

Rev. 6/2008

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 21162
Church/Organization Name Community Presbyterian Church
Mailing Address PO Box 1449
City Pinehurst State NC Zip Code 28370
Telephone Number (910) 295-6848 Fax Number (910) 295-7339
Email sraynor@cpcpinehurst.org (Sally Raynor, Senior Administrative Assistant)
Web site www.cpcpinehurst.org

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 425

Church School Attendance 150

Church School Curriculum PCUSA, Potter's Workshop, Alpha, Spiritual Formation Books, Rotation model for Sunday School

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

CIF (Part I) - Step 3 of 5

Ethnic Composition Of Congregation (in whole %):

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

African American
 99 Caucasian
 Chinese
 Hispanic Mexican/Central American
 Hispanic Puerto Rican
 Japanese
 Korean
 Native American
 Taiwanese
 Other Asian
 1 Other

CIF (Part I) - Step 4 of 5

Presbytery Coastal Carolina _____

Synod Mid-Atlantic _____

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	

CIF (Part I) - Step 5 of 5

Clerk of Session Details:

Name Maria Woodruff

Address PO Box 1449

City Pinehurst State NC Zip Code 28370

Preferred Phone (910) 295-6174 Alternate Phone (910) 295-6848

E-mail mwoodruff5@nc.rr.com

FAX (910) 295-7339 Rev. 9/2009

Church Information Form (Part II)

Step 1 of 7

Church/Organization ID 21162_____

Church/Organization Name, City, State Community Presbyterian Church, Pinehurst, NC_____

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 checked="" type="checkbox"/> Youth Director (Non-ordained) |
| <input 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) Director of Discipleship for Children and Youth

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.*

Mission: We exist not for ourselves but to love God and make God's love known.

Vision: We are called to be a community intentional about making disciples of Christ.

Focus: We will equip people with the knowledge and disciplines necessary for them to follow Jesus in their walk of life.

Please write a brief description of your church/organization programs or accomplishments.

Pinehurst, a unique village built from the pine barrens of North Carolina in 1895, has been home to Community Presbyterian Church (CPC) for more than 80 years. CPC has been a witness for Christ in this quaint community of historic homes, a world-class golf resort and friendly people. For more information about Pinehurst, see www.villageofpinehurst.org and www.pinehurst.com .

Our ministry priorities are;

1. Discipleship - we believe in the creation and implementation of a developmental plan for discipleship for all ages. This includes a concentrated focus on our children and their families for them to be nurtured in their relationship with Christ. We are committed to equipping and assisting parents in raising and discipling their children, and to facilitating the journey of our youth towards mature adulthood and Christian discipleship.
2. Healthy believers - we offer practical learning and teaching experiences to support our congregation in the skills of living healthy relationships. We are called to nurture individual and corporate development of wholeness of mind, body, and spirit. We are actively

developing an action plan for establishing a Christian Counseling Center at Community Presbyterian.

3. Mission - we encourage our congregation to serve others through a blend of local and global mission partners, including Habitat for Humanity, Coalition of Moore County, Interfaith Food Pantry, Family Promise, and Group Work Camps, as well as sponsored missionaries around the world.

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

Our congregation reflects a wide variety of people: young and old, single and married, young couples with children, military families, and energetic retirees. This diversity in membership ensures a blend of traditions and new ideas. Many of the young families and retirees moved to Pinehurst from other areas of the country, bringing with them a wonderful diversity of education, experiences, talents and training that provide an endless source of ideas and the energy, commitment, and enthusiasm to accomplish them. Our members also come from various denominational backgrounds. We are fortunate to have a congregation that gives so freely of its time, talents and energy.

Our professional staff is comprised of a Pastor/Head of Staff, Associate Pastor, Director of Discipleship for Adults, Director of Discipleship for Children & Youth, Director of Music, musicians for both traditional & blended services, four office support personnel, a nursery attendant, and custodial and property management personnel. The staff provides an energetic, intellectually stimulating leadership that is highly responsive to the needs of members.

We are blessed with a beautiful, well-maintained facility, including a \$2 million expansion completed in 1995. It is debt-free & used 7 days a week by many groups both within and outside of our congregation. Our long-range plan provides for expansion to meet the increasing needs of our growing congregation.

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

We believe that the sense of being adrift in a complex world is a key issue facing the church today. As such, we recently completed a comprehensive review and update of our mission, vision, and focus statements, resulting in a 2010-2012 strategic direction and ministry priorities plan completed in August of 2009. This entire plan is available on request by contacting the church office or any member of the search committee.

Our concise statements of mission, vision, and focus reflect our belief of what God wants us to become. Our mission articulates the purpose of why we exist as a church. Our vision creates an image of what the preferable future of the congregation will look like. Our focus helps us narrow down what we will be best at doing.

Taken together, these statements lay out who and what we aspire to be. They define what will occupy our time and talents. These are more than wishful thinking - they are a blueprint for a desired future in which the congregation will work, and it is taking the resources of the present to create that future. Our statements lead the faithful into seeking the mind of God and doing the will of 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.

Rev. Larry Lyon
West End Presbyterian Church
PO Box 13
West End NC 27376
(910) 673-4341
lawrencealyon@yahoo.com

Rev. Cynthia Strickland
Brownson Memorial Presbyterian Church
330 South May Street at Indiana Avenue
Southern Pines, NC 28387
(910) 692-6252
cynthia@brownsonchurch.org

Dr. Homer Phifer
450 Burning Tree Road, Pinehurst, NC 28374
(910) 295-5996
Executive Presbyter and former Interim Associate
phifer@pinehurst.net

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?*

1. Develop and deliver a curriculum of programs that initiates and cultivates Christian growth, service, education and fellowship. This includes:
 - a. Develop programs and resources that will assist our children/youth in becoming more biblically literate.
 - b. Develop and deliver programs that provide spiritual care for children/youth that have experienced transitions (divorce, loss and military deployment).
 - c. Provide service opportunities to further our children/youth.
 - d. Collaborate with the larger church in retreats, conferences and events.
2. Build authentic relationships with and between our children/youth and their families, and the Church. This includes:
 - a. Become a role model and mentor.
 - b. Proactively communicate with the Discipleship ministry area.
 - c. Foster a productive relationship with staff and volunteers.
3. Develop, equip, mobilize and support teams. This includes:
 - a. Recruit, train and motivate volunteers.
 - b. Align gifts of laity with the ministry.
 - c. Facilitate effective meetings and brainstorming sessions.
 - d. Create and distribute informational materials.
4. Administer all facets of the ministry for children/youth. This includes:
 - a. Implement a vision for the ministry and empower others to execute it.
 - b. Develop and effectively manage the annual budget.
 - c. Marshall the resources needed to accomplish the goals.
 - d. Design and actively support fundraising events to expand resources.

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

The person in this position will have direct responsibility for designing and implementing a comprehensive Christ-centered, family-focused, discipleship program for the children and youth of Community Presbyterian Church. We seek gifts of morally sound leadership, organization, training, program building, teaching, and communication.



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

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

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(USA).

Minimum **Effective** Salary \$ 34,643 _____

Maximum **Effective** Salary \$ 36,000 _____

Housing Type

_____ Manse

_____ Housing Allowance

_____ Open To Either

Not Applicable (*For Non-pastoral Positions Only*)

Geographic Choices.

Suggest individuals from anywhere in the United States (or)

_____ **Suggest individuals only from specific areas checked below.**

_____ Alabama

_____ Arkansas

_____ California

_____ Connecticut

_____ Delaware

_____ Georgia

_____ Idaho

_____ Indiana

_____ Kansas

_____ Louisiana

_____ Maryland

_____ Michigan

_____ Mississippi

_____ Montana

_____ North Carolina

_____ New Hampshire

_____ New Mexico

_____ Nevada

_____ Oklahoma

_____ Pennsylvania

_____ Rhode Island

_____ South Dakota

_____ Texas

_____ Vermont

_____ Washington

_____ Wisconsin

_____ x-International

_____ Alaska

_____ Arizona

_____ Colorado

_____ District of Columbia

_____ Florida

_____ Hawaii

_____ Illinois

_____ Iowa

_____ Kentucky

_____ Maine

_____ Massachusetts

_____ Minnesota

_____ Missouri

_____ Nebraska

_____ North Dakota

_____ New Jersey

_____ New York

_____ Ohio

_____ Oregon

_____ Puerto Rico

_____ South Carolina

_____ Tennessee

_____ Utah

_____ Virginia

_____ West Virginia

_____ 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

Search Committee Chairperson Detail:

Name Andrew Potter
Address PO Box 1449
City Pinehurst State NC Zip Code 28370
Preferred Phone (910) 528-1549
Alternate Phone (910) 295-6848
FAX (910) 295-7339
E-mail Address for PNC Communications: akpotter428@earthlink.net

Endorsements

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.