

(Revised June 2008)

CLC REVISED SKILLS LIST WITH DEFINITIONS

Administration of Programs

Oversee and ensure that programs are planned, advertised, implemented and evaluated as they relate to the overall mission and ministry of the organization.

Administrative Leadership

Overseeing the delivery of planned activities or services. Encouraging and enabling volunteers and/or professional staff to accomplish their duties, achieve their goals, and develop their personal and professional gifts in response to God's call upon their lives. Evaluating the effectiveness of the programs.

Adult Ministry

Providing specialized knowledge of resources and programming that meets the needs of adults.

Budget Preparation

Working from a defined project or operational plan, developing an estimate of the financial resources required that enables the effective management of the project or operation with the constraints of the funds available.

Building Renovation/Property Development

Planning, budgeting, staffing, gaining acceptance for, and implementing significant renovation or real estate development projects.

Children's Ministry

Providing specialized knowledge of resources and programming which meets the needs of children and their families.

Choir Directing

Planning and directing choirs and ensembles. (Adult, youth, children, handbell and/or praise band) with a sensitivity and concern for individuals and the church. Training choirs and ensembles and selecting appropriate music.

Communication (Written/Oral)

Expressing ideas, beliefs, and feelings in individual and group situations; adjusting language or terminology to intended audience and creating an enthusiastic response.

Community Ministries

Working directly with local community groups to establish programs responsive to local needs. Supporting a community or group by enabling the local leadership to emerge, flourish, and accomplish its own goals.

Community Service and Leadership

Leading in civic, interfaith activities related to issues impacting the community and the world.

Conflict Management/Mediation Skills

Negotiating or assisting in the constructive resolution of differences, bringing individuals, groups, or congregations together to identify interests, reframe issues, and work collaboratively seeking resolutions to differences.

Congregational Communication

Developing and monitoring the communication needs of the congregation and satisfying those information needs using a variety of media within appropriate budgetary and timing criteria.

Congregational Fellowship

Helping members and groups come together, know one another, have the opportunity to love and support one another, in response to God's call upon their lives.

Congregational Home Visitation

Planning for and participating in the visitation of members, prospective members, and members with special needs.

Congregational Redevelopment/Transformation

Working with the leadership, members and the community to transform the ministry of the congregation. Transformation is a redirection of the energies of the entire congregation to meet the new realities of the members and the community

Corporate Worship & Administration of Sacraments

Ordering worship and the administration of the sacraments in fresh and creative ways consistent with the Reformed Tradition.

Counseling

Helping both members and others to move toward spiritual maturity and increased comfort in a time of stress by listening, making appropriate responses, and, when needed, making referrals.

Cross Cultural Collaboration/Cultural Proficiency

Working across cultural and economic lines valuing all colleagues' views, and fostering joint decision making to solve problems by openly sharing information, building equity in team roles/relationships.

Curriculum Building

Developing a program of educational experiences that serves as the basis for the theological and biblical development of the members of the church/organization. The ability to adapt, plan and write curriculum for various age groups.

Defining Program Needs

Analyzing the educational or other programmatic needs of an organization or group of individuals.

Development of New Educational Experiences

Creating, evaluating, and refining new educational experiences based upon a needs analysis of the church/organization.

Ecumenical and Interfaith Activities

Working with other religious groups and their leaders to accomplish a common goal that fosters mutual understanding.

Evaluation of Program and Staff

Assessing specific programs and/or staff; encouraging and facilitating an environment of accountability, recognition, openness, and constructive feedback.

Evangelism

Leading persons to share faith in Christ as a personal savior and encouraging their identification with, and participation in the church and community.

Facility Management

Organizing and overseeing the maintenance of a physical property or building.

Family Ministry

Providing specialized knowledge of resources and programming that meets the needs of families.

Financial Management

Guiding and monitoring the investment, expenditure, or allocation of church or organization funds so the group's financial objectives are achieved.

Fundraising

Developing methods and programs to finance the work of a church or organization through donations and contributions from individuals and organizations.

Governing Body Ministry

Working with presbytery, synod and general assembly committees in shaping and implementing their ministries.

Group Process Facilitation

Guiding the process in a way that enables a group to define their goals, needs, concerns, etc., and to combine their gifts to achieve the desired needs.

Hospital and Emergency Visitation

Visiting persons in crisis to offer spiritual support and pastoral presence.

Information Technology

Utilizing modern computer and telecommunications facilities, programs, and resources to accomplish functions on a cost-effective basis.

Instrumental Music

Ability to play a musical instrument for worship services, (i.e. organ, piano, other).

Involvement in Mission beyond Local Church

Identifying specific projects or programs that enable persons and/or groups to support, study, and participate in the church's worldwide mission.

Leadership Development

Recognizing and calling forth potential of persons as leaders of the Church's ministry and providing opportunities for their training, development, and growth.

Leadership of Staff/Volunteers

Working with staff and volunteers to develop a vision for the church's/organization's future by creating a climate of involvement and enthusiasm.

Leading Music Ministry

Providing leadership for the church's music program with a sensitivity and concern for individuals and the church. Participating in worship planning with staff. A demonstrated knowledge of the theology and practice of Presbyterian worship and the music appropriate to enhance this tradition.

Legal/Tax Matters

Knowledge of and experience with current civil law and IRS regulations as they apply to church/non-profit context.

Management of Building Usage

Overseeing the scheduling and application of building resources to meet the needs of users. Developing plans for expansion, remodeling, or additional furnishings if needed.

Management of Equipment Resources

Defining needs, purchasing, and overseeing the use and maintenance of equipment.

New Church Development

Working with the presbytery and others to develop a new and viable church that fosters a people of faith who minister to the community and world.

Office Management

Overseeing the ongoing work of an office staff to meet schedules, budgets, and to ensure efficient operations.

Older Adult Ministry Providing specialized knowledge of resources and programming that meets the needs of older adults.

Organization/Administration

Ability to manage data, events, projects with appropriate attention to detail and meet deadlines.

Organizational Leadership and Development

Identifying strengths and weaknesses in an organization's structure, culture, processes, capabilities. Developing a strategic plan to increase effectiveness. Working with staff or volunteers to implement systems that result in improvements in quality, timeliness, or efficiency of operations.

Parliamentary Expertise

Understanding and appreciating parliamentary procedures, and Roberts Rules of Order. Experience in applying to congregational and middle governing body contexts.

Pastoral Care

Providing support to members and constituents as they wrestle with the events of their lives.

PCUSA Polity/Constitutional Knowledge

Understanding and appreciating Presbyterian Form of Government. Experience in applying to congregational and middle governing body contexts.

Preaching

Interpreting the biblical text to the contemporary situation; bringing it to bear in the congregation's life and work.

Problem Solving/Decision Making

Systematically breaking down problems or opportunities into components by identifying relevant issues, fact-finding, and recognizing connections. Generating options, evaluating them and selecting the "best" one for implementation.

Project Management

Developing a workable plan for accomplishing a specific objective. Monitoring and facilitating progress in implementing the plan. Modifying the project objectives and resource needs as the plan unfolds.

Public Relations

Working to ensure that the image and work of the entity is publicly known and awareness of the entities mission and or ministry increases in the broader community.

Rural Ministry

Providing pastoral leadership to congregations located in isolated or sparsely populated areas. Appreciation for the natural environment and rural life, ability to cope with isolation, willingness to travel significant distances, relational leadership style, strong people skills.

Scholarship/Publishing

Writing and publishing in one's field of expertise for the church and the academy. Participating in guild meetings and activities. Setting standards of academic excellence.

Small Membership Church Ministry

Providing pastoral leadership to congregations with fewer than 100 active participants. Demonstrates relational leadership style, flexibility, strong people skills. Enjoys visitation and fellowship opportunities.

Spiritual Development

Providing personal spiritual care, resources, guidance, and leadership for persons seeking to deepen their faith in Jesus Christ.

Staffing/Human Resources

Identifying the skills, knowledge, and attitudes needed to accomplish the functions of a church/organization and acting to identify and recruit persons for particular positions.

Stewardship and Commitment Program

Challenging members to develop a lifestyle that demonstrates responsible stewardship and motivating them to work and contribute their resources to the work of the Church.

Strategic Planning

Working with the Session or organization to develop directional goals and activities that shape the future and relate to the church's/organization's fundamental decisions.

Teaching

Providing instruction and/or educational experiences that increase theological and biblical awareness, skill and motivation to continue learning.

Training Volunteers

Delivering specialized training that suits the skills and knowledge needs, constraints, and sensitivities of non-paid workers in the church/organization.

Transitional/Interim Leadership

Has special training and skills to assist church organizations or governing bodies in developmental and process tasks during the time between leaders.

Urban Ministry

Providing pastoral leadership to congregations located within urban/inner city areas. Skills include community assessment skills, understanding congregations as systems, community organizing and development skills, accessing resources, and sensitivity to cross-cultural environments.

Young Adult Ministry

Providing specialized knowledge of resources and programming that meets the needs of young adults.

Youth Ministry

Providing specialized knowledge of resources and programming which meets the needs of youth and their families.