



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/

Church Information Form (Part I)
Step 1 of 5

Church/Organization ID 21531
Church/Organization Name Clear Lake Presbyterian Church
Mailing Address 1511 El Dorado Boulevard
City Houston State Texas Zip Code 77062-3499
Telephone Number 281-488-6731 Fax Number 281-488-5118
Email steve@clpc.org
Web site www.clpc.org

Step 2 of 5

Church Size (Select one)

- Under 100 members
101 - 250 members
251 - 400 members
401 - 650 members
651 - 1000 members
X 1001 - 1500 members
More than 1500 members
N/A

Average Worship Attendance 520

Church School Attendance 240

Church School Curriculum Mixed and varied, approved by session

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.

____ African American
__98__ Caucasian
____ Chinese
____ Hispanic Mexican/Central American
____ Hispanic Puerto Rican
____ Japanese
____ Korean
____ Native American
____ Taiwanese
____ Other Asian
__2__ Other

CIF (Part I) - Step 4 of 5

Presbytery New Covenant Synod of the Sun

Community Type (select one)

____ Rural ____ Village ____ Town
____ Small City X ____ Suburban ____ Urban
____ Inner City ____ College ____ Recreation
____ Retirement ____ N/A

CIF (Part I) - Step 5 of 5

Clerk of Session Details:

Name Mike Kincaid

Address 2900 Red Maple Ct

City Friendswood State TX Zip Code 77546

Preferred Phone 281-557-4498 Alternate Phone _____

E-mail mikeholly1@verizon.net

FAX NA

Church Information Form (Part II)

Step 1 of 7

Church/Organization ID 21531

Church/Organization Name, City, State Clear Lake Presbyterian Church Houston, TX

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 checked="" type="checkbox"/> Associate Pastor (Other) | <input 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"/> Church Business Administrator | <input type="checkbox"/> Pastor-shared ministry (between a church and another organization) |
| <input type="checkbox"/> College/Seminary faculty | <input type="checkbox"/> Pastor (Tentmaker/Part-time) |
| <input type="checkbox"/> College/Seminary staff | <input type="checkbox"/> Pastor (Yoked field) |
| <input type="checkbox"/> Co-Pastor | <input type="checkbox"/> Pastoral Counselor |
| <input type="checkbox"/> Designated Pastor | <input type="checkbox"/> Presbytery/Synod executive |
| <input type="checkbox"/> Director of Music (non-ordained) | <input type="checkbox"/> Presbytery/Synod program staff |
| <input type="checkbox"/> Executive Pastor | <input type="checkbox"/> Presbytery/Synod Stated Clerk |
| <input type="checkbox"/> Interim Associate Pastor | <input type="checkbox"/> Youth Director (Non-ordained) |
| <input type="checkbox"/> Interim Ministry (Governing Body) | |
| <input type="checkbox"/> Interim Pastor | |

Specify Title (if appropriate) Associate Pastor for Spiritual Formation

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

Required Desired

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?

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.*

CLPC Mission:

Compelled by grace, as Christ's ambassadors
we proclaim the Good News, love and care for others, and glorify God.

CLPC Vision:

In fulfilling our mission, our vision is to be a growing, learning, evangelical church where every member is dedicated to extending God's love and grace to others by being:

An inviting community of welcome

A hospital for healing broken lives and relationships

A gathering of worshipers encountering the living God

A fellowship of authentic Christ-centered friendships

A training center for making disciples

A mission for community, cross-cultural, and global outreach

All according to God's unfolding will and purpose.

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.

CLPC, founded in 1965 with 23 members, now has a membership of over 1,000. We live out the gospel of Jesus Christ by extending God's love and care to our community, congregation and world.

Biblical and practical sermons are offered at three worship services: a Saturday night contemporary service, a Sunday morning contemporary service and a Sunday morning traditional service.

Committed to Christ's call to make disciples, we offer varied educational opportunities. With prayer as an underlying foundation, we proclaim God's Word through strong music programs, Sunday school, Bible studies, small groups, day school and ministries targeting women, men, youth and children.

We are a missionally engaged congregation supporting missionaries in 11 countries and more than 40 local and global outreach ministries.

All ages participate in Christ's work by using their spiritual gifts. One may choose to teach an inquisitive child, provide love and support for an abused mother, keep a gang member from quitting school, or encourage Christian college students in Taiwan.

We are ahead of schedule in paying for our recently constructed facilities. Our campus includes a worship center with chapel and sanctuary, a church life center with a multi-use gym and commercial kitchen, and our new Christian Education building with expanded Sunday school space, staff offices, conference rooms and fellowship hall. These facilities offer room for Christ's family to grow.

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

Our congregation is located near Johnson Space Center in a well-educated, diverse, and professional community. We are prayerful and deliberate as we seek to address the needs of our changing community with the changeless Gospel of Jesus Christ.

Following the landfall of Hurricane Ike, our church building was transformed into an open place of respite for those in need. Unlike most of the area, our church never lost power. With A/C and an ice machine, the church halls were soon filled with newcomers looking for a place to relax and converse. Our youth led our outreach efforts, gutting houses, sifting through belongings and cleaning up yards. Their labor was complimented by others in the congregation providing meals, fellowship, and encouragement to over 20 families. Despite the devastation all around, Christ was at work in the lives of many. The church was alive and our church family grew with these new faces. The bonds formed during these times brought calm after the storm.

Our current staff situation presents a new opportunity to grow and change. In a matter of months after the arrival of our new lead pastor in March 2008, both associate pastors took new calls. Additionally, a beloved music director of 19 years died of cancer, and a strong children's ministry director resigned to pursue a PhD. While these staff changes were heartbreaking and unexpected, we now understand that God has given us this opportunity to assemble a dynamic new leadership team.

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

Jesus Christ is the only hope for the church and the world. This singular conviction shapes the ministry and mission of CLPC. We are committed to introducing every person possible to a fully empowered relationship with Jesus Christ.

Our ultimate allegiance is to Christ and His life as authoritatively revealed in scripture. We hold high the biblical call to raise strong disciples of Christ, to care for and encourage one another to grow in our faith, and to be good stewards of our gifts and talents. We are prayerfully guided by the Holy Spirit, along with scripture, as we embrace diverse viewpoints. We are led by an outstanding pastor strongly committed to preaching and teaching these truths.

We are challenged by the reality that the church is being steadily marginalized in our society. As we find our way in an increasingly secularized culture we intend to draw from the best of our Reformed theological heritage while embracing new and faithful ways of being the church in and for the world.

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 Mike Cole _____
Address 1110 Lovett Blvd. Houston, TX 77006 _____
Phone Numbers 713-526-2585, ext 208 _____
Relation General Presbyter, Presbytery of the New Covenant _____
E-mail mcole@pbyofnewcovenant.org _____

Name Mike and Susie Ray _____
Address 115 Morning Mist Pt. W. Ingram, TX 78025 _____
Phone Numbers 830-367-7801 _____
Relation former members _____
E-mail Misuemda@aol.com _____

Name LeRoy and Joyce Schlechte _____
Address 712 Overhill Drive Kerrville, TX 78028 _____
Phone Numbers 830-792-7039 _____
Relation former members _____
E-mail joyceleroi@hotmail.com _____

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?*

Collaborating with the Lead Pastor and Associate Pastor for Outreach, the AP for Spiritual Formation will move our congregation toward greater spiritual maturity and depth of relationship to one another. This position assumes an inherent interrelatedness between congregational care and spiritual development. Spiritual formation is not an individual pursuit but necessarily occurs in the context of healthy, caring, and maturing relationships. Likewise, as we grow in healthy relationships we blossom toward Christ likeness. Some of the specific duties currently involved in this pursuit include:

- **Preaching:** Share approximately 30% of the preaching ministry with the Lead Pastor
- **Small Groups:** Equip new and existing leaders and manage systems for enfolded new members
- **Deacons:** Oversee the ministry of this highly organized 70 member board in its hands-on care for the congregation
- **Adult Education:** Create learning opportunities that grow our congregation biblically and theologically toward Christ's likeness
- **Visitation:** Coordinate crisis pastoral care among pastoral staff
- **Stephen Ministry:** Meet regularly with Stephen Ministers, coordinate referrals, and recruit additional care givers
- **Program staff team member:** Meet weekly with pastors and program staff for vision casting, ministry accountability, and planning

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

CLPC is looking for an Associate Pastor for Spiritual Formation who is wholly devoted to Jesus Christ and sensitive to the leading of the Holy Spirit. This person will demonstrate a life shaped by Scripture and a variety of spiritual disciplines. He/she will possess a deep love and passion for God and the spiritual development of God's people. We desire an individual that is a strong communicator, teacher, and ministry equipper. Additionally, he/she will be committed to helping others build healthy relationships. CLPC seeks a person possessing strong leadership skills and a willingness to step out in faith and seek new initiatives in ministry. This associate pastor must be willing to work in a collaborative staff environment, and willingly participate in an atmosphere of honest and open communication.

Primary Skill Choices: Select up to 10 skills from the list below. At least 1 skill, but not more than 4, must be marked as "Required". In addition, at least 1 skill must be marked as "Desired".

- | R | D | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Administration of Programs |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Adult Ministry |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Renovation/Property Development |
| <input type="checkbox"/> | <input type="checkbox"/> | Choir Directing |
| <input type="checkbox"/> | <input type="checkbox"/> | Community Ministries |
| <input type="checkbox"/> | <input type="checkbox"/> | Conflict Management/Mediation Skills |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Congregational Fellowship |
| <input type="checkbox"/> | <input type="checkbox"/> | Congregational Redevelopment/Revitalization |
| <input type="checkbox"/> | <input type="checkbox"/> | Counseling |
| <input type="checkbox"/> | <input type="checkbox"/> | Curriculum Building |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Development of New Educational Experiences |
| <input type="checkbox"/> | <input type="checkbox"/> | Evaluation of Program and Staff |
| <input type="checkbox"/> | <input type="checkbox"/> | Facility Management |
| <input type="checkbox"/> | <input type="checkbox"/> | Financial Management |
| <input type="checkbox"/> | <input type="checkbox"/> | Governing Body Ministry |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Hospital and Emergency Visitation |
| <input type="checkbox"/> | <input type="checkbox"/> | Instrumental Music |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Leadership Development |
| <input type="checkbox"/> | <input type="checkbox"/> | Leading Music Ministry |
| <input type="checkbox"/> | <input type="checkbox"/> | Management of Building Usage |
| <input type="checkbox"/> | <input type="checkbox"/> | New Church Development |
| <input type="checkbox"/> | <input type="checkbox"/> | Older Adult Ministry |
| <input type="checkbox"/> | <input type="checkbox"/> | Organizational Leadership and Development |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Pastoral Care |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Preaching |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Management |
| <input type="checkbox"/> | <input type="checkbox"/> | Rural Ministry |
| <input type="checkbox"/> | <input type="checkbox"/> | Small Membership Church Ministry |
| <input type="checkbox"/> | <input type="checkbox"/> | Staffing/Human Resources |
| <input type="checkbox"/> | <input type="checkbox"/> | Strategic Planning |
| <input type="checkbox"/> | <input type="checkbox"/> | Training Volunteers |
| <input type="checkbox"/> | <input type="checkbox"/> | Urban Ministry |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Ministry |

- | R | D | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Administrative Leadership |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Preparation |
| <input type="checkbox"/> | <input type="checkbox"/> | Children's Ministry |
| <input type="checkbox"/> | <input type="checkbox"/> | Communication (Written/Oral) |
| <input type="checkbox"/> | <input type="checkbox"/> | Community Service and Leadership |
| <input type="checkbox"/> | <input type="checkbox"/> | Congregational Communication |
| <input type="checkbox"/> | <input type="checkbox"/> | Congregational Home Visitation |
| <input type="checkbox"/> | <input type="checkbox"/> | Corporate Worship/Sacraments |
| <input type="checkbox"/> | <input type="checkbox"/> | Cross Cultural Collaboration/Cultural Proficiency |
| <input type="checkbox"/> | <input type="checkbox"/> | Defining Program Needs |
| <input type="checkbox"/> | <input type="checkbox"/> | Ecumenical and Interfaith Activities |
| <input type="checkbox"/> | <input type="checkbox"/> | Evangelism |
| <input type="checkbox"/> | <input type="checkbox"/> | Family Ministry |
| <input type="checkbox"/> | <input type="checkbox"/> | Fund Raising |
| <input type="checkbox"/> | <input type="checkbox"/> | Group Process Facilitation |
| <input type="checkbox"/> | <input type="checkbox"/> | Information Technology |
| <input type="checkbox"/> | <input type="checkbox"/> | Involvement in Mission Beyond Local Church |
| <input type="checkbox"/> | <input type="checkbox"/> | Leadership of Staff/Volunteers |
| <input type="checkbox"/> | <input type="checkbox"/> | Legal/Tax Matters |
| <input type="checkbox"/> | <input type="checkbox"/> | Management of Equipment Resources |
| <input type="checkbox"/> | <input type="checkbox"/> | Office Management |
| <input type="checkbox"/> | <input type="checkbox"/> | Organization /Administration |
| <input type="checkbox"/> | <input type="checkbox"/> | Parliamentary Expertise |
| <input type="checkbox"/> | <input type="checkbox"/> | PCUSA Polity/Constitutional Knowledge |
| <input type="checkbox"/> | <input type="checkbox"/> | Problem Solving/Decision Making |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Relations |
| <input type="checkbox"/> | <input type="checkbox"/> | Scholarship/Publishing |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Spiritual Development |
| <input type="checkbox"/> | <input type="checkbox"/> | Stewardship and Commitment Program |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Teaching |
| <input type="checkbox"/> | <input type="checkbox"/> | Transitional/Interim Ministry |
| <input type="checkbox"/> | <input type="checkbox"/> | Young Adult 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 \$ 50,000_____

Maximum **Effective** Salary\$58,000_____

Housing Type

_____ Manse

X_____ Housing Allowance

_____ 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

_____ Arkansas

_____ California

_____ Connecticut

_____ Delaware

_____ Georgia

_____ Idaho

_____ Indiana

_____ Kansas

_____ Louisiana

_____ Maryland

_____ Michigan

_____ Mississippi

_____ Montana

_____ North Carolina

_____ New Hampshire

_____ New Mexico

_____ Nevada

_____ Oklahoma

_____ Pennsylvania

_____ Rhode Island

_____ South Dakota

_____ Texas

_____ Vermont

_____ Washington

_____ Wisconsin

_____ Alaska

_____ Arizona

_____ Colorado

_____ District of Columbia

_____ Florida

_____ Hawaii

_____ Illinois

_____ Iowa

_____ Kentucky

_____ Maine

_____ Massachusetts

_____ Minnesota

_____ Missouri

_____ Nebraska

_____ North Dakota

_____ New Jersey

_____ New York

_____ Ohio

_____ Oregon

_____ Puerto Rico

_____ South Carolina

_____ Tennessee

_____ Utah

_____ Virginia

_____ West Virginia

_____ 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 Laura Huebel _____
Address 1010 Baronridge Drive _____
City Seabrook _____ State TX _____ Zip Code 77586 _____
Preferred Phone 281-474-9722 _____
Alternate Phone 832-594-5236 _____
FAX 713-475-0451 _____
E-mail Address for PNC Communications: clpc.apnc@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.