



**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 590  
Ministry Name San Clemente Presbyterian Church  
Mailing Address 119 N. Avenida de la Estrella  
City San Clemente State CA Zip Code 92672  
Telephone Number 949-492-6158 Fax Number 949-492-2514  
Email church@scpres.org  
Web site www.scpres.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

Average Worship Attendance 600



**Church School Attendance** \_\_\_\_\_ 75 \_\_\_\_\_

**Church School Curriculum** \_\_\_\_\_ Simply Loved by Group \_\_\_\_\_

Check if certified as eligible for participation in the Seminary Debt Assistance Program

**Ethnic Composition Of Congregation** *(in whole %):*

*Enter the percentage of each racial ethnic component of your congregation.*

\_\_\_\_\_ American Indian or Alaska Native

2.0 Asian

\_\_\_\_\_ Black or African American (African Native, Caribbean)

10.2 Hispanic Latino/Latina, Spanish

.01 Middle Eastern

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander

85.2 White

Other 2.5 multi-Racial \_\_\_\_\_

Presbytery Los Ranchos \_\_\_\_\_ Synod Southern Calif. & Hawaii \_\_\_\_\_

**Community Type (select one)**

\_\_\_\_\_ College

\_\_\_\_\_ Rural

X Suburban

\_\_\_\_\_ Small City

\_\_\_\_\_ Town

\_\_\_\_\_ Urban

\_\_\_\_\_ Village

\_\_\_\_\_ Recreation

\_\_\_\_\_ Retirement

\_\_\_\_\_ N/A

**Clerk of Session Contact Information:**

Name Steve Ernest \_\_\_\_\_

Address 119 N. Avenida de la Estrella \_\_\_\_\_

City San Clemente \_\_\_\_\_ State CA \_\_\_\_\_ Zip Code 92672 \_\_\_\_\_

Preferred Phone 949-492-6158 \_\_\_\_\_ Alternate Phone \_\_\_\_\_

E-mail clerkofsession@scpres.org \_\_\_\_\_ FAX 949-492-2514 \_\_\_\_\_



**\*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
	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)
<u>2-5 years</u>	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) \_\_\_\_\_

**\*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       Interim Executive Presbyter Training   
Certified Christian Educator       Certified Business Administrator   
Certified Conflict Mediator       Clinical Pastoral Education Training   
Other \_\_\_\_\_

**Language Requirements**

English       Spanish       Korean       French  
 Arabic       Armenian       Creole       Portuguese  
 Japanese       Russian       Swahili       Burmese  
 Cambodian       Indonesian       Laotian       Thai  
 Vietnamese       Taiwanese       Cantonese       Mandarin Chinese  
 Twi       Sign Language      \_\_\_\_\_ Other

**Statement of Faith Required**  Yes       No



## **Mission Statement**

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

Our mission is to inspire people to become wholehearted followers of Christ.

## **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 Vision is to be a vibrant, Christ-centered community of faith who lives in grace, practices gratitude and extends generosity.

SCPC is a multigenerational faith community that is unwaveringly Christ-centered and Biblically based. San Clemente is a beachfront community of Orange County that seems like a small town. With our downtown location and beautiful campus, SCPC is committed to living out our vision. The campus is active with numerous adult bible studies, youth and seniors programs, choir and worship band practices and a large on-site school and preschool. On Sunday morning we offer two services- one traditional and one contemporary worship.

We are an outward looking church focused on bringing people to Christ, with a strategic emphasis on youth and families. To that end, we have a Director of Family Ministries and are in the process of hiring a Director of High School Ministries. Local ministries include: tutoring, supporting a Marine Corps battalion, a Griefshare group, Family Assistance Ministries, and a Good Neighbor program offering ESL classes, with a vision to meet more needs in our community. We support many international missionary organizations, including our Y-Malawi partnership and a camp for the indigenous migrant farm workers in Ensenada, Mexico.



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

We have identified 5 core values that define our path forward as we plan for programs and ministries that serve our community.

**Authenticity.** We commit to being transparent and vulnerable with one another. By sharing our real-life stories, we deepen relationships within the body of Christ and reveal God's unconditional love.

**Hospitality.** We desire to be a church where there is always space for another and everyone feels warmly welcomed and valued.

**Outreach.** We join Christ in his mission of seeking the lost, the least, and the broken hearted, proclaiming the Good News, serving our neighbors in meaningful, life-giving ways.

**Celebration.** God's deepest desire is for us to live an abundant life. We want our life together to be marked by joy, celebration and freedom.

**Innovation.** In an ever-changing world, we recognize the need to be creative in the way we present the never-changing message of God's grace and new life. We hope to be a risk-taking church, free to try new and imaginative methods of ministry.

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

SCPC has experienced several transitions over the last 5 years. We have had a series of 3 short term pastors after having had a long-term pastor. While each short-term pastoral situation was unique and has provided for areas of growth and understanding for our leadership, the extended experience of being in transition has caused both fatigue and concern among our congregation. The work of a Transitional Pastor will be to support our development as a congregation as we desire to break the cycle of short-term pastoral calls. The Transitional Pastor will need to work closely with Session and an outside consultant to evaluate and identify areas of growth at SCPC like organizational structure. The transitional pastor role will need to both engage in an uplifting manner with long time members, acknowledging our past history but also be inclusive and encouraging to newer members who have not experienced the transitional stress of the past. This position will help heal hurts, while also assisting SCPC with its task of looking toward the future, developing a new forward-looking identity, and strengthening our ties with the denomination.



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

- Effective interpersonal and communication skills with the flexibility to relate to congregants from a wide range of ages and with differing needs, views, and desires.
- Proven track record of leading organizations, especially through times of transition
- Experienced with the polity, and tenants of the PCUSA as described in the Book of Order. Proven ability to effectively work within the structure and process a presbytery
- Strong collaborative leadership and active listening skills.
- Experience as a called pastor and/or Transitional Pastor.
- Completion of transitional ministry training.

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

### **Congregational Care, Engagement and Growth**

Connect with members in an effort to build morale and carry out our SCPC vision. Support the people in the disciplines of the faith amid the struggles of daily life. Cultivate a spirit of participation among members, helping members contribute to the church's mission through their gifts and talents. Encourage people to be good stewards and cheerful givers. Engage the congregation in the life of the church and help connect people's lives Monday through Saturday to the church's program, services, and other resources. Work with Session to promote the growth of the congregation through stronger congregational engagement in the church's current mission and through evangelistic outreach in the community.

### **Leadership Engagement**

Serve as moderator of Session. Meet with elders, deacons and other lay leaders so that they are informed of the church's life, health and where the church is in its transition. Listen and gain input from leaders so that their voice is present in the direction of the church. Provide guidance to the HR, Finance, Property, Family Ministries and Mission committees. Support the mission, values of the church in all aspects of the position.



### **Engaged Worship Experience**

Collaborate with staff to execute highly engaged worship service and programs to deepen members' faith. Preach and teach the faith of the church, inspiring people to become wholehearted followers of Christ. Strengthen the congregation spiritually by helping them see Jesus throughout the scriptures. Interpret and “show forth” the mysteries of grace in word and action, lifting the people’s vision toward the hope of God’s new creation. Create and lead Bible studies that deepen people's understanding of Bible and help people apply scripture to their daily lives.

### **Spiritual formation and care of the staff**

Lead and care for members of staff with collaborative and compassionate leadership skills. Provide day to day management to direct reports and leadership and spiritual development to all staff members. Support staff through current and future transition.

### **Transition Leadership and Support**

Support Session and the congregation with its task of looking toward the future, developing a new forward-looking identity, and strengthening its ties with the denomination as it prepares to receive a new pastor. Support the completion of a mission study for SCPC and work to create a strong foundation for its implementation. Serve as a resource person to the Session and the Board of Deacons in their program planning and activities. Moderate at Session and congregational meetings. Supervise, mentor, and assist the Director of Operations, Director of Community Life, Director of Worship Arts and Director of Family Ministries to be successful in their respective ministries. Participate in Los Ranchos Presbytery and interpret for Session and the congregation the planning and programming of the Presbytery, Synod, and General Assembly. Provide leadership in ministry to colleagues on the Session in accord with biblical mandates and the requirements of the Book of Order of the Presbyterian Church (U.S.A.).

#### **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)

<https://www.scpres.org/>





## \*LEADERSHIP COMPETENCIES

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

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>		
	<b>X</b>	<p><b>Compassionate</b> – 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.</p>
	<b>X</b>	<p><b>Hopeful</b> – 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.</p>
<p><b>Preaching and Worship Leadership:</b> 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.</p>	<b>X</b>	<p><b>Spiritual Maturity:</b> 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.</p>
<p><b>Lifelong Learner</b> – 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.</p>		<p><b>Teacher</b> – 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.</p>
<b>COMMUNICATION</b>		
<b>X</b>	<p><b>Communicator</b> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</p>	<p><b>Bilingual</b> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</p>
	<p><b>Public Communicator</b> - 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.</p>	<p><b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</p>
	<p><b>Technologically Savvy</b> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</p>	



**ORGANIZATIONAL LEADERSHIP**

<b>X</b>	<b>Advisor</b> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	<b>Change Agent</b> – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.
<b>X</b>	<b>Contextualization</b> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.	<b>Culturally Proficient</b> – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	<b>Externally Aware</b> - 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.	<b>Entrepreneurial</b> - 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.
	<b>Risk Taker</b> – 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.	<b>Task Manager</b> - 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.
	<b>Willingness to Engage Conflict:</b> 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.	<b>Decision Making:</b> 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.
<b>X</b>	<b>Organizational Agility:</b> 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.	<b>Strategy and Vision:</b> 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.
	<b>Financial Manager</b> – 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.	<b>Funds Developer</b> – 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.
<b>X</b>	<b>Collaboration:</b> 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.		
<b>INTERPERSONAL ENGAGEMENT</b>		
	<b>Interpersonal Engagement</b> - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.	<input checked="" type="checkbox"/> <b>Bridge Builder</b> – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
<input checked="" type="checkbox"/>	<b>Motivator</b> - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.	<b>Personal Resilience:</b> Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate
<input checked="" type="checkbox"/>	<b>Initiative:</b> Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.	<b>Flexibility</b> - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.
	<b>Self Differentiation:</b> Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.	

**\*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 (U.S.A.)*

See Effective Salary Definition at [Board of Pensions](#).

Minimum *Effective* Salary \$ 100,000                      Maximum *Effective* Salary 109,440

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



**\*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 Ron Eckert \_\_\_\_\_

Address 15 Interlachen Road, Hopkins, MN 55343 \_\_\_\_\_

Phone Numbers 626.833.2267 \_\_\_\_\_

Relation Former Parish Associate \_\_\_\_\_

E-mail rheckert@gmail.com \_\_\_\_\_

Name Rev. Ryan Romberg \_\_\_\_\_

Address 24301 El Toro Road, Laguna Woods, CA 92637 \_\_\_\_\_

Phone Numbers (949) 542-8536 \_\_\_\_\_



Relation Former Director of Family Ministry \_\_\_\_\_

E-mail rromberg@genevapres.org \_\_\_\_\_

Name Tracy Knox \_\_\_\_\_

Address 2035 Summer View Drive, Prescott, AZ 86301 \_\_\_\_\_

Phone Numbers (949) 357-8722 \_\_\_\_\_

Relation Long time member who recently moved \_\_\_\_\_

E-mail tracylynne.knox@gmail.com

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

Name Casey Comeau \_\_\_\_\_

Address 32931 Avenida Olivera \_\_\_\_\_

City San Juan Capistrano State CA Zip Code 92675

Preferred Phone 949.637.1702 \_\_\_\_\_

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

E-mail Address for PNC Communications (required): PNC@scpres.org \_\_\_\_\_

**ENDORSEMENTS**

Pastor Nominating Committee/

Search Committee Casey Comeau Date 10/3/2022

*Signature*

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Presbytery \_\_\_\_\_ Date \_\_\_\_\_

*Signature*