

**ELMIRA CHAPEL CUMBERLAND PRESBYTERIAN
CHURCH INFORMATION FORM**

CHURCH/COMMUNITY PROFILE

Elmira Chapel
3501 Elmira Drive
Longview, TX 75605
903-759-2069
Website: elmirachapel.org

Church Number: 8111
Presbytery: Trinity

Year Organized: 1891

Current Active Membership: 50
Total Membership: 90

Active Membership 5 Yrs. ago: 60
Total Membership: 121

Contact Information

Search Committee Chairman: Tammy Bailey
Phone Number: 903-720-2608
Email: bailey5952@gmail.com

Attendance/Services

Average Weekly Attendance Morning Worship: 50

Church School

Adult Classes: 25 (no children)

Organizations/Meetings in the Church/Mission Programs

Sunday School; Bible Study; Discovery School Preschool; Cumberland Presbyterian Women's Ministry; Meals with Love; Pine Ridge Children's Christmas; Newgate Mission Breakfast; Rusk State Hospital Birthday Party; Longview Community Ministry's Food Box; Camp Gilmont; Church World Service Blanket offering; Hot Lunch programs in Colombia and Guatemala, Welcome Back for LeTourneau Students; Highway 80 Mission; and work through Trinity Presbytery. Mission Trips including – Pine Ridge, S.D.(Lakotas); Haiti; Guatemala; Colombia; Choctaw Presbytery; Brazil

Financial Statement

Approved Budget for 2021 Budget: \$182,881.22

Snapshot of the Community

Longview, Texas has an approximate population of 82,500. The church serves a growing suburban community that encompasses an area within 25 miles of the church.

Position Description

Elmira Chapel is seeking a full time Pastor
(Job Description attached)

Elmira Chapel also employs a part-time secretary, treasurer, choir director, pianist, organist custodian, and 16 Discovery School directors and teachers.

The position became vacant March 31, 2021 and was last filled by Dr. James Cantey.

3501 Elmira Dr.
Longview, TX 75605
903-452-6049
Email: jamescantey55@gmail.com

The church is expecting a Pastor to work at least 30 hours a week (full time). A Tent-Maker position would be considered if it did not interfere with the duties of the church.

Elmira Chapel will offer a competitive salary package that includes a manse.

Skills, Interests, and Experience Inventory

The skills deemed most important by the church were: Preaching, Leading Worship, Crisis Visiting, Evangelism, Administration, and Program Development

Elmira Chapel Cumberland Presbyterian Church

Minister's Position Description

31 March 2021

This position description may be changed or modified to reflect the gifts and talents of the minister filling the position.

The people of Elmira Chapel Cumberland Presbyterian Church expect our minister to be the spiritual leader for our congregation, setting an example by the way they live their daily life.

- The minister will be responsible for leading worship and preaching the word of God to the congregation. We also expect lay people will be encouraged to be involved in worship serving in such ministries as ushering, reading scripture, leading prayer, singing, giving testimony, etc.
- The minister will oversee the regular celebration of Communion, plus encourage and educate parents about the importance of baptism for their infant children. Adults who come to a saving knowledge of Christ, and have not been previously baptized, should also be encouraged to be baptized.
- The minister will help grow the church.
- The minister will work with the choir director and musicians through the Worship Committee to plan for worship.
- The minister will work with the church secretary in publication of the church's worship bulletin and the weekly newsletter, insuring that the contents reflect the spiritual life of the church and follow the doctrine of the Cumberland Presbyterian Church.
- The minister will visit people from the church family who are hospitalized or in intermediate and nursing care facilities, praying for and reading scripture with them. As possible, the minister will also visit with people in their homes or in the church office, listening and offering spiritual counsel.
- The minister will keep regular office hours and have two days off weekly at their discretion, but still be available in case of emergencies.
- The minister will work with and coordinate the work of all church committees, seeing that written reports of their work are provided to the church session.
- The minister will moderate the church session and prepare a written agenda. In addition, the minister will ensure that meetings proceed in an orderly fashion and proper Minutes are kept of deliberations, providing guidance as necessary to the session clerk.
- The minister will keep the congregation informed of the work of the church session, providing a monthly summary of the session's actions for church members.
- The minister will plan for and moderate the Annual Congregational Meeting for the purpose of electing elders according to the guidelines of the Constitution of the Cumberland Presbyterian Church, the Bylaws of the Elmira Chapel

Congregation (Corporation), and in keeping with requirements of the State of Texas for corporations.

- The minister will review all invoices received in the church office before submitting them to the church treasurer for payment.
- The minister will be available to lead Bible study and prayer groups as desired by the congregation.
- The minister will participate in an annual job evaluation led by the Personnel Committee.
- The minister will have other duties as requested by the church session.

Ministries

The church's largest ministry is The Discovery School, which has been in operation since 1978. Enrollment is around 85 children, with 16 part-time staff members. Our minister is the immediate representative of the congregation to the children, their families, and the school staff.

- The minister will lead weekly chapel services for all the children, plus be aware of the enrollment and financial operation of the program. The minister will be responsible on behalf of the church for daily oversight of the school, but this ministry is under the direction of the church's Personnel Committee. The committee is made up of three currently serving elders (each from a different term), the pastor, and treasurer. Church Treasurer, Paula Hays, manages the financial records, deposits fees, and writes checks for The Discovery School. Church Secretary, Anne Cox, receives and receipts fees paid to the program and assists with day-to-day operations. The school operates under its own Federal Tax Identification Number and all financial operations are kept separate from those of the church.
- The church's Planning Committee is currently working on a variety of ideas for increasing the church's outreach and visibility in the community. This will require the support and participation of the church's minister. It is envisioned that this will include social media and multimedia programming.

Denominational Service

- The minister is expected to be involved in the work of Trinity Presbytery, Mission Synod, and the General Assembly as possible. This will involve attending all meetings of Presbytery, plus Synod and General Assembly when elected as a representative of Trinity Presbytery. Church events, including weddings, should not be scheduled to conflict with participation in meetings of the Presbytery or its boards and committees.

Missions

- The minister will promote the mission of the church, encouraging the congregation by example to support and participate in this work. Presently the congregation is involved with:

- **Locally**, Elmira Chapel works with and supports the ministries of: Longview Community Ministries (food pantry and Meals with Love), Highway 80 Mission, Newgate Mission (serving breakfast), Habitat for Humanity, House of Hope Women's Shelter, and Rusk State Hospital (birthday parties). The Cumberland Presbyterian Women's Ministry also supports many of these ministries and others.
- **On a national level**, the congregation supports and participates in ministries on the Pine Ridge Reservation in South Dakota (work trips and overseeing the Propane Fund), Choctaw Presbyterial Camp Israel Folsom (work trips), Camp Gilmont (presbyterial camps, work projects, and church retreats), plus various other ministries. People from the church frequently participate in denominational work groups for disaster relief.
- **Internationally** Elmira Chapel has a history of physically participating in the work of missions in Colombia, Haiti, Guatemala, and Brazil through mission trips and financial support. Some members support the work of Builder's Fellowship. Annually an offering is received to provide Christmas gifts for Lakota children (Pine Ridge), Longview Community Ministries Food Pantry, plus Hot Lunch Programs in Colombia and Guatemala.
- The minister, working with the Missions Ministry Team of the church, will promote the ministries of Bethel University, Memphis Theological Seminary, and the Cumberland Presbyterian Children's Home so that the congregation is aware of these denominational programs. When appropriate, the minister will encourage students to consider attending the church's university and/or seminary. The Children's Home is a resource available to the church for families and children needing its services.
- The minister, through the Missions Ministry Team, will encourage participation in and support for the denomination's Our United Outreach, along with special offerings of the denomination.

Vacation Time

The pastor will be provided two weeks of vacation time each year with the understanding that the use of this time should not conflict with Thanksgiving, Christmas, or Holy Week services. The session will approve guest ministers for those Sundays when the minister is out-of-town, with the church covering this cost.

Health and Disability Insurance

The church, in concert with Trinity Presbytery will provide Health Insurance and Disability Insurance for the pastor. Family coverage is negotiable.