

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/

Church Information Form (Part I)
Step 1 of 5

Church/Organization ID 08709
Church/Organization Name First Presbyterian Church
Mailing Address 319 La Salle Drive
City Richardson State TX Zip Code 75081-6055
Telephone Number 972-235-2316 Fax Number 972-235-2318
Email fpcrich@firstintheheart.com
Web site www.firstintheheart.com

Step 2 of 5

Church 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 170

Church School Attendance 45

Church School Curriculum Present Word, Kerygma, Living the Questions, Live Big, LIFE- Faith Questions, Dare 2 Share-Soul Fuel

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

Step 3 of 5

Ethnic Composition Of Congregation (in whole %):

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

<u>1%</u>	African American
<u>96%</u>	Caucasian
<u> </u>	Chinese
<u>1%</u>	Hispanic Mexican/Central American
<u> </u>	Hispanic Puerto Rican
<u> </u>	Japanese
<u> </u>	Korean
<u>1%</u>	Native American
<u> </u>	Taiwanese
<u>1%</u>	Other Asian
<u> </u>	Other

Step 4 of 5

Presbytery Grace Synod Sun

Community Type (select one)

- | | | |
|-------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Rural | <input type="checkbox"/> Village | <input type="checkbox"/> Town |
| <input type="checkbox"/> Small City | <input checked="" type="checkbox"/> Suburban | <input type="checkbox"/> Urban |
| <input type="checkbox"/> Inner City | <input type="checkbox"/> College | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> N/A | |

Step 5 of 5

Clerk of Session Details:

Name Dave Carpenter
 Address 3212 Fox Creek Drive
 City Richardson State TX Zip Code 75082
 Preferred Phone 972-437-4108 Alternate Phone NA
 E-mail dndcarpenter@msn.com
 FAX NA

Church Information Form (Part II)

Step 1 of 7

Church/Organization ID 08709
 Church/Organization Name, City, State First Presbyterian Church, Richardson, TX

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 checked="" 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 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) _____

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

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.*

Responding to God's love and grace, we worship with joy, nurture with faith, and serve others with love.

Responding to God's love and grace,

We belong to a gracious and loving God. Through the grace of our Lord Jesus Christ, the love of God, and the communion of the Holy Spirit, we trust in the one triune God, whom alone we worship and serve.

...we worship with joy,

We gather together in grace, with open hearts and open doors, connected by a sense of purpose with the generations of faithful followers of Christ who have gone before us. We respond to grace in gratitude, with joyful worship and praise, which celebrates God's life-giving, life-affirming presence and love.

...nurture with faith,

We seek to grow in grace in the knowledge of Jesus Christ, and what it means to follow Him. We are drawn toward Christ's example to love and encourage each other where we are and to nurture each other to become more fully who He has created us to be. We nurture through worship, teaching, Bible study, prayer, music, arts, and fellowship.

... serve others with love.

We reach out in grace with a generous spirit, both to the church and to the outside community. We seek to serve as Jesus served, with a loving and humble spirit, as He leads us in ministries to extend His kingdom into the world.

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 have initiated several community outreach programs. In 1972, we opened a Clothes Closet that still provides clothing to area residents. We are a founding member of the Network of Community Ministries, a church alliance, created in 1985 to assist families in need. Several years ago we began teaching ESL language and citizenship classes to our diverse neighbors. We provide space for the Taiwanese Presbyterian congregation and a practice field for MEJA, a low cost soccer club. Two years ago we launched First Friday, a program where we provide activities for local children to give their parents a night out.

We support Meals on Wheels, serve food at The Bridge, assist in blood drives and provide supplies to needy schools. We contribute individually and as a body to programs like the General Mission, Presbyterian Communities & Services, Caring Fund, PW Funds, OGHS, Joy Offering and Interfaith Housing,

We are dedicated to meeting needs of our congregation through Bible studies and prayer ministries and by providing meals, assisting with home communion, hosting receptions and visiting in homes, nursing homes and hospitals.

We are renovating our oldest building. We have contributions and pledges for the majority of the cost. The project will be completed this summer and provide many new facilities enhancing our ability to worship with joy, nurture with faith and serve others with love. After 140 years since our founding, we are poised for the next chapter in our history.

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

Responding to God's love and grace,

Our response to God's love and grace is guided by a dedicated staff, a capable session and an involved congregation. Our leadership structure of 6 ongoing mission groups and 8 standing committees, all with a session liaison, engages and leverages the skills of many of our members.

...we worship with joy,

We have a beautiful sanctuary, a lovely pipe organ and a talented music staff. Our worship is enhanced with moving preludes, inspiring anthems and stirring hand bells, and we celebrate through several sanctuary concerts during the year.

Our congregation is welcoming and inclusive. We strive to warmly embrace all who enter our doors.

...nurture with faith,

We are grounded in Presbyterian theology.

Our members nurture their own and one another's faith through our Faith Sharing Groups, Prayer Groups, Bible Studies, Sunday School classes, Circles, Youth Fellowship, Vacation Bible School and Book Discussions.

Our belief in the power of prayer and love is strong and has helped us to be resilient in the face of pastoral leadership changes.

... serve others with love.

Our vigorous commitment to outreach and congregational care provide ongoing opportunities for us to serve those in need. Through fellowship activities like potluck suppers, bridge games, art therapy, picnics and holiday gatherings, we are able to love and support each other. In addition, we spontaneously come together in response to needs and joys as they arise.

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

Reaching Younger Generations with the Gospel of Jesus Christ

We seek to follow Christ as a church that preaches, teaches and lives the good news. Our worship services are rooted in the Reformed tradition. Our congregation is aging, and we are seeking direction in how to reach young adults and families. Recent changes in the community include new upscale multi-unit residences for young adults located near Dallas' light rail system. In the past, evangelism has not been a strong emphasis. We are praying for direction about these opportunities.

Shining our Light in a Way that Makes Christ Real in a Diverse Community

Our church building is hidden in an older, secluded neighborhood, making it somewhat "invisible". Through recent outreach efforts like First Friday, we are beginning to serve and become more visible to our neighbors, many of whom are Hispanic, Asian or Muslim. Addressing our community's needs demonstrates our faith and the truths we want others to grasp.

Moving from a Clergy Centric Ministry to an "Every Member" Ministry

Although our membership has declined, we are blessed with a caring and financially-committed congregation. We are transitioning from a staff-led church to a church led by members aided by staff to discern God's direction. We are seeking a pastor who will inspire our members to embrace Jesus' mission of meeting the needs of our neighbors and to establish relationships with young adults and offer them the opportunity to connect with God.

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 Rev. Judy Fletcher
Address 6100 Colwell Blvd #200 Irving Texas 75039
Phone Numbers 214-390-1894
Relation Synod of the Sun Executive
E-mail fletcher@synodsun.com

Name Stan McAnelly
Address 4028 Hanover Avenue, Dallas, Texas 75225
Phone Numbers 214-361-6586
Relation Committee on Ministry Liaison,
E-mail smmca@sbcglobal.net.

Name Gina Yeager-Buckley
Address 158 North Bellaire Ave Louisville, KY 40206
Phone Numbers 502-893-7689
Relation Former Member & PCUSA Ministry with Youth Staff
E-mail gina.yeager@pcusa.org

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?*

We are praying for a pastor who can provide spiritual and visionary leadership. As spiritual leader, the pastor will be responsible for leading worship, preaching, administering the sacraments, conducting special services, and providing pastoral services like visitation and counseling to those in need. We will also look to the pastor for spiritual guidance as we seek to spread the word of God through education, evangelism and outreach.

As visionary leader, the pastor will be responsible for guiding us as we discern God's direction for our church. We will also look to our pastor for guidance as we identify the programs, activities and resources needed to carry out God's direction. Finally, we desire a pastor who will direct and utilize the gifts, talents and insights of a wide range of people: our staff (**4 part-time music personnel, 1 part-time Christian Education personnel and 5 part-time administration and service personnel**) and session as well as members of the congregation. Such leadership will provide the direction, purpose and meaning needed to inspire us to equip our church for the future.

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

Most essential is that our pastor be spiritually well-grounded and continually looking to God for direction, inspiration and strength.

Because congregational care will be an important part of our pastor's work, we desire a pastor who is:

- Able to relate well to people of all age groups
- Emotionally mature
- Compassionate and good at listening
- Warm and understanding
- Nurturing and encouraging

In addition, we would like a person who is:

- Able to inspire and motivate
- Able to teach and equip us to grow, in order to expand and strengthen our ministries
- Able to communicate effectively with congregation, staff, and session
- Committed to shared leadership
- Energetic
- Joyful and hopeful, with a sense of humor
- Attuned to the neighborhood, the larger community and the world
- Comfortable with technology

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

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

Compensation and Housing. 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 \$ \$60,000

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

Geographic Choices.

 X **Suggest individuals from anywhere in the United States** (or)
 Suggest individuals only from specific areas checked below:

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

Address 206 Bridge Canyon

City Richardson State TX Zip Code 75080

Preferred Phone 972-690-6603

FAX 972-480-9781

E-mail Address for PNC Communications: pncfpc@gmail.com