

Pastor Nominating Committee/Search Committee Chairperson Detail:

Name Donald B. Wildman

Address 220 N. Church St., P.O. Drawer 5587

City Spartanburg State SC Zip Code 29304

Preferred Phone (864) 582-8121

Alternate Phone (864) 706-8793

FAX (864) 585-5328

E-mail Address for PNC Communications: apnc@wpcspartanburg.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.

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



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 \$35,000

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:

- | | |
|------------------------------------------|-----------------------------------------------|
| <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 |
| <input type="checkbox"/> Vermont | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Washington | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Wisconsin | <input type="checkbox"/> Wyoming |
| <input type="checkbox"/> x-International | |

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 checked="" 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 type="checkbox"/> Corporate Worship/Sacraments |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Cross Cultural Collaboration/Cultural Proficiency |
| <input 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 checked="" 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 checked="" type="checkbox"/> Spiritual Development |
| <input type="checkbox"/> Staffing/Human Resources | <input type="checkbox"/> Stewardship and Commitment Program |
| <input checked="" 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 type="checkbox"/> Young Adult Ministry |
| <input type="checkbox"/> Youth Ministry | |

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?*

Duties and Responsibilities

- For items 1-5 below

- a) Evaluate ministry and maintain resources.
- b) Establish and maintain pastoral relationship with all leaders.

1. Developing Disciples

-Develop and evaluate ministries that promote spiritual growth and maturity.
-Design and implement a process for moving people from profession of faith in Jesus Christ to spiritual maturity to significant ministry.

2. Small Group Ministry

-Recruit, train and support leaders.

3. Leadership Development

-Develop, staff and implement a curriculum for identifying and training members to be leaders in the church, community and mission fields.

4. Adult Education

-Evaluate and improve curriculum and resources.

5. New Member Assimilation

-Develop curriculum for a new member class.
-Facilitate individual spiritual gift discovery and use.

6. Assist with general pastoral duties and other duties as assigned by the Senior Pastor.

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

Qualities:

1. A spiritual leader, capable of using his/her spiritual gifts to express his/her personal faith in Jesus Christ.
2. A good leader with skills in networking, organizing and delegating.
3. Sensitive to the mission and vision of Westminster Presbyterian Church and able to express that mission and vision through the Educational Ministries of the church.
4. Ability to inspire, recruit and train talented team members from the congregation.

Strategic thinker, process oriented mind.

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 **George Wilkes**

Address **2242 Woodruff Rd., Simpsonville, SC 29681**

Phone Numbers **(864) 288-5774**

Relation **Executive Presbyter**

E-mail **gwilkes@foothillspresbytery.org**

Name **Steve Rhodes**

Address **438 N. Church St., Spartanburg, SC 29306**

Phone Numbers **(864) 583-6696**

Relation **Sr. Pastor – 2nd Presbyterian Church, Spartanburg**

E-mail **<http://www.secondspartanburg.org>**

Name **Mrs. Joy Shackelford**

Address **301 Dunbarton Ct., Spartanburg, SC 29307**

Phone Numbers **(864) 579-3893 (h) (864) 580-1623 (c)**

Relation **Non-Church Member - Elder**

E-mail **jgshack@bellsouth.net**

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

Our community of believers is committed to provide a loving, praying, caring and nurturing environment for individuals and families through a warm and inviting atmosphere. We recently celebrated 50 years as a congregation. As the body of Christ in excess of 900 brothers and sisters we strive to work through the Holy Spirit encouraging members to leverage their gifts and fulfill the "Great Commission". Our foundation is based on the text from the Old and New Testaments led by pastors and lay members. As a congregation we have supported and hosted a Pre-K through Kindergarten Day School for over 40 years. The Holy Spirit, working through the Day School and youth programs, results in many families making WPC their church home. We are debt free allowing a solid foundation for biblical service. Our members use their God given talents and gifts locally and globally serving on their boards as well as actively participating in each of the missions we support. For a number of years, we periodically have held lay renewal events with a focus on Bible Study and small groups. Currently we are in the process of updating our existing strategic plan. We strive to proclaim Jesus Christ and God's love in all we do.

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 sovereign, triune God. Before the foundation of the world was laid, our God who is Father, Son and Holy Spirit existed in all His glory and in perfect relationship.
- God created humanity to share that relationship.
- That humanity has broken that relationship through sin.
- Jesus Christ is the only way to a renewed relationship with God.
- That the Scriptures, Old and New Testaments, are the authoritative, truthful, inspired Word of God, without error in their original writings, and the only infallible rule of Christian faith and practice.
- In a literal interpretation of the Apostle's Creed.
- In the priesthood of all believers whereby the body exercises the power and authority of Jesus Christ.
- In the ministry of the Holy Spirit and affirm that all gifts of the Holy Spirit are biblically valid today.
- In the need for each member of the body of Christ to worship God, to growing in his/her personal relationship with Jesus Christ and to respond to God's gift of grace with action, serving others.
- In the need for the congregation to reach out in word and deed with the Gospel of Jesus Christ to non-believers.

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.*

Westminster Presbyterian Church (WPC) believes the “Great Commission” is our church’s mission by:

- Providing the gospel of Jesus Christ through meaningful and inspiring worship.
- Providing a praying, caring and nurturing environment for individuals and families.
- Teaching one another through creative educational settings to enhance our biblical and spiritual growth.
- Witnessing God’s love, forgiveness, and salvation within the community and foreign mission opportunities.
- Proclaiming Jesus Christ in the Spartanburg community through tangible expressions of our love for God.

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.

WPC expresses God’s love through extensive programs to each other, our community, and to the world. Our unicameral system is run by 27 elders that oversee five commissions. We stress a personal relationship with Jesus Christ through all of our programs. Sundays bring 3 services, an 8:15 Contemplative service, a 9:30 Contemporary service including a praise band, and an 11:00 Classic service. In addition, there is Sunday School for toddlers to Sr. Highs and 6 adult classes. Adult programs challenge and deepen personal relationships with Christ. Small group Bible studies, Crown, our Men’s ministry, and prayer groups are major focal points. Presbyterian Women build caring community through 5 circles of prayer and Bible study and Aftercare, a Mental Health Partnership. WPC has a Parish Nurse who serves the spiritual and physical needs of our congregation. Our seniors are active through a support group called “39R’s” and our pastoral care program touches every member. Home communion is served in area assisted living facilities and private homes. Our Wednesday Kid’s Inc. program builds Bible centered learning for ages 5-12; Basketball extends a Christian experience to 200+ kids age 6-18; Day School and VBS also reach out to the community. We help 43 missions, including a sister church in Peru. WPC is perhaps best known for establishing, nurturing and developing a significant relationship with Young Life that now impacts more than 300 kids from grades 7-12.

Church Information Form (Part II) Step 1 of 7

Church/Organization ID: **22415.AB6**

Church/Organization Name, City, State **WESTMINSTER, SPARTANBURG, SC**

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 checked="" 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 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) Associate Pastor for Spiritual Growth

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 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 FOOTHILLS PRESBYTERY Synod SYNOD OF SOUTH ATLANTIC

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 MIKE MOXLEY
Address 145 WINFIELD DR.
City SPARTANBURG State SC Zip Code 29307
Preferred Phone (864) 579-7136 Alternate Phone
E-mail gmoxleysr@gmail.com
FAX

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 22415

Church/Organization Name WESTMINSTER PRESBYTERIAN CHURCH OF SPARTANBURG, INC.

Mailing Address 309 FERNWOOD DR.

City SPARTANBURG State SC Zip Code 29307

Telephone Number (864) 585-4186 Fax Number (864) 582-0993

Email wpc@wpcspartanburg.org

Web site <http://www.wpcspartanburg.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 396

Church School Attendance 463

Church School Curriculum: LIFE WAY, BETH MOORE'S SERIES, CROWN MINISTRIES, THAT THE WORLD MAY KNOW, ALPHA

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