Personal Information Form
Part II – Step 1 of 6

Positions you would consider
(Check only those positions with which you want this PIF matched. If you already have some experience for the position(s), check the “Yes” column. If you do not have experience in that position(s), but would like to be matched to that position(s), check the “No” column.)

<table>
<thead>
<tr>
<th>Experience Position Type</th>
<th>Experience Position Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>__ <em>x</em> Associate Pastor (Christian Education)</td>
<td>__ Campus Ministry</td>
</tr>
<tr>
<td>__ Associate Pastor (Youth)</td>
<td>__ Chaplain</td>
</tr>
<tr>
<td>__ x_ Associate Pastor (Other)</td>
<td>__ Pastoral Counselor</td>
</tr>
<tr>
<td>__ Associate Pastor (Young Adult)</td>
<td>__ Church Educator (Non-ordained)</td>
</tr>
<tr>
<td>__ x_ Pastor (Solo)</td>
<td>__ Youth Director (Non-ordained)</td>
</tr>
<tr>
<td>__ x_ Pastor (Head of Staff)</td>
<td>__ Administrator</td>
</tr>
<tr>
<td>__ __ Pastor (New Church Development/Fellowship)</td>
<td>__ Church Business Administrator</td>
</tr>
<tr>
<td>__ __ Pastor (Redevelopment/Transformation)</td>
<td>__ Executive/Director</td>
</tr>
<tr>
<td>__ __ Pastor (Tentmaker/Part-time)</td>
<td>__ Minister of Music (ordained)</td>
</tr>
<tr>
<td>__ __ Pastor (Yoked/Multiple)</td>
<td>__ Director of Music (non-ordained)</td>
</tr>
<tr>
<td>__ <em>x</em> Pastoral (Parish)</td>
<td>__ College/Seminary Faculty</td>
</tr>
<tr>
<td>__ __ Pastor (Shared Ministry)</td>
<td>__ College/Seminary Staff</td>
</tr>
<tr>
<td>__ __ Pastor (Supply)</td>
<td>__ Mission Co-Worker (International)</td>
</tr>
<tr>
<td>__ __ Executive Pastor</td>
<td>__ General Assembly Staff</td>
</tr>
<tr>
<td>__ __ Co-Pastor</td>
<td>__ Presbytery Program Staff</td>
</tr>
<tr>
<td>__ x_ Designated Pastor</td>
<td>__ Synod Program Staff</td>
</tr>
<tr>
<td>__ Mission Pastor</td>
<td>__ Presbytery/Synod Stated Clerk</td>
</tr>
<tr>
<td>__ __ Interim Pastor</td>
<td>__ Presbytery/Synod Executive/Leader</td>
</tr>
<tr>
<td>__ __ Interim Associate Pastor</td>
<td>__ Presbytery/Synod Exec/Leader &amp; SC (combined)</td>
</tr>
<tr>
<td>__ __ Interim Ministry (Governing Body)</td>
<td>__ Other</td>
</tr>
</tbody>
</table>

Employment type you would consider:
___x___ Full Time
____ Part Time
____ Open to Either

Community type you would consider:
___x___ Any Community Type
—OR—
___Only suggest my name in the community type(s) checked below:
___ Rural ___ Village ___ Town ___ Small City ___ Suburban
___ Urban ___ Inner City ___ College ___ Recreation ___ Retirement

Church size you would consider:
___x___ Any Church Size
—OR—
___Only suggest my name in the churches with membership size(s) checked below:
___ Under 100 members ___ 101-250 members ___ 251-400 members
___ 401-650 members ___ 651-1000 members ___ 1001-1500 members
___ More than 1500 members
PIF (Part II) – Step 2 of 6

Primary Skill Choices:

(Select up to ten skills in which you have experience or training that you would like to use in your next position)

[X] Administration of Programs  ___ Administrative Leadership
___ Adult Ministry  ___ Budget Preparation
___ Building Renovation/Property Development  ___ Children's Ministry
___ Choir Directing  ___ Communication (Written/Oral)
___ Community Ministries  ___ Community Service and Leadership
___ Conflict Management/Mediation Skills  ___ Congregational Communication
___ Congregational Fellowship  ___ Congregational Home Visitation
___ Congregational Redevelopment/Revitalization  ___ Corporate Worship/Sacraments
___ Counseling  ___ Cross Cultural Collaboration/Cultural Proficiency
___ Curriculum Building  ___ Defining Program Needs
___ Development of New Educational Experiences  ___ Ecumenical and Interfaith Activities
___ Evaluation of Program and Staff  ___ Evangelism
___ Facility Management  ___ Family Ministry
___ Financial Management  ___ Fund Raising
___ Governing Body Ministry  ___ Group Process Facilitation
[X] Hospital and Emergency Visitation  ___ Information Technology
___ Instrumental Music  ___ Involvement in Mission Beyond Local Church
___ Leadership Development  ___ Leadership of Staff/Volunteers
___ Leading Music Ministry  ___ Legal/Tax Matters
___ Management of Building Usage  ___ Management of Equipment Resources
___ New Church Development  ___ Office Management
[X] Older Adult Ministry  ___ Organization/Administration
___ Organizational Leadership and Development  ___ Parliamentary Expertise
[X] Pastoral Care  ___ PCUSA Polity/Constitutional Knowledge
[X] Preaching  ___ Problem Solving/Decision Making
___ Project Management  ___ Public Relations
___ Rural Ministry  ___ Scholarship/Publishing
___ Small Membership Church Ministry  ___ Spiritual Development
___ Staffing/Human Resources  ___ Stewardship and Commitment Program
___ Strategic Planning  ___ Teaching
___ Training Volunteers  ___ Transitional/Interim Ministry
___ Urban Ministry  ___ Young Adult Ministry
___ Youth Ministry

Geographic Choices (select one):

[X] Suggest my name anywhere in the USA

--OR--

____ Only suggest my name in the specified areas checked below:

___ Alabama  ___ Arizona
___ Arkansas  ___ Colorado
___ Connecticut  ___ District of Columbia
___ Florida  ___ Hawaii
___ Idaho  ___ Indiana
___ Iowa  ___ Kentucky
___ Louisiana  ___ Louisiana
___ Massachusetts  ___ Maryland
___ Mississippi  ___ Minnesota
___ Nebraska  ___ Montana
___ New Jersey  ___ New Hampshire
___ New Mexico  ___ New York
___ North Carolina  ___ Ohio
___ North Dakota  ___ Pennsylvania
___ Oklahoma  ___ South Carolina
___ Oregon  ___
___ Puerto Rico  ___ Rhode Island

2
If your search is geographically limited, please select the state(s) and complete:

I will only consider a call within _________ miles of _________________________________.

Work Experience (Please select only one):

Candidates and Ministers of Word and Sacrament. Ordained ministry experience you have:

- __X__ First Ordained Call  
- __X__ 0 to 2 years  
- 2 to 4 years  
- 4 to 6 years  
- 6 to 8 years  
- 8 years or more

Lay Professionals. Church/Denominational work experience you have:

- 0 to 2 years  
- 2 to 4 years  
- 4 to 6 years  
- 6 to 8 years  
- 8 years or more

Languages in which you are fluent (Please select all that apply):

- __X__ English  
- Spanish  
- Korean  
- Mandarin Chinese  
- Japanese  
- Cantonese  
- Taiwanese  
- Other: _________________________

PIF (Part II) – Step 3 of 6

Clergy Couples:

Are you seeking a call with your spouse as part of a clergy couple:  Yes _____  No __X__

If yes, please enter your spouse’s full name and PIF ID#_________________________________

Compensation and Housing:

Minimum total salary and housing compensation you would consider:  $40,000/Year

Housing Options you would consider (check only one):

- Housing Allowance
- Manse
- __X__ Open to Either

Equal Opportunity Employment:

Are you willing to serve in a church or institution composed mainly of persons of another race/ethnicity other than your own?  Yes __X__ No _____

Are you willing to have your PIF matched to positions in order to broaden representation and help meet the church’s commitment to Equal Opportunity Employment?  Yes __X__ No _____

PIF (Part II) – Step 4 of 6
Sexual Misconduct Self Certification

The following information related to sexual misconduct was mandated by the Sexual Misconduct Policy and Its Procedures adopted by the 203rd General Assembly (1991), and was revised by the 205th General Assembly (1993).

Please check one of the following:

_x__ I certify below that no civil, criminal, ecclesiastical complaint has ever been sustained* or is pending* against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.

___ I am unable to make the above certification. I offer, instead, the following description of the complaint, termination, or the outcome of the situation with explanatory comments.

The information contained in my Personal Information Form on file with Church Leadership Connection is accurate to the best of my knowledge and may be verified by the calling and employing entity. I hereby authorize the entity to which my Personal Information Form is being sent to inquire concerning any civil or criminal records, or any judicial or proceeding involving me as a defendant, related to sexual misconduct. By means of this release I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information related to sexual misconduct to the entity to which my Personal Information Form is being sent.

__x____ I have read this certification and release form and fully understand that the information obtained may be used to deny my employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.

Signature ______________________     Print Name______________________________      Date_________

* Sustained
  • In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain.
  • In a civil court, "sustained" means that there has been a judgment against the defendant.
  • In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, or an Alternative Form of Resolution Agreement approved by a permanent judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.

* Pending
  • In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case which there is not yet a verdict.
  • In a civil court, "pending" means a case in which there has not been a decision or judgment.
  • In an ecclesiastical case, "pending" means an investigating committee is inquiring into an allegation or charges have been filed but have not been decided by a permanent judicial commission; or an allegation or charges are in an equivalent state or process in a church other than the PC (USA).

(The following is taken from definitions in the General Assembly Sexual Misconduct Policy and its Procedures, Pg.13)

"Sexual Misconduct is the comprehensive term used in this policy and its procedures to include: 1) Child sexual abuse, as defined above [refers to Policy]; 2) Sexual harassment, as defined above [refers to Policy]; 3) Rape or sexual contact by force, threat, or intimidation; 4) Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another; 5) Sexual Malfeasance defined as sexual conduct within a ministerial (e.g. clergy with a member of the congregation) or professional relationship (e.g. counselor with a client, lay employee with a church member, presbytery executive with a committee member who may be a layperson, a minister, or an older). Sexual conduct includes unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, social, intimate, or marital relationships; 6) Sexual Abuse as found in Book of Order D-10.0401b (see Accuser/Victim)
PIF (Part II) – Step 5 of 6

Please list your work experience: (Please include position title, city, state, church size, community type, and dates from/to or number of years.)

Programs and Ministries Coordinator, Westminster Presbyterian Church, Greensburg, PA, 258 members, suburban, 6/09-Present

Chaplain Intern, Redstone Highlands Senior Care Facility, Greensburg, PA; Murrysville, PA, 750 members, rural, 10/07-Present

Seminary Intern, East Liberty Presbyterian Church, Pittsburgh, PA, 650 members, urban, 7/08-8/09

Small Group Leader, Presbyterian Youth Triennium, Perdue University, IN, 20 members, 7/2007

Please list your other service to the Church or denomination for the past 10 years:

Latrobe Presbyterian Church, Director of Vacation Bible School, lector, deacon, Sunday school teacher, hospital visitor, 508 members, suburban, 4/2001-present

Upper Class Counselor, Pittsburgh Theological Seminary, 2009-2010

Member of Commencement Committee for 2010

(For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation; formatting and white space within the CLC program will add to your character count).

Please describe the characteristics of the church or organization you would like to serve, and the unique gifts, skills and experiences you would bring to the position:

I desire to serve a church that is excited about the possibilities that exist in the future as they seek to follow God’s leading. I seek a church that is open to creativity and struggles to be inclusive and welcoming. I seek a family of faith that strives to be generous with kindness, love and forgiveness toward members and strangers.

I bring my love for God and my excitement for what God can help us do together. I bring my openness to new ideas, a great imagination, energy,
enthusiasm, and a creative desire to try new things in order to help the gospel message touch people’s hearts and impact their lives.

I have spent a great deal of my life moving around, which has taught me about the importance of community and the incredible gift of the church, to be the extended family of its members. Through the joy of living in many different states, I have been blessed with the opportunity to experience the incredible beauty and variety of God’s good creation. Exploring different places has also helped me see the wonderful variety and gifts that exist in God’s people.

I have a passion for worship and for family ministry and I believe that the church is called to help all its members, from the oldest to the youngest, experience the incredible love that God has for them every day so that they are empowered and excited to go out and share that love in the world.

Please describe your present call and accomplishments:

I am currently serving as the Programs & Ministries Coordinator for Westminster Presbyterian Church, where I am responsible for nurturing and supporting growth in Christian faith. I accomplish this through facilitating regular programs that offer opportunities for fellowship and education in the Reformed tradition, supporting small group ministries within the congregation, and publicizing and encouraging participation in events that are held on the congregational, presbytery, synod and General Assembly levels. I also assist the pastor with committee responsibilities, preaching and teaching.

I have also served as the youth group advisor and have planned many activities including mission trips, field trips, a Souperbowl of Caring collection, the 30 Hour Famine, as well as mission outreach activities.

The two accomplishments I am the most proud of include working with the Christian Education Committee to redesign the education space and explore different curriculum and educational experiences. We eventually restructured the Sunday school classes using WoRMs, the Workshop Rotational Model, which has doubled participation; and organizing the Dove tree which provided Christmas gifts to needy children and their families in our neighborhood. A special joy in my call has been encouraging the inclusion of children in all areas of the life of the church, including their participation in hands-on intergenerational mission experiences.
Please describe your leadership style:

I am a creative, energetic and supportive leader. I get excited about listening to God and trying to follow where God is leading. As the church listens, I believe it is often called to try new things as it is engaged in reaching out to the community with the hope and purpose of bringing people into a deeper relationship with God through Jesus Christ.

As a leader, this belief drives me to help people get excited about trying new things. It also inspires me to encourage people to keep trying when an idea doesn’t work. My leadership is grounded by asking the question, “Why do we do what we do?” This question can help the church decide what to do and what not to do, so that instead of trying to do everything, we are selective in doing the things we think would glorify God, make the most impact on reaching people and help to deepen their faith.

My leadership style has changed over the past few years as I have worked with the residents of Redstone Highlands. I am challenged to be more open to God and more trusting of God’s leading. In the past year at Westminster, I helped the committee Chairpersons to explore and claim their role as spiritual leaders in the church.

What are the key theological issues currently facing the church and society, and how do they shape your ministry?

I believe that our society has become over-committed and disconnected. In most places, families no longer live close to one another and are consequently less able to support each other. As a nation, we have become busy with so many things, that we have lost our way.

We need help. We need direction. The church at its best can be a place where people are able to connect with God, with one another and with the world around them. The church at its best is a place where people feel welcomed and accepted, supported and upheld, but also challenged and excited.

I believe that the church should boldly embrace the call to share God’s love, work for God’s justice and extend God’s healing grace to the world. As people of faith, I believe we should focus on our love for God, God’s incredible love for us and we should struggle with how to share that love with others. I try to
ask the question, how can I share the joy of Jesus' love in this place and in the world?

I believe our churches should strive to become places where our faith and our spirits are renewed. I believe that the church should be a vibrant and exciting place to be, so that people look forward to coming and people are excited to go out and share the joy they experience at church with others.

Optional One-Page Statement of Faith
(For this section please limit your responses to no more than 3000 characters including spaces and punctuation. Formatting and white space within the CLC program will add to your character count).

I believe in one God, who lovingly created all that is good, and who continues to sustain and nurture all life.

God is manifest in the triune Father, Son and Holy Spirit who are united indivisibly in one Godhead.

I am grateful that God desires a relationship with creation. God has established a special relationship with humankind; who were chosen by God to serve as God’s stewards in the world. Through covenants, God has continued to show God’s faithfulness to humanity, while humanity has continually turned away from God obstructing our relationship to God with sin.

I am amazed that in spite of this sin, which wrenches us away from God; God in compassion, grace and love has sought to free the world from the bonds of sin.

In infinite love, God sent God’s Son, Jesus Christ who freely gave Himself to suffer through His life, death and resurrection to redeem us and to atone for our sins.

I trust in Jesus Christ, my Lord and Savior, who cared for the outcast, healed the sick, befriended sinners and redeemed the unacceptable.
Through a life lived for others,
Jesus revealed the love and grace of God, provided a vision of the Kingdom of God and offered a challenging model of acceptance and love for us to live by.

I rely on the Holy Spirit, the active presence of God in the world, who comforts and cajoles me as I struggle to live as God’s faithful disciple. Through the power of the Spirit, my hunger for God is nourished as the Spirit enables me to draw closer to God in prayer.

I am sustained by Scripture, the Word of God which reveals to me the faithfulness of God. Through Scripture, I come to know God as both a loving parent and a just judge.

I depend on the Body of Christ, the Church, a community that nourishes me, supports me and enables me to reach out to others as we strive to assist God in the ushering in of the Kingdom of God.
Part of the nourishment of the Church, are the sacraments of Baptism and Communion, which were instituted by God and taught to us by Christ. Baptism welcomes us, even as children into the Christian community. During the Lord’s Supper, through the Holy Spirit, we are renewed, refashioned, reunited with Christ, and reminded of Christ’s death and resurrection, until He comes again.

In response to God’s love and grace, the church family is called and sent out as disciples to live lives of compassion, mercy, and love working with God to create a more just and caring world.
PIF (Part II) – Step 6 of 6

Please enter up to six references here:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation to you</th>
<th>Phone</th>
<th>Address</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rev. Donna Havrisko</td>
<td>Pastor</td>
<td>724-420-3302</td>
<td>1120 Harvey Ave., Greensburg, PA 15601</td>
<td><a href="mailto:minister.donna@yahoo.com">minister.donna@yahoo.com</a></td>
</tr>
<tr>
<td>Amy Duncan</td>
<td>Elder, Committee Chair</td>
<td>724-834-4739</td>
<td>517 Southfield Dr., Greensburg, PA 15601</td>
<td><a href="mailto:duncangang4@comcast.net">duncangang4@comcast.net</a></td>
</tr>
<tr>
<td>Mary Ellen Lawson</td>
<td>Elder, Clerk of Session</td>
<td>724-547-3180</td>
<td>637 N. Geary Street, Mt. Pleasant, PA 15666</td>
<td></td>
</tr>
<tr>
<td>Rev. Dr. Craig Barnes</td>
<td>Seminary Professor</td>
<td>412-772-1033</td>
<td>202 Eastern Ave., Pittsburgh, PA 15215</td>
<td><a href="mailto:cbarnes@pts.edu">cbarnes@pts.edu</a></td>
</tr>
<tr>
<td>Dr. Jim Platt</td>
<td>Seminary Professor</td>
<td>227 Dell Ave.</td>
<td>Pittsburgh, PA 15216</td>
<td><a href="mailto:ibrium@aol.com">ibrium@aol.com</a></td>
</tr>
<tr>
<td>Rev. Dr. John Welch</td>
<td>Dean of Students</td>
<td>611 Wilkinsburg, PA 15221</td>
<td></td>
<td><a href="mailto:jwelch@pts.edu">jwelch@pts.edu</a></td>
</tr>
</tbody>
</table>

_X_ I hereby authorize those inquiring into my suitability to contact my references.

Signature__________________ Print Name_________________ Date __________________

Rev. 9/2009

After you submit your PIF online, the CLC system will generate an email message to the Stated Clerk of your presbytery (Committee on Preparation for Ministry moderator if you are a Candidate for Ordination) requesting attestation of your standing in presbytery (or certification that your presbytery CPM has approved your readiness to receive a call and given you permission to circulate a PIF if you are a Candidate). You may want to contact your Stated Clerk or CPM to let them know you have submitted a PIF so they can log in to the system and attest/approve the PIF quickly.