

Church Information Form (Part II) Step 1 of 7

Church/Organization ID 00573

Church/Organization Name, City, State Westwood Presbyterian Church, Los Angeles, CA

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) _____

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: February 29, 2012

Projected position start date: August 1, 2012

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.*

The Mission of Westwood Presbyterian Church is to:

- Welcome everyone as God's people and nourish them to embrace and share the good news of the Gospel of Jesus Christ.
- Celebrate the Glory of God through excellence in Reformed worship, inspirational preaching, and classic church choral music.
- Nurture our diverse congregation in experiencing the grace of God with multiple programs in Christian study, prayer, personal growth, shared support and fellowship.
- Ensure that our children learn, experience and live the Gospel.
- Reach out to the homeless, the hungry, and the abused children in our community especially through agencies we created and now support.

Westwood Presbyterian Church is an active congregation with a rich 60-year history of inspirational Reformed worship, excellence in preaching, classical liturgical choral music, and innovative educational and community programs. Drawing its congregants from a wide regional area, WPC is located in urban West Los Angeles, adjacent to U.C.L.A., one of the nation's preeminent universities. Its transformational mission programs include PATH (People Assisting the Homeless) and Child SHARE (both founded at WPC), Westside Food Bank, and Habitat for Humanity. Other community outreach programs include New Orleans work trips, complete Christmas dinner for 650 families, rummage sales, holiday toy drives, Amnesty International postcard campaigns and beach cleanup through Heal the Bay.

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.

Brief description of the church/organization's programs or accomplishments:

Educational programs for families include the following:

- A highly acclaimed daily Preschool enrolling 92 children, staffed by professionally trained teachers;
- Sunday School classes for Pre -K and elementary school children;
- Mid-week programs for pre-K and elementary grades (includes recreation, Bible study and choir);
- Middle and High School Sunday study classes, plus a weekly Youth Group;

- Original Christmas musical performance program with casts of all ages and an annual children's spring musical.

Adult programs include the following:

- Music at Westwood - Annual series of concerts throughout the year with full WPC Choir and ensemble orchestra;
- Faith, Search and Support Group - A longstanding Sunday morning reading and discussion group focusing on current scholarly texts, under the leadership of academic-based theologians;
- Bible study groups, poetry writing group;
- Weekly women's prayer breakfast, book club and annual retreat;
- Lecture programs featuring theologians, scholars and guest artists;
- Visits to the rich and varied cultural institutions in Los Angeles;
- Original music and literary performances featuring professional artists (Summer Musicale, A Christmas Pudding, poetry readings, and others);
- Monday Nighters - quarterly gatherings at the homes of various members of the congregation.
- The Bridge – monthly young adult fellowship gathering

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

We offer an open mind and heart to newcomers. We welcome people at our front door every week, introduce ourselves, and direct them to members who can make them feel at home.

Our church is blessed with many talented people (e.g., pastors, educators, business people, doctors, therapists, lawyers, administrators, authors, producers, actors, and musicians) who contribute their expertise to committees, programs, and special projects.

Our tradition of support for local social service ministries helps keep us focused on opportunities to act as God's servants in the local community. As well, our Deacon ministry cares for our congregation through its visits with the home-bound, flower delivery to the grieving or hospitalized, and providing meals to individuals and families in crisis.

We have a director of Student Ministries/Mission and Outreach, and a director of Christian Education who both work with many faithful volunteers to provide important connections between the adults and children of our congregation.

WPC's renowned music program contributes to worship by presenting choral music of great composers. We have a choir of 40 voices (including paid soloists) accompanied by an organ. There are special musical events during the year that include a full orchestra. Children's choirs sing in worship several times a year.

Our current pastor, the Rev. Dr. Lynn Cheyney has led this congregation for nearly three years. Associate Pastor, the Rev. GM "Peggy" Krong, will retire in July 2012.

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

Los Angeles is a city of many cultures, a vast urban area undergoing major economic, social and political changes. Our church's mission in the midst of this diversity is to give our members a strong sense of Christian identity and to help them express God's reconciling work in their lives. Corporately, the church aims to provide a vision of God's intention for human justice and compassion in a secular city.

WPC is noted for its proactive mission work to address needs of the poor in its community. The church has launched and continues to support two major ministries - one to help homeless people get jobs, find homes and reaffirm their dignity; the other to care for abused or neglected children. WPC is also the largest church sponsor of the Westside Food Bank.

Our Mission states we "welcome everyone as God's people." Many members and friends come seeking a faith connection, and WPC provides opportunities to learn about God's love and grace through preaching and education.

Pastoral staff, lay leaders and program volunteers strive to be a consistent Christian presence in the lives of church families and to nurture a personal relationship with Christ. We seek to build a foundation of faith for our children and youth, understanding we have stiff competition from outside secular activities.

The challenge we face is to remain a vital center for Christian witness through strong worship, education, and mission programs in fast-paced, over-scheduled lives.

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 Ms. Jan Cloyde

Address 1520 S. Beverly Glen Blvd, Apt. 104, Los Angeles, 90024

Phone Numbers 310-552-1652

Relation Member

E-mail jancloude@aol.com

Name The Rev. Dr. John Crossley

Address 618 Vallejo Villas, Los Angeles, CA 90042

Phone Numbers 323-222-7532

Relation Friend/Professor Emeritus, School of Religion, University of Southern California

E-mail crossley@usc.edu

Name The Rev. Dr. David Worth

Address 505 North Rodeo Drive, Beverly Hills, CA 90210

Phone Numbers 310-271-5194

Relation C.O.M. Liaison

E-mail david.worth@bhpc.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.*

The Associate Pastor shall assist the Pastor in leading the people of God in the ways of Christ, and work in partnership with lay leaders in conducting the varied ministries of Westwood Presbyterian Church.

Major Responsibilities: *For what specific tasks, assignments, and program areas will this person have responsibility?*

The Associate Pastor will exercise the roles typical of the pastoral office – preaching, teaching, pastoral care & counseling. The Associate Pastor, in conjunction with the Pastor and lay leaders, will be responsible for the vision, planning, direction and day-to-day management of a number of the church’s ministries, which would include but not be limited to 3-4 of the areas listed below. For each assigned ministry, the Associate Pastor will focus on the ministry’s spiritual underpinnings and foster the discernment of priorities, the establishment of evaluation criteria, the development of leadership, and the engagement of elders, committee members and the congregation.

1. Pastoral Care & Deacons – care for the WPC Family

Foster, coordinate, and participate in pastoral care to individuals and families: hospital visitation, crisis counseling, prayer chain, care to homebound people and residents of nursing homes. Serve as staff resource to the Board of Deacons.

2. Mission & Outreach – care for the world

Ministries of Compassion – Foster the development of lay leadership and engagement in the provision of compassionate services locally and globally. Ministries of Justice – Foster the development of lay leadership and service in promoting education, discernment and action in areas of systemic injustice, both locally and globally. Serve as staff resource to the Mission & Outreach Committee.

3. Congregational Life

Provide a variety of opportunities for fellowship and connection among our church family, creating intentional environments in which our church family can gather to break bread and enjoy one another, from retreats to women’s and men’s ministry, from social events to age-specific fellowship groups. Serve as staff resource to the Congregational Life Committee.

4. Adult Education & Spiritual Nurture

Provide a multitude of regular and periodic opportunities for growing in faith and knowledge of Scripture, theology, spirituality and Christian living. Serve as staff resource to the Adult Ministries Committee.

5. Membership & Lay Ministries

The Membership and Lay Ministries Committee assists the congregation in being a welcoming and inviting community. They welcome newcomers, provide new member seminars and walk with new members until they are established in the ministries and fellowship circles of the church. The committee then works with members in spiritual gifts discovery, seeking to connect each member with

opportunities both to serve as well as to grow in their Christian faith. Serve as staff resource to the Membership & Lay Ministries Committee.

6. Communications

The Communications Committee oversees all church communications, internal and external. The Communications Committee oversees the development of our web site, determines style and format of the weekly bulletin and News and Concerns, is responsible for developing our church logo and brand, and for creating brochures and news releases. Serve as staff resource to the Communications Committee.

7. Family Ministries

Family ministries focuses on the spiritual nurture and support of our church families, providing opportunities for fellowship and service, developing family spiritual practices, offering guidance for parents in raising children and youth to faith, and engendering a community of mutually supportive, caring church families.

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

1. Deep and abiding faith in Jesus Christ
2. Effective leadership gifts and organizational abilities
3. Excellent oral and written communication skills, able preacher and teacher
4. Ability to encourage and motivate laity to use their gifts and passions in ministry
5. Effective systems builder, coach, facilitator, planner, problem-solver and team builder

Necessary Training and Experience

1. Completion of a Master of Divinity degree from an accredited seminary
2. Ordained or “ordination ready” within the Presbyterian Church (U.S.A.)
3. Minimum of three years of work experience in a church setting
4. Advanced training or continuing education in pastoral care
5. Experience and involvement in ministries of mercy/compassion and peace/justice

Additional Responsibilities

1. Assist regularly in worship leadership and administration of the sacraments. Preach as requested to do so by the Pastor, generally 10-12 times/year.
2. Officiate at weddings and funerals as requested.
3. Teach and lead as requested.
4. Participate in weekly staff meetings, monthly Session meetings, and regular ministry area meetings. Provide regular reports as to logistical progress, issues, and/or problems in areas of oversight.
5. Participate fully in the life and ministry of the church.
6. Assume other duties as assigned by the Pastor.

Accountability and Review

The Associate Pastor reports to the Pastor and is accountable to the Session through the Personnel Committee. Performance review annually.

Miscellaneous

The Associate Pastor is provided two weeks of professional development and four weeks of vacation annually.

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 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 checked="" type="checkbox"/> Communication (Written/Oral) |
| <input type="checkbox"/> Community Ministries | <input checked="" type="checkbox"/> Community Service and Leadership |
| <input 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 checked="" 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 checked="" type="checkbox"/> Involvement in Mission Beyond Local Church |
| <input 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 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 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 \$55,000 _____

Maximum **Effective** Salary \$65,000 _____

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

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

CIF (Part II) - Step 7 of 7

Pastor Nominating Committee/Search Committee Co-Chairs Detail:

Name Keith Samuels

Address 1545 Viewsite Drive

City Los Angeles State CA Zip Code 90069

Preferred Phone 310-775-5855

Alternate Phone 310-358-0580

E-mail Address for PNC Communications: jkeithsamuels@gmail.com

Name Kathryn Welch Howe

Address 10570 Le Conte Avenue

City Los Angeles State CA Zip Code 90024

Preferred Phone 310-995-7721

Alternate Phone 310-470-7721

E-mail Address for PNC Communications: khowe.kwh@gmail.com

Email for PIF submissions: APNC@westwoodpres.org