

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           PIN 04619            
Church/Organization Name           Sunnyvale Presbyterian Church (SPC)            
Mailing Address           728 W. Fremont Avenue            
City           Sunnyvale           State           CA           Zip Code           94087            
Telephone Number           408-739-1892           Fax Number           408-739-3491            
Email           apnc2009.svpres@yahoo.com            
Web site           www.svpc.us          

## CIF (Part I) - 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           610          

Church School Attendance           190          

Church School Curriculum           Walk With Me--Faith Alive--ages 3, 4 and K; BLAST self-developed rotational model curric grades 1-6          

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  
 **93 Caucasian**  
 **3 Chinese**  
 Hispanic Mexican/Central American  
 Hispanic Puerto Rican  
 **1 Japanese**  
 **2 Korean**  
 Native American  
 Taiwanese  
 **1 Other Asian**  
 Other

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

Presbytery San Jose Synod Pacific

Community Type (select one)

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

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

Clerk of Session Details:

Name \_\_\_\_\_ Diana Aldrich  
Address \_\_\_\_\_ 1454 Enderby Way  
City \_\_\_\_\_ Sunnyvale, State CA Zip Code 94087-4016  
Preferred Phone \_\_\_\_\_ 408-737-2487 Alternate Phone \_\_\_\_\_  
E-mail \_\_\_\_\_ clerk@svpc.us  
FAX \_\_\_\_\_

Rev. 9/2008

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

Church/Organization ID      PIN 04619  
Church/Organization      Sunnyvale Presbyterian Church (SPC)  
Mailing Address              728 W. Fremont Avenue  
   Sunnyvale      CA      94087

### Position To Be Filled (select one)

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

Specify Title (if appropriate) Associate Pastor of Youth and Young Adults

### Employment Status

Full Time    Part Time    Open to Either

### Years of Experience Desired

|                       |                        |                 |
|-----------------------|------------------------|-----------------|
| <u>First Ordained</u> | Call less than 2 years | 2 years or more |
| 4 years or more       | 6 years or more        | 8 years or more |

### Language Requirements

|                |           |           |          |         |
|----------------|-----------|-----------|----------|---------|
| <u>English</u> | 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?** 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.*

Our church is a growing church that is spiritually alive to God and actively caring for others. This vision sets us on a journey, calling us

- To worship Jesus Christ as our Lord and Savior,
- To respond to the needs of people through caring ministries of healing and hope,
- To celebrate our diversity of perspective while affirming our unity in Christ and, through the Holy Spirit,
- To grow in our discovery of God and our mission in the world.

We pursue this vision with creativity and imagination, enjoying laughter, extending compassion, all to make God's love relevant and fresh.

**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.**

Our church is rooted in Christ and reaching out in love. We offer many ways to worship with contemplative, traditional and contemporary Sunday services. Music is a vital part of our ministry with chancel, hand bell and children's choirs, Taize and Praise teams. Adult Learning programs relevant to life and faith, including The Alpha Course, are offered. For children and youth we have BLAST, a self-developed rotational model for church school, LOGOS, a mid-week program for gr. 2-6 and active Jr. and Sr. High groups. The Presbyterian Early Learning Center cares for Preschool-Kindergarteners on weekdays. Our Music School offers instruction for preschool through adults during the week. We are blessed with caring Deacons, Caregivers and Stephen Ministers. We have a wide variety of fellowship and special interest Bible studies. Wilderness Ministry offers a unique way for people to experience God through outdoor activities. Mission service is a great part of our work, using 12% of our annual budget. Way of Service offers help to many non-profit social service organizations that serve local poor, including Turning the Tables on Hunger food drives, feeding and housing the homeless, partnerships in the Congo, Central Asia and Mexico and most recently a refugee ministry. Many have been and still are involved helping to rebuild in Southern Louisiana. We have a vital and active Peace and Justice ministry and a growing and active Prayer Ministry.

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

Our church is home to a diverse congregation with a wide array of gifts and a large number of people sharing these gifts in Christian ministry. We have a Gifts Ministry that offers classes in spiritual gift identification and helps connect members and friends with opportunities to use their spiritual gifts in service. Many with the gift of creative communication offer music and drama to enhance our many worship service formats. Others, with the gift of mercy, serve in caring ministries in local and global mission outreach. Our gifted teachers, as well as visiting professors from nearby colleges, help us grow in our knowledge of scripture and Christian living. Those with gifts of shepherding, hospitality and prayer help to nurture individuals and small groups, and foster spiritual growth. The entrepreneurial among us act on their passions to create new ministries, keeping us relevant and fresh. Those with the gifts of leadership and administration enable our many ministries to flourish and guide us in pursuing our vision. We are a congregation with good financial resources that gives generously to serve the needs of others. We are an energetic church that continually seeks new ways to reflect the grace and love of Jesus Christ. We are a church rooted in Christ and reaching out in love.

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

We believe the kingdom of God is a kingdom of right relationships. We reflect that conviction as we pursue healthy relationships with one another in fellowship, with our neighborhood through evangelism and service, and with God in worship and discipleship.

We believe that hospitality taps into a deep theology that reflects the very heart of God. Hospitality is the movement of grace that opens up a place of welcome and allows the "other" to experience a sense of belonging. In worship we are privileged to host the Holy and are transformed. In fellowship we practice compassion and experience a healing love. In service we welcome the stranger in order to learn from them and discover Christ anew.

We believe that it's easy to miss the point and allow our religion to blind us to the needs of the world and even buffer us from encountering the living Christ. We understand the temptation to focus on "church" and forget the world; we understand the temptation to spend ourselves in service and neglect the life of the spirit. Our vision to be rooted in Christ and reaching out in love seeks a balance that avoids these temptations and reflects our call to love God and love neighbor.

We believe that God is present in the world -- not a possession of the church. This means our call is not just to bring people into the church but to also go out to discover and join with God where God is at work. And so we understand ministry as the work of all people in partnership with God.

## 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.

The Rev. Joey Lee  
Presbytery of San Jose  
888 N. First Street, Suite 320, San Jose, CA 95112  
Work Phone: 408-279-0220  
Relationship to Sunnyvale Presbyterian Church: Executive Presbyter  
E-mail: joey@sanjosepby.org

The Rev. Steve Wilde  
Pastor, First Presbyterian Church  
2020 5th St.  
Livermore, CA 94550-4452  
Work Phone: (925) 447-2078  
Relationship to Sunnyvale Presbyterian Church: Previous Associate Pastor  
E-Mail: steve.w@fpc-livermore.org

The Rev. Dr. Mary Graves  
Pastor, Trinity Presbyterian Church  
1106 Alameda de las Pulgas, San Carlos, CA 94070  
Work Phone: 650-593-8226  
Relationship to Sunnyvale Presbyterian Church: Friend of our Senior Pastor  
E-mail: mgraves@trinity-pres.org

## 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?*

**We seek an associate pastor, with strong preaching skills, who will actively lead what is already a strong youth ministry, develop a young adult program and spiritually direct our outreach and evangelism activities.**

### **YOUTH - Primary Focus**

*Provide spiritual leadership, guidance and vision for the program.*

- Lead, design and implement youth programs and activities in conjunction with our current Youth Director and youth-related staff.
- Supervise and train our Youth Director, staff and volunteers.
- Build relationships among students, advisors and staff.
- Develop leaders among students, advisors and staff.
- Plan and implement youth confirmation training.
- Lead Bible study and topical discussions.
- Plan, implement, and lead summer mission-trips.
- Facilitate positive, productive parent communication and family support.

### **YOUNG ADULTS – Secondary Focus**

*Create young adult strategy, vision and program with the following initial goals:*

- Involve young adults in Bible study and small groups.
- Integrate young adults into church life and worship.
- Develop and train leaders.

### **OTHER RESPONSIBILITIES**

#### **OUTREACH & EVANGELISM**

- Advise O&E Ministry Area on strategy and vision.
- Build relationships with elders and volunteers.
- Strengthen outreach efforts.
- Develop leadership for O&E.
- Teach O&E classes.

#### **GENERAL PASTORAL DUTIES, INCLUDING PREACHING**

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

- An individual who has a heart for youth and young adults and the vision to develop leadership, work with staff and utilize resources to create meaningful programs for both.
- A motivator who can multi-task with energy and enthusiasm to create a safe, inclusive place for youth and young adults to explore their faith and build relationships with God and each other.
- A compassionate person who models relational ministry and community building.
- A Biblically grounded teacher who can serve in an environment reflecting a broad theological spectrum and lead others in their journey of faith.
- A dynamic communicator with a passion for preaching who can make Christ's message of love, forgiveness and redemption tangible and relevant.
- A loving Christian dedicated to reaching out to our community through service, fellowship and evangelism.
- An organized leader who is able to keep to schedule, maintain commitments, delegate responsibilities and attract and train volunteers.
- A flexible person able to adjust his/her leadership style and respond to the changing needs of ministry.
- An open-minded person who can communicate inter-generationally with grace and integrity and who can creatively approach ministry and the challenge to envision fresh and relevant possibilities for the future.

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

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

- Administrative Leadership
- Budget Preparation
- Children's Ministry
- Communication (Written/Oral)**
- Community Service and Leadership
- Congregational Communication
- Congregational Home Visitation
- Corporate Worship/Sacraments
- Cross Cultural Collaboration/Cultural Proficiency
- Defining Program Needs
- Ecumenical and Interfaith Activities
- Evangelism**
- Family Ministry
- Fund Raising
- Group Process Facilitation
- Information Technology
- Involvement in Mission Beyond Local Church
- Leadership of Staff/Volunteers**
- Legal/Tax Matters
- Management of Equipment Resources
- Office Management
- Organization /Administration
- Parliamentary Expertise
- PCUSA Polity/Constitutional Knowledge
- Problem Solving/Decision Making
- Public Relations
- Scholarship/Publishing
- Spiritual Development**
- Stewardship and Commitment Program
- Teaching**
- Transitional/Interim Ministry
- Young Adult 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 \$74,317**

Housing Type  Manse  
 **Housing Allowance**  
 Open To Either  
 **Home Equity sharing Possible**  
 Not Applicable (*For Non-pastoral Positions Only*)

**Geographic Choices**

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

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

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

Pam Leitterman  
1637 Waxwing Ave.  
Sunnyvale, CA 94087-5154  
Phone: 408-249-6959

Alternate Phone  
FAX: (408) 608-1588  
E-mail: [pam.leitterman@gmail.com](mailto:pam.leitterman@gmail.com)

### Endorsements

Pastor Nominating Committee  
or Search Committee Date: December 10, 2009

Signature Pam Leitterman, Chair

Clerk of Session Date: December 15, 2009

Signature Diana Aldrich

Committee on Ministry Date: January 11, 2010

Signature David McCreath, Chair

**Rev. 9/2008**

**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.**