



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 03285
Church/Organization Name St. Andrew Presbyterian
Mailing Address 9850 Monroe Ave
City_Aptos State CA Zip Code 95003
Telephone Number 831-688-4211 Fax Number 831-685-2078
Email kathy@standrew-aptos.org
Web site www.standrew-aptos.org

Step 2 of 5

Church Size (Select one)
Under 100 members
x 101 - 250 members
251 - 400 members
401 - 650 members
651 - 1000 members
1001 - 1500 members
More than 1500 members
N/A

Average Worship Attendance 80

Church School Attendance 0-12 but we usually plan on 6

Church School Curriculum one room Sunday school program

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.

 2% African American
 85% Caucasian
 1% Chinese
 4% Hispanic Mexican/Central American
 Hispanic Puerto Rican
 Japanese
 Korean
 7% Native American
 Taiwanese
 Other Asian
 1% Other

CIF (Part I) - Step 4 of 5

Presbytery _____ San Jose _____ Synod _____ of the Pacific _____

Community Type (select one)

<u> </u> Rural	<u> </u> Village	<u> </u> Town
<u> </u> Small City	X Suburban	<u> </u> Urban
<u> </u> Inner City	<u> </u> College	<u> </u> Recreation
<u> </u> Retirement	<u> </u> N/A	

CIF (Part I) - Step 5 of 5

Clerk of Session Details:

Name Gene Burk

Address Twin Palms, 272 Hames Road

City Corralitos State CA Zip Code 95076

Preferred Phone _____ (831) 722-6123 _____ Alternate Phone (831) 818-8125 _____

E-mail scgene@charter.net

FAX _____ send to church at 831-685-2078 _____

Rev. 9/2009

Church Information Form (Part II) Step 1 of 7

Church/Organization ID 03285

Church/Organization Name, City, State St. Andrew Presbyterian, 9850 Monroe Ave, Aptos, CA 95003

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 checked="" type="checkbox"/> Pastor (Solo) | <input 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) _____

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.*

Saint Andrew Presbyterian Church welcomes all to join our church community. We see the Christian faith as a journey, not a possession; as an adventure, not a dogma. We seek to connect to Jesus Christ and to each other in God's nurturing and transforming love. Together we joyfully worship our God, share the sacraments and study God's Word. We celebrate God's presence among us through prayer, praise and worship. We strive to share our faith in God with the world around us. Our prayer is to make a difference, both in our own community as well as throughout the world, by promoting peace, justice and understanding through the love and wisdom of God. We invite you to share this journey and this adventure with us.

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.

St. Andrew is a small, inclusive, accepting congregation situated atop a knoll surrounded by redwoods ten minutes from the beach on majestic Monterey Bay. We seek to be Christ's servants in the community and the world. One member donates eggs from her ranch for sale to the congregation. Proceeds go to the local food bank. Support for the homeless, refugees, disaster victims and local foster children occur in a variety of ways: cards to military personnel, back packs and bus passes for refugees, Christmas gifts for foster children, clothing for families in crisis, school, hygiene, and clean-up kits to Presbyterian Disaster Assistance. A summer music

camp staffed by our gifted musicians welcomes children from the community and our congregation. Our St. Andrew sponsored Co-op Preschool is respected and valued by the community around us. Celtic Music Night, AA and other secular groups are invited to use our facilities. A sense of Christian community is strengthened through fellowship events and stimulating adult study led by our theologian in residence. St. Andrew Day is celebrated each November with a bagpiper and Scottish Dancers. The Advent Workshop, Easter brunch, lunch and supper clusters (one cluster also includes attendance at plays and art exhibits), and an end-of-summer picnic all foster deeper relationships among members and provide outreach to neighbors and friends.

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

The congregation of St. Andrew is well educated with advanced degrees in a variety of fields. Many have traveled extensively and see themselves as world citizens responsible for being informed and acting to make the world a better place. While cherishing the familiar and traditional there is openness to new ideas and new opportunities for deepening faith and serving God. Our highly gifted music director/composer/organist leads our choir and instrumentalists greatly enhancing Sunday worship. We are fortunate to have a previous pastor and our interim pastor who are two of the best preachers/leaders in the presbytery.

Volunteers abound! At church they teach, greet, sing, arrange flowers, tend the grounds, do repairs, assist in worship and multi-task at fellowship events. In the community they volunteer at Monterey Bay Aquarium, act as a Court Appointed Special Advocate, cook and serve for the homeless, tutor and much more. We are committed to an ecological lifestyle working toward becoming a "green" church. Scholarships are provided to children and youth to attend Westminster Woods Presbyterian Camp. In the event of a disaster our buildings are a designated emergency shelter through the Red Cross.

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

At St. Andrew we respect and are willing to hear and engage in open dialogue of different views. Our congregation attempts to model God's grace and unconditional love in our ministry. God became human in Jesus Christ so that we might see a model of what we are to strive for in our relationships with others. God's love for humanity resulted in the sacrifice of his son, Jesus, for the sins of the world. Our response to that must be to live holy and joyful lives of care and service. Church and society are experiencing deep divisions, polarizing in ways that result in fear, distrust, anger and an insistence on a rigid religious orthodoxy which says "If you don't believe the way I do, you are not a Christian." At St. Andrew we affirm the Presbyterian Church (USA) section of the Book of Order (G-3.0401) which discusses the church as a community of diversity, inclusiveness and openness. This calls for church leaders who are persons of great personal and professional integrity and deep faith in Jesus Christ. WE believe there are deeply committed Christians on both sides of most issues and that we can learn from one another if we are willing to listen. In our ministry we are also concerned for the safety, support and care

for the most vulnerable members of our society: children, the elderly, the homeless, the mentally ill and victims of domestic violence.

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 The Rev. Dr. Robert Bowles _____
Address Presbyterian Church Los Gatos, 16575 Shannon Road, Los Gatos CA 95032
Phone Numbers 408-356-6156 cell 831-334-1319 _____
Relation Former pastor at St. Andrew _____
E-mail userrsb@yahoo.com

Name The Rev. John Kelso _____
Address St. Andrew Presbyterian Church, 9850 Monroe Ave, Aptos CA 95003 ____
Phone Numbers _____
Relation Interim Stated Supply Pastor, St. Andrew Presbyterian Church, Aptos
E-mail jkelso@comcast.net

Name The Rev. Joey Lee _____
Address 888 N First Street - Suite 320, San Jose, CA 95112 _____
Phone Numbers 408-279-0220 _____
Relation Executive Presbyter San Jose, CA _____
E-mail joey@sanjosepby.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?*

Worship and preaching are keys to the spiritual growth of the church and to attracting new members. We follow the lectionary and the liturgical calendar and want to continue to do so. Giving us new vision and guiding us in mission and social justice action are important to us. Teaching is a major responsibility—through adult study, education of session and deacons, and confirmation and membership classes. Resourcing session committees is valued. Pastoral care through hospital visits, pre-marital counseling, and careful planning and conducting of weddings and memorial services is high on our list. Supervision of our small staff in a collegial manner is required. For many years St. Andrew has been involved in ecumenical and interfaith events in the surrounding community. We expect that our new pastor will continue these relationships. All of the above involve pastoral leadership. It is our desire to be led to becoming a stronger community of faith and individually to become more dedicated servants of Jesus Christ.

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

We prefer a pastor with two or more years experience who possesses excellent speaking and writing skills both in the pulpit and in public settings. A pastor with significant life experience just out of seminary may work out too. We have had preaching that challenges and inspires—that is Biblically based, insightful, and intelligent. We will expect that. An appreciation of many styles of music and basic music literacy is also expected. This person must have enthusiasm for Christian education and be willing to encourage and train those who work with children and youth. We hope for someone who relates well to all ages with empathy and humor. We want a pastor who believes that the gospel requires us to be actively involved in social justice issues and will go with us into those areas, even outside of our comfort zone. We want a pastor who is a good listener, is ecumenically minded, and is willing to learn to surf!

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"/> Older Adult Ministry |
| <input type="checkbox"/> Adult Ministry | <input type="checkbox"/> Organizational Leadership and Development |
| <input type="checkbox"/> Building Renovation/Property Development | <input checked="" type="checkbox"/> Pastoral Care |
| <input type="checkbox"/> Choir Directing | <input checked="" type="checkbox"/> Preaching |
| <input type="checkbox"/> Community Ministries | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Conflict Management/Mediation Skills | <input type="checkbox"/> Rural Ministry |
| <input type="checkbox"/> Congregational Fellowship | <input type="checkbox"/> Small Membership Church Ministry |
| <input checked="" type="checkbox"/> Congregational Redevelopment/Revitalization | <input type="checkbox"/> Staffing/Human Resources |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Curriculum Building | <input type="checkbox"/> Training Volunteers |
| <input type="checkbox"/> Development of New Educational Experiences | <input type="checkbox"/> Urban Ministry |
| <input type="checkbox"/> Evaluation of Program and Staff | <input checked="" type="checkbox"/> Youth Ministry |
| <input type="checkbox"/> Facility Management | <input type="checkbox"/> Administrative Leadership |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Budget Preparation |
| <input type="checkbox"/> Governing Body Ministry | <input type="checkbox"/> Children's Ministry |
| <input checked="" type="checkbox"/> Hospital and Emergency Visitation | <input checked="" type="checkbox"/> Communication (Written/Oral) |
| <input type="checkbox"/> Instrumental Music | <input type="checkbox"/> Community Service and Leadership |
| <input type="checkbox"/> Leadership Development | <input type="checkbox"/> Congregational Communication |
| <input type="checkbox"/> Leading Music Ministry | <input type="checkbox"/> Congregational Home Visitation |
| <input type="checkbox"/> Management of Building Usage | <input checked="" type="checkbox"/> Corporate Worship/Sacraments |
| <input type="checkbox"/> New Church Development | <input type="checkbox"/> 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. *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 \$ \$64,900

Maximum **Effective** Salary \$77,500

- 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:

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

Vermont
 Washington
 Wisconsin
 x-International

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

Pastor Nominating Committee/Search Committee Chairperson Detail:

Name Erik Ottem
Address 15 MacLeod Way
City Scotts Valley State CA Zip Code 95066
Preferred Phone 408-398-9829
Alternate Phone 831-439-8843
FAX 408-217-1980
E-mail Address for PNC Communications: eottem@sbcglobal.net

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.