

Church Information Form (Part II) Step 1 of 7

Church/Organization ID Presbytery of San Francisco

Church/Organization Name, City, State Presbytery of San Francisco, CA

Position To Be Filled (select one)

- | | |
|---|---|
| <input type="checkbox"/> Associate Pastor (Christian Education) | <input type="checkbox"/> Campus Ministry |
| <input type="checkbox"/> Associate Pastor (Youth) | <input type="checkbox"/> Chaplain |
| <input type="checkbox"/> Associate Pastor (Other) | <input type="checkbox"/> Pastoral Counselor |
| <input type="checkbox"/> Associate Pastor (Young Adult) | <input type="checkbox"/> Church Educator (Non-ordained) |
| <input type="checkbox"/> Pastor (Solo) | <input type="checkbox"/> Youth Director (Non-ordained) |
| <input type="checkbox"/> Pastor (Head of Staff) | <input type="checkbox"/> Administrator |
| <input type="checkbox"/> Pastor (New Church Development/Fellowship) | <input type="checkbox"/> Church Business Administrator |
| <input type="checkbox"/> Pastor (Redevelopment/Transformation) | <input type="checkbox"/> Executive/Director |
| <input type="checkbox"/> Pastor (Tentmaker/Part-time) | <input type="checkbox"/> Minister of Music (ordained) |
| <input type="checkbox"/> Pastor (Yoked/Multiple) | <input type="checkbox"/> Director of Music (non-ordained) |
| <input type="checkbox"/> Pastor (Parish) | <input type="checkbox"/> College/Seminary Faculty |
| <input type="checkbox"/> Pastor (Shared Ministry) | <input type="checkbox"/> College/Seminary Staff |
| <input type="checkbox"/> Pastor (Supply) | <input type="checkbox"/> Mission Co-Worker (International) |
| <input type="checkbox"/> Executive Pastor | <input type="checkbox"/> General Assembly Staff |
| <input type="checkbox"/> Co-Pastor | <input type="checkbox"/> Presbytery Program Staff |
| <input type="checkbox"/> Designated Pastor | <input type="checkbox"/> Synod Program Staff |
| <input type="checkbox"/> Mission Pastor | <input type="checkbox"/> Presbytery/Synod Stated Clerk |
| <input type="checkbox"/> Interim Pastor | <input checked="" type="checkbox"/> Presbytery/Synod Executive/Leader |
| <input type="checkbox"/> Interim Associate Pastor | <input type="checkbox"/> Presbytery/Synod Exec/Leader & SC (combined) |
| <input type="checkbox"/> Interim Ministry (Governing Body) | <input type="checkbox"/> Other |

Specify Title (if appropriate) Presbytery Pastor/Elder of Mission and Vision

Employment Status

Full Time Part Time Open to Either

Years of Experience Desired

First Ordained Call less than 2 years 2 years or more
 4 years or more 6 years or more 8 years or more

Language Requirements

English Spanish Korean Mandarin Chinese
 Japanese Cantonese Taiwanese Other

Deadline date for this CIF, if any: October 15, 2011

CIF (Part II) - Step 2 of 7

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

CIF (Part II) - Step 3 of 7

Brief Church Mission Statement: *Please limit your response to no more than 1500 characters including spaces and punctuation.*

Our focus is to renew our relationships with God and one another through intentional prayer, worship, and community-building so that we may faithfully engage in service to God. In the midst of this renewal of relationships we will engage in the following areas of activity:

- I. Creating partnerships with congregations to serve as the primary community for the growth of Christ's disciples in their service to the world.
- II. Nurturing relationships with minister members to serve congregations in fulfilling their mission.
- III. Expanding the understanding of our diversity and our gifts to become a healthier body of Christ.

Narrative Questions: *For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation.*

Please write a brief description of your church/organization programs or accomplishments.

We are the ministers, elders, congregations, volunteers, officers and staff who make up the Presbytery of San Francisco.

- We are 76 congregations in four counties (Alameda, Contra Costa, San Francisco, San Mateo) with a total congregant membership of 25,131. 15 congregations are at or over the average membership of 330; 12 are under 300; 20 are under 200; and 29 under 100 members.
- We have 16 Asian American churches, 5 African American, 2 Hispanic, 3 NCDs, with 32 churches located in Oakland and San Francisco.
- We are also support and are connected to a few agencies, such as Cameron House and Network Ministries.
- We have 306 minister members. Of these, 164 (54%) serve as teaching elders in our congregations, 33 (11%) in validated ministry, 40 (12%) members-at-large, and 69 (23%) honorably retired.

Describe what gifts, skills and experiences your congregation possesses to fulfill its mission.

The following is taken from the January 13, 2011 notes of the Envisioning Team:

We will re-imagine ourselves as a relational community,

- where everything we do contributes to relationship building;
- where we affirm our connectionalism at every level — among our congregations with the Synod, and General Assembly.

We will experience Presbytery as a “congregation”,

- where our members belong to a community of faith;
- where we engage each other in ways that invoke participation and doing mission together;
- where we are embraced, feel connected, comforted, protected and sent out to serve.

We will “be the Presbytery”

- by building a greater sense of ownership and inclusivity
- and encouraging greater participation in the life and leadership of the Presbytery.

What are the key theological issues of our church and society that are reflected in the ministry of your congregation/organization?

We are a presbytery that is rich in diversity on all spectrums. For the past couple years, we have been doing important and intentional work on answering the question, “Where are we headed?” In the process of answering this question, many needed changes took place: leadership council was reconstructed; committees were repurposed, dissolved, and created; task forces were formed to help the Presbytery move forward; and the staff was restructured to align with Presbytery’s priorities. These changes involved collaborative effort from people in the Presbytery: staff, chairs, council members, and congregations.

Recently, three task forces were formed: 1) to define and interpret what is the mission of the Presbytery; 2) to define a process on how we use investment income for furthering the mission of Presbytery; and 3) to look at ways we can continue “healthy” change in the way we communicate, treat each other; make decisions, and do business at Presbytery. Basically, we are looking to create a healthy climate and culture in our Presbytery.

Therefore, we are looking for a leader who will hold and communicate the vision of Presbytery, facilitate, connect, collaborate, dream, heal, and help lead our Presbytery into a healthy future. A collaborative spirit is key for the leader to possess in order to lead us in living into what Christ is calling us to be.

CIF (Part II) - Step 4 of 7

References (Limit 3)

Below, please list three persons who know your congregation. You might list your Executive Presbyter, a Committee on Ministry liaison, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

Name John Anderson
Address 25 Lake Street/ San Francisco, CA 94118
Phone Numbers 415.751.1626 x3
Relation Pastor of St. John's Presbyterian Church
E-mail janderson@stjohnssf.org

Name Linda Lee
Address 559 25th Ave./ San Francisco, CA 94121
Phone Numbers 4156682031
Relation Chairperson of Council for Presbytery of San Francisco
E-mail lindalee@prodigy.net

Name Karl Shadley
Address 1940 Virginia St./ Berkeley CA 94709
Phone Numbers 5104354264
Relation Chairperson of Committee on Ministry (East Bay)
E-mail karl@shadley.net

CIF (Part II) - Step 5 of 7

Position Description: *For each section please limit your response to no more than 1500 characters including spaces and punctuation.*

Major Responsibilities: *For what specific tasks, assignments, and program areas will this person have responsibility?*

As Presbytery Pastor/Elder –

- Contact and visit ministry members of the Presbytery regularly and encourage participation by all ministers in presbytery life and structure
- Nurture and facilitate relationships among minister members
- Respond to professional needs of minister members
- Provide worship and fellowship opportunities for minister members
- Develop ways to welcome and involve new minister members into the Presbytery
- Represent the Presbytery by attending worship, special events, and/or preaching at various churches in the Presbytery twice a month

As Visionary Leader, Interpreter, and Strategy Coordinator –

- Collaborate with Presbytery leadership, minister members, and sessions in the ongoing mission, vision, and interpretation of the Presbytery priorities in the context of the changing Bay Area.
- Serve as chair of Leadership Council and implement decisions and develop strategies, programs, and resources to realize our priorities. Serve as primary staff for Leadership Council and Leadership Team
- Serve as primary staff for the Nominating Cmte, Personnel Working Group, Finance & Property Oversight Cmte
- Coordinate the development and implementation of a communications strategy and serve as primary staff for the Communications Working Group

As Head of Staff –

- Provide leadership for the Presbytery staff team that motivates, guides, supports and reflects collaboration, collegiality, and accountability
- Serve as primary spokesperson for the Presbytery except for judicial matters

Description of characteristics and qualifications needed in a person who would fill this position.

Characteristics:

- Leads in a spirit of worship, exhibits a mature faith in God and faithfulness as a disciple of Jesus Christ
- Ability to articulate the vision of the Presbytery and energize people to realize that vision
- A servant leader encouraging and supporting others for shared, interdependent ministry and able to lead and develop effective ministry teams
- Demonstrates ability to work collaboratively with staff and provide leadership development
- Manages conflict and solves problems successfully in complex organizational systems
- Listens with respect to others and engages in interpersonal communication with empathy and integrity
- Ability and experience utilizing various forms of communication, both written and oral, including social networks, to enhance relationships in the Presbytery and communicate vision
- Maintains confidentiality and behaves ethically
- Demonstrates a proficiency and embraces serving with persons of diverse cultures and theological points of view
- Practices disciplines of self-care

Qualifications:

- A Ruling Elder or Teaching Elder of the PC (U.S.A.) required
- Experience and knowledge of the PC (U.S.A.) and the *Book of Order* required

- Leadership experience serving in a middle governing body or professional equivalent
- Leadership experience providing pastoral care and creating/leading worship for a large organization
- Post-graduate degree or equivalency preferred
- Fluency in English and at least one other language spoken in our congregations preferred

Primary Skill Choices: Select up to 10 skills from the list below which you would like to see in the person filling this position.

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

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(USA).

Minimum **Effective** Salary \$79,000 _____

Maximum **Effective** Salary _____

Housing Type _____ Manse
 _____ Housing Allowance
 _____ Open To Either
 _____ Not Applicable (*For Non-pastoral Positions Only*)

Geographic Choices.

Suggest individuals from anywhere in the United States (or)

_____ **Suggest individuals only from specific areas checked below:**

- | | |
|-----------------------|----------------------------|
| _____ Alabama | _____ Alaska |
| _____ Arkansas | _____ Arizona |
| _____ California | _____ Colorado |
| _____ Connecticut | _____ District of Columbia |
| _____ Delaware | _____ Florida |
| _____ Georgia | _____ Hawaii |
| _____ Idaho | _____ Illinois |
| _____ Indiana | _____ Iowa |
| _____ Kansas | _____ Kentucky |
| _____ Louisiana | _____ Maine |
| _____ Maryland | _____ Massachusetts |
| _____ Michigan | _____ Minnesota |
| _____ Mississippi | _____ Missouri |
| _____ Montana | _____ Nebraska |
| _____ North Carolina | _____ North Dakota |
| _____ New Hampshire | _____ New Jersey |
| _____ New Mexico | _____ New York |
| _____ Nevada | _____ Ohio |
| _____ Oklahoma | _____ Oregon |
| _____ Pennsylvania | _____ Puerto Rico |
| _____ Rhode Island | _____ South Carolina |
| _____ South Dakota | _____ Tennessee |
| _____ Texas | _____ Utah |
| _____ Vermont | _____ Virginia |
| _____ Washington | _____ West Virginia |
| _____ Wisconsin | _____ Wyoming |
| _____ x-International | |

CIF (Part II) - Step 6 of 7

Equal Employment Opportunity

"The Presbyterian Church (U.S.A.) shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, different theological positions consistent with the Reformed tradition, as well as different marital conditions (married, single, widowed, or divorced) shall be guaranteed full participation and access to representation in the decision making of the church." (G-4.0403)

"(The Committee on Ministry) shall provide for the implementation of equal opportunity employment for ministers and candidates without regard to race, ethnic origin, sex, age, marital status, or disability. In the case of each call, it shall report to the presbytery the steps in this implementation taken by the calling-group." (G-11.0502g)

"...Care must be taken (by the Pastor Nominating Committee) to consider candidates without regard to race, ethnic origin, sex, marital status, age, or disabilities." (G-14.0502b)

FORMS OF GOVERNMENT PRESBYTERIAN CHURCH (U.S.A.) See Also: Form of Government (G-10.0102n) (G-11.0502d, G-13.0201b)

Every Presbytery Committee on Ministry is to inform each Pastor Nominating Committee of its constitutional obligations and how it might assure fairness in the calling process.

Has the presbytery's Committee on Ministry thus counseled with the Pastor Nominating Committee regarding Equal Employment Opportunity?

Yes

No

Each Pastor Nominating Committee is expected to undertake its search for a minister 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 affirmed to the Presbytery Committee on Ministry its intention to follow the Form of Government in this regard?

Yes

No

CIF (Part II) - Step 7 of 7

Pastor Nominating Committee/Search Committee Chairperson Detail:

Name Victoria Wells/Jim Colls
Address 200 Kentucky Street, Suite B
City Petaluma State CA Zip Code 94952
Preferred Phone 8007540669
Alternate Phone _____
FAX _____
E-mail Address for PNC Communications: ani@synodpacific.org

Endorsements

Pastor Nominating Committee
or Search Committee _____ Date _____
Signature

Clerk of Session _____ Date _____
Signature

Committee on Ministry _____ Date _____
Signature

Rev. 9/2006

When you enter your CIF online, the CLC system will generate an email to your Clerk of Session and Committee on Ministry moderator for approval of the CIF. Once the CIF is submitted, the Clerk of Session and COM moderator may log in to the system and approve the CIF without waiting for the email. If you prefer, you may obtain the signatures of the PNC moderator, Clerk of Session, and COM moderator and fax this sheet to our office at 502.569.5870. This generally speeds up the approval process. Be sure to include the name, city, state, and ID number of your church on the faxed information. If you have questions, please call toll free 888.728.7228 extension 8550.