



**PRESBYTERIAN CHURCH (U.S.A.)  
CHURCH LEADERSHIP CONNECTION  
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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 \_\_\_\_\_

Ministry Name: John Calvin Presbyterian Church / Cross Roads Church \_\_\_\_\_

Mailing Address 8102 Midcrown Dr. \_\_\_\_\_

City San Antonio \_\_\_\_\_ State TX \_\_\_\_\_ Zip Code 78239 \_\_\_\_\_

Telephone Number (210) 657-4441 \_\_\_\_\_ Fax Number (210) 657-2747 \_\_\_\_\_

Email: PNCChair@att.net \_\_\_\_\_

Web site: www.johncalvinpresbyterian.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 \_\_\_\_\_ 119 \_\_\_\_\_





**\*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>
<u>0 Required</u> <u>/ 2-5 yrs</u> <u>preferred;</u> <u>2<sup>nd</sup> Career</u> <u>welcome</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)
	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**

X \_\_\_\_\_ Full Time                      \_\_\_\_\_ Part Time                      \_\_\_\_\_ Open to Either  
 \_\_\_\_\_ Bi-vocational (able to provide employment through outside partnership)

**Is this a yoked congregation?** X \_\_\_ No                      \_\_\_\_\_ Yes

(If yes, please complete the Yoked Congregation Detail Form.)

**Clergy Couple** (Are you open to a clergy couple?) Yes \_\_\_\_\_ No X, Only 1 salary available \_\_\_\_\_

**Certification/Training** (check below the desired certification or training needed for the position):

<b>Interim/Transitional Ministry Training</b> _____	<b>Interim Executive Presbyter Training</b> _____
<b>Certified Christian Educator</b> _____	<b>Certified Business Administrator</b> _____
<b>Certified Conflict Mediator</b> _____	<b>Clinical Pastoral Education Training</b> _____
<b>Other</b> _____	

**Language Requirements**

<u>X</u> _____ 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** X Yes                      \_\_\_\_\_ No

**Mission Statement**

We believe that lives are changed forever when people experience God’s unconditional love. Our mission is to nurture and celebrate God-centered, loving relationships in our increasingly diverse community.



## 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.

We believe that lives are changed forever when people experience God's unconditional love. Our mission is to nurture and celebrate God-centered, loving relationships in our increasingly diverse community.

Our Christian Education Ministry feeds us through meaningful educational experiences for children, youth and adults. We offer weekly classes between our two services in addition to small group studies that meet weekly during the evening time. Our Music Ministry enhances the worship experience with our sanctuary choir, which provides traditional musical leadership for our traditional service and our hand bell choir, which plays during the Lenten and Advent seasons. For those seeking a more contemporary style of worship, our praise team and musicians lead us in song and celebration in a casual, contemporaneous format.

Through this ministry, we wish to become the destination congregation for anyone seeking to experience and share the love of God more deeply through life-giving worship, Christ-centered preaching and teaching, and nurturing care through all the seasons of life!

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

Based on God's love and a process of understanding our mission and advancing God's kingdom, we find ourselves willing and open, ready to try new things, to listen and adapt to His call. We are an older church (est 1966) but we are not in a "hospice" situation such that we want a "caretaker" until we finally have to close the doors. We want to thrive! Because of this desire, we have gone through several iterations of growing pains and have taken some difficult steps toward our transformational goals. We are ready to reach out, we are ready to break paradigms and we are adamant there be no sacred cows as we move forward. And we need a pastor who can help us reach out, who can help bridge our efforts to and in the community, who can help us make our church a worthy destination – one where God's love changes lives in small and big ways.



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

The Pastor that God has chosen for our church will provide the leadership to continue our strong desire to read, understand and live the Word through Christian education, our inspired music ministry and the dedication to support our session and their decisions. The Pastor will lead, guide, and provide inspiration to our congregation into living as Christ's disciples.

The Pastor of our church will help the congregation reach our vision and mission goals by providing leadership in the following key areas:

- a. Building partnerships with churches, non-profits and community businesses within the neighborhood, as well as throughout the San Antonio metropolitan area in support of the Church's Mission.
- b. Assist the congregation in developing an accepting posture (change from within) in order to achieve our vision of becoming a destination church for all
- c. Provide the guidance necessary to keep our focus on our ministry goals and aligned to our mission
- d. Inspire a collaborative environment in the congregation by communicating ways to avoid conflict and reach compromise (win-win philosophy)

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

In addition to the ten leadership competencies required, our Pastor will:

- be an effective preacher, innovative worship leader, and teacher
- provide compassionate pastoral care
- be a respectful head of staff with leadership skills to help our church live into this new ministry plan
- generously radiate a vibrant spirit
- be compassionate and comfortable in relating to people of all ages, racial/ethnic groups and socio-economic backgrounds with direct experience working in multi-cultural and cross-cultural settings; bilingual is helpful to achieve our mission
- have a passion for community outreach, partnership building and a willingness to continue developing/refining all aspects of our ministry plan
- be a flexible, joyous, hands-on participant in the life of our church
- see ahead clearly, keeping focused on the larger picture
- think outside the box and not be afraid of challenging the status-quo and take appropriate risk to accomplish needed goals and see our challenges as opportunities
- have the vision, maturity, and enthusiasm to carry out our mission and vision into all ministry areas and church programs, with a special focus to attract and increase young families and youth



- have the insight, tact, energy, and conviction to help make hard decisions to move us away from the old and comfortable, yet retain the traditions that continue to shape us

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

The pastor is expected to be a vibrant champion of our mission and vision, providing leadership and management for implementing that vision through the people of the church. To that end, our Pastor will:

- be the primary worship leader for Christ-centered preaching and teaching; will explore new and innovative approaches to worship in becoming a destination congregation, in part by building upon and leveraging a strong music ministry
- be the Head of Staff; will radiate a vibrant spirit of leadership and possess strong managerial, supervisory, administrative, and organizational skills
- be actively involved in the life of church
- provide pastoral care to this body of Christ; will provide nurturing care through all the seasons of life, supporting those in need with home, hospital, and emergency visits. The pastor will also display a willingness to engage members on a personal and spiritual level and be comfortable relating to people of all ages, racial/ethnic groups, and socio-economic backgrounds
- moderate Session meetings and provide leadership for the Worship committee
- build and facilitate strategic ministry partnerships that build towards the church's vision and mission. Our Pastor will have a passion for community outreach, partnership building, and a willingness to continue developing/refining all other aspects of this ministry plan
- lead and provide educational opportunities for the church
- perform wedding ceremonies and conduct funeral services as needed

### 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)

N/A



**\*LEADERSHIP COMPETENCIES**

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

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



**ORGANIZATIONAL LEADERSHIP**

	<b>Advisor</b> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	X	<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>Contextualization</b> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.	X	<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.	X	<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.
X	<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.	X	<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>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>		
X	<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.	X
	<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>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.
	<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>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
	<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.	<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.

**\*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 \$ 65,000 Maximum *Effective* Salary \$80,000         

Housing Type          Manse  
 X          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?

X 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 Wayne Urbanowski \_\_\_\_\_

Address 23943 IH-10 W (work), San Antonio TX 78257 \_\_\_\_\_

Phone Numbers (210) 698-2325 (work)

Relation Former youth pastor, friend of the church \_\_\_\_\_

E-mail urbanowski1@sbcglobal.net

Name Carla Mathews \_\_\_\_\_

Address 13521 Vista Bonita, San Antonio TX 78216 \_\_\_\_\_

Phone Numbers (210) 479-5425 (Home) (210) 508-2229 (cell) \_\_\_\_\_

Relation Friend of the Church, Supply Pastor \_\_\_\_\_

E-mail pastorcarla.npc@gmail.com \_\_\_\_\_



Name Ruben Armendariz \_\_\_\_\_  
Address not published \_\_\_\_\_  
Phone Numbers (210) 336-5113 (cell) \_\_\_\_\_  
Relation Friend of the Church, Supply Pastor \_\_\_\_\_  
E-mail armendarizr77@gmail.com \_\_\_\_\_

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

Name Rob Spitznagel \_\_\_\_\_  
Address 483 Cutler Bridge \_\_\_\_\_  
City Schertz \_\_\_\_\_ State TX \_\_\_\_\_ Zip Code 78154 \_\_\_\_\_  
Preferred Phone \_\_\_\_\_ (210) 441-1696 \_\_\_\_\_  
Alternate Phone \_\_\_\_\_ (210) 441-1697 \_\_\_\_\_  
E-mail Address for PNC Communications (required): \_\_\_\_\_ PNCChair@att.net \_\_\_\_\_

**ENDORSEMENTS**

Pastor Nominating Committee/  
Search Committee \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*

Presbytery \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*