



**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 00760 \_\_\_\_\_  
Ministry Name First Presbyterian Church of Burlingame (BurlPres) \_\_\_\_\_  
Mailing Address 1500 Easton Dr. \_\_\_\_\_  
City \_\_ Burlingame \_\_\_\_\_ State \_CA\_\_\_\_\_ Zip Code 94010  
Telephone Number\_650-342-0875 \_\_\_\_\_ Fax Number \_\_\_\_\_  
Email [apncburlpres@gmail.com](mailto:apncburlpres@gmail.com) \_\_\_\_\_  
Web site [www.burlpres.org](http://www.burlpres.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 \_\_\_\_\_ 385 \_\_\_\_\_

Church School Attendance 70 \_\_\_\_\_



**Church School Curriculum** Our pre-school uses Play Based Development Tool, our Sunday School K-6<sup>th</sup> uses Go by Mobilo, and our Jr./Sr. High uses Swift by Life Church.

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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  
\_\_\_\_\_ 8% Asian  
\_\_\_\_\_ 1% Black or African American (African Native, Caribbean)  
\_\_\_\_\_ 2% Hispanic Latino/Latina, Spanish  
\_\_\_\_\_ Middle Eastern  
\_\_\_\_\_ 1% Native Hawaiian or Other Pacific Islander  
\_\_\_\_\_ 86% White  
Other \_\_\_\_\_ 2% \_\_\_\_\_

Presbytery San Francisco Synod Pacific

**Community Type (select one)**

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

**Clerk of Session Contact Information:**

Name Deborah Concklin

Address 15 Acorn Dr.

City Hillsborough State CA Zip Code 94010

Preferred Phone 650-888-6483 Alternate Phone \_\_\_\_\_

E-mail dconcklin@gmail.com FAX \_\_\_\_\_



**\*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)
3 +	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): Associate Pastor for Community Care

**\*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):

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

**Language Requirements**

<input checked="" type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Korean	<input type="checkbox"/> French
<input type="checkbox"/> Arabic	<input type="checkbox"/> Armenian	<input type="checkbox"/> Creole	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Japanese	<input type="checkbox"/> Russian	<input type="checkbox"/> Swahili	<input type="checkbox"/> Burmese
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Indonesian	<input type="checkbox"/> Laotian	<input type="checkbox"/> Thai
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Taiwanese	<input type="checkbox"/> Cantonese	<input type="checkbox"/> Mandarin Chinese
<input type="checkbox"/> Twi	<input type="checkbox"/> Sign Language	<input type="checkbox"/> Other _____	

**Statement of Faith Required**  Yes                       No

**Mission Statement**

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

**Our Mission: To Know Christ and to Make Him Known**



## 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, as articulated in our 2016 Mission Study and 2018 Mission Study Update, is to be a place where people encounter and are transformed by the living God and are equipped and inspired to carry the message of Christ to our community and the world. We strive to be the safest and most loving place in town.

We look to implement our vision through:

**Worship:** We value biblical preaching, prayer and music that glorifies God and transforms us. We have four worship services, each with a different style that resonates with the diverse interests of our congregation and community.

**Growth:** BurlPres over the years has steadily aged. Our focus is to continue to care for our "Greatest Gen" members while focusing on the "NextGen" children, youth and unchurched families in the community to spur church growth.

**Fellowship and Nurture:** We experience God through care and fellowship opportunities and building relationships with fellow Christians. We have a well established and growing Care Ministry along with a need to expand small group opportunities.

**Mission:** We provide multiple opportunities for "hands-on" mission work in local outreach to serve our extended community. We work to build intergenerational mission work opportunities. We offer multiple international mission projects as well.

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

Our ministry focus is "GreatestGen – NextGen." We will provide the loving care needed by our aging **GreatestGen** members and the substantial senior population in the area. At the same time, we are building a vibrant, dynamic ministry to meet the needs of the **NextGen** children, youth, and the unchurched young families in the area.



The communities we serve have a rich ethnic diversity and many young working adults in technology, biotech, finance, healthcare and other professional fields. We are working to refine our ministries to be culturally relevant and attractive to unchurched families in our community.

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

The person God is calling to this position will be an integral member of the Pastoral Team and will help build upon the positive energy and momentum underway at BurlPres. The new Associate Pastor will lead church caring programs and bring the love of Christ to our congregation and community.

The new Associate Pastor will equip lay leaders in our caring ministries to be the hands and heart of Jesus to those in need. She/He will be entrepreneurial and adaptive to change. She/He will work effectively and lovingly with other staff, a broad cross-section of lay leadership and church members to creatively discern and implement God's plan for our church.

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

We believe the candidate God is calling will have these characteristics:

**Character**—a self-starter with a strong work ethic, high integrity in regard to money/finances, relationships, and sex, and a steady internal metronome of ethics, morals, theology and faith.

**Chemistry**—we are seeking a teammate that works well with our Lead Pastor and his vision and leadership style, someone that leads collaboratively with other staff, admin and lay personnel.

**Competency**—the candidate will demonstrate strong organizational skills and platform speaking skills (preaching, teaching and other speaking), the ability to effectively lead and manage events and inspire participants, and the ability to understand and manage budgets, administrative tasks, and technology.

**Theology**—our Lead Pastor can be described as a moderate evangelical, while church members have a wide array of theological perspectives, from more Fundamentalist to Progressive approaches. The candidate will be comfortable with a broad range of perspectives and sensitive to current issues around gender, female leadership, baptism and other cultural “hot button” issues.

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

The most important element for this Associate Pastor position is Pastoral Care. This will include managing and expanding existing care ministry programs (Deacons, Stephen Ministry, Special Friends, Health Ministry) as well as considering new, “out of the box” options to meet the needs of the



congregation and community. We are a church with a new Lead Pastor that is changing dynamically to more creatively meet the needs of our community. The Associate Pastor will need to be a generalist that adapts to change and can fill in where needed.

This Associate Pastor will handle the majority of funerals and memorials and will preach 5 or more times per year.

### **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)



**\*LEADERSHIP COMPETENCIES**

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

The candidate will have the following leadership competencies (in order of priority):

- Compassionate
- Spiritual Maturity
- Interpersonal Engagement
- Initiative
- Entrepreneurial
- Collaboration
- Public Communicator
- Change Agent
- Organizational Agility
- Technologically Savvy

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</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>	<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>	<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>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.	
<b>ORGANIZATIONAL LEADERSHIP</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>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.



<p><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.</p>	<p><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.</p>
<p><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.</p>	<p><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.</p>
<p><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.</p>	
<p><b>INTERPERSONAL ENGAGEMENT</b></p>	
<p><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.</p>	<p><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.</p>
<p><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.</p>	<p><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</p>
<p><b>Initiative:</b> Demonstrates ambition is highly motivated; is action oriented and full of energy for</p>	<p><b>Flexibility</b> - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or</p>



things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.	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 \$90,000 \_\_\_\_\_ Maximum **Effective** Salary \$105,000 \_\_\_\_\_

Housing Type             Manse (a manse may be available adjacent to church)  
                                   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: Rev. Dr. Janet Bower \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers: 650-483-2136 \_\_\_\_\_

Relation: Former Assoc. Pastor at church, current Chair of COM for San Francisco Presbytery

E-mail: [JanetKBower@gmail.com](mailto:JanetKBower@gmail.com) \_\_\_\_\_

Name: Janice Fox \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers: 989-362-2465 (home, preferred #) 650-773-3995 (mobile) \_\_\_\_\_

Relation: Member of BurlPres for decades who has moved to Michigan \_\_\_\_\_

E-mail: [janleefox@gmail.com](mailto:janleefox@gmail.com) \_\_\_\_\_

Name: Deborah Concklin \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers: 650-888-6483 \_\_\_\_\_

Relation: Long term church member, current Clerk of Session \_\_\_\_\_

E-mail: [dconcklin@gmail.com](mailto:dconcklin@gmail.com) \_\_\_\_\_

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

Name: Todd Bower \_\_\_\_\_

Address: 25 Latham Ct. \_\_\_\_\_



City: Hillsborough \_\_\_\_\_ State: CA \_\_\_\_\_ Zip Code : 94010 \_\_\_\_\_

Preferred Phone : 650-922-3200 (mobile) \_\_\_\_\_

Alternate Phone: 650-558-8081 (business) \_\_\_\_\_

E-mail Address for PNC Communications (required): [apncburlpres@gmail.com](mailto:apncburlpres@gmail.com) or [tbower1953@gmail.com](mailto:tbower1953@gmail.com) \_\_\_\_\_

### ENDORSEMENTS

Pastor Nominating Committee/

Search Committee \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

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

*Signature*

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

*Signature*

