



**PRESBYTERIAN CHURCH (U.S.A.)
CHURCH LEADERSHIP CONNECTION
100 WITHERSPOON STREET
LOUISVILLE, KY 40202-1396
Toll Free 1-888-728-7228 ext. 8550
Fax # (502) 569-5870
www.pcusa.org/clc**

MINISTRY INFORMATION FORM

Presbytery ~~Ministry~~ ID **400184** _____

Presbytery ~~Ministry~~ Name **Eastern Oklahoma Presbytery** _____

Mailing Address **700 South Boston Ave., Suite #200** _____

City **Tulsa** _____ State **OK** _____ Zip Code **74119**

Telephone Number **918-582-3077** _____ Fax Number _____

Email <http://www.office@eokpresbytery.org>

Web site <http://www.eokpresbytery.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
☒ **XX** More than 1500 members
☐ N/A



DEMOGRAPHIC INFORMATION ABOUT EASTERN OKLAHOMA PRESBYTERY IS CONTAINED
ON THE EOP WEBSITE: <http://eokpresbytery.org/blog/about-us/>

Average Worship Attendance N/A

Church School Attendance N/A

Church School Curriculum N/A

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

Ethnic Composition Of Congregation (in whole %): N/A

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

 American Indian or Alaska Native

 Asian

 Black or African American (African Native, Caribbean)

 Hispanic Latino/Latina, Spanish

 Middle Eastern

 Native Hawaiian or Other Pacific Islander

 White

Other

Presbytery **Eastern Oklahoma** Synod **Synod of the Sun**

Community Type (select one)

 College Rural Suburban

 Small City Town Urban

 Village Recreation Retirement

 XX N/A

Stated Clerk of Session Contact Information:

Name **Rev. Leigh McCaslin**

Address **700 South Boston Avenue, Suite #200**

City **Tulsa** State **OK** Zip Code **74119**

Preferred Phone **918-582-3077** Alternate Phone

E-mail **leigh@eokpresbytery.org** FAX



***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 |
| | 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 | | |
| <u>5-10 Years</u> | General Presbyter/Executive Presbyter Presbytery Leader | | |
| | Stated Clerk (Presbytery) | | |
| | Synod Executive | | |
| | Mid-Council Program Staff | | |



You may also specify the position title (if appropriate) General Presbyter

Employment Status

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

Is this a yoked congregation? XX No _____ Yes

(If yes, please complete the Yoked Congregation Detail Form.)

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

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

| | | | |
|--|-------|--------------------------------------|-------|
| Interim/Transitional Ministry Training | _____ | Executive Presbyter Training | _____ |
| Certified Christian Educator | _____ | Certified Business Administrator | _____ |
| Certified Conflict Mediator | _____ | Clinical Pastoral Education Training | _____ |
| Other _____ | | | |

Language Requirements

| | | | |
|-------------------|---------------------|-----------------|------------------------|
| <u>XX</u> English | _____ Spanish | _____ Korean | _____ French |
| _____ Arabic | _____ Armenian | _____ Creole | _____ Portuguese |
| _____ Japanese | _____ Russian | _____ Swahili | _____ Burmese |
| _____ Cambodian | _____ Indonesian | _____ Laotian | _____ Thai |
| _____ Vietnamese | _____ Taiwanese | _____ Cantonese | _____ Mandarin Chinese |
| _____ Twi | _____ Sign Language | _____ Other | |

Statement of Faith Required XX Yes _____ No

Mission Statement

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

The Current Mission Statement is: Eastern Oklahoma Presbytery exists to glorify God by serving congregations as they make and equip disciples for Jesus Christ, and by linking congregations of the Presbyterian Church (U.S.A.) within the diversity of Christ's larger mission.



NARRATIVE QUESTIONS

(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.

"I was hungry and you gave me food, thirsty and you gave me drink, homeless and you took me in, sick and you cared for me, in prison and you visited me.... As much as you did it to the least of these brothers and sisters of mine, you did it to me."

Several years ago, we created Regional Ministry Councils (RMCs) as the vehicle to help us listen and learn about the churches' ministries and context, in the hope of strengthening connections of and with congregations; and better equipping us to provide effective support in an environment of reduced budgets and smaller staffs.

We believed, and do believe, those connections would allow for better communication of our common vision for mission, be it local, regional, national or global, understanding we are an essential link in a ministry chain that stretches from Eastern Oklahoma around the world.

Using these words from Matthew 25:35-40, and a Christian Futuring process, the Presbytery seeks to spend its time, energy and resources aligning (or realigning) itself with these foundational ministries. It's a different way of planning and operating, requiring particular leadership gifts to help us live into this model.

To be effective, we need to be flexible enough to adapt quickly to rapidly changing conditions, with a clear understanding of the issues in the context in which they are occurring, and knowledge of assets available beyond the budget.

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

The Book of Order reminds us, "The Gospel of Jesus Christ announces the nearness of God's kingdom, bringing good news to all who are impoverished, sight to all who are blind, freedom to all who are oppressed, and proclaiming the Lord's favor upon all creation." This is the high calling of Christ. The good news is we do not do this work alone but as the Body of Christ, through the help of the Holy Spirit. This shared commitment is important, for the needs of Eastern Oklahoma Presbytery (EOP) are as numerous, diverse and changing as our congregations and the regions they serve.

The Presbytery's current practices include engaging, equipping, and supporting each congregation, that they might best serve Christ and their neighbors, through resource fairs, pastoral care and support, mission grants, and face-to-face interactions with Presbytery Staff.



Using Regional Ministry Councils, EOP also seeks to create opportunities for collaboration, mission, and spiritual development for the Presbytery as a whole. The functionality of these groups is a work in progress.

We are examining and re-imagining the ways the Presbytery may best support its congregations; helping to focus vision within congregational context and beyond, providing leadership training to help carry out the vision. We are looking for a General Presbyter who is eager to be a part of this exciting process.

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

The General Presbyter (GP) is the pivot-point for helping both the Presbytery congregations and the broader Church to respond faithfully to their individual and corporate calls to ministry in Christ. Change is inevitable; growth is a choice. In the midst of new ideas, cultures and methodologies, we need a spiritually mature person willing to lead by example and step into these moving waters, both inviting and challenging us to step in as well.

Communication is key and must be accomplished effectively both face to face and across an ever-growing spectrum of technological formats. This will help the successful candidate cultivate respectful and trusting relationships and be able to move seamlessly between formal and informal settings and channels. In so doing, the GP invites a variety of voices to be heard, engendering mutuality and helping shape participation that will simultaneously build up the body and serve Christ faithfully.

Good leadership fosters a culture of contagious hopefulness and optimism, breathing life into collaborative decision making and goal implementation, all the while reminding us that, whatever we do, in word or in deed, we should do it in the name of the Lord Jesus, giving thanks to God through him.

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

Eastern Oklahoma Presbytery seeks a collaborator; a General Presbyter (GP) able to help our congregations take full responsibility for the ministry to which we are called by Christ, both individually and corporately, while helping us live into a new strategy for equipping our people. This person will need spiritual maturity, a good sense of humor, integrity, good character, and the ability to set good a good example for both congregations and pastors, with clear boundaries both personally and professionally, exhibiting mutual forbearance for a variety of theological perspectives.

Additionally, he or she must appreciate the joy and intention of connectional church, communicating its importance to large urban and small rural congregations alike; we need each other. As we continue efforts to strengthen ties with our fellow mid-councils here in Oklahoma and beyond, our GP must be able to help us make those connections, as well.



5. For what specific tasks, assignments, and programs areas will this person have responsibility?
- A. To provide staff leadership in all areas of Presbytery's work.
 - B. Be accountable to the Presbytery through the Council,
 - C. Responsibilities:
 - a. To provide pastoral care for the churches and church professionals, including:
 - Spiritual leadership (pastoral concern for clergy/churches & program development skills.
 - Provide pastoral care and/or intervention, upon request and in consultation with the Committee on Ministry.
 - To be mobile, visible and accessible to the constituency.
 - Interpret the decisions and policies of Presbytery to the public.
 - b. To blend church related experience and pastoral ability to enable the leadership within the structures of the Presbytery to carry out their mission.
 - Develop relationships with and among clergy and laity in urban and rural churches.
 - Serve on Synod and General Assembly task forces as requested.
 - Provide leadership and a participatory style of decision making.
 - Engage in annual continuing education for personal growth and professional development.
 - c. To work in accordance with the programs approved by Presbytery:
 - Coordinate the implementation of Presbytery decisions.
 - Supervise the paid and volunteer staff of Presbytery.
 - Provide staff service and resource to Council and committees of Presbytery.
 - Consult regularly with the Stated Clerk.
 - Represent the Presbytery in ecumenical relations.
 - Implement the Church's commitment to equality, inclusiveness and diversity (including theological).

OPTIONAL LINKS

Provide below any links to online information that may help call seekers understand your congregation or organization. (e.g. *organization or community websites, online newsletters, demographic information*) Please note the CLC system does not warehouse links. (Limit characters to 500)

- <http://eokpresbytery.org> – Eastern Oklahoma Presbytery – Home Page
- <http://www.synodsun.org/> - Synod of the Sun – Home Page
- <https://utulsa.edu/> - University of Tulsa
- <http://www.dwightmission.org/> Dwight Mission Presby Camp, Conf. & Retreat Ctr
- <http://www.goodland.org/> - Goodland Academy
- <http://www.cityoftulsa.org> – City of Tulsa
- <http://www.ok.gov> – State of Oklahoma



*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. | | 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. |
| | 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 | | | |
| | 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. |
| X | 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.) |
| X | 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. | X | 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. |
| X | 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. | | 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. | | 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. | | 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. |
| X | 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. | X | 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. | | Personal Resilience: Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate |
| 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 \$ 85,000 Maximum *Effective* Salary \$ 95,000

Housing Type _____ Manse

XX _____ 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?

XX 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 - **Valerie Young** _____

Address _____

Phone Numbers – **214-390-1894** _____

Relation – **Synod Leader and Stated Clerk** _____

E-mail valerie.young@synodsun.org _____

Name - **Craig Hoster** _____

Address - **Home - 2255 S. Rockford Ave. - Tulsa, OK 74114**

Office: 321 S. Boston Ave., Suite 500, Tulsa, OK 74103

Phone Numbers - **(918) 430-4876** _____

Relation - **Former Moderator of Eastern Oklahoma Presbytery** _____

E-mail craig.hoster@crowedunlevy.com _____



Name **Bonnie Smith** _____
Address _____
Phone Numbers **(918) 931-2857** _____
Relation **Former Stated Clerk of Eastern Oklahoma Presbytery** _____
E-mail **bonniejordansmith@gmail.com** _____

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

Name **Kristy Rodgers** _____
Address **505 SE Dewey Avenue** _____
City **Bartlesville** State **OK** Zip Code **74003**
Preferred Phone **918-213-5527** _____
Alternate Phone **918-336-5762** _____
E-mail Address for PNC Communications (required): **kristy.rodgers@fpcbok.org** _____

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee – **Kristy Rodgers, Chair** _____ Date _____
Signature

Stated Clerk of Presbytery – **Leigh McCaslin, Stated Clerk** _____ Date _____
Signature

Synod Presbytery **Valerie Young, Synod Leader & Stated Clerk** _____ Date _____
Signature