<td></td>
<td></td>
<td>Christian Educator (Certified)</td>
</tr>
<tr>
<td>Pastor Interim</td>
<td></td>
<td></td>
<td>Administrator</td>
</tr>
<tr>
<td>Pastor (for a designated term)</td>
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<td>Funds Developer</td>
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<tr>
<td>Pastor (Other Temporary i.e., Supply, Student)</td>
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<td>Finance Manager</td>
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<tr>
<td>Pastor, yoked/parish</td>
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<td></td>
<td>Media Specialist</td>
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<tr>
<td>Co-pastor</td>
<td></td>
<td></td>
<td>Communicator</td>
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<tr>
<td>Executive Pastor</td>
<td></td>
<td></td>
<td>Coordinator</td>
</tr>
<tr>
<td>Evangelist or Mission Pastor</td>
<td></td>
<td></td>
<td>Pastor (For Such a Time as This Pastoral Resident)</td>
</tr>
<tr>
<td>Bi-vocational/Tentmaker</td>
<td></td>
<td></td>
<td>Youth Director (non-ordained)</td>
</tr>
<tr>
<td>Chaplain</td>
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<td>Other</td>
</tr>
<tr>
<td>Pastoral Counselor</td>
<td></td>
<td></td>
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<tr>
<td>College/Seminary Faculty</td>
<td></td>
<td></td>
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<tr>
<td>Seminary Staff</td>
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<tr>
<td>Campus Ministry</td>
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<tr>
<td>General Presbyter/Executive Presbyter</td>
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<tr>
<td>Presbytery Leader</td>
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<tr>
<td>Stated Clerk (Presbytery)</td>
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<tr>
<td>Synod Executive</td>
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<tr>
<td>Mid-Council Program Staff</td>
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</tbody>
</table>

Revised 12/10/2013
You may also specify the position title (if appropriate) ____________________________ Pastor ____________________________

*Employment Status

X Full Time _______ Part Time _______ Open to Either

_______ Bi-vocational (able to provide employment through outside partnership)

Is this a yoked congregation?  X No _______ Yes

(If yes, please complete the Review Process/Milestones Detail Form.)

Clergy Couple (Are you open to a clergy couple?) Yes _____ No __X____

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 _______
Other ________________________________

Language Requirements

X 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?

As Christians, we have a growing commitment to the Triune God, to the work of Christ in the world, and have been called by Him to serve. Our mission is to Reach—Grow—Send: to reach those who are uncommitted to Jesus Christ and uninvolved in Christian fellowship, to grow one another as disciples of Jesus Christ, and to send one another to ministry. We strive to glorify God, make disciples, and to meet human need.
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.

We strive to be a glimpse of Christ’s light in this fallen world to draw in those who have not experienced Christ as well as nurture and serve our existing congregation.

REACH
- Weekday Preschool Ministry
- Deacon’s Ministry
- Youth Ministry
- Stephen Ministry
- Vacation Bible School
- Children’s Ministry: Olympians (children’s evening faith group), Sunday School, Preschool Classes
- Host Community Groups and/or Organizations
- Mother’s Day Out (Community Child Care)
- Illumination (Community Christmas Outreach)

GROW
- Youth Ministry: Student Leadership, Sunday School,
- Music Ministry: adult choir, children’s choir, bell choir, praise band, Crossover (Youth) praise band
- Ministries: Men’s, Women’s, Adult
- Worship Services: Traditional First Service and Contemporary Second Service
- Small Groups and Circles
- Adult Education Classes
- Senior Ministry: Retired Men’s Luncheon, Friendly Group

SEND
- Missions: Established relationships with national, local and international mission sites
  - Family Promise (formerly Interfaith Hospitality Network)
  - Youth Works, Pittsburgh Project, TEAMeffort
  - International: Border Transition Ministries, Costa Rica, Haiti, Malawi, etc.
  - Service at Men’s and Women’s Shelters
  - Local Food Pantry
  - Food/Clothing Drives
  - Operation Christmas Child (Shoebox Drop-off Center)
- Support/Send Seminary Students (20+ students)
- Equip our members to share Christ love in their homes, workplace and community
2. How do you feel called to reach out to address the emerging needs of your community or constituency?

- Seriously consider cultural change as we seek to implement our vision for the future
- Provide a conservative theological perspective.
- Provide care for the entire spectrum of family life.
- Provide a relevant worship experience
- Reach unchurched as well as those searching for a church home.
- Ensure that the church is a place where the word of God is taught thru classes, study groups and preaching for all ages.

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

The (Associate) Pastor will work collaboratively with our Lead Pastor in growing and leading our congregation as we continue to work in a Reach, Grow & Send environment to further God's Kingdom.

Work along with and share responsibility with Lead Pastor (as determined) to ignite hope and encourage our members to fully engage in all aspects of church life, to volunteer and to commit to mission while involving youth and children as one body to inspire future church members.

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

Our new Pastor will have a deep passionate faith and strong ability to help us further develop our vision and reach our goals.

The Pastor will bring enthusiasm, humility, energy and a sense of humor to his/her areas of responsibility while planning, executing and actively participating in their assigned ministries.

Desire to collaborate, lead and provide strategic vision (as necessary).

Preach with power and ability to reach all members.

Ability to be a strong leader and make decisions for the good of the church.

Ability to develop, equip and send our members out into the community

Ability to deliver dynamic thoughtful sermons as required.

Ability to teach, provide educational opportunities and continue our emphasis on small group development and maintenance.

Passion for mission; Willingness to travel.

Ability to develop and implement a Pastoral Care System

Encourage and continue to grow both the traditional and contemporary worship services.

Strong team player, work well with staff and unite in a vision of hope for the future.
5. What specific tasks, assignments, and programs areas will this person have responsibility?

The Pastor functions as part of a staff team that operates on a discipleship-based concept of ministry (equip others for ministry). This person is responsible for sustaining and advancing evangelism, mission and the education of an energized and growing congregation.

**Principle Duties and Responsibilities:**
- Share in pastoral duties:
- Work as a part of the pastoral team under the leadership of the Lead Pastor
- Preach and be involved in the worship services regularly
- Share in pastoral care responsibilities including home and hospital visitation
- Work joyfully and collaboratively with pastoral and support staff
- Participate in the administrative oversight of the entire congregation to include program staff meetings, ministry reviews, staff retreats and planning
- Attend meetings of the Session

**Other pastoral duties under direction of the Lead Pastor to include:**

1. Support Mission Ministry:
   - Support mission opportunities within the surrounding communities and abroad, including youth and adult initiatives
   - Seek mission-focused opportunities to advance the ministry, In coordination with the Mission Team
   - Develop “mission-minded” thinking church wide
   - In conjunction with the Lead Pastor, bring clarity and definition to mission, evangelism, outreach, and service.

2. Lead Evangelism Ministry:
   - Support Evangelism Ministry, Outreach, and New Member Assimilation
   - Support and assist the Evangelism Team to track and communicate with visitors and develop a robust follow-up program
   - Seek to thread “evangelism” into all ministries within the church (i.e. outward vision)
   - Developing a winsome presence in the community

3. Sustain and advance the ministry of education and discipleship programs for adults:
   - Further develop vibrant adult education classes and events, and prepare leaders to lead along with Adult Ministry elders and the Adult Ministry Team. Continue to establish and meet goals in accordance with PHCPC vision
   - Add depth to the vision of contiguous learning from Preschool - Children’s - Youth - to Adult in the learning journey
   - Continue to advance small group ministry

4. Help to support infrastructure of pastoral administration with staff and the congregation

5. Perform other duties as assigned.
## 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)

<table>
<thead>
<tr>
<th>Organization</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pleasant Hills Borough</td>
<td><a href="http://www.pleasanthillspa.com">www.pleasanthillspa.com</a></td>
</tr>
<tr>
<td>Jefferson Hills Borough</td>
<td><a href="http://www.jeffersonhillsboro.org">www.jeffersonhillsboro.org</a></td>
</tr>
<tr>
<td>West Jefferson Hills School District</td>
<td><a href="http://www.wjhsd.net">www.wjhsd.net</a></td>
</tr>
<tr>
<td>Jefferson Hills Library</td>
<td><a href="http://www.jeffersonhillslibrary.org">www.jeffersonhillslibrary.org</a></td>
</tr>
<tr>
<td>Pleasant Hills Library</td>
<td><a href="http://www.pleasanthillslibrary.org">www.pleasanthillslibrary.org</a></td>
</tr>
</tbody>
</table>
*LEADERSHIP COMPETENCIES*
(Select 10 leadership competencies from the list below that are required for the position.)

**THEOLOGICAL/SPIRITUAL INTERPRETER**

<table>
<thead>
<tr>
<th>Competency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compassionate</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Hopeful</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Preaching and Worship Leadership</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Spiritual Maturity</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Lifelong Learner</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Teacher</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

**COMMUNICATION**

<table>
<thead>
<tr>
<th>Competency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communicator</strong></td>
<td>Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</td>
</tr>
<tr>
<td><strong>Bilingual</strong></td>
<td>having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</td>
</tr>
<tr>
<td><strong>Public Communicator</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Media Communicator</strong></td>
<td>Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</td>
</tr>
<tr>
<td><strong>Technologically Savvy</strong></td>
<td>the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</td>
</tr>
</tbody>
</table>
## ORGANIZATIONAL LEADERSHIP

<table>
<thead>
<tr>
<th>X</th>
<th>Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>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.</td>
</tr>
</tbody>
</table>

Revised 12/10/2013
## INTERPERSONAL ENGAGEMENT

<table>
<thead>
<tr>
<th>Interpersonal Engagement</th>
<th>Bridge Builder</th>
<th>Personal Resilience</th>
<th>Motivator</th>
<th>Flexibility</th>
<th>Initiative</th>
<th>Self Differentiation</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>

### 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** $49,450        

Maximum **Effective Salary** Negotiable

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<thead>
<tr>
<th>Housing Type</th>
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<tbody>
<tr>
<td>Manse</td>
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<tr>
<td>Housing Allowance</td>
</tr>
<tr>
<td>Open To Either (Manse or Housing Allowance)</td>
</tr>
<tr>
<td>Not Applicable (For Non-pastoral Positions Only)</td>
</tr>
</tbody>
</table>

Revised 12/10/2013
*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?

__X__ 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. Ayana Teter
Address  Pittsburgh Presbytery, 901 Allegheny Avenue, Pittsburgh, PA 15233
Phone Numbers  412-323-1400, ext. 314
Relation  AEP, Pittsburgh Presbytery, Associate Minister for Outreach
E-mail  ateter@pghpresbytery.org

Name    Rev. Dr. Paul H. Thwaite
Address  Orchard Hill Community Church, 5171 Commerce Road, Orchard Lake, MI 48324
Phone Numbers  248-682-0730 x15
Relation  Former Associate Pastor & Interim Sr. Pastor, Head of Staff
E-mail  paul@olccp.com
Name Rev. Sharon Stewart
Address Crafton UP Church, 80 Bradford Avenue, Pittsburgh, PA 15205-3141
Phone Numbers Cell 412-657-8865
Relation Former Member
E-mail sharonmstewart4@gmail.com

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

Name John A Wavle
Address 291 Challen Drive
City Pittsburgh State PA. Zip Code 15236
Preferred Phone 412-215-5125
Alternate Phone 412-653-9313
E-mail Address for PNC Communications (required): jwav3@outlook.com

ENDORSEMENTS
Pastor Nominating Committee/
Search Committee __________ Signature on File ___________________________ Date __________

Signature

Clerk of Session __________ Signature on File ___________________________ Date __________

Signature

Presbytery __________ Signature on File ___________________________ Date __________

Signature