



**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**

MINISTRY INFORMATION FORM

Ministry ID 05422 _____
Ministry Name John Knox Presbyterian Church _____
Mailing Address 109 SW Normandy Road _____
City__Normandy Park_____ State __WA_____ Zip Code 98166 __
Telephone Number__(206) 241-1606_____ Fax Number 206 838-1805 __
Email hello@jkpcusa.org _____
Web site www.jkpcusa.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



***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>
	Solo Pastor		General Assembly Staff
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
0-2 years	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) Sr. Pastor/Head of Staff

***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):

Interim/Transitional Ministry Training	<input type="checkbox"/>	Interim Executive Presbyter Training	<input type="checkbox"/>
Certified Christian Educator	<input type="checkbox"/>	Certified Business Administrator	<input type="checkbox"/>
Certified Conflict Mediator	<input type="checkbox"/>	Clinical Pastoral Education Training	<input type="checkbox"/>
Other _____			

Language Requirements

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

X - (some Spanish is desirable)

Statement of Faith Required Yes No

Mission Statement

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

Shaping generations to lead lives that reveal God's grace



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.

Our mission statement encompasses our ministry vision: "Shaping generations to lead lives that reveal God's grace." We have a talented and gifted congregation, and seek to provide opportunities for Christian growth for each person depending on life stage and circumstances. We have a blended worship for all generations, with services often including visual art, such as revolving exhibits or the recent creation of clay vessels during the service. Small groups foster deeper relationships, strengthening individuals and families. With Fuller Theological Seminary, we helped equip members to engage their vocation as a place of ministry and mission. Many attenders seek to understand Biblical truths, discover their gifts and callings, and further God's kingdom work. John Knox has an ongoing legacy of commitment to local and global missions, and we seek to understand and act on the call to love our neighbors outside the church walls. Our most recent vision for ministry was set forth by a task force in 2015, creating what is called Vision 2020, with four emphasis areas: Connect [with one another], Learn, Serve and Worship. The four areas have all received attention, but as 2020 nears it is necessary to evaluate progress and plan next steps.

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

Our church supports and celebrates grassroots efforts. The Serve team has partnered with local schools for tutoring, a pen-pal program, help with science and the arts, and supply drives. Some members assisted at a local emergency cold-weather shelter this winter, and others seek involvement in emerging social issues. We operate a thriving preschool with 172 children enrolled. Our children and youth programs draw many students from the community whose families do not attend John Knox,



and a number of families have chosen to join our church through these connections. We have added a monthly family worship area to create a welcoming place for young children to be part of the service. The Hispanic congregation, Iglesia Mision Hispana, meets twice weekly in our chapel. This ministry is led by a member who was recently elected to serve on Session and commissioned by the Seattle Presbytery to serve as a lay pastor to this congregation. We are exploring how to strengthen ties to connect and serve together. Many in the community consider John Knox “the neighborhood church,” and we provide meeting space for faith-based and secular groups, along with hosting memorials and weddings. Our survey indicates that we need to communicate better regarding service opportunities. Session and others are reaching out to groups to identify gaps and shepherd members into service.

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

The person called to John Knox will model a vibrant, personal relationship with Jesus Christ, a passion for God’s Word, and the winsome ability to share their faith and knowledge with others. The senior pastor will lead, inspire and nurture the staff through collaborative leadership, demonstrating flexibility in pursuing and accomplishing shared goals. The pastor will prioritize his or her time to focus on areas of greatest impact, recognizing that time demands will always exceed supply. We are a generationally diverse congregation, and our recent survey shows us to be a church that leans toward a conservative understanding of the Bible with a surprisingly wide range of viewpoints and beliefs. Our next pastor will teach and provide pastoral perspective on contentious issues, including sexuality, marriage, and related changes to PC(USA) positions on these and other subjects. Leadership that encourages positive, transparent and constructive communication, mediates conflict, and maintains unity within groups with dissimilar viewpoints is needed. This includes the ability to teach and empower the congregation to take initiative and leadership in ministry, helping us to understand how to build entry points to delve deeply into life together around shared values. Nurturing a friendly, welcoming culture and providing deepening Biblical understanding is valuable now and for the future.



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

Our recent congregational survey indicates we are a church body in which all groups place a high value on Biblical preaching/teaching and learning. We believe this teaching derives from the pastor's active relationship with Jesus. We seek a teacher who will exposit the Bible and demonstrate its relevancy, and a pastor who will lead us into spiritual growth and maturity. As a 50-plus-year-old church, we seek to reexamine program assumptions and update activities to become more effective ambassadors for Christ and to be inviting to our community. As a body of believers, we desire to grant one another space to both fail and celebrate as we explore new ways to live out our faith through a deeper understanding of our mission and purpose. Strategic thinking, planning and communication skills will help everyone find their gifts and role in God's plan. Good organizational skills, as well as business, budgetary and technology familiarity required to administer church functions are needed. Knowing when and how to delegate to others is important. The senior pastor should enjoy life as a leader, encourager, mentor and friend of staff and lay leaders who are learning these same skills. This will involve taking responsibility for missteps and also sharing in success. We look forward to a relational leader who walks with us on the journey, learning together how to engage an increasingly diverse community and changing culture.

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

PASTOR: The senior pastor has the primary responsibility to teach God's word to a congregation that has grown to expect relevant exposition of the Bible. Our partnership with Iglesia Mision Hispana is developing and requires oversight. With a multigenerational congregation, the senior pastor has the opportunity to creatively engage children and youth alongside adults in worship. Discipling of Session and Deacon lay-leaders in spiritual leadership, discernment and joyful service is an opportunity to improve our effectiveness. Mentoring three candidates under care pursuing ordination will be ongoing.

ADMINISTRATOR: The senior pastor develops strategic plans and will lead and direct the staff. You will provide oversight and evaluate programs and make necessary changes with help of staff and lay-



leaders. The senior pastor serves as moderator of Session, participates in the work of PCUSA, the Seattle Presbytery and possibly other churches.

VISIONARY: This role is forward-looking and depends upon creation, clear communication and execution of a vision that is missional, inclusive and relevant to our community and congregation. We are seeking a pastor who is innovative and resourceful but is not afraid of failure and who can see beyond our present ministries to what John Knox can become.

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.jkpcusa.org/>
<https://johnknox.life/>
<http://jkpreschool.com/>



***LEADERSHIP COMPETENCIES**

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

THEOLOGICAL/SPIRITUAL INTERPRETER			
	Compassionate – 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.		Hopeful – 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	Preaching and Worship Leadership: 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	Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with faithfulness of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
	Lifelong Learner – 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.	X	Teacher – 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.
COMMUNICATION			
X	Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.		Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
	Public Communicator - 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.		Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
	Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.		
ORGANIZATIONAL LEADERSHIP			



	Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.		Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.
	Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.		Culturally Proficient – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	Externally Aware - 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.	X	Entrepreneurial - 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.
	Risk Taker – 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.		Task Manager - 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.
X	Willingness to Engage Conflict: 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.		Decision Making: 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.
	Organizational Agility: 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	Strategy and Vision: 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.
	Financial Manager – 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.		Funds Developer – 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	Collaboration: 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.		



***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 Susan Parker _____
Address 1683 SW 176th St. _____
Phone Numbers 206 454-0043 _____
Relation Mission Partner (Mercy Ships) _____
E-mail susan.parker@mercyships.org _____

Name Steve Bell _____
Address 338 Devon Ave. Winnipeg, Manitoba Canada R20 GC7 _____
Phone Numbers 204-451-1505 _____
Relation Recent Conference Speaker + multiple musical concerts over several years _____
E-mail signpoststeve@gmail.com _____



Name Loretta Pain _____
Address 3637 50th Ave SW Seattle WA 98116 _____
Phone Numbers 206-498-7223 _____
Relation Former Moderator of Seattle Presbytery (1995 & 2017) _____
E-mail lorettap@upc.org _____

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

Name Roger Morton _____
Address 20213 Marine View Dr. SW _____
City Normandy Park _____ State WA _____ Zip Code 98166 _____
Preferred Phone 206 824-3509 _____
Alternate Phone _____
E-mail Address for PNC Communications (required): pnc@jkpcusa.org _____

ENDORSEMENTS

Pastor Nominating Committee/
Search Committee _____ Date _____
Signature

Clerk of Session _____ Date _____
Signature

Presbytery _____ Date _____
Signature

