



Rev. 6/2008

PRESBYTERIAN CHURCH (U.S.A.)
CHURCH LEADERSHIP CONNECTION
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Church Information Form (Part I)
Step 1 of 5

Church/Organization ID 22090
Church/Organization Name Shallowford Presbyterian Church
Mailing Address 2375 Shallowford Road
City Atlanta State Georgia Zip Code 30345
Telephone Number 404-321-1844 Fax Number 404-321-1890
Email cpayne@shallowford.org
Web site www.shallowford.org

Step 2 of 5

Church Size (Select one)

- Under 100 members
101 - 250 members
251 - 400 members
401 - 650 members
X 651 - 1000 members
1001 - 1500 members
More than 1500 members
N/A

Average Worship Attendance 433

Church School Attendance 210

Church School Curriculum Self-developed rotation model for elementary. Youth classes use curriculum from various sources, especially Cokesbury. Adult classes use a variety of Christian education resources.

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.

- 1% African American
- 97% Caucasian
- Chinese
- 1% Hispanic Mexican/Central American
- Hispanic Puerto Rican
- Japanese
- Korean
- Native American
- Taiwanese
- 1% Other Asian
- Other

CIF (Part I) - Step 4 of 5

Presbytery Greater Atlanta Synod South Atlantic

Community Type (select one)

- | | | |
|-------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Rural | <input type="checkbox"/> Village | <input type="checkbox"/> Town |
| <input type="checkbox"/> Small City | <input checked="" type="checkbox"/> Suburban | <input type="checkbox"/> Urban |
| <input type="checkbox"/> Inner City | <input type="checkbox"/> College | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> N/A | |

Church Information Form (Part II) Step 1 of 7

Church/Organization ID 22090

Church/Organization Name, City, State Shallowford Presbyterian Church, Atlanta, GA

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 type="checkbox"/> Associate Pastor (Other) | <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 checked="" 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) _____

Employment Status

Full Time Part Time Open to Either

Language Requirements

English Spanish Korean Mandarin Chinese
 Japanese Cantonese Taiwanese Other

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.*

In response to God's love, grace and truth as made known in Jesus Christ, we will:

- Gather together as a community to worship God through Word, Sacrament and music;
- Nurture and support those in our church family;
- Provide for spiritual growth, learning, fellowship and celebration; and
- Reach out locally and globally through ministries of compassion, empowerment and reconciliation.

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.

Christ-centered worship has been the cornerstone of Shallowford for our entire 50 year history. This is supported by a staff that leads our Youth, Music, Christian Education, and Congregational Care programs, including:

- A **youth group** of over 50 students. In addition to fellowship, the youth participate in yearly mission trips and retreats, lead worship twice a year and are represented on session by a member of the youth group.
- An outstanding **music** program. The children's program includes over 50 children in 3 choirs. The 60 member youth choir toured Scotland in 2008 and the 50 member adult choir presents major works as well as leading music in worship.
- A vibrant **Christian Education** program, including traditional Sunday School programs for pre-school, youth and adults plus a unique workshop rotation for elementary age children. A weekday preschool serves over 150 children. Guest Quarters program and staff-led classes supplement regular adult classes.
- **Local and worldwide mission** supported by 15% of our budget. Local involvement includes a food pantry, Habitat for Humanity projects and support of a local night shelter. Mission trips to locations in the U.S. and Mexico and financial support for many global missions expands our outreach.
- **Fellowship** programs include Wednesday night dinners, retreats, and social activities for all ages.
- **Congregational care** includes Alzheimer's and grief support groups and a congregational care ministry group.

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

Shallowford is a vibrant, growing church family and “a place of grace.” Under God’s caring hand, we continually strive to help others experience God’s grace as made known in Jesus Christ. That attitude demonstrates itself in many ways, including the following:

- A church filled with active, involved, enthusiastic leaders dedicated to ministry and mission to people of all ages, particularly to our youth.
- A caring community striving to create a warm, friendly atmosphere in which we are all ministers who can care for one another in times of need.
- A diversity of gifts, talents and experiences that make up our church family creating a broad spectrum of ages, backgrounds, geographic roots, and church experience. Together, through God’s grace, we are equipped to respond to a variety of needs and ministries.
- A place where differences of opinion are embraced. While the Scriptures are the foundation of our beliefs, we recognize that people interpret and apply the Bible based on their varied life experiences under the guidance of the Holy Spirit, and we feel we can learn and grow from sharing perspectives. We acknowledge that this diversity and inclusiveness may occasionally create its own unique challenges to be dealt with, but we believe we are a better church for the effort.

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

Being a vehicle through which God shares God’s grace through Jesus Christ with the world:

- Shallowford seeks to build a strong community of faith where members feel welcomed and accepted.
- We strive to be a place where people can connect with one another, and in doing so, equip themselves to share that grace-filled experience with others.

As Jesus said, “Just as you did it to one of the least of these who are members of my family, you did it for me”:

- Through a variety of local and worldwide ministry programs, the Shallowford congregation strives to be actively involved in meeting the physical and spiritual needs of God’s diverse family.

Reaching across barriers in a multicultural world:

- Enlightening interfaith discussion and interaction with members of Atlanta’s Muslim community, initiated by Dr. Ben Johnson. The program has been well received by members of Shallowford, the Muslim community and the local community generally.
- Created the Partnership Ministries to take the relationship between ethnic (Korean, Hispanic and Indian) congregations beyond that of landlord/tenant.
- Supporting ministries that seek to build understanding between cultures, including the Frontera de Cristo border ministry, Living Waters, and the Carmel slum ministry in New Delhi.

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.

Name Ed Albright
Address 1024 Ponce de Leon Ave Atlanta, GA 30306
Phone Numbers 404 898-0711, ext 20 (until June 30, 2009) 404-261-7651 (after July 1, 2009)
Relation Executive Presbyter, Greater Atlanta Presbytery (retiring June 30, 2009)
E-mail ealbright@presbyteryofgreateratl.org

Name Libby Smith-Purcell
Address 2355 Echo Hills Circle, NE Atlanta, GA 30345
Phone Numbers 404-329-0248
Relation Ordained minister, currently attends SPC with her family and attended SPC as a child and youth
E-mail libbysmith@mindspring.com

Name Dr. Ben Johnson
Address 9 Downing Lane, Decatur, GA 30033-1412
Phone Numbers 404-321-7699
Relation Adjunct SPC staff member, faculty emeritus Columbia Theological Seminary
E-mail bjohn1923@aol.com

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?*

Lead the congregation and church staff as followers of Christ by guiding our congregation in discerning and fulfilling our ongoing mission and supervising our talented program staff. Specific responsibilities will include:

Lead and Guide Worship: Lead worship for regular Sunday services and support other services.

Serve as Head of Staff:

- Supervise and oversee all staff functions
- Foster collaborative work among the staff

Key staff includes: Director, Pastoral Care and Counseling (ordained); Director, Youth and Young Adult Ministries (Masters, Theological Studies); Director, Christian Education and Programs (MDiv); Director, Music Ministries; and Associate Church Administrator

Oversee Session and Committees:

- Moderate session meetings and oversee annual committee creation
- Serve as ex-officio member of the elder nominating committee
- Staff liaison to appropriate committees (finance, long range planning, personnel, stewardship, welcoming, and worship (with music director))

Provide Pastoral Care:

- Support the Director of Pastoral Care
- Participate in pastor-on-call system with program staff assisting on nights and weekends.

Teach:

- Help facilitate an Inquirer's class
- Pursue other teaching opportunities as desired
- Meet monthly with Shallowford Presbyterian Women Bible moderators

Communicate through various methods to reach all segments of the congregation

Represent Shallowford in the Presbytery and in the community (including NETworks)

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

We desire a senior pastor who:

- Holds as true the core theology of the grace of God through Jesus Christ and equips the congregation to experience that grace-filled message with others through their words and actions;
- Delivers thought-provoking sermons grounded in scripture, while incorporating topical subjects, with a captivating and inspirational style;
- Is mission-minded and supportive of the varied outreach ministries of the church;
- Demonstrates passion and commitment in pastoral care;
- Champions the current mission and vision of Shallowford and leads the congregation to be flexible as it discerns its future;
- Brings life to the promise, joy and lessons of the scripture and encourages spiritual growth in our congregation;
- Understands the importance of an active and engaging stewardship program;
- Leads and supports our professional and energetic staff by respecting their abilities and gifts, effectively delegating responsibility, providing constructive feedback, and empowering them to be successful;
- Recognizes, develops, motivates, encourages and empowers lay leadership;
- Has experience in management and administration in a corporate church including planning, personnel and budgetary matters;
- Is self-confident and approachable, has a positive, uplifting presence, and provides a welcoming and open persona to Shallowford and the surrounding community; and
- Is supportive of PCUSA.

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 checked="" 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 checked="" type="checkbox"/> Communication (Written/Oral) |
| <input type="checkbox"/> Community Ministries | <input type="checkbox"/> Community Service and Leadership |
| <input checked="" type="checkbox"/> Conflict Management/Mediation Skills | <input type="checkbox"/> Congregational Communication |
| <input checked="" 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 type="checkbox"/> Development of New Educational Experiences | <input type="checkbox"/> Ecumenical and Interfaith Activities |
| <input type="checkbox"/> Evaluation of Program and Staff | <input type="checkbox"/> Evangelism |
| <input type="checkbox"/> Facility Management | <input 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 type="checkbox"/> Leadership Development | <input checked="" 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 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 type="checkbox"/> Spiritual Development |
| <input type="checkbox"/> Staffing/Human Resources | <input checked="" type="checkbox"/> Stewardship and Commitment Program |
| <input checked="" type="checkbox"/> Strategic Planning | <input 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 \$90,000 _____

Housing Type _____ Manse
 _____ Housing Allowance
 _____ Open To Either
 _____ 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:

Name Alan Rosselot

Address 254 Superior Avenue

City Decatur State GA Zip Code 30030

Preferred Phone 404-630-8393

Alternate Phone _____

FAX available upon request

E-mail Address for PNC Communications: shallowfordpnc@yahoo.com