

Church Information Form (Part II)

Step 1 of 7

Church/Organization ID _____

Church/Organization Name, City, State Christ Presbyterian Church, Milford, OH 45150

Position To Be Filled (select one)

- | | |
|---|---|
| <input type="checkbox"/> Associate Pastor (CE) | <input type="checkbox"/> Church Educator (non-ordained) |
| <input type="checkbox"/> Associate Pastor (Youth) | <input type="checkbox"/> Campus Ministry |
| <input type="checkbox"/> Associate Pastor (Other) | <input type="checkbox"/> Chaplain |
| <input type="checkbox"/> Associate Pastor (Young Adult) | <input type="checkbox"/> Administrator |
| <input checked="" type="checkbox"/> Pastor (Solo) | <input type="checkbox"/> Church Business Administrator |
| <input type="checkbox"/> Pastor (Head of Staff) | <input type="checkbox"/> Executive |
| <input type="checkbox"/> Pastor (New Church Development/Fellowship) | <input type="checkbox"/> Minister of Music (ordained) |
| <input type="checkbox"/> Pastor (Redevelopment/Transformation) | <input type="checkbox"/> Director of Music (non-ordained) |
| <input type="checkbox"/> Pastor (Tent Maker/Part-time) | <input type="checkbox"/> College/Seminary Faculty |
| <input type="checkbox"/> Pastor (Yoked/Multiple) | <input type="checkbox"/> College/Seminary Staff |
| <input type="checkbox"/> Co-Pastor | <input type="checkbox"/> Pastoral Counselor |
| <input type="checkbox"/> Designated Pastor | <input type="checkbox"/> General Assembly Staff |
| <input type="checkbox"/> Mission Pastor | <input type="checkbox"/> Presbytery Staff |
| <input type="checkbox"/> Interim Ministry (Governing Body) | <input type="checkbox"/> Synod Staff |
| <input type="checkbox"/> Interim Pastor | <input type="checkbox"/> Presbytery/Synod Stated Clerk |
| <input type="checkbox"/> Interim Associate Pastor | <input type="checkbox"/> Presbytery/Synod Executive |
| <input type="checkbox"/> Pastor (Parish) | <input type="checkbox"/> Presbytery/Synod Program Staff |
| <input type="checkbox"/> Pastor (Shared Ministry) | <input type="checkbox"/> Youth Director (non-ordained) |
| <input type="checkbox"/> Executive Pastor | <input type="checkbox"/> Other |

Specify Title (if appropriate) Stated Supply

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.*

In love, we share our journey to Christ with all through inspiring worship, studying the Word, embracing mission, nurturing the spirit and providing services and support to our congregation and community. Our motto is "A home for your heart". In the past 50 years of ministry in Milford, the changing congregation at Christ Church has maintained a constant mission to honor and serve God. Our mission statement and motto go a long way in saying what our actions show to the many people who have come through our doors. As we stay true to the gospel in our worship, Sunday School and bible studies, our love of Jesus shows through our actions of service and support to our church family and community.

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 a well-organized committee structure led by a unicameral system of 12 elders. Our **Worship Committee** provides a blended service of traditional readings and hymns with praise songs and drama skits to broaden and enhance our worship experience. Our music program is an integral part of the life of our church supporting our worship through choirs of all ages, handbells, instrumental and praise bands and many talented soloists. The **Christian Education Committee** provides Sunday School for ages 5 through adult along with a Children's Sermon and Children's Church during the morning worship time. In our quest to serve every member we provide a special needs teacher for a set of autistic twins. We continue to improve on our programs and most recently have changed our VBS format to be a theater camp with increased attendance to about 50% from the community. The **Spiritual Life**

Committee is focused on providing opportunities for everyone to strengthen their personal relationship with God through prayer, scripture and service. Our congregation participates in a variety of **Mission** through yearly PDA trips to rebuild after Katrina, Youth Works trips for our teens, riders in the Habitat 500 ride, local support of the food bank, Saturdays at Matthew 25 Ministries, ShareFest and much more. Our **Congregation Care** and **Fellowship** committees provide the prayer, cards, visits and fun that makes our church a true “home for your heart”. Other committees include **Personnel, Building & Grounds/Finance**.

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

God has richly blessed our congregation with members who are diverse in skills and talents. We have a number of members skilled in the arts who enhance our worship with music of all types, write dramas for the youth and adults to perform, support the creative VBS theater camp with set construction and beautify our church with original stain glass design and construction. Bible study is at the forefront of our ministry through Sunday School for children and two adult classes, an inspiration reading group and a Lenten Bible study. We seek meaningful ways to include every member in the work of the church through our choirs, liturgists, ushers and acolytes. We encourage everyone to use their gifts through our many diverse programs and participate in small group ministries such as photography, prayer, reading, card playing and exercise groups. Our church welcomes the community into our church through events like the neighborhood Easter Egg Hunt, Trunk or Treat event in October, Last Supper drama on Maundy Thursday, the University of Cincinnati classical guitar ensemble, the Cincinnati Brass Fellowship band holiday concert, the Praise Band Concert to raise money for Teen Challenge and a group tutoring youth for SAT testing.

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

We believe in the one triune loving God who is the creator of all things and sustainer of life; in his only son Jesus who died on a cross to forgive our sins; and in the daily guidance of the Holy Spirit. In this fast-paced world, our members find support for their families as we rejoice through the good times, mourn through the tough times and lift each other up through sickness, unemployment and other life challenges.

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. Jean Holmes
Address 6380 Pawnee Ridge, Loveland, Ohio 45140
Phone Numbers _____
Relation Previous Pastor
E-mail 2rev@juno.com

Name Rev. Gary Brose
Address 190 Heffron Circle, Maineville, Oh 45039
Phone Numbers (513) 260-8230
Relation Previous Pastor
E-mail gbrose@fuse.net

Name Elder Lewis Wittman
Address 416 Washington Ave, Terrace Park, Oh, 45174-1032
Phone Numbers (513) 831-5479
Relation Elder
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?*

Recognizing that this is a part time position, we wish the pastor to work with Session in the following areas:

- Regularly plan and lead worship that is sensitive to the needs of the congregation, challenging and motivating the congregation through preaching the Word and administering the sacraments.
- Work with the music staff and the Worship Committee regarding worship order, content and form.
- Participate in the fellowship, life and outreach activities of the church as able.
- Do crisis and hospital visitation, giving second priority to residents of nursing homes and shut-ins.
- Be available for counseling and spiritual support in time of needs.
- Officiate at funerals and weddings as requested.
- Together with the Evangelism Committee, help to create and maintain a regular program of contact with visitors and prospective members, encouraging them to unite with the congregation.
- Moderate Session and congregational meetings.
- Conduct Confirmation and new member classes as needed
- Be a resource for other Session committees.

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

- Be an ordained Minister of Word and Sacrament of the Presbyterian Church (U.S.A)
- Ability to preach biblically based sermons that apply God's Word to contemporary life
- Organizational and administrative skills
- Ability to guide, encourage and work with the staff, Session, Session committees and ministry teams
- Ability to show compassion and warmth of spirit
- Listening and counseling skills

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 type="checkbox"/> Administrative Leadership |
| <input type="checkbox"/> Adult Ministry | <input type="checkbox"/> Budget Preparation |
| <input type="checkbox"/> Building Renovation/Property Development | <input type="checkbox"/> Children's Ministry |
| <input type="checkbox"/> Choir Directing | <input type="checkbox"/> Communication (Written/Oral) |
| <input type="checkbox"/> Community Ministries | <input type="checkbox"/> Community Service and Leadership |
| <input type="checkbox"/> Conflict Management/Mediation Skills | <input type="checkbox"/> Congregational Communication |
| <input type="checkbox"/> Congregational Fellowship | <input type="checkbox"/> Congregational Home Visitation |
| <input type="checkbox"/> Congregational Redevelopment/Revitalization | <input checked="" type="checkbox"/> Corporate Worship/Sacraments |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Cross Cultural Collaboration/Cultural Proficiency |
| <input type="checkbox"/> Curriculum Building | <input type="checkbox"/> Defining Program Needs |
| <input type="checkbox"/> Development of New Educational Experiences | <input type="checkbox"/> Ecumenical and Interfaith Activities |
| <input type="checkbox"/> Evaluation of Program and Staff | <input checked="" type="checkbox"/> Evangelism |
| <input type="checkbox"/> Facility Management | <input checked="" 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 checked="" 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 checked="" type="checkbox"/> Organization /Administration |
| <input type="checkbox"/> Organizational Leadership and Development | <input type="checkbox"/> Parliamentary Expertise |
| <input checked="" type="checkbox"/> Pastoral Care | <input type="checkbox"/> PCUSA Polity/Constitutional Knowledge |
| <input checked="" 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 checked="" type="checkbox"/> Spiritual Development |
| <input type="checkbox"/> Staffing/Human Resources | <input type="checkbox"/> Stewardship and Commitment Program |
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Training Volunteers | <input type="checkbox"/> Transitional/Interim Ministry |
| <input type="checkbox"/> Urban Ministry | <input type="checkbox"/> Young Adult Ministry |
| <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 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 \$29,386.00 _____ Maximum **Effective** Salary 35,125.00 _____

Housing Type _____ Manse
 ___ **X** ___ 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 | _____ Alaska |
| _____ Arkansas | _____ Arizona |
| _____ California | _____ Colorado |
| _____ Connecticut | _____ District of Columbia |
| _____ Delaware | _____ Florida |
| _____ Georgia | _____ Hawaii |
| _____ Idaho | _____ Illinois |
| ___ X ___ Indiana | _____ Iowa |
| _____ Kansas | ___ X ___ Kentucky |
| _____ Louisiana | _____ Maine |
| _____ Maryland | _____ Massachusetts |
| _____ Michigan | _____ Minnesota |
| _____ Mississippi | _____ Missouri |
| _____ Montana | _____ Nebraska |
| _____ North Carolina | _____ North Dakota |
| _____ New Hampshire | _____ New Jersey |
| _____ New Mexico | _____ New York |
| _____ Nevada | ___ X ___ Ohio |
| _____ Oklahoma | _____ Oregon |
| _____ Pennsylvania | _____ Puerto Rico |
| _____ Rhode Island | _____ South Carolina |
| _____ South Dakota | _____ Tennessee |
| _____ Texas | _____ Utah |
| _____ Vermont | _____ Virginia |
| _____ Washington | _____ West Virginia |
| _____ Wisconsin | _____ Wyoming |

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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

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Pastor Nominating Committee/Search Committee Chairperson Detail:

Name Jack Sawyer
Address 5571 Kay Dr
City Milford State Oh Zip Code 45150
Preferred Phone (513) 248-1856
Alternate Phone _____
FAX _____
E-mail Address for PNC Communications: jsawyer3@cinci.rr.com

Endorsements

Pastor Nominating Committee
or Search Committee Jackson E. Sawyer Date 10-22-09
Signature

Clerk of Session Patricia K. Fix Date 10-22-09
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.