

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

## Church Information Form (Part I) Step 1 of 5

Church/Organization ID \_\_\_\_\_

Church/Organization Name: Mukilteo Presbyterian Church

Mailing Address: 4514 - 84<sup>th</sup> Street SW

City: Mukilteo State: WA Zip Code: 98275

Telephone Number: (425) 355-2802 Fax Number: (425) 513-2752

Web site: [www.MpcLife.com](http://www.MpcLife.com)

## 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: 326, 2 services on Sunday

Church School Attendance: approximately 200, adults, students & children, (weekly attendance)

Church School Curriculum: Pre-K – 5<sup>th</sup> Grade: “Group, Inc”

Student and Adult: various book and video studies chosen by individual teacher/leader

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.

0% African American  
 94% Caucasian  
 1% Chinese  
 1% Hispanic Mexican/Central American  
 Hispanic Puerto Rican  
 .5% Japanese  
 2% Korean  
 0% Native American  
 Taiwanese  
 .5% Other Asian  
 1% Other

## CIF (Part I) - Step 4 of 5

Presbytery: **North Puget Sound Presbytery** Synod: **Alaska-Northwest**

### Community Type (select one)

<input type="checkbox"/> Rural	<input type="checkbox"/> Village	<input type="checkbox"/> Town
<input type="checkbox"/> Small City	<input checked="" type="checkbox"/> Suburban	<input type="checkbox"/> Urban
<input type="checkbox"/> Inner City	<input type="checkbox"/> College	<input type="checkbox"/> Recreation
<input type="checkbox"/> Retirement	<input type="checkbox"/> N/A	

## CIF (Part I) - Step 5 of 5

### Clerk of Session Details:

Name: **Lee Ann Hendricksen**

Address: **4514 84<sup>th</sup> Street SW**

City: **Mukilteo** State: **WA** Zip Code: **98275**

Preferred Phone: **(425) 355-2802** Alternate Phone: **(425) 327-1330**

E-mail: **leeann@mpclife.com**

FAX: **(425) 513-2752**

## Church Information Form (Part II) Step 1 of 7

Church/Organization ID \_\_\_\_\_

Church/Organization Name, City, State Mukilteo Presbyterian Church, Mukilteo, WA

**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: \_\_\_\_\_

## 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.*

The mission of MPC is “to invite everyone to respond to God’s call in Jesus Christ, connect them with the fellowship of God’s people, equip them for life and ministry, and send them into the world to serve.” The four verbs - *invite, connect, equip and send* - describes our four-fold disciple-making task as a church. Our end goal is to make disciples who take their learning relationship with Jesus very seriously and are being led by him into deeper levels of spiritual maturity and into wider avenues of Christian service. In the words of the Apostle Paul, *we seek to “present everyone perfect [fully mature] in Him.”*

We emphasize the apostolic “sent” nature of the church. “As the Father has sent me, so I send you,” said Jesus. We are as much the church “scattered” as “gathered.” The church is called to gather as the body of Christ to worship, to support and encourage one another in faith, and to be equipped for ministry in the world. The church, however, does not cease being the church when it disperses; the church scatters and is sent to serve as Christ’s disciples in all the arenas of life: marriage and family, in daily work and school, in government and community involvement. The church is called to join God in his work in the world; it cannot remain a holy huddle behind closed doors. MPC knows that it has been blessed and seeks to be a blessing to its community and to the world at large.

**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.**

MPC's pastor, 2 full-time and 6 part-time staff serve to equip and mobilize God's people for ministry and mission. The church offers one traditional and one contemporary **worship** service. Our **music** ministry is a diverse virtuoso: an adult choir of 40; a children’s choir, a contemporary worship band, and a brass band. MPC's Christmas Cantata draws nearly 800 people annually. **Christian Education** is offered at all levels, preschool through senior adults. **Vacation Bible School** is staffed by 60+ adult volunteers and draws over 300 children annually. **Student Ministries** disciples 100+ middle and high school youth weekly. The **Hilltoppers** fellowship reaches out to the spiritual and social needs of our community's seniors.

The church engages in various mission projects beyond its walls. We founded and house the **Mukilteo Food Bank**. Many of our members are engaged in a **bi-monthly hot meals program** for needy folks in the area. In Fall 2010, we launched the **Good Shepherd Arabic Fellowship** (in partnership with the Presbytery of North Puget Sound) to care for the spiritual needs of the Arabic-speaking population around us. Though we support **mission workers in Taiwan, Peru, and Kenya**, the focus of our international mission is on **Turkey and the Middle East**. We give generously to mission causes, both

through our denominational channels and through individual giving. We are pleased to offer our building to a number of non-profit groups serving the community.

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

God has blessed MPC's congregation with a wealth of resources to serve His purpose. We continue to create a "permission-giving" environment where members are encouraged to identify their gifts, spiritual and tangible, and to utilize them as the Spirit leads. We encourage people to listen to the Spirit and initiate their own ministry if they can gather a team and the ministry is congruent with our church's mission/values. This bottom-up approach to doing mission has made for more creative ministry, if a bit more chaotic.

The congregation is spiritually hungry. A large contingent of the membership is engaged in a bible study of one kind or another, and worship is well attended. Church members genuinely enjoy one another and there is much laughter when people get together. A spirit of unity pervades the body. We are regarded by most as "a friendly church". We have unusually strong music and youth ministries for the size of our church, and have attracted many new people to our congregation.

The church has enjoyed consistent pastoral leadership over many years and has a talented church staff that works very well together as a team. These church staff members understand that their role is not so much to do the ministry, as to resource and equip the people to perform their ministry.

8 years ago, the church relocated to a 5 acre plot in the middle of town. Our new campus has been a boon to our ministry, as it has provided greater community visibility and opened new opportunities to grow and serve.

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

We are very aware of the postmodern paradigm shift that has marginalized the Christian church in our culture. This is even more apparent in the Pacific Northwest, where the church has never been firmly established. We believe this presents a fresh opportunity for the church to let its light shine. In our society, talk is cheap; the only way to win a fair hearing for Jesus Christ is to perform extraordinary deeds of love. We are exploring what it means to be a missional church. We cannot do ministry as we did 30 years ago, where the pastor was entrusted with the really significant ministry while a largely passive congregation watched. Now that our mission is at our doorstep, it is imperative to mobilize all the people of God to do the work of ministry. We take the priesthood of all believers very seriously; everyone is called to ministry by virtue of their baptism.

In this day of great cultural change, we believe it is more important than ever to maintain our theological integrity. We align ourselves with the classic biblical, Reformed/Evangelical tradition. We hold to historic, biblical teachings with regard to marriage and human sexuality and resist cultural pressures to conform. We proclaim salvation in Christ alone, strive to live in obedience to Scripture alone and go into the world for God's glory alone. We find ourselves to be in sympathy with the Fellowship of Presbyterians. We value our global Christian partners who have much to teach us about faith and ministry.

## 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: Corey Schlosser-Hall  
Address: 1010 East Casino Road, Everett, WA 98203  
Phone Numbers: 425-355-0922  
Relation: Executive Presbyter  
E-mail: Corey@npspresbyterians.net

Name: Dean Strong  
Address: 1010 East Casino Road, Everett, WA 98203  
Phone Numbers: 425-355-0922  
Relation: Stated Clerk and Acting COM Liaison  
E-mail: Dean@npspresbyterians.net

Name: John Mason  
Address: 5115 100th St NE, Marysville, WA 98270  
Phone Numbers: 360-659-7777  
Relation: Senior Pastor of Mountain View Presbyterian Church  
E-mail: pastorjohn@mtvpc.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.*

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

The Associate Pastor provides pastoral leadership in the following areas:

### **Discipleship and Adult Education**

- Develop, direct and promote the “disciple-making” ministry of MPC
  - Teach adult classes especially in areas of spiritual formation
  - Plan/organize with other key leaders a varied ministry program for adults that encourages spiritual growth and fellowship
  - Identify, resource and encourage teachers/leaders of bible studies, classes & small groups
  - Organize and lead retreats for spiritual growth/renewal.
  - Develop, direct and promote the small group life

### **Ministry of Care:**

- Develop, resource and direct congregational care in conjunction with the senior pastor, deacons and others
- Encourage assimilation of new people into the life of the congregation
- Engage in emergency/hospital visitation and pastoral counseling

### **Community Outreach:**

- Assist the members of the congregation in their understanding and exercise of "ministry of daily life" so that the witness of the Gospel will be shared in the community
  - Help individuals understand and appreciate their own giftedness for ministry
  - Sensitize the congregation to opportunities for ministry and service beyond the walls of the church and encourage involvement
  - Work with the urgent needs team to ensure timely response to assistance requests

### **Pastoral Leadership:**

- Assume pastoral responsibilities in the senior pastor’s absence and as agreed upon (lead worship, preach Word, celebrate sacraments, perform weddings/funerals)

**See full position description at [www.mpclife.com/<pagename>.html](http://www.mpclife.com/<pagename>.html)**

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

### **Personal/Spiritual**

- A passionate love for Jesus Christ and his church
- A real heart for and deep abiding love of holy scriptures
- Seeking to personally grow in faith, knowledge and love of Christ

- A forgiving heart that sees a parishioner's potential beyond their shortcomings

### **Teaching and Training**

- Gifted communicator and effective teacher
- Six+ years experience in ordained pastoral ministry
- Seminary trained with rich formal and informal experience in a church
- Well grounded in reformed theology
- Ability to adapt lessons to any learning level

### **Ministry Mobilization and Disciple Making**

- Proven track record which shows ability to create and mobilize ministry teams to do ministry (i.e. small groups, young families, women's ministry, men's ministry, etc)
- Enjoys seeing people grow and helping people discover their calling and exercising their gifts
- Empowers and equips members for ministry
- Encourager
- Excellence in and enjoyment of coaching individuals
- Experienced at nurturing people spiritually
- Ability to organize ministry teams and tasks (small groups, congregational care)

### **People Skills**

- Excellent people and communication skills
- Team player
- Aware of and sensitive to group dynamics
- Ability to work with difficult people/handle difficult relationships
- Can accept comments and criticism in a positive manner
- A servant's attitude and heart

**Important Note: Because the senior pastor begins a 4-month Sabbatical in May, our initial attempt is to select a nominee in April. We are not limiting ourselves to this timing, but because we are working towards this goal, the window for applying is short and the timeliness of responses and communication will be important.**

**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

**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 \$ \$45,000 base salary/housing plus 32.25% board of pensions/benefits

In addition to effective salary, 4 weeks vacation, 2 weeks study leave, \$1,500 study allowance and \$500 books

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.**

*(Session discussed and decided to start with the West coast and Pacific Northwest, and expand to other states as desired)*

- |                               |                                    |
|-------------------------------|------------------------------------|
| <u>      </u> Alabama         | <u>  X  </u> Alaska                |
| <u>      </u> Arkansas        | <u>      </u> Arizona              |
| <u>  X  </u> California       | <u>      </u> Colorado             |
| <u>      </u> Connecticut     | <u>      </u> District of Columbia |
| <u>      </u> Delaware        | <u>      </u> Florida              |
| <u>      </u> Georgia         | <u>  X  </u> Hawaii                |
| <u>  X  </u> Idaho            | <u>      </u> Illinois             |
| <u>      </u> Indiana         | <u>      </u> Iowa                 |
| <u>      </u> Kansas          | <u>      </u> Kentucky             |
| <u>      </u> Louisiana       | <u>      </u> Maine                |
| <u>      </u> Maryland        | <u>      </u> Massachusetts        |
| <u>      </u> Michigan        | <u>      </u> Minnesota            |
| <u>      </u> Mississippi     | <u>      </u> Missouri             |
| <u>  X  </u> Montana          | <u>      </u> Nebraska             |
| <u>      </u> North Carolina  | <u>      </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>  X  </u> Oregon                |
| <u>      </u> Pennsylvania    | <u>      </u> Puerto Rico          |
| <u>      </u> Rhode Island    | <u>      </u> South Carolina       |
| <u>      </u> South Dakota    | <u>      </u> Tennessee            |
| <u>      </u> Texas           | <u>      </u> Utah                 |
| <u>      </u> Vermont         | <u>      </u> Virginia             |
| <u>  X  </u> Washington       | <u>      </u> West Virginia        |
| <u>      </u> Wisconsin       | <u>      </u> Wyoming              |
| <u>      </u> 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 Chairperson Detail:**

Name: Pat Wang

Address: 951 18th St; Mukilteo, WA 98275

Preferred Phone:

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

FAX \_\_\_\_\_

E-mail Address for PNC Communications: mukilteo\_pres\_pnc@yahoo.com

**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.**