

**Friendship Presbyterian Church  
5490 West 12<sup>th</sup> Avenue  
Hialeah, Florida 33012**

**Pastoral Candidate's Packet**

**Friendship Presbyterian Church  
(Referred hereon as "FPC")  
Pastoral Candidate's Packet**

In preparation for the hiring of a new part-time Pastor, the following packet has been concocted. It has been already approved by the Pulpit Committee and Sessions, and is being delivered to you for the COM review in order to insure the context is appropriate and satisfactory with the rules, regulations and requirements of ECO before it is published in the internet. A translation of the Spanish language is also included.

**NOTE: Please be aware that the questionnaires and evaluation pages shown as Exhibits III-B, in English and Spanish, are for your review only and they are classified information for the benefit of interviewing candidates and the are not to be published in the internet as part of this packet.**

## **Friendship Presbyterian Church Pastoral Candidate's Packet**

Dear Candidate,

We are thankful to the Lord Jesus Christ for innumerable blessings we have received at Friendship Presbyterian throughout the years. We appreciate at this time the opportunity to receive a new Pastor in our church, and your interest in applying for the Pastoral position.

As part of the selection process we have certain requirements that will be asked of each candidate in order to determine the suitability for the position. This include but are not limited to:

- 1.- Resume
- 2.- Ecclesiastical background (Character and Ecclesiastical references)
- 3.- Criminal background
- 4.- Preliminary interview via telephone
- 5.- Personal interview with Church Pulpit Committee
- 6.- Preaching
- 7.- Sermon tapes
- 8.- Final interview with the Committee on Ministry

May the Lord be with you and guide you in this endeavor and be assured you will be in our prayers.

Resumes can be forwarded as follows:

Via Internet: [fpcministry@gmail.com](mailto:fpcministry@gmail.com)

By Phone: 305-821-3250

By Regular Mail: Friendship Presbyterian Church  
Pulpit Committee  
Attn: Mr. Mike Alvarez  
5490 West 12<sup>th</sup> Avenue  
Hialeah, Florida 33012

**Friendship Presbyterian Church  
Pastoral Candidate's Packet**

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**Friendship Presbyterian Church  
Pastoral Candidate's Packet**

**EXHIBIT I-A**

# **Friendship Presbyterian Church Pastoral Candidate's Packet**

## **Exhibit I-A**

### **Outline**

#### **I.- Church Establishment**

- a.- When it was founded and by whom
- b.- When the Hispanic Church took over
- c.- Purpose

#### **II.- Where we stand at the present time**

- a.- Structure (What we have)
- b.- Church history
- c.- Church intentions ( Where we are going)

**Friendship Presbyterian Church  
Pastoral Candidate's Packet**

**EXHIBIT I-B**

# **Friendship Presbyterian Church Pastoral Candidate's Packet**

## **Exhibit I-B – Page 1 of 3**

Friendship Presbyterian Church is seeking to hire a Spanish speaking Pastor on a part-time basis to serve our Hispanic community church in its ministry.

### **INTRODUCTION.**

Friendship Presbyterian Church is located in the city of Hialeah, Miami-Dade County, State of Florida. It is geographically situated in a very strategic area, comprised of houses, apartment buildings and commercial properties. Demographically, the majority of its inhabitants are Hispanic, with a smaller percentage of Anglo and other ethnicities.

Our church was built in 1954 by Anglo residents. The land was lovingly donated by the Carroll family; they remained active in the church for over 45 years. As time went by, children grew and youth went away to college, starting their own families, moving away from the area; the elderly passed, and the remnants found themselves poorly in number and no longer able to sustain the church. Longing to remain a Presbyterian denomination and active church, in 1997, the opportunity to continue with worship services was offered to a Hispanic group, who, together with a Pastor, was separating from the First Hispanic Presbyterian Church in Miami, after their long time Pastor retired, and were looking for another church to continue their mission. That is how Friendship Presbyterian Church became mostly a Hispanic Community Church.

At the present time we enjoy two services on Sundays, the first one at 9:15 AM for English speaking congregants and the second at 11:15 AM for Spanish speaking members and visitors. Both worships have remained traditional in style. We are a small church with 86 active members and a fair attendance, as well as a group of non members who attend regularly. We enjoy having a large choir which performs several months a year and a smaller choir which sings every Sunday. Prior to the second service we have Bible classes for adults and Sunday School for children. The first Thursday of each month the men and women of the church gather for fellowship and lunch.

We celebrate the Holy Week with a Communion Worship on Thursday evenings, Good Friday Sermon and three Easter Sunday services: the Sunrise at 7:00 AM, the English speaking at 9:45 AM and the Spanish speaking at 11:15 AM with a choir concert followed by an egg hunt adventure for the children. During Christmas we also enjoy a choir concert, and when possible a Christmas life scene in our grounds as well as a play performance by children.



## **Exhibit I-B – Page 2 of 3**

Our church is faithfully praying for wisdom and discernment from the Lord and the Holy Spirit in order to select a candidate who will be totally committed to the needs of our Presbyterian Church community and to share our vision in creating and developing programs, working together with our leaders to assist in the growth of its congregation and extending to others the grace of Christ based on an Evangelical Reformed Theology, as well as fulfilling spiritual growth.

### **CHURCH STRUCTURE.**

Our Pastor of 19 years, Dr. Winston Sosa, recently retired. At the present time we are receiving worship services through guest Pastors invited by our Pulpit Committee of Elders. Our church government body consists of nine active elders including the Clerk of Session, elected by the congregation to serve in Session; a retired Pastor serves as a Moderator. We have 12 members also elected by the Congregation leading our church as Deacons providing a love labor. Both active Elders and Deacons serve for a period of three consecutive year terms.

### **CHURCH STAFF AND TEAMS.**

Based on our membership we have a small staff consisting on:

**Pastor – Open**  
**Director of Music – Ms. Ulda Tamayo**

#### **Program Leaders:**

**Women Fellowship – Ms. Esther Alvarez**  
**Men Fellowship - Mr. Placido Campos**  
**Children Sunday School – Ms. Malena Navarro**

#### **Ministry Teams:**

**Session – The governing Board of Elders, Mister Jose Bravo, clerk**  
**Finance – Mister Mike Alvarez**  
**Deacons – Mrs. Lourdes Corzo**

### **CHURCH HISTORY.**

Friendship Presbyterian Church was first established in 1954 by a group of Presbyterian residents of Hialeah and adjacent areas, holding its first service on a social hall built in 1954 on a 1 ½ acres land. Later on the temple was built and continues to serve as our present sanctuary.

## **Exhibit I-B – Page 3 of 3**

In 1997, due to a limited attendance by an Anglo elderly decreasing congregation, the last remnant members of the founding church graciously provided an opportunity to the newer Hispanic congregation to continue worshiping as a Presbyterian denomination. We are and forever will be grateful to the Anglo members for allowing us to be a part of their community and welcoming us and sharing with us as brothers and sisters in their Christian family.

In 2014 Friendship Presbyterian Church became a part of the Covenant Order of Evangelical Presbyterian (“ECO”) denomination.

We intend to continue reflecting the friendly atmosphere, honoring the name of our church, and the kindness of their first founding members, to extend the word of the Lord to others, inviting them to be a part of our Christian Presbyterian family.

**Friendship Presbyterian Church  
Pastoral Candidate's Interview**

**EXHIBIT II-A**

# Friendship Presbyterian Church Pastoral Candidate's Packet

## Exhibit II-A

### Outline

#### I.- Mission

- a.- Who we are (as a congregation)
- b.- What we represent (as a church)
- c.- Goals for present and future

#### II.- Vision

- a.- What/ how we feel (as Presbyterian congregants)
- b.- Our strength
- c.- Who are we guided by
- d.- What are we committed to:

- 1.-Recognizing the Lord's Power over all creation
- 2.- Worship
- 3.- Prayer
- 4.-Scriptures (fidelity)
- 5.-Evangelizing (outreach: spreading the word of the Lord,  
His grace and love to others through Jesus Christ by:
  - a) Enticing
  - b) Motivating
  - c) Encouraging
  - d) Affirming His grace and love

- 6.- Teaching
- 7.- Stewardship
- 8.- Living by example (reflecting Christian values)
- 9.- Providing exceptional communication amongst the leadership within our church and the Presbytery, working closely with each other, bonding in our labor with love, creating stronger ties to carry forward our mission.

- e.- Overtime approach to Ministry

**Friendship Presbyterian Church  
Pastoral Candidate's Interview**

**EXHIBIT II-B**

# **Friendship Presbyterian Church Pastoral Candidate's Packet**

## **Exhibit II-B – Page 1 of 2**

### **MISSION STATEMENT.**

Friendship Presbyterian Church is a bilingual community composed of Hispanics and North Americans who are committed to follow the apostolate of Jesus with the purpose of serving the Lord in all aspects, and spreading the Gospel of Jesus Christ.

### **VISSION STATEMENT.**

We believe in the Sacred Trinity, acknowledging there is only one God, "The Father", our creator; following the teachings of Jesus Christ, "The Son", our savior; and guided by the Holy Spirit, with a strong faith and commitment to worship, prayer, fidelity of the Scriptures, teaching and spreading the word to others, stewardship, living by example, reflecting our Christian values and recognizing the Lord's will.

### **OVERTURE APPROACH TO MINISTRY.**

We are undergoing a transition period, and are presently in the process of seeking and hiring a new Pastor, which we hope and expect will eagerly understand our culture, accept and harbor our philosophy and our approach to ministry, introducing strategies to provide and contribute to the creation, structure, maintenance and support of church programs in order to grow in number and spiritual maturity.

The Pastor, Church Leaders and Congregation of Friendship Presbyterian Church will work united in the pathway for worship, growth and service to our congregation and the community, conserving our traditional values and beliefs in the following:

- 1.- Preaching based on the Holy Scriptures without alterations
- 2.-The Trinity: Father, Son and the Holy Spirit
- 3.- Visiting the ones in need and suffering pain, looses and encountering difficult circumstances, providing them consolation.
- 4.- Expressing and reflecting the love of Jesus, and encouraging others to follow him.
- 5.-Appropriately conducting all Sacraments of Baptism, Communion, weddings, funerals, etc.
- 6.- Pastor, Leaders and Staff shall work accordingly to proceed with each one's duties ensuring harmony in the ministry of our church.
- 7.- Moderator of Session will provide oversight and guidance in order to achieve and accomplish church mission.

## **Exhibit II-B – Page 2 of 2**

- 8.- Church leadership will maintain and provide good communication at all levels and compromise to stand firm on the direction of church well being.
- 9.- Encourage the Congregation to continue to grow spiritually and spread the Word of the Lord, bringing others to worship Christ.
- 10.- Search, discover, recognize and utilize spiritual talents in the Congregation for the service of the church.
- 11.- Reflect the name of our church in inviting and kindly welcoming visitors to our church.
- 12.- Serve as an inspiration to others.
- 13.- Be a good representative of our church at all times and everywhere.
- 14.- Represent our church in the ECO Presbytery.
- 15.- Be financially responsible and utilize our resources wisely.

**Iglesia Presbiteriana Friendship  
Información Para La Plaza Pastoral**

**EXHIBIT III-A**



# **Friendship Presbyterian Church Pastoral Candidate's Packet**

## **Exhibit III-A – Page 1 of 3**

### **PASTOR POSITION DESCRIPTION**

Friendship Presbyterian Church is seeking a Pastor, on a part-time basis, preferably bilingual (English/Spanish), fluent in the Spanish language, to perform two Sunday worship services for a smaller Anglo community and a larger Spanish one.

### **OBJECTIVE**

To serve as a Pastor to a bilingual congregation with two services on Sunday mornings. The first worship to be provided to a small Anglo group of members, founders of the church. The second worship serving a larger Spanish speaking congregation. Due to the amount of members at the present time a Pastor will be hired on a part time basis and shall diligently work together with our staff and lay leadership to purposely achieve the mission of our church, in spiritual growth and in gains of more followers of Jesus.

### **QUALIFICATIONS**

- 1.- Pastor must be ordered as a Covenant Order of Evangelical Presbyterians (“ECO”).
- 2.- Being fluent in the Spanish language is a requirement, fluent in English preferably, but not required, subject to negotiation.
- 3.- Pastor should have some experience in working with an elderly population as well as with youth.
- 4.- Pastor should feel comfortable and at ease to work for and serve a traditional in style congregation. Other options are open for discussion.
- 5.- Most possess enthusiastic and motivating skills to contribute to the growth of our church, collaborating, challenging and encouraging, in an ethical manner, the lay leadership of our church.
- 6.- Demonstrated experience in effectiveness in Evangelism and Worship leadership.
- 7.- Be loyal to the Scriptures and passionate for the love of Christ.

### **DUTIES AND RESPONSIBILITIES**

Position requires to be a Presbyterian in denomination and an ordered Pastor of ECO. Duties and responsibilities of our previous Pastor include the following and should continue with its fulfillment

- 1.- Provide Pastoral leadership for the Hispanic congregation and conduct services on Sunday mornings. If candidate is bilingual, provide services for the Anglo congregation as well.

## Exhibit III-A – Page 2 of 3

- 2.- Provide Special Services during Holy Week, including Maundy, Thursday, Good Friday and three Easter Sunday Worships; the Sunrise Service, the English Service and the Cantata Service.
- 3.- Administer the Sacraments of Holy Communion, no less than once per month, usually the 1<sup>st</sup> Sunday or as determined by Session.
- 4.- Administer the Sacraments of Baptism.
- 5.- Officiate at weddings, preparing Bride and Groom with instructions already established by the Church, and officiate at funerals for members and families.
- 6.- Provide and conduct Bible Studies weekly.
- 7.- Provide Pastoral Care for sick and homebound members and attendees who regularly visit the church, including home, hospitals, ALF's and Nursing Homes visitations, working together with members of Session, Deacons and volunteers.
- 8.- Conduct classes in preparation for new members.
- 9.- Attend meetings of working committees and Presbytery Committees.
- 10.- Keep records and maintain updated the Church's Committees.
- 11.- Maintain and regularly update the Friendship Church membership list, and maintain documentation pertaining to membership in Books, including Necrology List.
- 12.- Conduct training classes for incoming Deacons and Elders as needed.
- 13.- Serve as Moderator of Sessions and Deacons.
- 14.- Prepare Bulletins of Sunday Services (English and Spanish) and for Special Events, including selection of Hymns and readings of elements of Holy Communion.
- 15.- Prepare Bulletins for funeral services and minister to members of Friendship Church.
- 16.- Prepare Annual Report in English and Spanish as well as Statistical Report.
- 17.- Pastor will also be responsible for the Friendship Presbyterian Church Special Practices Committee which include:
  - Special Events, Special Visitors and Visiting Pastors
  - Keeping Calendar
  - Cell Groups
  - Organize Annual Workshop
- 18.- Lead and participate actively in the community outreach, working together with the lay leadership, to extend God's grace to the others around us and welcoming them to our Presbyterian family.
- 19.- Pastor shall lead the Church's government and the congregation in it's developmental tasks by defining present and future identity, encouraging and empowering its leadership, by means of providing orientation, guidance and support to programs already established, as well as in the creation, structure, implementation and execution of new programs and projects in order to accomplish our Church's mission and vision.

### **Exhibit III-A – Page 3 of 3**

- 20.- Participate actively in the ECO Presbytery, attending meetings regularly and being subject to the rules and requirements there of.
- 21.- Pastor is accountable to the Session and to ECO. The Session will work in cooperation with the Pastor, continuing to fulfill its responsibilities. Both shall support each other spiritually to promote the growth and well being of the church in order to achieve its goals and mission.