



Ministry General Information

Ministry Name First Presbyterian Church	Presbytery Western New York	Synod The Northeast
Email portville.presbyterian@gmail.com	Preferred Phone 716-933-6426	Website Address www.portville-presbyterian.org
Mailing Address PO Box 765, Portville, NY 14770-0765	Alternate Phone/Email	Community Type Village
Congregation or Organization Size Under 100 members	Curriculum • "Bible Basics Storybook" by Brittany Sky and published by Abingdon Press for PK/K • "Spark All Kids" by Augsburg/Fortress Publishers House for Elementary 1 Class • Spark Bible (NSRV) by Sparkhouse Publisher along with Multi Age Leader's Guide from the PCUSA store for Elementary 2 class • "Moses, A Reluctant Prophet" and "Half Truths" by Adam Hamilton for the Adult Class	Average Worship Attendance 45
Church School Attendance 30	Statistical Report https://ogaapps.pcusa.org/api/report/5379	Released Date 4/1/2026
Intercultural Composition White: 100%		

Information about the Position

Position Requirements	
Position Type(s) Solo Pastor: Installed	Other Training New York State (mandated) Sexual Harassment Prevention Training
Experience Required No Experience/First Ordained Call	Language Requirements English
Specify Title, PT Work Hours or Salary Range (if applicable) Pastor	Statement of Faith required? Yes
Employment Status Full-time	Are you open to a clergy couple? No

Ministry Requirements
Church Mission/Vision Statement

Our mission statement is:

"...with an open door...we strive to be open-minded and open-hearted..."

...with an open door...

We are welcoming, inclusive, accessible and view everyone as a child of God.

- Our focus is on spiritual growth, community, and fellowship.
- Our sanctuary includes a family area set up for young children to play quietly while their parents can participate in worship.
- Our elevator has an outdoor entrance next to designated priority parking for those with mobility issues and for families with babies and toddlers.
- Large-print materials and publications along with hearing enhancers are available for those with vision or hearing impairments.
- Our Sunday morning worship and special services are live-streamed for anyone to view.

...we strive to be open-minded...

- We listen and learn from each other.
- We encourage respectful communication and open dialogue.
- We honor all perspectives and opinions without judgement or criticism.

...and open-hearted...

Our congregation was asked to suggest words that describe our church. Overwhelmingly, their responses followed a common thread: *welcoming...compassionate...supportive...generous...kind*

Tasks, expectations, salary range, duties, supervision, assignments, and responsibilities for the position.

- Our pastor will lead worship
 - Prepare and deliver sermons that are biblically sound, engaging and relevant
 - Administer the sacraments of baptism and communion
 - Officiate at weddings, funerals, confirmation, and ordination and installation of elders

- Our pastor will teach
 - Provide elder training
 - Lead confirmation classes
 - Prepare congregants for church membership
 - Work with Education and Worship committees to develop meaningful programs

- Our pastor will provide pastoral care
 - Build relationships with members of the congregation
 - Attend church functions
 - Welcome and follow up with first-time visitors
 - Provide couples with premarital counsel
 - Offer spiritual guidance and support
 - Visit those unable to attend worship to keep them connected

- Our pastor will lead and administrate
 - Attend committee meetings
 - Provide support for session committees
 - Assist in developing and implementing church policies and procedures
 - Set agendas with the clerk of session and moderate session and congregational meetings
 - Provide oversight to paid and volunteer staff
 - Attend Presbytery meetings

- Our pastor will strengthen church and community ties
 - Maintain open communications with local clergy
 - Work with the Mission Committee to reach out to local ministries and address emerging community needs

Compensation & Housing

Minimum Effective Salary

Housing Type

MDP - Narratives

How would you describe the congregation's/organization's specific vision for ministry? How will this vision impact the community? Is the congregation part of a ministry vision or program?

- We reach within to strengthen our faith through experiential learning.
 - Christian Education Programs
 - Sunday School (nursery to adults)
 - Midweek Bible study
 - Seasonal opportunities
 - Lenten Soup and Study
 - Intergenerational Advent Program
 - Enhanced traditional worship experiences with hymns, special music, readings, and activities for meaningful church services
- We reach out with hands-on local missions and financially support global missions

How will this vision impact the community?

- Our vision is to impact the community through our committed learning, with regular attendance and participation in the life of our church as an integral part of our living. The Holy Spirit leads us as we go about our lives in the community. Our daily examples as humble, faithful servants show God's light of love, kindness, compassion, peace, and hope.
- Our vision is to reach out into the community through local missions:
 - Portville Community Food Pantry is supported by and located in our church
 - Harvest Sunday provides Thanksgiving dinners for local families
 - Baby Layette Collection is given to the local hospital to benefit newborns
 - Gift-a Book and making fleece blankets for the Child Advocacy Center
 - Collections for Presents for Panthers and personal care items for local schools
 - African American Cultural Center renovation

What is the nature and context of the community in which your congregation lives out its mission/vision? How will you address the emerging needs that are impacting your community?

What is the nature and context of the community in which your congregation lives out its mission/vision?

Our church stands on Main Street in Portville which is nestled along the scenic Allegany River in the Allegheny foothills of Cattaraugus County, New York, close to the Pennsylvania border. We are located south of Buffalo, within easy driving distance to Ellicottville (Holiday Valley Ski Resort), Chautauqua Institute (summer cultural center), National Comedy Center (Jamestown, NY), St. Bonaventure University, and Jamestown Community College.

- Demographics for the town of Portville:
 - Population: 3,351
 - White/Caucasian: 93.68%
 - Black/African American: 2.9%
 - Native American: 0.06%
 - other race: 0.46%
 - Average per capita income: \$48,858
 - Median income: \$59,552
 - Average price of a home: \$99,000
 - Home ownership rate: 71.5%
 - Poverty rate: 11.48%
- Portville Central School is the heart of the community offering a strong academic program and a wide variety of extracurricular activities.
- Community activities are offered and supported by a number of local organizations and businesses, such as Portville Little League, Music in the Park, and our community Heritage Days celebration.

How will this call help complement the responsibilities of other staff/volunteer positions, and the life of the congregation/organization, so that you may accomplish your short and long-term goals for ministry?

- We believe in providing meaningful experiences in worship.
 - The Worship Committee seeks to help the congregation build their relationships with God through unique services.
 - The pastor would add their personal experiences and original ideas to help create these services.

How will this call help complement the responsibilities of other staff/volunteer positions, and the life of the congregation/organization, so that you may accomplish your short and long-term goals for ministry?

- We believe in offering opportunities for all to grow in their knowledge and understanding of God.
 - The Christian Education Committee develops and maintains educational programs.
 - The pastor would provide support, resources, and counsel for the work of this committee.

- We believe that mission witnesses to the love of Jesus in our community and the world.
 - The Mission Committee provides hands-on projects and financial opportunities for the congregation to meet the needs of the world around us.
 - The pastor would offer prayerful support and encouragement to our congregants to join in mission.

- We believe in building relationships among those in our church.
 - The Congregational Care Committee coordinates fellowship activities and helps individuals in need.
 - The pastor will keep a watchful eye out for needs in the church family.

- We believe in being good stewards with the gifts God has provided.
 - The Finance Committee manages the gifts of the people effectively, leading to a secure fiscal status. The Property Committee maintains our church to keep the integrity of its beauty and to upgrade it as needed.
 - The pastor will be attentive to the financial and the physical needs of our church.

Provide a description of the skills, gifts and training the person you hope will become a part of your ministry must have, to lead the congregation towards the vision and mission established.

The characteristics and qualities we value most in a pastor would be:

- Love for God
 - Being prayerful and devoted to understanding the scriptures
 - Living an authentic faith-filled life

- A Servant's heart
 - Motivated to serve God by serving others

Provide a description of the skills, gifts and training the person you hope will become a part of your ministry must have, to lead the congregation towards the vision and mission established.

- Spiritual Gifts
 - Possess the ability to preach, teach, lead, and minister to others

- Compassion
 - Be regarded as down-to-earth, approachable, and available
 - Have a genuine concern for the spiritual and physical well-being of others

- Integrity
 - Be trustworthy, honest, and consistent in words and actions
 - Uphold ethical standards and maintain confidentiality

- Communication Skills
 - Be an attentive listener and an effective communicator

- A Commitment to lifelong learning
 - Seek growth through continuing education and professional development

What areas of ministry do you expect the person called to be responsible for? Share specific tasks, assignments, and programs.

The choices and actions of a pastor that would complement and continue the work of our church would be to:

- Facilitate and help implement committee ideas
- Prioritize collaboration and teamwork
- Provide suggestions and resources to help meet the goals set by the session
- Encourage creative ideas from members of the congregation
- Keep committees and the congregation focused on goals and in-sync with each other by attending committee meetings and church functions
- Maintain an overall holistic view of the life and pulse of the church

What areas of ministry do you expect the person called to be responsible for? Share specific tasks, assignments, and programs.

In addition to the tasks described throughout this document, here is an additional list of tasks we would like to continue with a new pastor.

- Develop, along with the Worship committee, traditional special services and events, such as programs for Ash Wednesday, Maundy Thursday, Easter Sunrise and Christmas Eve
- Serve home communion assisted by an elder to those unable to worship in person
- Call and visit members experiencing difficulties, new members, shut-ins, and those in the hospital and nursing homes
- Draft the order of worship and liturgy, along with the choices of scripture and music for any services for the publication of the bulletins by the office manager
- Write a bi-monthly message from the pastor to submit for the church newsletter

Optional Links

- Our Community Town and Village - - <https://www.portvilleny.gov/>
- The First Presbyterian Church of Portville, NY - - <http://www.portville-presbyterian.org/>
- Jamestown Community College Olean campus - 6 miles from the church - <https://www.sunyjcc.edu/>
- Holiday Valley (Ski and Golf Resort) - 27 miles from the church - <https://www.holidayvalley.com/>
- Olean General Hospital, Olean, NY - 6 miles from the church - <https://www.brmc-ogh.org/>
- Portville Central School - - <https://www.portvillecsd.org/>
- St. Bonaventure University - 9 miles from the church - <https://www.sbu.edu/>
- Ultimate Guide to Allegany State Park - 24 miles from the church - <https://adventuresny.com/hiking/allegany-statepark-salamanca-ny/>
- Buffalo Niagara International Airport - 79 miles from the church - <https://www.buffaloairport.com/>
- The Greater Olean Chamber of Commerce - - <https://www.oleanny.com/>

References

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