

Church Information Form (Part II)

Step 1 of 7

Church/Organization ID _____ Pin Number 03819 _____

Church/Organization Name, City, State Buffalo Presbyterian Church, Buffalo, Minnesota _____

Position To Be Filled (select one)

- | | |
|---|---|
| <input type="checkbox"/> Associate Pastor (Christian Education) | <input type="checkbox"/> Minister of Music (ordained) |
| <input type="checkbox"/> Associate Pastor (Youth) | <input type="checkbox"/> Mission Pastor |
| <input type="checkbox"/> Associate Pastor (Young Adult) | <input type="checkbox"/> Pastor-parish |
| <input type="checkbox"/> Associate Pastor (Other) | <input checked="" type="checkbox"/> Pastor (Solo) |
| <input type="checkbox"/> Campus Minister | <input type="checkbox"/> Pastor (Head of Staff) |
| <input type="checkbox"/> Chaplain | <input type="checkbox"/> Pastor (New Church Development/Fellowship) |
| <input type="checkbox"/> Christian Educator (non-ordained) | <input type="checkbox"/> Pastor (Redevelopment/Transformation) |
| <input type="checkbox"/> College/Seminary faculty | <input type="checkbox"/> Pastor-shared ministry (between a church and another organization) |
| <input type="checkbox"/> College/Seminary staff | <input type="checkbox"/> Pastor (Tentmaker/Part-time) |
| <input type="checkbox"/> Co-Pastor | <input type="checkbox"/> Pastor (Yoked field) |
| <input type="checkbox"/> Designated Pastor | <input type="checkbox"/> Pastoral Counselor |
| <input type="checkbox"/> Director of Music (non-ordained) | <input type="checkbox"/> Presbytery/Synod executive |
| <input type="checkbox"/> Executive Pastor | <input type="checkbox"/> Presbytery/Synod program staff |
| <input type="checkbox"/> Interim Associate Pastor | <input type="checkbox"/> Presbytery/Synod Stated Clerk |
| <input type="checkbox"/> Interim Ministry (Governing Body) | <input type="checkbox"/> Youth Director (Non-ordained) |
| <input type="checkbox"/> Interim Pastor | |

Specify Title (if appropriate) _____

Specify whether experience in the specified position is “Required” or “Desired”.

X _____ Required _____ Desired

Employment Status

X _____ Full Time _____ Part Time _____ Open to Either

Years of Experience Desired

_____ First Ordained Call _____ less than 2 years _____ 2 years or more
X _____ 4 years or more _____ 6 years or more _____ 8 years or more

Language Requirements

X _____ 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? X 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.*

Buffalo Presbyterian Church is a congregation in which the Word, the Spirit, and the Love of God enrich and strengthen us as individuals and families in Christ.

The purpose of this church is to fully equip us to become disciples of Jesus Christ, obeying His commandments to love and worship God, love and care for our neighbors, and make new disciples in our community and the world.

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 were the first church in Buffalo, with our first meeting taking place nearly 133 years ago on September 10, 1875. We are a small church in a rapidly growing and vibrant community, with a newer building. Our

congregation has a wide range of theological understandings. Buffalo is on the fringes of the Minneapolis/St. Paul metro area and is also close to St. Cloud, another large city.

Examples of current programs/accomplishments:

- Meals-on-Wheels
- Shut-in visitations
- Senior picnic
- Outstanding music program
- Men's work day
- Provide red lap blankets for Buffalo Hospital
- Buffalo Ministerial Association
- Support Timber Bay at risk youth and Wycliff Bible Translator missions
- Buffalo Food Shelf
- Deacon's Emergency Fund
- PCUSA special offerings
- Sunday School, pre-K through 12 and adult program
- Youth programs (Jr and Sr high) led by paid youth leader
- Senior High Girls' Bible Study
- Confirmation Program
- Annual Lenten soup supper study
- Vacation Bible School
- Prayer shawl ministry
- Annual Women's Retreat
- Choir – children's, youth, and adult
- Service in the park
- Semi-annual Red Cross Blood Drive
- 30 hour famine
- Summerfest youth summer Bible camp
- Youth programs at Presbyterian Clearwater Forest Camp
- Worked together as a congregation to raise funds for new grand piano and to refurbish kitchen

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

BPC has a strong core membership. Our congregation recently voted to devote significant resources to replace our church roof, construct a memorial bell tower, and upgrade our landscaping including an outdoor worship area and development of a ball field in partnership with the city.

Our members have a wide variety of musical talents, which are shared through special music during worship and special programs. We have a professional adult choir director, and our organist/pianist has an Associate certificate from the American Guild of Organists and recently completed a degree in organ music performance at the University of Minnesota.

Our members maintain the building and grounds. The Stated Clerk of Presbytery of the Twin Cities Area is a member. Two of our members are on the board of the Buffalo Food Shelf.

- We strive to be Christ-centered
- We seek growth
- We are theologically diverse
- We want to nurture a wider sense of welcoming to the table
- We seek to be mission focused
- We value each person

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

- Liberal/conservative spectrum – Our continuum of personal theologies ranges from liberal to conservative. We seek a respectful environment that allows for sharing of ideas.
- Through our activities in our neighborhoods, community, and the world, we are trying to follow the Great Commandment and the Great Commission.

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_____ Myra Carroll-Pezzella _____
Address_____ 1018 Bellanger, Buffalo, Minnesota 55313 _____
Phone Numbers ____ 320-543-2806 (church), 612-598-1603 (cell) _____
Relation__COM contact with our PNC, Pastor Howard Lake Pres Church, MN__
E-mail _____myracp@wh-link.net _____

Name_____ Julia Carlson _____
Address_____ 507 County Road 134, Buffalo, Minnesota 55313 _____
Phone Numbers ____ 763-682-2773 (church), 763-682-0144 (home) _____
Relation_____ Interim Pastor, BPC _____
E-mail_____ julia.carlson@att.net _____

Name_____ Calvin Cooper _____
Address_____ 6532 Meadowlark Lane North, Maple Grove, Minnesota 55369
Phone Numbers_____ (H) 763-315-4444, (W) 763-559-2946 _____
Relation_____ Presbyterian Minister at Presbyterian Homes _____
E-mail_____ calcooper@gmail.com _____

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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?*

Our pastor will provide spiritual, pastoral and educational leadership. Main duties will include preaching grounded in God's Word, leading the weekly worship service, pastoral care including visits to hospitalized and shut-in members and friends, and leading, guiding and training our lay leadership. Teaching confirmation, new member, officer training and baptism classes along with overseeing the youth program and premarital counseling will also be part of the position. Our goal is to help each member to be in an intimate relationship with God.

S/He will help us grow, identify who we are spiritually, theologically within the PC(USA), and direct our congregation to be an effective church for Jesus Christ. As a result, s/he will help the congregation increase membership and attendance. We desire to be a growing and thriving congregation.

Our pastor will also need to provide leadership for the congregation, working in partnership with the session and serving as a resource person to the session, its committees and the deacons. Supporting our mission statement and working with the session to define future goals and to work toward them will also be part of the job. Staff coordination will be a small part of the duties. Planning and leading the officers' retreats, moderating at session and congregational meetings and ensuring the coordination of church activities will be required. We will support our pastor's continuing spiritual, intellectual, administrative and personal growth.

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

We value a pastor who has a great passion for the pastoral call and for Christ's work in our culture. Strong leadership, spiritual discernment, organizational and communication skills are needed for this position. The pastor will have the ability to bridge our congregation's broad differences while helping us understand and respect these differences without bringing us all to the same position. The ability to work through difficult issues will be beneficial.

Church growth is important to us. Our pastor will share this passion for growing our church by partnering with the congregation in encouraging attendance from current membership and new visitors. A welcoming and warm personality with a sense of humor will be valuable.

We encourage this person to balance involvement between our church community and the broader community at large. This would include active participation in the local ministerial association. We encourage him/her to be available for God to work through him/her to accomplish God's purposes.

Administrative, financial/budgeting and computer skills will be beneficial for our pastor. We consider related work experiences outside the ministry advantageous.

We desire a person with a genuine love for people; someone who has a desire to gather sheep in the flock and lead them to Jesus Christ, our Lord and Savior.

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

- | | |
|--|--|
| <input type="checkbox"/> Administration of Programs | <input type="checkbox"/> Administrative Leadership |
| <input type="checkbox"/> Adult Ministry | <input type="checkbox"/> Budget Preparation |
| <input type="checkbox"/> Building Renovation/Property Development | <input type="checkbox"/> Children's Ministry |
| <input type="checkbox"/> Choir Directing | <input checked="" type="checkbox"/> Communication (Written/Oral) |
| <input type="checkbox"/> Community Ministries | <input type="checkbox"/> Community Service and Leadership |
| <input checked="" type="checkbox"/> Conflict Management/Mediation Skills | <input type="checkbox"/> Congregational Communication |
| <input checked="" 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 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 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 checked="" type="checkbox"/> Stewardship and Commitment Program |
| <input checked="" type="checkbox"/> Strategic Planning | <input 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 allowance or manse value.)

Minimum **Effective** Salary \$ 48,800.00 Maximum **Effective** Salary \$

Housing Type Manse
 X Housing Allowance
 Open To Either
 Not Applicable (*For Non-pastoral Positions Only*)

Geographic Choices.

 Suggest individuals from anywhere in the United States (or)

 X **Suggest individuals only from specific areas checked below.**

- | | |
|----------------------------------|--|
| <u> </u> Alabama | <u> </u> Alaska |
| <u> </u> Arkansas | <u> </u> Arizona |
| <u> </u> California | <u> </u> Colorado |
| <u> </u> Connecticut | <u> </u> District of Columbia |
| <u> </u> Delaware | <u> </u> Florida |
| <u> </u> Georgia | <u> </u> Hawaii |
| <u> </u> Idaho | <u> X </u> Illinois |
| <u> X </u> Indiana | <u> X </u> Iowa |
| <u> X </u> Kansas | <u> </u> Kentucky |
| <u> </u> Louisiana | <u> </u> Maine |
| <u> </u> Maryland | <u> </u> Massachusetts |
| <u> X </u> Michigan | <u> X </u> Minnesota |
| <u> </u> Mississippi | <u> X </u> Missouri |
| <u> </u> Montana | <u> X </u> Nebraska |
| <u> </u> North Carolina | <u> X </u> North Dakota |
| <u> </u> New Hampshire | <u> </u> New Jersey |
| <u> </u> New Mexico | <u> </u> New York |
| <u> </u> Nevada | <u> </u> Ohio |
| <u> </u> Oklahoma | <u> </u> Oregon |
| <u> </u> Pennsylvania | <u> </u> Puerto Rico |
| <u> </u> Rhode Island | <u> </u> South Carolina |
| <u> X </u> South Dakota | <u> </u> Tennessee |
| <u> </u> Texas | <u> </u> Utah |
| <u> </u> Vermont | <u> </u> Virginia |
| <u> </u> Washington | <u> </u> West Virginia |
| <u> X </u> Wisconsin | <u> </u> 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 _____ Larry Pattee _____
Address _____ 151 Lake Shore Drive _____
City _____ Big Lake _____ State _____ Minnesota _____ Zip Code _____ 55309 _____
Preferred Phone _____ 763-263-1956 _____
Alternate Phone _____ 763-221-7245 _____
FAX _____ none _____
E-mail Address for PNC Communications: _____ pattee@connections-etc.net _____

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.