

Church Information Form (CIF)
SAMPLE PIECES
COM – February 2004

Brief Church Mission Statement:

We are a Christian family of believers in God, The Holy Spirit, and Jesus as Lord and Savior. We believe the Bible to be the authoritative Word of God. We are committed to Christian service and evangelism, sharing the Good News and excitement of the Gospel with others in our community and throughout the world.

We are Christians with a Mission who resolve to continuously improve the effectiveness of our programs, worship service, and parish activities.

Brief Church Mission Statement:

The Ipava Presbyterian Church seeks to be an open and caring community of faithful followers of Jesus Christ.

We proclaim God's Love and Grace through worship, teaching, fellowship and service in our community and the world. There are six priorities foremost in the hearts and minds of this congregation. They are:

- 1) To be an open compassionate congregation.
- 2) To bring about positive change in our neighborhood and community.
- 3) To explore new frontiers in Christian education and worship.
- 4) To develop and increase lay involvement.
- 5) To care for and nurture the congregational family and the community-at-large.
- 6) To insure regular participation in and celebration of the sacraments.

The following is somewhat unpolished, but may be more functional than many flowery mission statements that are too general to be lived out.

Brief Church Mission Statement:

We will build our educational programs that will target the youth, young adults, men, and families.

We will encourage members to become more actively involved in church activities.

We will provide mission outreach for the church, local, and global community by giving time, money and personal resources

Brief Church Mission Statement:

The Mission of Calvary United Protestant Church is to celebrate God's love by helping our diverse community membership grow in faith, by praising and worshipping God, and by spreading the Good News about Jesus Christ through evangelism and mission."

Brief description of the church/organization's programs or accomplishments:

Founded in 1839, we are the oldest continuing congregation in McHenry County with a current membership of 340. We worship weekly in our 131-year old sanctuary with two traditional and one, newer, contemporary service. With an average worship attendance of 245, all services actively involve lay leadership. Our congregation provides a warm and friendly atmosphere and fellowship time throughout Sunday morning. Our children's Kingdom Club church school provides a variety of learning experiences all year and our adult education consists of Sunday and weekday opportunities.

A spirit of inquiry and commitment to diverse ministries distinguishes us. Our Stephen Ministry program has a long and active history. Led by lay staff, it is one of several ministries that reach out to our diverse population. New member classes are held 3 times a year. Fellowship opportunities include a 100 member Gourmet Group, a Men's Club and a 20's and 30's Group. We have a vital youth ministry that participates in a mission trip and youth led worship service each year. Our dynamic music ministry is comprised of an adult, a chime and 3 youth choirs, a rock band with vocalists and many talented instrumentalists. We support more than 20 local, national, and international mission projects and have a long history of support and friendship with Fair Haven School and El Saray Christian Church in Egypt.

Our church continues to set goals to reaffirm our commitment to invite, nurture and send.

Brief description of the church/organization's programs or accomplishments:

WPC is a mainstay in the lives of His members, the community, and the world. We are also active in Presbyterian Women, Church Women United, and United Religious Communities. Our church provides opportunities for everyone to participate in mission/outreach at the scope and level they choose.

We have participated in mission trips to Malawi, Africa and Havana, Cuba. Locally, we provide and serve brunch twice each month at Hope Rescue Mission, participate in Habitat for Humanity as well as a similar local program called Christmas in April. We provide food bank services and join with the other five Presbyterian churches in South Bend each year to provide Jubilee Christmas: a program to provide gifts for the children of indigent families. We also provide programs for families and individuals through Sunday School, mid-week Bible Study, small groups, circles, Sew-n-Sews, Quilters/Knitters group, Bell Choir, children's chimes, Men's Prayer Breakfast and various fellowship gatherings. We are eager and open to new opportunities to praise the Lord through mission/outreach.

The following church organized their programs/accomplishments section partly around their committee structure, which has pluses and minuses. On the plus side, it will give a new pastor an overview of how the church is currently organized and guarantees that all areas are covered on the CIF. On the down side this type of approach can leave the impression that a congregation is more focused on structure and spending time sitting on committees than in doing ministry and mission.

Brief description of the church/organization's programs or accomplishments:

Calvary has a Sunday Morning Worship at which the Choir sings and the children hear a message. The children then attend Church School, which is conducted at the same time as the worship service. There is a nursery during worship for toddlers and babies.

Our Christian Education Committee oversees the Church School and Nursery.

The Women's association and two circles meet monthly. They plan a fall retreat and fund raisers during the year.

Our Membership Committee implements ways to increase church membership.

The Men's Club meets monthly for breakfast and has a variety of programs such as speakers on community affairs and students discussing specific projects.

The Fellowship Committee sponsors social events such as, the church picnic, bike hike, pot lucks, garden walks and movie nights.

We have a strong Mission Committee that supports the PADS program, Crop Walk, the Jones Community Center and the Rich Township Pantry along with sponsoring special offerings throughout the year.

The Finance Committee is responsible for the Church's annual budget income and expenditures.

We are active with three other Park Forest United Protestant Churches and with Presbytery's

Mission Council #8.

We minister to the community by making our building available to outside organizations such as AA and Scouting groups.

Under the direction of our Building and Grounds Committee our building has undergone updating and much remodeling during the last two years.

Gifts, Skills and Experiences the congregation possesses to fulfill its mission:

Acceptance - Although our members may have differing opinions on societal issues, we come together in our worship of God.

Age - Our average age is 47, those between the age of 35 and 54 make up about 50% of the congregation. Of members 25 and older, 60% have college degrees.

Caring - We value our strong sense of nurturing and mutual support among our members. Stephen Ministry supports our church family.

Creativity - We value our traditions, yet encourage new ideas and creative inspiration. We like to try new things!!

Fellowship – It is important to us as we encourage one another in our faith. We strive to maintain a warm, friendly atmosphere for members and visitors alike.

Generosity - In terms of stewardship, we are generous with our time, talents and money. We are blessed with willing volunteers and enjoy a rich musical tradition.

Lay Leadership - Many gifted lay people head a number of our programs. Our New Way Service has been lay led since its inception.

Sense of Mission - We offer financial and hands-on assistance to several mission projects in the Crystal Lake area, support Presbytery mission projects and continue to enjoy a special relationship with our sister church in Alexandria, Egypt.

Technical Expertise - The “techies” in our congregation have brought our office online, created a computer lab for Kingdom Club and continue to develop visual technology in worship.

The first couple of sentences in the following are helpful overview. However, this section is strengthened if it goes on from the percentages to list specific talents/skills – teaching or design skills or musical talent etc

Gifts, Skills and Experiences the congregation possesses to fulfill its mission:

Calvary’s congregation consists of a cross section of talent with members whose occupations range from skilled craftsmen to professionals and executives. 15% of our members have advanced degrees, 50% are college graduates, 25% are high school graduates and 10% are students. They are generous in the donation of their time, talents and faith to promote the word of Jesus Christ.

The Christian Education Committee Chair and teachers attend seminars to explore new

Key theological issues of the church and society that are reflected in the ministry of the congregation/organization:

Our church recognizes that we have a responsibility to help alleviate the sufferings of others. By helping to fund the Lincoln Pastoral Counseling Center, we support people in their struggles with problems or emotional crises. Our record of mission offerings is the largest of the churches in the Great Rivers Presbytery. Not only do we give to the poor and the sick through our mission offerings, but we also donate time and service. For example, some church members assist imprisoned mothers or fathers in tape recording themselves while reading children's books, which are then given to their children. Also, our youth participate in mission trips, either providing labor for mission projects or working with disadvantaged children.

Our church demonstrates care of our members for one another and also expresses an inclusiveness of visitors and new worshippers. We feel it is imperative that we reach out to people who may not see the relevance of the church to their lives and that we be a force in leading others to Christ. For our church to be such a force, we recognize the importance of reflecting on ways that our church might change to more effectively serve God's will.

Key theological issues of the church and society that are reflected in the ministry of the congregation/organization:

The forces at work in society today seem to tear at the basic structure of our families. Worldly concerns, details, and temptations draw us away from our commitment, allowing a disintegration of this most important unit. Our church needs to play a role in supporting families and youth. A strong youth and family oriented program is a high priority for this reason. In addition, counseling and/or small group support for families and those in crisis would be helpful.

Our vision for Garrett Presbyterian Church is one of being a beacon for our community, guiding and leading the way in spiritual growth and commitment, creating an atmosphere for worship in accordance with God's word and His will. We will reach out to the community through focused mission outreach programs, through an educational activities program that meets the needs of all ages, and through a commitment of time and financial resources.

PASTORAL POSITION:

While the following is not ideal, it does show some organization around areas that are of concern to this particular congregation. It also moves beyond just listing the "givens" that every pastor will be doing, i.e. lead worship, preach, moderate session etc. It is also set out in such a way that it will give the pastor and the congregation both areas of focus and ways in which to measure the pastor's performance. It shows that the congregation has concerns that focus outward as well as inward.

A. Major Responsibilities:

We require a pastor capable of working among three interrelated themes dominating our church. The first responsibility is the congregation. We require a pastor who has the ability to bring all of the facets of this church together so that we labor as one body for the purpose of doing the work of the Lord. This means appreciating and acknowledging the membership differences in spiritual philosophy, age, gender, and life experiences. It means being sensitive to those who are ill by visiting the sick and shut-in, or by being concerned about a member who has missed a few Sundays for whatever reason. Lastly it

means facilitating dialogues when disagreements occur, along with bridge building and understanding during those episodic moments that this struggling congregation frequently endures. We hunger to achieve our mission of bringing souls to Christ. The second theme concerns the surrounding community. It is felt that we need a minister who is adept at working with and in the community. As in any geographic area today, there are many people who have no church affiliation and see not the church as a place of sanctuary, transformation, and service despite the exaggerated needs for such in our community. Finally, we require a pastor to be a competent in counseling to both congregation and community matters; it is an important area that the minister should make available time for in his or her schedule.

The following communicates a great deal to the potential pastor with words like “offer guidance,” “periodically” teach, “support” the youth program. This shows a church that has active leadership beyond the pastor. It is also clear that they see a pastor as a facilitator of lay leaders rather than the one ‘doing it all.’ What will be expected of the pastor is clearly stated.

Major Responsibilities:

Pastor Responsibilities:

To provide administrative and organizational leadership for the church’s ministry by supervising and working with the church staff.

To provide opportunities for church staff and lay leaders to develop leadership skills.

To exercise leadership in worship through regular preaching and overseeing all worship planning.

To provide pastoral care for special needs within the congregation and, in certain cases, the community.

To be available for short-term counseling.

To offer guidance and leadership in mission projects.

To work with the Session in developing active ministries to meet current needs.

To enable the Session to develop a vision for our church’s future and create a plan to achieve this vision.

To be a liaison to the Blackhawk Presbytery and the greater church community.

To periodically teach, lead or facilitate an adult education class.

To provide guidance and serve as a resource for committees.

To support the youth and youth programs of the church.

To continue to develop your own pastoral skills and deepen your commitment to Jesus Christ and His church

The following is for an ASSOCIATE PASTOR position.

A. Major Responsibilities:

FPCW seeks a generalist to join our ministry team as an Associate Pastor. Specific areas of responsibility and focus include:

- Deacons Ministry: Equip and encourage our 24 deacons as the heart and hands of Christ for our congregation.
- Adult Education: Lead our weekly Thursday morning, lectionary-based bible study and our monthly downtown “Loop Group” lunchtime bible study. Help direct the Sunday morning courses. Offer new ideas and directions for involving adults in study.
- Mission: Serve as a resource for the committee that administers our annual mission giving,

encompassing local and global partnerships.

- Fellowship/Congregational Life: Design, support, and participate in creative and cross-generational events that welcome new members and build connections among long-term members. These initiatives will support the strong bonds of fellowship and care that are the center of our church.
- Worship: Serve as weekly liturgist and preach 10-16 times per year.
- Pastoral Care: Provide support to members as they wrestle with the events of their lives and the impact on their faith.
- Support: Work closely with our pastoral, program, and administrative staff in leading our congregation in spiritual growth.