

Rev. 6/2008

PRESBYTERIAN CHURCH (U.S.A.)  
CHURCH LEADERSHIP CONNECTION  
100 WITHERSPOON STREET  
LOUISVILLE, KY 40202-1396  
Toll Free 1-888-728-7228 ext. 8550  
Fax # (502) 569-5870  
[www.pcusa.org/clc/](http://www.pcusa.org/clc/)

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

Church/Organization ID 04344

Church/Organization Name First Presbyterian Church Whitefish, MT

Mailing Address: 301 Central Avenue

City Whitefish

State: MT

Zip Code: 59937

Telephone Number: 406 862-2802

Fax Number: 406 862-1683

Email: info@fpcwhitefish.org

Web site www.fpcwhitefish.org

## Step 2 of 5

Church Size (Select one)

Under 100 members

101 - 250 members

251 - 400 members

401 - 650 members

651 - 1000 members

1001 - 1500 members

More than 1500 members

N/A

Average Worship Attendance 2010 had an average of 45 people. Since March 2011, attendance has been steadily increasing.

Church School Attendance 2-6 children and we are looking forward to expanding that number.

Church School Curriculum Christian Education committee draws from numerous resources and puts together a curriculum that any of our many volunteers can teach.

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  
100% Caucasian  
\_\_\_\_ Chinese  
\_\_\_\_ Hispanic Mexican/Central American  
\_\_\_\_ Hispanic Puerto Rican  
\_\_\_\_ Japanese  
\_\_\_\_ Korean  
\_\_\_\_ Native American  
\_\_\_\_ Taiwanese  
\_\_\_\_ Other Asian  
\_\_\_\_ Other

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

Presbytery \_\_\_\_\_ Glacier Presbytery \_\_\_\_\_ Synod \_\_\_\_\_ Rocky Mountains \_\_\_\_\_

### Community Type (select one)

\_\_\_\_ Rural                      \_\_\_\_ Village                      \_\_\_\_ Town  
\_\_\_\_ Small City                      \_\_\_\_ Suburban                      \_\_\_\_ Urban  
\_\_\_\_ Inner City                      \_\_\_\_ College                      \_\_\_\_XXX\_ Recreation  
\_\_\_\_ Retirement                      \_\_\_\_ N/A

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

### Clerk of Session Details:

Name Turner Askew  
Address 3 Ridgecrest Court  
City Whitefish State MT Zip Code 59937  
Preferred Phone 406 862-6346 Alternate Phone \_\_\_\_\_  
E-mail dirtpeddler@theaskews.com  
FAX \_\_\_\_\_

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

Church/Organization ID 04344

Church/Organization Name, City, State First Presbyterian Church; Whitefish, MT

**Position To Be Filled** (select one)

- |   |   |
|---|---|
| <input type="checkbox"/> Associate Pastor (Christian Education)     | <input type="checkbox"/> Campus Ministry                              |
| <input type="checkbox"/> Associate Pastor (Youth)                   | <input type="checkbox"/> Chaplain                                     |
| <input type="checkbox"/> Associate Pastor (Other)                   | <input type="checkbox"/> Pastoral Counselor                           |
| <input type="checkbox"/> Associate Pastor (Young Adult)             | <input type="checkbox"/> Church Educator (Non-ordained)               |
| <input type="checkbox"/> Pastor (Solo)                              | <input type="checkbox"/> Youth Director (Non-ordained)                |
| <input type="checkbox"/> Pastor (Head of Staff)                     | <input type="checkbox"/> Administrator                                |
| <input type="checkbox"/> Pastor (New Church Development/Fellowship) | <input type="checkbox"/> Church Business Administrator                |
| <input type="checkbox"/> Pastor (Redevelopment/Transformation)      | <input type="checkbox"/> Executive/Director                           |
| <input type="checkbox"/> Pastor (Tentmaker/Part-time)               | <input type="checkbox"/> Minister of Music (ordained)                 |
| <input type="checkbox"/> Pastor (Yoked/Multiple)                    | <input type="checkbox"/> Director of Music (non-ordained)             |
| <input type="checkbox"/> Pastor (Parish)                            | <input type="checkbox"/> College/Seminary Faculty                     |
| <input type="checkbox"/> Pastor (Shared Ministry)                   | <input type="checkbox"/> College/Seminary Staff                       |
| <input type="checkbox"/> Pastor (Supply)                            | <input type="checkbox"/> Mission Co-Worker (International)            |
| <input type="checkbox"/> Executive Pastor                           | <input type="checkbox"/> General Assembly Staff                       |
| <input type="checkbox"/> Co-Pastor                                  | <input type="checkbox"/> Presbytery Program Staff                     |
| <input checked="" type="checkbox"/> Designated Pastor               | <input type="checkbox"/> Synod Program Staff                          |
| <input type="checkbox"/> Mission Pastor                             | <input type="checkbox"/> Presbytery/Synod Stated Clerk                |
| <input type="checkbox"/> Interim Pastor                             | <input type="checkbox"/> Presbytery/Synod Executive/Leader            |
| <input type="checkbox"/> Interim Associate Pastor                   | <input type="checkbox"/> Presbytery/Synod Exec/Leader & SC (combined) |
| <input type="checkbox"/> Interim Ministry (Governing Body)          | <input type="checkbox"/> Other  |

Specify Title (if appropriate) \_\_\_\_\_

**Employment Status**

Full Time       Part Time       Open to Either

**Years of Experience Desired**

<input type="checkbox"/> First Ordained Call	<input type="checkbox"/> less than 2 years	<input type="checkbox"/> 2 years or more
<input type="checkbox"/> 4 years or more	<input type="checkbox"/> 6 years or more	<input type="checkbox"/> 8 years or more

**Language Requirements**

<input checked="" type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Korean	<input type="checkbox"/> Mandarin Chinese
<input type="checkbox"/> Japanese	<input type="checkbox"/> Cantonese	<input type="checkbox"/> Taiwanese	<input type="checkbox"/> Other

Deadline date for this CIF, if any: \_\_\_\_\_

## CIF (Part II) - Step 2 of 7

Is this a yoked congregation?  No  Yes (If yes, please complete the Yoked Congregation Details Form.)

## CIF (Part II) - Step 3 of 7

**Brief Church Mission Statement:** *Please limit your response to no more than 1500 characters including spaces and punctuation.*

The mission of the FPC of Whitefish, Montana is to "Glorify God and Enjoy Him Forever!" This is a church where people are encouraged to believe with their minds and hearts and where spiritual struggle and growth go hand in hand. We believe God is bigger than any of our doubts and misgivings. Faith is a journey and we should never presume to have fully arrived.

Our church is Biblically faithful and missionally minded. Proclaiming the gospel is who we are; a group of giving and caring individuals who are active in the community. We believe that in espousing the essentials of faith revealed in the Scripture and set out in the confessional standards, God reveals Himself to us through Scripture and that Scripture reveals a way of living consistent with God's will.

Our church believes that through: 1. Using the Bible to preach, teach, worship, and inspire to grow the kingdom of God; 2. Evangelizing and proclaiming Jesus Christ as Lord and encouraging everyone to have a personal relationship with Him; and 3. Developing and sustaining mission and community outreach programs; we as individuals grow in our personal relationship with Jesus and the congregation will grow in numbers and strength to serve as God's faithful servants.

Members and visitors of our church find the closeness and caring of our congregation welcoming. Our focus on faith, family, mission and fellowship creates a cohesive body dedicated to the importance of serving God, each other and the surrounding community.

**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.**

Church Programs are a challenge as our congregation ages and current weekly attendance hovers at 65-75. We balance members' time and energy to support congregational/community needs. Attracting younger members is a priority. As our membership changes, we refocus the programs to reflect our demographic by supporting a free health care clinic where we provide dinner, lunch at the high school, builders for Habitat for Humanity, a National Prayer Day breakfast, Mission Flower Sale and support for local/national charities. We have active PW, Bible study, knitting group, prayer chain and seasonal events where meals are served and all are welcome. We have meeting space for AA support groups. This work is successful through giving of time, talents and financial support. We place strong emphasis upon this call of faith. Christian Ed guides our individual learning and spiritual growth bringing us closer to God. We work to establish a balance of strategies/programs to provide a Bible-based atmosphere fostering individual spiritual growth. Sunday School is identified as a shortfall. Worship and Music actively maintain the Holy Spirit's call. We have a choir, a blended worship service, a handbell choir and shared VBS. Program success cannot be measured by numbers alone. It is our desire to develop program leaders who are called to serve and equipped with the tools for success. We are the "Little Engine that Could". WE love to serve by preaching, teaching, and inspiring those around us.

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

First Presbyterian of Whitefish is a spiritually mature, well-educated congregation from diverse professional backgrounds.

The loyal core membership, which has been together for many years, exhibits a high degree of energy and is determined to work hard for the glory of God's church and its missions.

We are a generous congregation giving freely of our time, talents and treasures. A large percentage of the membership is active in the ministries of the church as well as active in assorted community organizations.

We are thankful for the beautiful, historic church building which is a prominent landmark in downtown Whitefish.

There is room for growth in the numbers of members and positioned to be a valuable evangelistic center of the downtown core.

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

Jesus Christ alone is:

The way to salvation

The truth of God's word

The life of discipleship

## **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.**

Rev. Ed Albright  
P.O. Box 1562  
Kalispell, MT 59903-1562  
(404) 229-0303  
[Ed@glacierpresbytery.com](mailto:Ed@glacierpresbytery.com)  
**Consulting General Presbyter**

Rev. Glenn Burfeind  
First Presbyterian Church of Kalispell  
504 South Main St.  
Kalispell, MT 59901  
(406) 752-7488  
[glenn@pcusa-kalispell.org](mailto:glenn@pcusa-kalispell.org)  
**Neighboring Pastor**

Rev. Debbie Schmidt  
P.O. Box 4248  
Whitefish, MT 59937  
(406) 862-3418  
[office@whitefishumc.org](mailto:office@whitefishumc.org)  
**Neighboring Pastor**

## 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?*

Pastor works closely with Session's vision and strategy based on God's leading for FPC. Pastor's primary preaching responsibility engages in teaching, evangelism and prayer ministry. Pastor leads the Church by overseeing, directing and supporting direct reports. He needs to be an ambassador to the Presbytery and the Whitefish community.

Pastor will be a Christ-centered believer in Classical Christianity and a Bible-based leader, good communicator, motivator, team builder and mentor with a genuine pastoral heart. Personal actions and relationships need to reflect what is spoken from the pulpit. Pastor is approachable and personable. The call is to preach, instruct, model and administrate to empower members. While effective outreach is our goal, we strive to inspire unity, encourage fellowship and nurture spiritual growth. The tone of the church should be vibrant and welcoming. Pastoral duties are a 24/7 position. Pastor guides Christian Ed, Sunday School and performs weddings, funerals and special services. He is expected to call on elderly, ill or hospitalized people, providing pastoral care. He guides all committees; oversees communication tools; and provides support to youth and mission outreach.

Leadership draws upon the gifts and contributions of many in the operations of the church. Pastor needs to encourage all individuals to find their God-given talents and connect to some avenue of service. The spirit of leadership at FPC is cooperative and open, a team approach.

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

Be Able To:

- Give Bible-based sermons from which congregants come away feeling educated and inspired to action through a personal relationship with Jesus Christ.
- Take the initiative to meet and develop a personal relationship with every willing member of the congregation. Make home visitations within 90 days of arriving. Attempt to do the same with as many inactive members as possible.
- Meet and become familiar with members of the community outside the church to lay the groundwork for evangelization.
- Organize, facilitate, and supervise the work of the church and committees by attending meetings and offering wisdom and guidance.
- Practice the powerful gift of prayer and help others to become enthusiastic prayers.

Possess a strong traditional, Christ-centered Biblical approach to leading and teaching the essentials of faith as revealed in the Bible and set forth in the confessions.

Have knowledge and a demonstrated ability to build the congregation. The desire to evangelize and teach the church to do the same.

Have a strong work ethic that inspires others through example.

Have a caring heart for the sick and lonely. A willingness to visit hospitals, nursing homes, shut-ins, and jails if necessary.

Have a passion for missions and outreach.

Within 90 days of arriving be able to express a vision for the church.

Be willing to take counsel and constructive criticism. Have a sense of humor.

Have a focus that specifically includes youth and associated programs.

**Primary Skill Choices: Select up to 10 skills from the list below which you would like to see in the person filling this position.**

- |  |  |
|--|--|
| <input type="checkbox"/> Administration of Programs                            | <input type="checkbox"/> Administrative Leadership                         |
| <input type="checkbox"/> Adult Ministry  | <input type="checkbox"/> Budget Preparation                                |
| <input type="checkbox"/> Building Renovation/Property Development              | <input type="checkbox"/> Children's Ministry                               |
| <input type="checkbox"/> Choir Directing                                       | <input type="checkbox"/> Communication (Written/Oral)                      |
| <input type="checkbox"/> Community Ministries                                  | <input type="checkbox"/> Community Service and Leadership                  |
| <input type="checkbox"/> Conflict Management/Mediation Skills                  | <input type="checkbox"/> Congregational Communication                      |
| <input type="checkbox"/> Congregational Fellowship                             | <input type="checkbox"/> Congregational Home Visitation                    |
| <input type="checkbox"/> Congregational Redevelopment/Revitalization           | <input checked="" type="checkbox"/> Corporate Worship/Sacraments           |
| <input type="checkbox"/> Counseling  | <input type="checkbox"/> Cross Cultural Collaboration/Cultural Proficiency |
| <input type="checkbox"/> Curriculum Building                                   | <input type="checkbox"/> Defining Program Needs                            |
| <input checked="" type="checkbox"/> Development of New Educational Experiences | <input type="checkbox"/> Ecumenical and Interfaith Activities              |
| <input type="checkbox"/> Evaluation of Program and Staff                       | <input checked="" type="checkbox"/> Evangelism                             |
| <input type="checkbox"/> Facility Management                                   | <input checked="" type="checkbox"/> Family Ministry                        |
| <input type="checkbox"/> Financial Management                                  | <input type="checkbox"/> Fund Raising                                      |
| <input type="checkbox"/> Governing Body Ministry                               | <input type="checkbox"/> Group Process Facilitation                        |
| <input type="checkbox"/> Hospital and Emergency Visitation                     | <input type="checkbox"/> Information Technology                            |
| <input type="checkbox"/> Instrumental Music                                    | <input type="checkbox"/> Involvement in Mission Beyond Local Church        |
| <input checked="" type="checkbox"/> Leadership Development                     | <input type="checkbox"/> Leadership of Staff/Volunteers                    |
| <input type="checkbox"/> Leading Music Ministry                                | <input type="checkbox"/> Legal/Tax Matters                                 |
| <input type="checkbox"/> Management of Building Usage                          | <input type="checkbox"/> Management of Equipment Resources                 |
| <input type="checkbox"/> New Church Development                                | <input type="checkbox"/> Office Management                                 |
| <input type="checkbox"/> Older Adult Ministry                                  | <input type="checkbox"/> Organization /Administration                      |
| <input type="checkbox"/> Organizational Leadership and Development             | <input type="checkbox"/> Parliamentary Expertise                           |
| <input checked="" type="checkbox"/> Pastoral Care                              | <input type="checkbox"/> PCUSA Polity/Constitutional Knowledge             |
| <input checked="" type="checkbox"/> Preaching                                  | <input checked="" type="checkbox"/> Problem Solving/Decision Making        |
| <input type="checkbox"/> Project Management                                    | <input type="checkbox"/> Public Relations                                  |
| <input type="checkbox"/> Rural Ministry  | <input type="checkbox"/> Scholarship/Publishing                            |
| <input type="checkbox"/> Small Membership Church Ministry                      | <input checked="" type="checkbox"/> Spiritual Development                  |
| <input type="checkbox"/> Staffing/Human Resources                              | <input type="checkbox"/> Stewardship and Commitment Program                |
| <input type="checkbox"/> Strategic Planning                                    | <input checked="" type="checkbox"/> Teaching                               |
| <input type="checkbox"/> Training Volunteers                                   | <input type="checkbox"/> Transitional/Interim Ministry                     |
| <input type="checkbox"/> Urban Ministry  | <input type="checkbox"/> Young Adult Ministry                              |
| <input type="checkbox"/> Youth Ministry  |  |



**Compensation and Housing.** *A range is needed for matching purposes. The maximum salary is not published anywhere.* Effective salary is cash salary plus housing allowance or manse value and other compensation considered “effective salary” by the Board of Pensions of the PC(USA).

Minimum **Effective** Salary \$ 33,930

Maximum **Effective** Salary 54,175

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

**Geographic Choices.**

xx **Suggest individuals from anywhere in the United States** (or)

       **Suggest individuals only from specific areas checked below:**

- |                               |                                    |
|-------------------------------|------------------------------------|
| <u>      </u> Alabama         | <u>      </u> Alaska               |
| <u>      </u> Arkansas        | <u>      </u> Arizona              |
| <u>      </u> California      | <u>      </u> Colorado             |
| <u>      </u> Connecticut     | <u>      </u> District of Columbia |
| <u>      </u> Delaware        | <u>      </u> Florida              |
| <u>      </u> Georgia         | <u>      </u> Hawaii               |
| <u>      </u> Idaho           | <u>      </u> Illinois             |
| <u>      </u> Indiana         | <u>      </u> Iowa                 |
| <u>      </u> Kansas          | <u>      </u> Kentucky             |
| <u>      </u> Louisiana       | <u>      </u> Maine                |
| <u>      </u> Maryland        | <u>      </u> Massachusetts        |
| <u>      </u> Michigan        | <u>      </u> Minnesota            |
| <u>      </u> Mississippi     | <u>      </u> Missouri             |
| <u>      </u> Montana         | <u>      </u> Nebraska             |
| <u>      </u> North Carolina  | <u>      </u> North Dakota         |
| <u>      </u> New Hampshire   | <u>      </u> New Jersey           |
| <u>      </u> New Mexico      | <u>      </u> New York             |
| <u>      </u> Nevada          | <u>      </u> Ohio                 |
| <u>      </u> Oklahoma        | <u>      </u> Oregon               |
| <u>      </u> Pennsylvania    | <u>      </u> Puerto Rico          |
| <u>      </u> Rhode Island    | <u>      </u> South Carolina       |
| <u>      </u> South Dakota    | <u>      </u> Tennessee            |
| <u>      </u> Texas           | <u>      </u> Utah                 |
| <u>      </u> Vermont         | <u>      </u> Virginia             |
| <u>      </u> Washington      | <u>      </u> West Virginia        |
| <u>      </u> Wisconsin       | <u>      </u> Wyoming              |
| <u>      </u> x-International |                                    |

## CIF (Part II) - Step 6 of 7

### Equal Employment Opportunity

"The Presbyterian Church (U.S.A.) shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, different theological positions consistent with the Reformed tradition, as well as different marital conditions (married, single, widowed, or divorced) shall be guaranteed full participation and access to representation in the decision making of the church." (G-4.0403)

"(The Committee on Ministry) shall provide for the implementation of equal opportunity employment for ministers and candidates without regard to race, ethnic origin, sex, age, marital status, or disability. In the case of each call, it shall report to the presbytery the steps in this implementation taken by the calling-group." (G-11.0502g)

"...Care must be taken (by the Pastor Nominating Committee) to consider candidates without regard to race, ethnic origin, sex, marital status, age, or disabilities." (G-14.0502b)

FORMS OF GOVERNMENT PRESBYTERIAN CHURCH (U.S.A.) See Also: Form of Government (G-10.0102n) (G-11.0502d, G-13.0201b)

Every Presbytery Committee on Ministry is to inform each Pastor Nominating Committee of its constitutional obligations and how it might assure fairness in the calling process.

Has the presbytery's Committee on Ministry thus counseled with the Pastor Nominating Committee regarding Equal Employment Opportunity?

Yes

No

Each Pastor Nominating Committee is expected to undertake its search for a minister in a manner consistent with the good news that in the Church *"...as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus."*

Has the Pastor Nominating Committee affirmed to the Presbytery Committee on Ministry its intention to follow the Form of Government in this regard?

Yes

No

## CIF (Part II) - Step 7 of 7

### Pastor Nominating Committee Chairperson Detail:

Name - Terry Nelson  
Address – 790 Monegan Road  
Whitefish, Montana 59937  
Phone – 406 – 253-9154  
Alternate Phone – 406-862-4375  
Email – [terry@golfwhitefish.com](mailto:terry@golfwhitefish.com)

### Co-Chairperson

Name – Jerry House  
Address – P.O. Box 1892, Whitefish, Mt. 59937  
Phone – 406-261-0720  
Alternate Phone – 406 – 270-5587  
Email –

### 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.**