

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 8934
Church/Organization Name St. James Presbyterian Church
Mailing Address 910 14th Street
City Bellingham State WA Zip Code 98225
Telephone Number (360) 733 1325 Fax Number _____
Email office@saintjamespres.org
Web site http://saintjamespres.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 110

Church School Attendance 15

Church School Curriculum "Seasons of the Spirit" (for youth and adult), and "Young Children and Worship"

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
 98 Caucasian
 Chinese
 Hispanic Mexican/Central American
 Hispanic Puerto Rican
 Japanese
 Korean
 Native American
 Taiwanese
 Other Asian
 2 Other

CIF (Part I) - Step 4 of 5

Presbytery North Puget Sound

Synod Synod of Alaska-Northwest

Community Type (select one)

Rural Village Town
 Small City Suburban Urban
 Inner City College Recreation
 Retirement N/A

CIF (Part I) - Step 5 of 5

Clerk of Session Details:

Name Alice Beaty

Address 3260 Agate Heights Road

City Bellingham

State WA

Zip Code 98226

Preferred Phone (360) 733 3371

Alternate Phone

E-mail alice_beaty@msn.com

FAX

Church Information Form (Part II) Step 1 of 7

Church/Organization ID 8934

Church/Organization St. James Presbyterian Church, Bellingham, Washington

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 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 James Presbyterian Church is a beacon on the hill where the people respond to the opportunities that God sets before us. We celebrate our rich past as we continue our journey into the future together. We worship the triune God in our beautiful, traditional sanctuary with music, prayer and learning from the word of God. We joyfully welcome youth and young families into our inter-generational and loving community of faith, nurturing relationships that bridge our differences. We are witnesses to God's presence and the grace of Jesus Christ as we address social justice issues locally and internationally through education and action. We are open and affirming, welcoming all to join us in discipleship.

MOTTO: Responding to God's opportunities and welcoming all to join in discipleship.

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.

Fellowship

- Monthly family game nights
- Advent festival
- Bible study groups
- Presbyterian Women's Association
- Men's breakfast group
- Sunday breakfast
- Literary society
- Tall Timber (PCUSA church camp) winter retreat
- Active prayer chain
- Primetimers – an extremely active fellowship group for those in the prime of life.
- Committees: Stewardship, Mission & Social Action, Christian Education, Congregational Life, Personnel, Nominating, Worship, Building and Grounds, Membership, Health
- Pulse monthly newsletter

Worship

Weekly Sunday worship (one service) with an average attendance of 110, our congregation uses a variety of traditional liturgical and musical forms to prepare us for lives of faith and service. Children and youth are active participants in worship.

Witness

Witness to youth through engaging them in educational, fellowship and leadership opportunities

- Church school for preschool through adults
- Junior high and high school youth group
- Support PCUSA missionary Doug Dicks
- Provide monthly peace vigils for the Middle East

Work for justice and openness to all - we support

- Tierra Nueva, Habitat for Humanity, Interfaith Coalition, Whatcom Peace and Justice, United Ministries in Higher Education, Community 2 Community, various food banks, Presbyterian Disaster Relief, One Great Hour of Sharing, local blanket and coat drives, the ecumenically supported Alternative Holiday Market, and other special volunteer efforts.

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

We are an inclusive, theologically progressive, and ecumenically active congregation that celebrates with a traditional, liturgically-based worship service in a well-maintained church that overlooks Bellingham Bay. Our facility is supported by a healthy building maintenance endowment.

We have a talented staff that includes a director of educational programs, music director, custodian, secretary, organist, and youth leader. Volunteer staff members include a parish nurse, librarian, and treasurer.

Our congregation supports a wide range of ages from birth to 98 years young that are volunteer-minded. Our youth group is dynamic and enjoying growth. The children lead worship, take mission trips, and are a vibrant, active part of our congregation.

We have a well-educated congregation of current and retired business people, professors, teachers, pastors, health-care-providers, homemakers, and other professionals. We offer bible study opportunities, and are willing to tackle current and topical issues with diplomacy. In response to our Christian discipleship our deacons, parish nurse, and committee members minister to the needs of the homebound. We send care packages to our college students and military members. We provide fellowship opportunities through church breakfasts, picnics, Seder meals, and other inter-generational activities throughout the year.

In 2009 St. James celebrated its 120th anniversary and we look forward to many more years of active involvement in our community.

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

As the church reformed, always reforming, according to the word of God and the call of the Spirit, we worship the triune God, accessible through Christ and the Holy Spirit. God's word in the Bible is alive and we enjoy studying the text through historical and personal perspectives.

We believe in the grace of God and that it is available to all. Our congregation suspends judgment and invites all to the sacrament of the Lord's Supper. We believe the sacraments bring us into the presence and community of Christ.

For us, the Bible is the blueprint for our relationship with God. It bears witness to the covenant that God has made with humanity. We are called by God to be active in prayer, spiritual development, and works according to our gifts. We believe that God will be present in our difficulties, not by removing them but by giving us strength and hope.

As disciples of Christ, we witness to the community by sharing our building and resources. Through our mission work, we follow Christ's example as the basis of our corporate and individual responses to the issues and needs around us. Through us, God does not sit on the sidelines but engages us in addressing problems.

We understand Christ's message to love one another. We seek to make St. James more diverse. We define the church's role as not to promote a particular view, but rather to aid all members as they grow in faith and discern God's call.

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 Dr. Corey Schlosser-Hall
Address 1010 E. Casino Rd. Everett, WA 98203
Phone (425) 355 0922 Fax (425) 355 0165
Relation Executive Presbyter, North Puget Sound Presbytery
E-mail corey@nspresbyterians.net

Name The Rev. Dr. Erv Roorda
Address 1805 Village Green Dr., #12
Phone (425) 337 4025 (h) (425) 879 3091 (c)
Relation COM Liaison
E-mail ErvRoorda@comcast.net

Name Rev. Cindy Bauleke
Address Lummi Island Congregational Church 214 Forest Lane, Bellingham, WA 98225
Phone (360) 303 1941
Relation Local pastor who is familiar with our congregation
E-mail cindy@bauleke.com

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?

St. James is a progressive, open and affirming congregation with a strong commitment to mission and social action. With the Holy Spirit, the pastor will strengthen the congregation and lead us in understanding and affirming our past as we work to define our future identity.

The pastor will develop and train new leaders and will assist us in maintaining our denominational connection within the PCUSA.

Worship

- Preach scripture-based sermons that inform, stimulate, and challenge the congregation using the lectionary as a guide
- Work with the Worship committee to develop the worship of the congregation
- Officiate at weddings, funerals, and baptisms
- Collaborate with inter-denominational and inter-faith churches for joint services

Pastoral care

- Provide spiritual counseling
- Work with deacons to offer pastoral care to the congregation
- Maintain personal spiritual disciplines

Christian Education

- Lead outreach to young adults and families with children
- Work with CE Director to promote Bible study for all ages
- Work with Youth Leader to expand youth group
- Teach adult education class with in-depth studies
- Facilitate the new member classes

Administration

- Moderate Session and Congregational meetings
- Train elders and deacons
- Serve as head of staff, directing employees, in counsel with the session
- Lead continued facilities planning
- Hold regular staff meetings
- Maintain active relationship with presbytery

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

St. James is seeking a pastor with energy and enthusiasm who will help mobilize the congregation and move us to more active participation in our mission. The ideal candidate will have the ability to identify unspoken needs within the congregation and lead us to places we didn't know we wanted to go. We are more concerned with a good fit than a particular level of experience and are open to a new pastor seeking a first call.

Personal Style

- Approachable
- Good listener
- Willing to admit mistakes
- Possess a sense of humor
- Ability to connect on a personal level
- Understand the value of communicating regularly with the congregation

Leadership

- Willing to delegate
- Provide pastoral care
- Support a strong lay ministry
- Experience within a growing congregation
- Commitment to the Presbyterian perspective and polity
- Promote cross cultural collaboration
- Ability to understand and respond to different interests in the church

The Word

- Strong biblical foundation and knowledge
- Scriptural based preaching style
- Ability to present a message that speaks directly
- Encourage the congregation to pursue their spiritual goals and be the church

Community

- Enjoy living in Bellingham
- Willing and able to participate in church activities
- Willing to become involved in the local community

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 checked="" 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 checked="" type="checkbox"/> Congregational Communication |
| <input checked="" type="checkbox"/> Congregational Fellowship | <input type="checkbox"/> Congregational Home Visitation |
| <input checked="" type="checkbox"/> Congregational Redevelopment/Revitalization | <input 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 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 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 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 checked="" 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 \$ 60,000

Maximum **Effective** Salary _____

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 | _____ Alaska |
| _____ Arkansas | _____ Arizona |
| _____ California | _____ Colorado |
| _____ Connecticut | _____ District of Columbia |
| _____ Delaware | _____ Florida |
| _____ Georgia | _____ Hawaii |
| _____ Idaho | _____ Illinois |
| _____ Indiana | _____ Iowa |
| _____ Kansas | _____ Kentucky |
| _____ Louisiana | _____ Maine |
| _____ Maryland | _____ Massachusetts |
| _____ Michigan | _____ Minnesota |
| _____ Mississippi | _____ Missouri |
| _____ Montana | _____ Nebraska |
| _____ North Carolina | _____ North Dakota |
| _____ New Hampshire | _____ New Jersey |
| _____ New Mexico | _____ New York |
| _____ Nevada | _____ Ohio |
| _____ Oklahoma | _____ Oregon |
| _____ Pennsylvania | _____ Puerto Rico |
| _____ Rhode Island | _____ South Carolina |
| _____ South Dakota | _____ Tennessee |
| _____ Texas | _____ Utah |
| _____ Vermont | _____ Virginia |
| _____ Washington | _____ West Virginia |
| _____ Wisconsin | _____ Wyoming |
| _____ 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 Tim Crandall
Address 926 12th Street
Bellingham, WA 98225
Preferred Phone (360) 676 5755
Alternate Phone
FAX
E-mail Address for PNC Communications: pnc@saintjamespres.org

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.