

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

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.