



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

### MINISTRY INFORMATION FORM

Ministry ID   677  

Ministry Name   First Presbyterian Church of San Anselmo  

Mailing Address   72 Kensington Rd  

City   San Anselmo   State   CA   Zip Code   94960  

Telephone Number           (415) 456-3713           Fax Number   (415) 456-3391  

Email   togetherweservePNC@gmail.com  

Web site   www.togetherweserve.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
- More than 1500 members
- N/A

Average Worship Attendance   110





**\*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>
2-5 years	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		
	General Presbyter/Executive Presbyter		
	Presbytery Leader		
	Stated Clerk (Presbytery)		
	Synod Executive		
	Mid-Council Program Staff		



You may also specify the position title (if appropriate) \_\_\_\_\_ Pastor \_\_\_\_\_

**\*Employment Status**

X \_\_\_\_\_ Full Time                      \_\_\_\_\_ Part Time                      \_\_\_\_\_ Open to Either  
 \_\_\_\_\_ Bi-vocational (able to provide employment through outside partnership)

**Is this a yoked congregation?** \_\_X\_\_ No      \_\_\_\_\_ Yes

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

**Clergy Couple** (Are you open to a clergy couple?) Yes \_\_X\_\_      No \_\_\_\_\_

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

N/A

<b>Interim/Transitional Ministry Training</b> _____	<b>Interim Executive Presbyter Training</b> _____
<b>Certified Christian Educator</b> _____	<b>Certified Business Administrator</b> _____
<b>Certified Conflict Mediator</b> _____	<b>Clinical Pastoral Education Training</b> _____
<b>Other</b> _____	

**Language Requirements**

<input checked="" type="checkbox"/> 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** \_\_X\_\_ Yes      \_\_\_\_\_ No

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**Mission Statement**

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

We envision a world transformed and made whole with God's love as manifested in the life of Jesus Christ and through the Holy Spirit. We are called to love one another, express gratitude, ease suffering, and work for justice. While we come from all walks of life and diverse faith traditions as an inclusive community, we share a common purpose—to grow in love for neighbor, self, earth, and God. All of us, believing and doubting, are companions on the



journey, together leaning into our faith as we confront complex issues of compassion, justice, hope, and love.



## 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.

In our congregation's vision for ministry, our pastor will help us continue building our warm and welcoming community at all levels, including children, youth, families, working adults, seniors, and those who are homebound. We seek an inspiring pastor who can help show us the way to joy in spiritual growth. We would like our pastor to nurture our continuing involvement in social justice issues including climate change, racial equality, hunger, homelessness in our community, and global justice issues in Palestine, Afghanistan and Puerto Rico. Our church is a More Light Presbyterian Church, which seeks to spiritually support members of the LGBTQIA community.

In ministry we value a pastor who will create worship that is authentic to our faith tradition and relevant to the social challenges of our community. We envision our pastor giving compelling sermons, based on scripture described in historical context and made relevant for today. We envision music continuing to be a beloved part of our worship services.

Our vision also includes having educational and social opportunities in which large and small groups can engage. We strive to involve our greater community in causes that we believe in, and we welcome community members into our church through frequent concerts and a speaker series on climate change. In our numerous ministries, we envision that many members of our church family act as leaders in different ways, with our pastor as facilitator and partner.

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

Our starting place is seeking to love one another. We believe that Jesus points us to a way of life and faith centered in the love of God. He called this "the kingdom of God," a kingdom not defined by a list of unchanging beliefs, but by the dynamic pursuit of love.

We feel called to embody God's love in our community through our individual relationships and collective action. Members of our congregation are actively involved in advancing social justice by addressing climate change, white privilege and racial equity, affordable housing, homelessness and hunger. We strive to provide support for seniors through fellowship, shared study and ministry to those who are shut in. We seek to grow by building a purposeful



community for families and by offering spiritual development opportunities for children and youth.

Our outreach takes many forms: as detailed in our Mission Study Report, we invite people into meaningful dialogue about the world we live in and how to respond with deeper understanding and hope. We listen for unmet needs in our community and step up to effect positive change. We create opportunities to serve with our neighbors to build a better, stronger, healthier and more vibrant community. We identify ourselves in the community as we form partnerships and do God's work. We make the best use of our facilities by opening them up to our neighbors. At the same time, we continue to listen attentively for the emerging roles God calls us to as we serve our community.

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

We seek a pastor who will help foster our warm, accepting and inclusive community welcoming all people regardless of where they are on their spiritual journey. We hope for a worship service that is alive, compelling, challenging and has a significant musical component. The pastor will be confident in the Good News of the Gospel and the polity of our denomination and will acknowledge that we must be constantly reforming to remain relevant and authentic in today's world.

We wish to actively cultivate the creation of opportunities for youth and families in worship and in the life of our congregation. Our pastor also must be mindful of our large older adult population many of whom have mobility, hearing or health issues.

We hope the pastor will encourage active involvement in social justice issues and facilitate engagement in educational and social opportunities.

We look for new ways to do God's work and to partner with the larger Marin County community and the world at large. We want to see utilization of our church campus by secular or faith-based organizations. We seek to maintain a positive relationship with San Francisco Theological Seminary at University of Redlands.

We would like to explore new models for church management. This could include tapping into expertise and technologies for managing volunteers, so they feel directed and supported and experience a sense of mutual ownership.

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



We are looking for a pastor who cares deeply about the many different populations in our church community, and who has the discernment and the coordinating skills to create opportunities for all members' further integration into church life. Our future pastor should be able to speak compellingly and in differentiated voices to life-long Presbyterians, newly faithful, skeptics and the unchurched—both within and outside the congregation, about the relevance of Biblical teaching in a way that is broad and inclusive. They will be a community builder, growth oriented leader, an effective delegator, and an inspirational speaker.

5. For what specific tasks, assignments, and programs areas will this person have responsibility?

The pastor will be expected to serve in a collaborative model of church leadership—engaging staff, members of session, deacons, committees, and individuals to help them discern and live out what God is willing them to do.

More specifically, the pastor will be responsible for overseeing a nine-member paid staff, chairing a fifteen-member session, leading worship, preparing the majority of Sunday sermons, ensuring the continuing education of officers and adult members, and providing pastoral support to the congregation. The pastor may choose to participate in particular church committees such as Church and Society. The pastor will be expected to be actively engaged with the Presbytery of the Redwoods.

The pastor should nurture spiritual development, encourage stewardship, and demonstrate administrative leadership, as well as foster connections between and among the different age groups within the congregation. The pastor will be expected to set the tone for a welcoming and hospitable community—inviting more people into meaningful dialogue, listening for current needs, and looking for opportunities to strengthen partnerships with the larger Marin community to do God's work in the world.





**\*LEADERSHIP COMPETENCIES**

(Select 10 leadership competencies from the list below that are required for the position.)

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>		
1	<b>Compassionate</b> – 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.	<b>Hopeful</b> – 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.
2	<b>Preaching and Worship Leadership:</b> 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.	3
		<b>Spiritual Maturity:</b> 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.
	<b>Lifelong Learner</b> – 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.	4
		<b>Teacher</b> – 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.
<b>COMMUNICATION</b>		
5	<b>Communicator</b> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.	<b>Bilingual</b> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
	<b>Public Communicator</b> - 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.	<b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
	<b>Technologically Savvy</b> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.	
<b>ORGANIZATIONAL LEADERSHIP</b>		



	<b>Advisor</b> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.		<b>Change Agent</b> – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.
	<b>Contextualization</b> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.		<b>Culturally Proficient</b> – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	<b>Externally Aware</b> - 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.		<b>Entrepreneurial</b> - 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.
	<b>Risk Taker</b> – 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.		<b>Task Manager</b> - 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.
	<b>Willingness to Engage Conflict:</b> 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.		<b>Decision Making:</b> 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.
6	<b>Organizational Agility:</b> 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.	7	<b>Strategy and Vision:</b> 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.
	<b>Financial Manager</b> – 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.		<b>Funds Developer</b> – 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.
8	<b>Collaboration:</b> 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**

9	<b>Interpersonal Engagement</b> - 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.	<b>Bridge Builder</b> – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
10	<b>Motivator</b> - 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.	<b>Personal Resilience:</b> 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
	<b>Initiative:</b> 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.	<b>Flexibility</b> - 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.
	<b>Self Differentiation:</b> 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 \$ 95,000

Maximum *Effective* Salary \$ ██████████

Housing Type          Manse

X          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?

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.

[Redacted reference text]

[Redacted reference text]

[Redacted reference text]



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

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Preferred Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_

E-mail Address for PNC Communications (required): togetherweservePNC@gmail.com

**ENDORSEMENTS**

Pastor Nominating Committee/

Search Committee \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Presbytery \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

