

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 09478  
Church/Organization Name First Presbyterian Church  
Mailing Address 1225 Fourth Street  
City Fond du Lac State WI Zip Code 54935  
Telephone Number (920) 922-0425 Fax Number (920) 922-0947  
Email [fdloffice@tds.net](mailto:fdloffice@tds.net)  
Web site www.fdlpresbyterian.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 270

Church School Attendance 52 (adults and children)

Church School Curriculum Rotation Model Sunday School for K-5<sup>th</sup> grade and use a variety of curricula, including but not limited to Firelight and Potter's Workshop.

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.

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

## CIF (Part I) - Step 4 of 5

Presbytery Winnebago Synod Lakes and Prairies

### 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 Lew Smith  
Address 790 Hampton Ave.  
City Fond du Lac State WI Zip Code 54935  
Preferred Phone (920) 924-6034 Alternate Phone \_\_\_\_\_  
E-mail smith9007@yahoo.com  
FAX \_\_\_\_\_

## Church Information Form (Part II) Step 1 of 7

Church/Organization ID 09478

Church/Organization Name, City, State First Presbyterian Church, Fond du Lac, WI

**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 type="checkbox"/> Pastor (Solo)                              | <input type="checkbox"/> Church Business Administrator    |
| <input checked="" 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) PASTOR – HEAD OF STAFF

**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.*

Our church is a welcoming community where we receive spiritual nourishment, fellowship, education and renewal. It is also the training site where Jesus equips us to spread His word and do His work.

Our MISSION is to GROW in Christ – **G**lorifying God through daily prayer and innovative, creative worship encounters with Christ; **R**eaching out with compassion to our local, national and international communities through just and empowering mission activities; **O**pening our hearts to each other through a variety of small discipleship groups and fellowship activities; and **W**alking with Christ out in the community, caring for others, making new friends and inviting them to join the Body of Christ.

We will be intentionally expanding our already growing children's, youth, young adult and adult education ministries so that we all will be equipped to live out our convictions and share our faith in our daily walk. We are confident in the power of God's spirit to transform us into an even more caring, grateful, enthusiastic, diversely talented community of believers who are committed to following Jesus wherever He leads.

**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 seek to spread the Gospel and draw members into a closer relationship with Christ through a variety of lay-led ministry activities:

- **Worship:** Traditional, Blended and Contemporary worship styles enhanced by state-of-the-art AV technology, Chancel, Bell and Children's Choirs, Praise Band, Creative Arts Ministry (puppets, clowns, drama)
- **Christian Education:** Life-long learning approach uses a rotation model for children/youth; Bible study & video-based Adult Ed offerings; VBS (44% non-members attended); strong PYA
- **Community Outreach:** Intergenerational mission trips; Just Fare Market-Fair Trade shop; Habitat for Humanity Annual Fundraiser; CWS Crop Walk; Loaves and Fishes meals; Alternative Gift Fair; Croatian missionaries support; community use of facility: Boy Scout Troop, Very Special Arts Concert, Community Blood Drive, Annual Model Train Show, etc.
- **Deacons/Care of Members:** Parish Nurse Health Ministry; hospital/home visitation/communion; PW; Men & Women of Faith groups foster a sense of Christian fellowship and belonging

We are blessed with a dedicated church staff, strong endowments and a debt-free, handicapped accessible building (built 1998) with welcoming narthex, beautiful sanctuary, education complex, fellowship hall and kitchen. Memorials have funded a pavilion, hand bell/chimes, scholarships, and more. Fellowship activities, both age-inclusive and age-specific, promote a sense of community among our members.

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

Over the years our faith in God's guidance has given us the ability to accomplish our goals. As a congregation we have faced obstacles together and proven to be resilient. We have a discerning Session empowering the Lay Leadership Teams to implement our ministries. Several of our congregational mission initiatives have started with one person seeing a need. These efforts are assisted by a multi-talented program staff and volunteers.

**Technology skills:** audiovisual, computer, sound systems used in our weekly worship

**Creativity in Worship:** using art, music, performance to spread the Word of God

**Leadership skills:** elders, deacons draw on open mindedness, commitment, decision making and follow through to lead our congregation

**Volunteer Spirit:** willingness, energy and enthusiasm to provide outreach to our church family and community

**Visionary Minds:** reaching out to the poor and marginalized locally and internationally

**Business and Financial skills:** providing support and guidance to achieve good stewardship of our property and resources.

We are persistent, loyal and flexible as we adapt and grow to meet the needs of the modern world. God-given talents and ideas are welcomed and nurtured.

We are known for our hospitality in the community by hosting ecumenical services, baccalaureate services, and charitable fundraising gatherings. Underlying all our activities is the belief that each child of God is given unique gifts to share.

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

People are engaged in a profound search for fuller meaning and purpose in their lives as our sense of home and family is eroding and the "me" self-preoccupation advanced by secular society fails to satisfy our deep longing for connection with God and each other. Our call to make new disciples and spread the Gospel message of belonging to something that transcends the singular self seeks to satisfy this spiritual yearning.

We have formed small discipleship groups, immersed ourselves in scripture and prayer, developed our spiritual gifts and reached out into the community in love. As we grow more like Christ we are drawn to the poor, lonely, hungry and oppressed, helping to meet the social needs of the local and global communities (Heifer project, Blanket Sunday, KIVA micro loan program).

Our actions are evidence of accepting the challenge to serve others before ourselves. Our "reformed and always reforming" tradition leads us to address current issues (e.g. sexism, racism and diversity).

In our stress-filled world our health ministry offers hope of healing and wholeness in people's lives. Our Parish Nurse ministry, our weekly prayer communion services and other health-enhancing opportunities all offer much needed support for "walking the walk".

Our contemporary worship services (with AV technology) are an example of how we are seeking to give fresh new expression to the Gospel in the language of our culture so that people will be drawn to new life and purpose in Christ.

## 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 person, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

Name	Jeff Blain
Address	901 County Trk V, Fond du Lac WI 54935
Phone Numbers	920-922-3353
Relation	Neighboring Pastor, Ascension Lutheran Church
E-mail	pastorjb@ascensionfdl.org

Name	Anthony Farina
Address	619 East 2 <sup>nd</sup> Street, Fond du Lac, WI 54935
Phone Numbers	920-922-5276
Relation	United Methodist Pastor serving on FPC staff
E-mail	tofarina@sbcglobal.net

Name	Lucille Rupe
Address	5765 W. Grande Market Dr., Suite B Appleton, WI 54913-8471
Phone Numbers	920-734-3598
Relation	Executive Presbyter
E-mail	lucy@winnebagopresbytery.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?*

**Preaching and Worship** – Preach regularly at Sunday morning services (8 & 10:30am). Lead Wednesday noon prayer service. Lead/preach Lenten prayer services. Prepare worship services listed above in consultation with Music Team, AV Team and Creative Arts Ministry Team. Administer the sacraments.

**Pastoral Care** – Make hospital visits in rotation with other church staff. Emergency pastoral visits at home or hospital. Pastoral care at times of death; perform funeral services. In partnership with parish nurse and deacons, make telephone calls or visits to ill/recovering and those missing from worship. Perform weddings and baptisms. New member recruitment.

**Administration** – Moderate Session and congregational meetings, attend Lay Leadership Teams meetings, resource to Task Forces and Committees, short-range and long-range planning, staff development; day to day operations, supervision of staff. Attend Presbytery meetings and pastor gatherings.

**Teaching** – Share responsibility for Confirmation Class with Youth Dir; occasionally teach Confirmation and Adult Ed as schedule allows. Train new officers in leadership skills once/ year or as needed. Develop a progression of discipleship training classes to advance congregation's growth in spirituality, compassionate listening and evangelism skills.

**Community Interface** – Actively involved in community organizations, including FdL Ministerial Assoc, ecumenical worship services, community events and Radio Ministry.

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

Our ideal candidate will possess and demonstrate the following skills and experiences:

- Dynamic preaching based on Scripture that challenges us to consider the difficulty of knowing, interpreting and seeking to live out its wisdom and faith in our lives
- Enthusiastic, experienced and creative in the use of Traditional and Contemporary worship styles
- Established skills in organization and administration of a church our size
- Able to work effectively as a “team player” in partnership with staff and leadership teams
- Possesses warm and caring manner when interacting with people of all ages
- Willingness and ability to demonstrate and articulate compassion and concern in dealing with individual and church family special needs
- Energetic and desirous of a new situation where building and growing programs and membership are the challenge
- Relevant experience to help guide staff in developing Discipleship and small group ministries
- Good communicator and good listener, with an appropriate sense of humor
- A lover of chocolate who enjoys sharing with fellow aficionados
- Master of Divinity
- Biblical and theological foundation in Reformed theology
- Strong commitment to personal and spiritual development
- Willingness to share personal talents, for example singing
- Able to follow tasks through to completion

**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"/> 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 type="checkbox"/> Congregational Communication                      |
| <input type="checkbox"/> Congregational Fellowship                   | <input type="checkbox"/> Congregational Home Visitation                    |
| <input 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 checked="" 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 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 checked="" type="checkbox"/> Pastoral Care                    | <input type="checkbox"/> PCUSA Polity/Constitutional Knowledge             |
| <input checked="" type="checkbox"/> Preaching                        | <input checked="" 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 compensation plus housing.)**

Minimum **Effective** Salary \$60,000      Maximum **Effective** Salary

Housing Type            \_\_\_\_\_ Manse  
                                  \_\_\_\_\_  Housing Allowance (included in effective salary)  
                                  \_\_\_\_\_ Open To Either  
                                  \_\_\_\_\_ Not Applicable (*For Diversified Positions Only*)

**Geographic Choices.**

**Unlimited**      (or)

***Suggest Individuals 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

## 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 Steve Holstein  
Address 11 Eastbrook Lane  
City Fond du Lac State WI Zip Code 54935  
Preferred Phone (920) 922-6520 home  
Alternate Phone (920) 929-3557 work  
FAX (920) 933-3600  
E-mail Address for PNC Communications: shepherdlawoffices@gmail.com

### 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.**