



**PRESBYTERIAN CHURCH (U.S.A.)
CHURCH LEADERSHIP CONNECTION
100 WITHERSPOON STREET
LOUISVILLE, KY 40202-1396
Toll Free 1-888-728-7228 ext. 8550
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www.pcusa.org/clc**

MINISTRY INFORMATION FORM

Ministry ID 5608

Ministry Name The First Presbyterian Church in the City of New York

Mailing Address 12 West 12th Street

City New York State NY Zip Code 10011

Telephone Number (212) 675-6150 Fax Number (212) 229-2359

Email: fpcnyc@fpcnyc.org

Web site: fpcnyc.org

Congregation or Organization Size(Select one)

- Under 100 members
- 101 - 250 members
- 251 - 400 members
- 401 - 650 members
- 651 - 1000 members
- 1001 - 1500 members
- More than 1500 members
- N/A

Average Worship Attendance 320



Church School Attendance 40

Church School Curriculum "Deep Blue"

Check if certified as eligible for participation in the Seminary Debt Assistance Program

Ethnic Composition Of Congregation (in whole %):

Enter the percentage of each racial ethnic component of your congregation.

- American Indian or Alaska Native
- 7 Asian
- 4 Black or African American (African Native, Caribbean)
- 1 Hispanic Latino/Latina, Spanish
- Middle Eastern
- Native Hawaiian or Other Pacific Islander
- 85 White
- Other 3

Presbytery New York City Synod North East

Community Type (select one)

- | | | |
|------------------------|------------------------|------------------------|
| <u> </u> College | <u> </u> Rural | <u> </u> Suburban |
| <u> </u> Small City | <u> </u> Town | <u> X </u> Urban |
| <u> </u> Village | <u> </u> Recreation | <u> </u> Retirement |
| <u> </u> N/A | | |

Clerk of Session Contact Information:

Name Lawrence N. Tallamy

Address 1. Northside Piers, #25J

City Brooklyn State NY Zip Code 11249

Preferred Phone (917) 685-7815 Alternate Phone

E-mail ltallamy@gmail.com FAX N/A

***Select below the position to be filled and the minimal number of years of experience required (e.g. no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years)**



<u>Years of Experience</u>	<u>Position Type</u>	<u>Years of Experience</u>	<u>Position Type</u>
	Solo Pastor		General Assembly Staff
Above 7 Years	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
	Head of Staff (supervised one teaching elder and other staff)		Executive Director
	Associate Pastor (Christian Education)		Director of Music (non-ordained)
	Associate Pastor (Youth)		Minister of Music (ordained)
	Associate Pastor (Other)		Mission Co-worker (International)
	Pastor (Church Planter, New Worshipping Community)		Christian Educator (Certified)
	Pastor (Transformation/Redevelopment)		Christian Educator (non-certified)
	Pastor Interim		Administrator
	Pastor (for a designated term)		Funds Developer
	Pastor (Other Temporary i.e., Supply, Student)		Finance Manager
	Pastor, yoked/parish		Media Specialist
	Co-Pastor		Communicator
	Executive Pastor		Coordinator
	Evangelist or Mission Pastor		Youth Director (non-ordained)
	Bi-vocational/Tentmaker		Other
	Chaplain		
	Pastoral Counselor		
	College/Seminary Faculty		
	Seminary Staff		
	Campus Ministry		
	General Presbytery/Executive Presbytery Presbytery Leader		
	Stated Clerk (Presbytery)		
	Synod Executive		
	Mid-Council Program Staff		



You may also specify the position title (if appropriate) Senior Pastor/Head of Staff

***Employment Status**

Full Time Part Time Open to Either
 Bi-vocational (able to provide employment through outside partnership)

Is this a yoked congregation? No Yes
 (If yes, please complete the Yoked Congregation Detail Form.)

Clergy Couple (Are you open to a clergy couple?) Yes No

Certification/Training (check below the desired certification or training needed for the position):

Interim/Transitional Ministry Training	<input type="checkbox"/>	Interim Executive Presbyter Training	<input type="checkbox"/>
Certified Christian Educator	<input type="checkbox"/>	Certified Business Administrator	<input type="checkbox"/>
Certified Conflict Mediator	<input type="checkbox"/>	Clinical Pastoral Education Training	<input checked="" type="checkbox"/>
Other	<input type="text"/>		

Language Requirements

<input checked="" type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Korean	<input type="checkbox"/> French
<input type="checkbox"/> Arabic	<input type="checkbox"/> Armenian	<input type="checkbox"/> Creole	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Japanese	<input type="checkbox"/> Russian	<input type="checkbox"/> Swahili	<input type="checkbox"/> Burmese
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Indonesian	<input type="checkbox"/> Laotian	<input type="checkbox"/> Thai
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Taiwanese	<input type="checkbox"/> Cantonese	<input type="checkbox"/> Mandarin Chinese
<input type="checkbox"/> Twi	<input type="checkbox"/> Sign Language	<input type="text"/>	Other

Statement of Faith Required Yes No

Mission Statement: What is your congregation's or organization's Mission Statement?



The mission of First Presbyterian Church is to challenge and encourage each of its members to follow Jesus' first two commandments: to "love the Lord your God with all your heart, with all your soul and with all your mind," and to "love your neighbor as yourself." In furtherance of this mission, First Church seeks to provide spiritual and practical guidance in interpreting and implementing Biblical teaching. Worship, education, fellowship, and outreach are designed to support this mission and to foster the spiritual growth and commitment of all church members. The congregation of First Church believe strongly in an open and inclusive church that extends an unqualified welcome in Christ's name to all who seek to join in following Jesus Christ, living in his grace and sharing his love. (Revised, 3, 2016).

First Church stands as a beacon of welcome and hospitality in a city often too busy to pause and remember God's grace. In all that we do, we endeavor to be a church not just in the City of New York, but for the City of New York. On this occasion, and every day, we fling wide our open doors, welcome the stranger, connect with old friends, and meet the world where it most needs to be met.

- *Excerpted from the Vision Statement for the 300th Anniversary of the First Presbyterian Church in the City of New York*



NARRATIVE QUESTIONS (*Working Draft*)

(For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation.)

1. What is the congregation's or organization's vision for ministry? Additionally, describe how this vision is lived out.

Across more than 300 years as a worship community, First Presbyterian Church persists as a congregation deeply connected to our sense of place. We are rooted in and invigorated by the City that surrounds us, and more specifically, Greenwich Village - our vibrant, progressive global community of diverse faiths and intellectual traditions, needs, hopes, talents, and aspirations. We serve one another and our broader community, nurturing our spiritual life through worship, music, diverse programming for youth and adults, bible study, fellowship, community organizations who use our facilities, volunteer and service opportunities, and a top-tier nursery school. Beyond our doors, our ministry spills out into the streets through an unqualified welcome to all who come to worship and visit here, as we strive to provide a hopeful haven for those who seek love and acceptance.

Our genuine curiosity about the world drives us to explore, engage, and evolve our thinking and actions as Christians and citizens. We are called to continuously explore what it means to be a relevant and meaningful church and faith community today and tomorrow. This manifests in an active and intellectually engaged congregation whose commitments and advocacy range across local and global missions. We provide opportunities for members across different life stages to deepen their faith, encouraging the presence and involvement of every age within our community. This is especially true with regards to church school and Christian education, where we provide opportunities for children and adults to grow in their faith.

Imbued by a spirit of faith-in-action, we are reminded that we are all ministers of First Church with a unique responsibility to serve and grow as individuals, yet accountable as a whole to be a vessel of Christ's love for each of us and the world.

2. How do you feel called to reach out to address the emerging needs of your community or constituency?

As a congregation with centuries of history and a historic pulpit, First Presbyterian is a beacon of hope, spiritual vitality, and service to our local and global communities. As we serve with



boundless energy, but sometimes limited resources, we continue to explore how best to focus our energy and resources to meet ever-changing needs.

We are a compassionate congregation strongly called to action and advocacy. We implicitly recognize that “doing church” is evolving in the 21st century. Beyond worship on Sunday morning, which remains the cornerstone of our spiritual community, we foresee programs and opportunities for service which deepen the experience of Christ through faith in action, not just in the pews. We anticipate extending and evolving the church’s call to address the passion for social justice of our younger generations, as well as the pastoral needs of our senior members.

As such, we seek visionary leadership and insight from the incoming Pastor to help us think about and articulate a response to emerging concerns such as: the relevance of religion in contemporary society; how best to demonstrate and communicate Christ’s Word in the public sphere; and how to creatively envision a faith community that extends an embrace to all who feel called.

3. How will this position help you to reach your vision and mission goals?

A close look at the Mission Review and the competencies we have prioritized affirms the complexity of what it means to lead a congregation of this scale and dynamism. To realize the Church’s vision of service, persistence, and relevance, this position effectively balances attentive empathy and strength. The Pastor instructs while still listening, leads while serving, galvanizes without alienating, and advances the church’s mission with coherent communication and deep respect and compassion for diverse opinions and life experiences. As the church leader, the Pastor will be at ease communicating and enacting our mission in a variety of settings and through a variety of means, including emerging technological opportunities. The esteemed pulpit and Head of Staff role at First Presbyterian requires an amalgam of spiritual awareness, intellectual acuity, a hopeful mindset, and compassionate leadership to help us honor the past and shape the future of a mission to serve one another, our community and the goals of a global mission.

4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.

The role of the Pastor at First Church is a complex, multifaceted experience that includes more talents and competencies than a checklist could ever capture. We recognize the enormity of this call, and while we do not expect the incoming Pastor to walk on water (at least not on Day One!), we do ask that the Pastor bring a whole person to the role - intellectual and spiritual passions both connected to and beyond church work; positive and challenging life experiences; a sense of



humor; an engagement with the world and the community as a force of good in all the ways that life presents itself: pastor, neighbor, advocate, counselor, friend, leader, and family member.

To the congregation, the Pastor consistently demonstrates strong preaching and worship skills, connecting our rich faith tradition to everyday life through scriptural sermons and worship experiences that are inspiring, moving, applicable, and intellectually meaningful. A hopeful leadership style inspires a mindset of perpetual renewal and service in times of polarization in society. With hope and a compelling vision and strategy, the Pastor and the congregation can discern together new pathways for faithful service to see around, beneath, and beyond the barriers of a complex world to achieve the goals we set collectively.

Grounded in thoughtfulness, empathy, pragmatism and experience, the Pastor's decision making is inclusive and reflective, yet clear and timely for both the congregation and church staff. That decision-making is informed by a compassionate call to action to serve individuals, the community and the larger world. Motivating, engaging and guiding a congregation of principled New Yorkers to prioritize and mobilize time and financial resources is a layered and deeply rewarding experience. It is one that requires resilience, humor, wisdom, and the unique ability to face conflict honestly, using challenges to unite the congregation in reconciliation and forgiveness as we make progress towards our collective goals.

5. For what specific tasks, assignments, and program areas will this person have responsibility?

The Pastor should be an excellent preacher, well-versed in the world of ideas, theology, and scripture. The Pastor will be asked to lead inspiring and thought provoking worship services, as well as bring ongoing spiritual mentorship and a steadfast, faithful presence to the programs and lives of our dynamic congregation. Responsibilities also include providing skillful and compassionate pastoral care, ensuring that members of this large, urban church find a personal and personable Pastor when in need. Finally, the incoming Pastor will serve as the future face and voice of this historic congregation. As such, our Pastor is expected to engage with the ideas and issues of our local and global communities, demonstrating both a bold faith and a humble presence in the public sphere.

Along with pastoral responsibilities, the Pastor will be asked to bring experience, wisdom and perspective to the role of Head of Staff. This entails overseeing and guiding a team that includes a Director of Music, Director of Finance, Director of Nursery School, as well as additional pastoral staff. (See attached Position Description for more information and the current operational organization.) Along with empowering and guiding, the Head of Staff will maintain a vision and



understanding of how the many aspects and programs of this church harmonize to create a cohesive and inspiring experience for congregants, connecting varied and evolving elements of the church: worship, internal programming, external service, the operations and faculties, into a multilayered experience of what it means to be part of this marvelous, historic, passionate faith community.



***LEADERSHIP COMPETENCIES**

(Select 10 leadership competencies from the list below that are required for the position.)

THEOLOGICAL/SPIRITUAL INTERPRETER			
	Compassionate – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.	X	Hopeful – maintains stability in the moment and hope for the future; provides direction, guidance, and faith when describing basic needs; and helps followers to see a way through chaos and complexity.
X	Preaching and Worship Leadership: Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.	X	Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with faithfulness of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
	Lifelong Learner – individuals who use every experience in life as a potential tool for growth; one who pursues continuing education; and those who build on strengths and seek assistance to improve weaknesses.		Teacher – creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.
COMMUNICATION			
X	Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.		Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
	Public Communicator - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.		Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
	Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.		
ORGANIZATIONAL LEADERSHIP			



	Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.		Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.
	Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.		Culturally Proficient – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	Externally Aware - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society.		Entrepreneurial - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.
	Risk Taker – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status-quo.		Task Manager - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes.
	Willingness to Engage Conflict: Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.	X	Decision Making: Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.
X	Organizational Agility: Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.	X	Strategy and Vision: Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.
	Financial Manager – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.	X	Funds Developer – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization’s contact list; prepares statement of planned activities and enlists support for mission initiatives.
	Collaboration: Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the strengths and limitations of others.		



INTERPERSONAL ENGAGEMENT		
X	Interpersonal Engagement - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.	Bridge Builder – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
	Motivator - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.	X
	Initiative: Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.	Flexibility - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.
	Self Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.	

***COMPENSATION AND HOUSING:** *A range is needed for matching purposes. The maximum salary is not published anywhere. Effective salary is cash salary plus housing allowance or manse value and other compensation considered “effective salary” by the Board of Pensions of the PC (U.S.A.)*

See Effective Salary Definition at [Board of Pensions](#).

Minimum *Effective* Salary \$250,000 _____ Maximum *Effective* Salary \$300,000 _____

Housing Type _____ Manse

_____ Housing Allowance

_____ Open To Either (Manse or Housing Allowance)

_____ Not Applicable (*For Non-pastoral Positions Only*)



***EQUAL EMPLOYMENT OPPORTUNITY**

The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403)

Each Pastor Nominating committee and Search committee is expected to undertake its search for a Teaching Elder in a manner consistent with the good news that in the church "...as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus."

Has the Pastor Nominating Committee and Search Committee affirmed its intention to follow the Form of Government in this regard?

Yes

No

REFERENCES (Limit 3)

Below, please list three persons who know your congregation. You might list your Presbytery leadership, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

Name Rev. Laura Jervis
Address 382 Central Park West, Apt 3-P, New York, NY 10025
Phone Numbers 212-662-4121, 917-621-5893
Relation Liaison, COM of the New York City Presbytery
E-mail jervis.laura17@gmail.com

Name Dr. David Kelley
Address 124 E. 84th Street, NY, NY 10028
Phone Numbers 212-744-2121
Relation Advisor
E-mail kenwoodpsych@gmail.com



Name Susan Korchak
Address 25 West 9th St. #1, NY, NY 10011
Phone Numbers 917-545-5129
Relation Elder
E-mail susan.korchak@gmail.com

Name Rev. Dr. Robert Dunham
Address First Presbyterian Church 12 West 12th St., NY, NY 10011
Phone Numbers 212-675-6150
Relation Interim Pastor
E-mail rdunham@fpcnyc.org

***Pastor Nominating Committee/Search Committee Chairperson/Mid-council Search Committee Chairperson:**

Name Ben Maddox/Lara Mullarkey Co-Chairs
Address: Maddox: 57 Laight St, Apt One, NYC, NY 10013
Address: Mullarkey: 405 Bleecker St., New York, NY 10014
Preferred Phone Mobile Maddox: 212-275-1964
Preferred Phone Mullarkey: 212-352-0710
E-mail Address for PNC Communications (required): pnc@fpcnyc.org

ENDORSEMENTS

Pastor Nominating Committee
Search Committee   Date 5/10/19
Signature
Clerk of Session  Date 5-10-2019
Signature
Presbytery _____ *Date* _____
Signature



Position Description

Position Title:

Pastor/Head of Staff

Position Summary:

To provide spiritual leadership, pastoral care, administrative oversight and organizational direction to staff and congregation of more than 1000 members with a broad emphasis on worship, music, preaching, education, stewardship, mission, outreach, development and involvement of membership, and programs to address the needs of the congregation. This position description reflects our current practice. We anticipate, however, that this position will evolve under the vision and perspective of new leadership.

Principal Working Relationships:

The Pastor serves as Moderator of Session and works closely with the Board of Trustees. The Pastor also brings leadership and a spiritual presence to a variety of committees, with particular emphasis on the Joint Finance Committee, the Stewardship Committee, and the Joint Committee on Gifts, Memorial, and Planned Giving. At this time the Pastor has four areas of direct report: (1) Pastoral Staff; (2) Director of Music; (3) Director of Finance; and (4) Director of the Nursery School.

Key Tasks and Responsibilities:

A. Worship, Christian Education, and Pastoral Care:

- The Pastor provides outstanding, engaging preaching and stimulating worship centered around scripture that will attract, challenge, and nurture the spiritual development of a progressive and inclusive congregation, prospective members, and visitors.
- The Pastor, in collaboration with other staff, provides effective and inspiring leadership to both officers and congregation in the church's mission, outreach, and interpretation. Related responsibilities may include:
 - Conducting officer training for newly elected officers
 - Meeting and teaching parents whose children are to be baptized



- Teaching New Member Classes four times a year
- Contributing to educational programming and mid-week Bible study
- The Pastor, in collaboration with other staff, provides, supports and helps structure responsive and concerned pastoral care including hospital visitation, retirement/nursing home visitation, and crisis counseling.
- The Pastor, in collaboration with other staff, conducts weddings, administers the sacraments of the Lord's Supper and Baptism, conducts funerals, and provides counseling.

B. Administration:

- The Pastor moderates the Session to provide general leadership to the worship, mission, educational, and fellowship ministries of the church, while also providing guidance to the Board of Trustees in their varied duties.
- The Pastor provides leadership and administrative oversight as Head of Staff. This may include directly overseeing and guiding the pastoral staff, with responsibilities for programs and policies, outreach and service, communications and family ministries, and effectively coordinating and integrating the varied efforts and initiatives to accomplish intended goals and outcomes. The Pastor is additionally entrusted with overseeing and guiding the Director of Music, Director of Finance, and Director of Nursery School, as well as coordinating the church's relationship with Public School 226.
- The Pastor provides leadership in the area of stewardship. This includes leading major fundraising efforts, engaging the participation of congregants and staff in service and programs, and being responsible for budgeting and financial management.

Experience and Education:

- Experience leading a complex, multi-staff congregation as Pastor/Head of Staff role or equivalent
- Experience with a large and/or urban congregation a plus
- Strong understanding of, and experience with, financial management and budgeting
- Graduate of a Seminary or Divinity School in the reformed tradition