

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 _____
Church/Organization Name Bethel Presbyterian Church _____
Mailing Address 203 South Kentucky Street _____
City_Kingston _____ State __TN__ Zip Code 37763 _____
Telephone Number_(865) 376-6340 _____ Fax Number _____
Email office@bethelpcusa.org _____
Web site www.bethelpcusa.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 102

Church School Attendance 46

Church School Curriculum PCUSA

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

CIF (Part I) - Step 4 of 5

Presbytery Synod Living Waters

Community Type (select one)

- | | | |
|---------------------------------|-------------------------------|--|
| <input type="text"/> Rural | <input type="text"/> Village | <input checked="" type="text" value="X"/> Town |
| <input type="text"/> Small City | <input type="text"/> Suburban | <input type="text"/> Urban |
| <input type="text"/> Inner City | <input type="text"/> College | <input type="text"/> Recreation |
| <input type="text"/> Retirement | <input type="text"/> N/A | |

Church Information Form (Part II)

Step 1 of 7

Church/Organization ID _____

Church/Organization Name, City, State Bethel Presbyterian Church, Kingston, Tennessee

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: None

CIF (Part II) - Step 2 of 7

Is this a yoked congregation? No Yes (If yes, please complete the Yoked Congregation

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.*

We nurture spiritual growth through worship, Christian education, service to others, and fellowship of believers throughout the faith community. We give of our time and talents and are committed to sharing our faith with others. Our ministries focus on needs of the aging, children and families, and on societal issues. Knowing that Jesus is head of the Church, we trust that the Holy Spirit guides us as we minister in our community.

Narrative Questions: *For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation.*

Please write a brief description of your church/organization programs or accomplishments.

Our 192 year-old congregation has worshiped since the mid-19th century in a simple attractive church on the banks of Watts Bar Lake. Our founders' support of the area's first school revealed a commitment to community and education that pervades our history and distinguishes our present.

We share faith through:

- Regular worship and observance of the sacraments
- Anthems by chancel and bell choir accompanied by pipe organ and piano
- Christian education for children, youth and adult Sunday School classes, youth bulletins/children's worship-time, youth fellowship, VBS, confirmation classes and youth retreats
- Issue forums
- Staffed nursery
- Prayer/Bible study groups
- Church history/cookbooks
- Monthly newsletter and a web page
- Participation in domestic and foreign work camps and mission trips
- Ongoing commitments to FISH, Hands of Mercy Food Pantry, a community-wide Christmas Basket program, Roane Ministerial Association, and Morgan County Regional Correctional Facility
- Stephen Ministry

We share fellowship during:

- Fun luncheons
- Fellowship suppers/picnics
- Sunday morning coffee time
- Seniorize

We provide facilities and/or financial support for:

- Michael Dunn Center
- Parish Nurse
- Scouts
- Scholarships to church camps, youth retreats, Triennium, and Montreat Conferences
- Grace School (Kenya)
- Body Recall and Tai Chi
- Roane County Cooperative Ministries
- Sunset Gap Community Center
- Spanish Classes

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

Bethel is a friendly, welcoming and supportive congregation that enjoys a 50% membership/attendance ratio on Sunday mornings. We believe we are an open-minded assembly striving to show genuine respect for all. We are consistently faithful in our giving to our obligations to Presbytery. Gifts of time and talent complement financial offerings and are an emphasis of our stewardship program. We enjoy a community reputation for taking on ministries outside of our own congregation. Women have played a significant role since Bethel's founding. During our late minister's long illness, a female associate minister successfully led our congregation. A diversity of ages, genders, talents and interests blesses our congregation, although, like most churches, we desire to add younger members and families. Accomplished musicians enhance worship services that include children as acolytes and youth as ushers and liturgists. Daily church life involves persons from a wide spectrum of backgrounds, stations and circumstances of life, capabilities, and gifts. Even as we take pride in our historic sanctuary and traditions, we know we are called to an openness to change. We seek to be "a church reformed, always reforming."

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

We are a community of faith coming together for fellowship, prayer, study and service. We seek God's peace, forgiveness, justice and love in all that we do. Theologically, we might be best described as taking Jesus's Sermon on the Mount to heart in deed and prayer.

We struggle with how theology reconciles the vast discrepancies between the "haves" and "have not's" of our 21st century world. We apply the teachings of faith, hope and love to everyone. We gladly undertake ministries to feed the hungry, help the needy, and comfort the imprisoned. We practice love and compassion for our members, friends, and strangers. We wish we knew how to do more with our resources.

The Bible teaches that God granted us dominion over the Earth and all that lies therein. We believe we are stewards of the Earth, not unbridled consumers. We understand we must leave

the Earth in a better condition for generations to come. Therefore, we practice and encourage good stewardship of our individual and common resources.

We freely admit that we do not fully understand God's plans for us. We try to walk humbly with our Lord through worship, ministries, and daily actions that celebrate our many blessings.

It is important that we carry forth the message of God's love. We have faith and hope that we will improve our understanding of God's purpose for us, and that we can grow in number and in spirit at this church called Bethel.

CIF (Part II) - Step 4 of 7

References (Limit 3)

Below, please list three persons who know your congregation. You might list your Executive Presbyter, a Committee on Ministry liaison, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

Name Rev Donald Morris _____

Address Kingston United Methodist Church, P.O. Box 248, Kingston, TN 37763

Phone Numbers (865) 376-6337 Ext 102 _____

Relation Minister of Kingston United Methodist Church, our neighbor, and the church that we met with for the past year while our church was re-modeled.

E-mail dmorriskumc@comcast.net _____

Name Rev Anne McKee _____

Address Maryville College, Maryville, TN _____

Phone Numbers (865) 981-8298 _____

Relation__ Served as COM liaison in search 8 years ago, worked closely with our late pastor, continues to be a friend to church _____

E-mail anne.mckee@maryvillecollege.edu _____

Name Mrs. Donna Hopstead _____

Address Marketing and Advertising Consultant to East TN Presbytery _____

Phone Numbers 865 805 6772 (cell) (865) 457-6465 (H) _____

Relation__ Worked with congregation as we prepared to move back into our renovated church

E-mail 2008newvision@gmail.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?*

The pastor teaches, preaches to, shepherds and counsels our congregation of diverse background, ages, and callings. This person guides, shares and challenges our individual and corporate faith journeys as we seek to serve the Lord within our congregation and the world. An essential responsibility is the development and management of an effective corporate worship program that includes regular administration of the sacraments and incorporates a variety of musical offerings. Sermons should make us mindful of timeless spiritual truths and relate them to personal needs and to a perplexing, ever-changing world. Our pastor visits and supports the ill and homebound, comforts the bereaved, provides counsel, and celebrates our joys. Providing guidance to our Christian Education Program is an important part of our pastor's duties. The pastor conducts confirmation classes for young people desiring to join our church. Our minister must be especially active in reaching out to those seeking a new church home and in conducting programs for those who wish to unite with us. As moderator, the pastor leads stated and called meetings of the session, encourages session members to fulfill their duties, and helps prepare new elders and trustees for service. The pastor should continue a tradition of community involvement, outreach, and ecumenical cooperation. The pastor serves as chief of Bethel's staff including: an administrative assistant, parish nurse, sexton, and many lay volunteers from the congregation.

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

- Experience as a pastor (early- to mid-career level)
- Strong skills in and commitment to preaching, spiritual development, pastoral care, communication, and leadership
- Genuine personal faith in Christ and belief in the Truths inherent in the Gospel
- Thoughtful balance of an appreciation for Reformed tradition with respect for faiths of others
- Effective communication from the pulpit, in committee and session meetings, in Presbyterian governing bodies, and with neighbors
- Respect for tradition but capable of leading congregation in new directions consistent with our 21st century world
- Administrative leadership for our diverse, multigenerational congregation, staff, session, and volunteers to carry out Bethel's missions
- Knowledge of best financial practices for churches of our size
- Interest in and experience sufficient to demonstrate leadership/involvement in community outreach

- Willingness and personality to reach out to the unchurched, and new residents (young and mature)
- Openness to new missions and roles for Bethel

Primary Skill Choices: Select up to 10 skills from the list below which you would like to see in the person filling this position.

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



Geographic Choices.

X _____ **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 |
| _____ x-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

Endorsements

Pastor Nominating Committee

or Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Committee on Ministry _____ Date _____

Signature