

# Church Information Form (Part II) Step 1 of 7

Church/Organization ID \_\_\_\_\_

Church/Organization Name, City, State \_\_\_\_\_

**Position To Be Filled** (select one)

- |   |   |
|---|---|
| <input type="checkbox"/> Associate Pastor (Christian Education) | <input type="checkbox"/> Minister of Music (ordained)                                       |
| <input type="checkbox"/> Associate Pastor (Youth)               | <input type="checkbox"/> Mission Pastor   |
| <input type="checkbox"/> Associate Pastor (Young Adult)         | <input type="checkbox"/> Pastor-parish  |
| <input type="checkbox"/> Associate Pastor (Other)               | <input type="checkbox"/> Pastor (Solo)  |
| <input type="checkbox"/> Campus Minister                        | <input type="checkbox"/> Pastor (Head of Staff)   |
| <input type="checkbox"/> Chaplain                               | <input type="checkbox"/> Pastor (New Church Development/Fellowship)                         |
| <input type="checkbox"/> Christian Educator (non-ordained)      | <input type="checkbox"/> Pastor (Redevelopment/Transformation)                              |
| <input type="checkbox"/> College/Seminary faculty               | <input type="checkbox"/> Pastor-shared ministry (between a church and another organization) |
| <input type="checkbox"/> College/Seminary staff                 | <input type="checkbox"/> Pastor (Tentmaker/Part-time)                                       |
| <input type="checkbox"/> Co-Pastor                              | <input type="checkbox"/> Pastor (Yoked field)   |
| <input type="checkbox"/> Designated Pastor                      | <input type="checkbox"/> Pastoral Counselor   |
| <input type="checkbox"/> Director of Music (non-ordained)       | <input type="checkbox"/> Presbytery/Synod executive   |
| <input type="checkbox"/> Executive Pastor                       | <input type="checkbox"/> Presbytery/Synod program staff                                     |
| <input type="checkbox"/> Interim Associate Pastor               | <input type="checkbox"/> Presbytery/Synod Stated Clerk                                      |
| <input type="checkbox"/> Interim Ministry (Governing Body)      | <input type="checkbox"/> Youth Director (Non-ordained)                                      |
| <input type="checkbox"/> Interim Pastor                         |   |

Specify Title (if appropriate) \_\_\_\_\_

**Specify whether experience in the specified position is “Required” or “Desired”.**

\_\_\_\_\_ Required \_\_\_\_\_ Desired

**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: \_\_\_\_\_

## 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.*

**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.**

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

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

## 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 person, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Relation \_\_\_\_\_

E-mail \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Relation \_\_\_\_\_

E-mail \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Relation \_\_\_\_\_

E-mail \_\_\_\_\_

## **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?*

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

**Primary Skill Choices: Select up to 10 skills from the list below. At least 1 skill, but not more than 4, must be marked as "Required". In addition, at least 1 skill must be marked as "Desired".**

- | R   | D   |   |
|-----|-----|---|
| ___ | ___ | Administrative Leadership                         |
| ___ | ___ | Adult Ministry                                    |
| ___ | ___ | Budget Preparation                                |
| ___ | ___ | Building Renovation/Property Development          |
| ___ | ___ | Children's Ministry                               |
| ___ | ___ | Choir Directing                                   |
| ___ | ___ | Communication (Written/Oral)                      |
| ___ | ___ | Community Ministries                              |
| ___ | ___ | Community Service and Leadership                  |
| ___ | ___ | Conflict Management/Mediation Skills              |
| ___ | ___ | Congregational Communication                      |
| ___ | ___ | Congregational Fellowship                         |
| ___ | ___ | Congregational Home Visitation                    |
| ___ | ___ | Congregational Redevelopment/Transformation       |
| ___ | ___ | Corporate Worship/Sacraments                      |
| ___ | ___ | Counseling  |
| ___ | ___ | Cultural Proficiency/Cross Cultural Collaboration |
| ___ | ___ | Curriculum Building                               |
| ___ | ___ | Defining Program Needs                            |
| ___ | ___ | Development of New Educational Experiences        |
| ___ | ___ | Ecumenical and Interfaith Activities              |
| ___ | ___ | Evaluation of Program and Staff                   |
| ___ | ___ | Evangelism  |
| ___ | ___ | Facility Management                               |
| ___ | ___ | Family Ministry                                   |
| ___ | ___ | Financial Management                              |
| ___ | ___ | Fund Raising                                      |
| ___ | ___ | Governing Body Ministry                           |
| ___ | ___ | Group Process                                     |
| ___ | ___ | Hospital and Emergency Visitation                 |
| ___ | ___ | Information Technology                            |

- | R   | D   |  |
|-----|-----|--|
| ___ | ___ | Instrumental Music                         |
| ___ | ___ | Involvement in Mission Beyond Local Church |
| ___ | ___ | Leading Music Ministry                     |
| ___ | ___ | Leadership Development                     |
| ___ | ___ | Leadership of Staff/Volunteers             |
| ___ | ___ | Legal/Tax Matters                          |
| ___ | ___ | Management of Building Usage               |
| ___ | ___ | Management of Equipment Resources          |
| ___ | ___ | New Church Development                     |
| ___ | ___ | Office Management                          |
| ___ | ___ | Older Adult Ministry                       |
| ___ | ___ | Organizational Administration              |
| ___ | ___ | Organizational Leadership and Development  |
| ___ | ___ | PCUSA Policy/Constitutional Knowledge      |
| ___ | ___ | Parliamentary Procedure                    |
| ___ | ___ | Pastoral Care                              |
| ___ | ___ | Preaching                                  |
| ___ | ___ | Problem Solving/Decision Making            |
| ___ | ___ | Project Management                         |
| ___ | ___ | Rural Ministry                             |
| ___ | ___ | Scholarship/Publishing                     |
| ___ | ___ | Small Membership Church Ministry           |
| ___ | ___ | Spiritual Development                      |
| ___ | ___ | Staffing/Human Resource                    |
| ___ | ___ | Stewardship and Commitment Program         |
| ___ | ___ | Strategic Planning                         |
| ___ | ___ | Teaching                                   |
| ___ | ___ | Training Volunteers                        |
| ___ | ___ | Transitional/Interim Ministry              |
| ___ | ___ | Urban Ministry                             |
| ___ | ___ | Young Adult Ministry                       |
| ___ | ___ | Youth Ministry                             |

**Compensation And Housing. A range is needed for matching purposes. The maximum salary is not published anywhere. (Effective salary is compensation plus housing.)**

Minimum **Effective** Salary \$ \_\_\_\_\_ Maximum **Effective** Salary \_\_\_\_\_

Housing Type            \_\_\_\_\_ Manse  
                                  \_\_\_\_\_ Housing Allowance  
                                  \_\_\_\_\_ Open To Either  
                                  \_\_\_\_\_ Not Applicable (*For Diversified Positions Only*)

**Geographic Choices.**

\_\_\_\_\_ **Unlimited**        (or)

**Suggest Individuals 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              |

## 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 \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Preferred Phone \_\_\_\_\_  
Alternate Phone \_\_\_\_\_  
FAX \_\_\_\_\_  
E-mail Address for PNC Communications: \_\_\_\_\_

## 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.**