



**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](http://www.pcusa.org/clc)**

## MINISTRY INFORMATION FORM

Ministry ID 00680

Ministry Name First Presbyterian Church of San Rafael

Mailing Address 1510 Fifth Ave.

City San Rafael State CA Zip Code 94901

Telephone Number 415-456 6760 Fax Number

Email [office@fpcsr.org](mailto:office@fpcsr.org)

Web site [www.fpcsr.org](http://www.fpcsr.org)

### **Congregation or Organization 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 87 Church School Attendance 5**



**Church School Curriculum** Godly Play; Summer Whole People of God

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

**Ethnic Composition Of Congregation** *(in whole %):*

*Enter the percentage of each racial ethnic component of your congregation.*

\_\_\_\_\_ American Indian or Alaska Native

  1   Asian

\_\_\_\_\_ Black or African American (African Native, Caribbean)

  8   Hispanic Latino/Latina, Spanish

\_\_\_\_\_ Middle Eastern

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander

 91  White

Other \_\_\_\_\_

Presbytery Redwoods          Synod Pacific

**Community Type (select one)**

\_\_\_\_\_ College

\_\_\_\_\_ Rural

Suburban

\_\_\_\_\_ Small City

\_\_\_\_\_ Town

\_\_\_\_\_ Urban

\_\_\_\_\_ Village

\_\_\_\_\_ Recreation

\_\_\_\_\_ Retirement

\_\_\_\_\_ N/A

**Clerk of Session Contact Information:**

Name Michael Stone

Address 165 Morningside Dr.

City San Anselmo

State CA

Zip Code 94960

Preferred Phone 415-686-3866

Alternate Phone \_\_\_\_\_

E-mail [michaelstone@comcast.net](mailto:michaelstone@comcast.net)

FAX \_\_\_\_\_



**\*Select below the position to be filled and the minimal number of years of experience required (e.g. no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years)**

<u>Years of Experience</u>	<u>Position Type</u>	<u>Years of Experience</u>	<u>Position Type</u>
2 - 5	Solo Pastor		General Assembly Staff
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
	Head of Staff (supervised one teaching elder and other staff)		Executive Director
	Associate Pastor (Christian Education)		Director of Music (non-ordained)
	Associate Pastor (Youth)		Minister of Music (ordained)
	Associate Pastor (Other)		Mission Co-worker (International)
	Pastor (Church Planter, New Worshipping Community)		Christian Educator (Certified)
	Pastor (Transformation/Redevelopment)		Christian Educator (non-certified)
	Pastor Interim		Administrator
	Pastor ( for a designated term)		Funds Developer
	Pastor (Other Temporary i.e., Supply, Student)		Finance Manager
	Pastor, yoked/parish		Media Specialist
	Co-pastor		Communicator
	Executive Pastor		Coordinator
	Evangelist or Mission Pastor		Youth Director (non-ordained)
	Bi-vocational/Tentmaker		Other
	Chaplain		
	Pastoral Counselor		
	College/Seminary Faculty		
	Seminary Staff		
	Campus Ministry		
	General Presbyter/Executive Presbyter		
	Presbytery Leader		
	Stated Clerk (Presbytery)		
	Synod Executive		
	Mid-Council Program Staff		



You may also specify the position title (if appropriate) Pastor

**\*Employment Status**

Full Time                      \_\_\_\_\_ Part Time                      \_\_\_\_\_ Open to Either  
 \_\_\_\_\_ Bi-vocational (able to provide employment through outside partnership)

**Is this a yoked congregation?**     No    \_\_\_\_\_ Yes

(If yes, please complete the Yoked Congregation Detail Form.)

**Clergy Couple** (Are you open to a clergy couple?) Yes  No \_\_\_\_\_

**Certification/Training** (check below the desired certification or training needed for the position):

<b>Interim/Transitional Ministry Training</b> _____	<b>Interim Executive Presbyter Training</b> _____
<b>Certified Christian Educator</b> _____	<b>Certified Business Administrator</b> _____
<b>Certified Conflict Mediator</b> _____	<b>Clinical Pastoral Education Training</b> _____
<b>Other</b> _____	

**Language Requirements**

<input checked="" type="checkbox"/> English	_____ Spanish	_____ Korean	_____ French
_____ Arabic	_____ Armenian	_____ Creole	_____ Portuguese
_____ Japanese	_____ Russian	_____ Swahili	_____ Burmese
_____ Cambodian	_____ Indonesian	_____ Laotian	_____ Thai
_____ Vietnamese	_____ Taiwanese	_____ Cantonese	_____ Mandarin Chinese
_____ Twi	_____ Sign Language	_____ Other	

**Statement of Faith Required**     Yes                      \_\_\_\_\_ No

**Mission Statement**

What is your congregation's or organization's Mission Statement?

At the heart of San Rafael, First Presbyterian Church is a vibrant and inclusive community growing together in faith, hope and love. We humbly seek to understand and respond creatively to the needs of our brothers and sisters here in our city, in Marin County and throughout the world.



## NARRATIVE QUESTIONS

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

1. What is the congregation's or organization's vision for ministry? Additionally describe how this vision is lived out.

We seek to grow in faith, hope, and love through worship, education and spiritual development, mission, and congregational nurture.

Sundays, we have contemplative worship at 8:30 and a more traditional 10:00 service. Our Hispanic congregation joins us on communion Sundays; other weeks they worship in Spanish. Music is vital to all worship, including the monthly Sunday evening SoulSong, which is intentionally interfaith. The handbell choir and chancel choir are treasured opportunities for worship participation.

Sunday School serves children from both our Hispanic congregation and our regular 10:00 service. Adult education includes Sunday classes, retreats, reading groups, film nights, and periodic Bible study. Our weekly Centering Prayer and monthly Spiritual Practices groups support a variety of paths to spiritual growth.

Among our mission programs are Youth on the Move, for vulnerable youth in our community; Presbyterian Disaster Assistance mission trips; a Green Team; collaboration with the Marin Organizing Committee; and projects supporting the homeless, the hungry, and the many immigrants in our community. We provide a home for many organizations who rent space from us: NA, AA, Head Start, Marin Interfaith Council, and others.

Our pastoral care team; the deacons; a prayer chain; and sharing joys and concerns during worship are some of the ways we care for our church family. Many activities to foster fellowship include Supper Club, hiking, homecoming, and annual potlucks.

2. How do you feel called to reach out to address the emerging needs of your community or constituency?

Mission and service are very important to us. Church members have been leaders in addressing urgent needs for shelter and meals for the county homeless. We've commissioned teams for disaster relief work with PDA for the past 12 years. We have engaged an associate for pastoral care to work with deacons, parish associates, and our pastor to offer care, counseling, and support to members of the church family.



In order to understand and respond to emerging community needs, we collaborate with numerous local organizations, including Marin Interfaith Council, Marin Interfaith Street Chaplaincy, Sanctuary Congregation Network, Marin Organizing Committee, Marin Interfaith Climate Action, Marin County Juvenile Justice Department, and a nearby elementary school that serves children living in poverty. We also provide financial support to Bread for the World, Church World Service, and other national and international aid groups.

In 2011, the church committed a portion of the funds raised in a major Capital Campaign to establishing an afterschool tutoring/enrichment program that has evolved to provide several ongoing youth services. The Capital Campaign renovations to our building—such as handicapped-accessible restrooms and parking, new carpeting, a new sound system, video projector, and flexible seating in the sanctuary—made the church more attractive for community events and meetings and enhanced the spaces we make available or rent at reduced rates to nonprofit groups.

**3. How will this position help you to reach your vision and mission goals?**

We view ourselves as a warm, inclusive, and living community seeking a more just and equitable society and a healthy planet. We are looking for a pastor who will inspire, lead, teach, encourage, and walk with us as we care for our congregation and neighbors and for others throughout the wider world.

Our church family appreciates a sermon that speaks to us and assures us that we are loved by God, which motivates us to reflect that love through service in our community. We strive to respond to the struggles we encounter in the everyday world. Knowing that God's grace is within reach inspires us to respond to this Good News in our lives and on behalf of the well-being of all people.

We desire a pastor who will work to build ongoing relationships of trust and respect both inside and outside of our church.

Our membership is largely aging. Remaining vital will require attracting more participants in our programs, finding new members (including younger members), and expanding our core of committed leaders, while continuing to honor and serve our present congregation. We look to our next pastor to be our partner in strategizing and developing plans to support sustainable growth while being faithful to our mission.

Our pastor should be future oriented, desiring to complement an active congregation and serve in a long-term collaboration, helping us to discern our calling as a congregation and to achieve our spiritual development, service, and mission goals.

**4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.**



We seek a dynamic, effective, and creative preacher for a predominantly well-educated, intellectually curious congregation. We desire worship that integrates Word, music, and aesthetics; connects with congregants' everyday lives; inspires worshippers; and welcomes visitors.

Our pastor should understand how congregations work and how to effect change gracefully and facilitate collaboration among staff, congregation, and community partners. This person will be a motivator, fostering a culture where people find fulfillment in service, encouragement, and resources to develop and share their talents.

We hope to find a leader who recognizes the implications of current trends and helps us craft creative responses. The pastor will support seekers both for deeper spiritual lives and for social justice and mission. She or he will stand with us as we strive to understand our place in the world and live out a vision for a relevant, healthy, faithful church.

Our pastor should be a strong written and oral communicator and an active listener who cares for people, is compassionate, and helps others know that they have been heard, are loved, and matter. This person demonstrates integrity, sensitivity to diversity, personal depth, and spiritual grounding. He or she possesses a healthy self-appreciation, along with self-knowledge, humility, and emotional maturity. We seek a pastor who recognizes personal strengths and limitations and makes use of resources to promote personal growth and health.

5. For what specific tasks, assignments, and programs areas will this person have responsibility?

**Worship:** Using progressive theology, scriptural resources, and inclusive language, plan and deliver meaningful sermons at contemplative and more traditional services. Develop thoughtful services with Worship Committee. Support SoulSong. Support our Hispanic congregation and lay leader.

**Pastoral Care:** Coordinate congregational care, including hospital and home visits, with parish associates, associate for pastoral care, and deacons. Train and nurture deacons. Officiate at communion, baptisms, weddings, and memorial services.

**Christian Education and Spiritual Development:** Determine FPCSR's needs and plan programs and curriculum with Session education committees. Recruit and train teachers. Plan and lead new member classes.

**Mission and Community Outreach:** Collaborate with staff and Mission and Social Justice Committee to address community and worldwide needs, including programs supporting vulnerable youth. Represent FPCSR in the local community.



**Administrative:** Supervise and set goals with administrative, custodial, and music staff. Coordinate with parish associates. Maintain professional relationships with outside groups using the church. Moderate Session meetings, collaboratively set goals, and provide leadership. Be responsible for stewardship of church resources, including finances and the building.

**Strategic Planning:** Help congregants develop visions for programming, membership, and financial stability. Support marketing activities.

### OPTIONAL LINKS

Provide below any links to online information that may help call seekers understand your congregation or organization. (e.g. *organization or community websites, online newsletters, demographic information*) Please note the CLC system does not warehouse links. (Limit characters to 500)

<http://www.fpcsr.org/>

<https://www.facebook.com/fpcsr>

<https://www.cityofsanrafael.org/>

<https://www.marincounty.org/>



**\*LEADERSHIP COMPETENCIES**

(Select 10 leadership competencies from the list below that are required for the position.)

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>		
X	<b>Compassionate</b> – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.	<b>Hopeful</b> – maintains stability in the moment and hope for the future; provides direction, guidance, and faith when describing basic needs; and helps followers to see a way through chaos and complexity.
X	<b>Preaching and Worship Leadership:</b> Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.	X
	<b>Lifelong Learner</b> – individuals who use every experience in life as a potential tool for growth; one who pursues continuing education; and those who build on strengths and seek assistance to improve weaknesses.	<b>Teacher</b> – creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.
<b>COMMUNICATION</b>		
X	<b>Communicator</b> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.	<b>Bilingual</b> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
	<b>Public Communicator</b> - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.	<b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
	<b>Technologically Savvy</b> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.	



**ORGANIZATIONAL LEADERSHIP**

	<b>Advisor</b> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.		<b>Change Agent</b> – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.
	<b>Contextualization</b> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.		<b>Culturally Proficient</b> – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	<b>Externally Aware</b> - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society.		<b>Entrepreneurial</b> - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.
	<b>Risk Taker</b> – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status-quo.		<b>Task Manager</b> - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes.
	<b>Willingness to Engage Conflict:</b> Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.		<b>Decision Making:</b> Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.
X	<b>Organizational Agility:</b> Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.	X	<b>Strategy and Vision:</b> Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.
	<b>Financial Manager</b> – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.		<b>Funds Developer</b> – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization's contact list; prepares statement of planned activities and enlists support for mission initiatives.
X	<b>Collaboration:</b> Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the		



strengths and limitations of others.		
INTERPERSONAL ENGAGEMENT		
X	<b>Interpersonal Engagement</b> - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.	<b>Bridge Builder</b> – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
X	<b>Motivator</b> - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.	<b>Personal Resilience:</b> Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate
	<b>Initiative:</b> Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.	<b>Flexibility</b> - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.
X	<b>Self Differentiation:</b> Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.	

**\*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 (U.S.A.)*

See Effective Salary Definition at [Board of Pensions](#).

Minimum *Effective* Salary

Maximum *Effective* Salary

Housing Type

\_\_\_\_\_ Manse

\_\_\_\_\_ Housing Allowance

\_\_\_\_\_ Open To Either (Manse or Housing Allowance)

\_\_\_\_\_ Not Applicable (*For Non-pastoral Positions Only*)

  X   We have a pastor housing endowment to offer some assistance with pastor housing.



### **\*EQUAL EMPLOYMENT OPPORTUNITY**

The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403)

Each Pastor Nominating committee and Search committee is expected to undertake its search for a Teaching Elder 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 and Search Committee affirmed its intention to follow the Form of Government in this regard?

Yes

No

### **REFERENCES (Limit 3)**

**Below, please list three persons who know your congregation. You might list your Presbytery leadership, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.**

Name Rev. Doug Huneke

Address PO Box 598, Corte Madera, CA 94976-0598

Phone Numbers 415-847-0304

Relation Pastor at neighboring Presbyterian Church for 30 years who knows our church well.

E-mail [Doug.huneke@comcast.net](mailto:Doug.huneke@comcast.net)

Name Rev. Dr. Janie Spahr

Address 2079 28<sup>th</sup> Ave., San Francisco, CA 94116

Phone Numbers 415-559-9442

Relation Was Assist. Pastor at FPCSR from 1975-1979 and maintained contact with our congregation since.

E-mail [jane@spahr.com](mailto:jane@spahr.com)



Name Rev. Scott Quinn, Exec. Dir. Marin Interfaith Council (MIC)

Address 1510 Fifth Ave., San Rafael, CA 94901

Phone Numbers 415-456-6957

Relation MIC is located at FPCSR. As Director, Rev. Quinn works closely with congregation and staff members.

E-mail director@marinifc.org

**\*Pastor Nominating Committee/Search Committee Chairperson/Mid-council Search Committee Chairperson:**

Name Dan Crawford and Leslie Purdy, PNC Co Chairs

Address 100 Rancheria Rd.

City Kentfield State CA Zip Code 94904

Preferred Phone 415-302-8833 (Dan)

Alternate Phone 949-285-9371 (Leslie)

E-mail Address for PNC Communications (required): dancraw13@gmail.com

**ENDORSEMENTS**

Pastor Nominating Committee/

Search Committee \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Presbytery \_\_\_\_\_ Date \_\_\_\_\_

*Signature*