



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/

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

**Church/Organization ID:** 21759

**Church/Organization Name:** First Presbyterian Church

**Mailing Address:** 404 N. Alamo

**City:** San Antonio    **State:** Texas    **Zip Code:** 78205

**Telephone Number:** 210-226-0215    **Fax Number:** 210-299-1986

**Email:** firstpres@fpcsat.org

**Web site:** http://www.fpconline.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** 879

**Church School Attendance** 200 (children), 100 (youth), 138 (adult)

**Church School Curriculum** various

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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  
 96 Caucasian  
 Chinese  
 3 Hispanic Mexican/Central American  
 Hispanic Puerto Rican  
 Japanese  
 Korean  
 Native American  
 Taiwanese  
 Other Asian  
 1 Other (African-American, Asian, Native American, other)

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

Presbytery \_\_\_\_\_ Mission \_\_\_\_\_ Synod \_\_\_\_\_ Sun \_\_\_\_\_

### 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 Polly Jackson Spencer  
Address c/o First Presbyterian Church, 404 N. Alamo  
City San Antonio State TX Zip Code 78205  
Preferred Phone 210-335-2059 Alternate Phone 210-732-9067  
E-mail N/A  
FAX N/A

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

Church/Organization ID 21759

Church/Organization Name, City, State First Presbyterian Church, San Antonio, Texas

**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 checked="" 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 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) Senior Pastor

**Employment Status**

Full Time       Part Time       Open to Either

**Years of Experience Desired**

First Ordained Call       less than 2 years       2 years or more  
 4 years or more       6 years or more       8 years or more

**Language Requirements**

English       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.*

Renewing minds and redeeming lives with the steadfast love of Jesus Christ.

**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.**

- Founded in 1846, FPC is the oldest Protestant church in San Antonio. Members come from many areas of the city for worship, education, and service. Each Sunday a worship service is broadcast by radio to listeners in South Texas.
- Three traditional worship services are held in the sanctuary, with traditional music and hymn singing led by the Minister of Music, choir, and organist. A contemporary worship service is held in the fellowship hall, with contemporary music led by a praise band. The sermon at all four services is based on scripture.
- The Christian education program includes Sunday morning classes for all ages. During the week there are Bible studies, small groups, and other gatherings in homes and at the church.
- FPC is committed to local and global missions. For many years, at least 25% of the budget has been devoted to benevolences. The church helps support 22 overseas missionaries and several mission projects.
- FPC has spearheaded several local outreach programs: Christian Assistance Ministries (food and clothing), San Antonio Metropolitan Ministries (temporary shelter), Mission Road Developmental Center (residential care for those with developmental problems), Christian Dental Clinic, and the FPC Children's Center (child care). The church also hosts a Sunday afternoon meal for the homeless and supports a new campus for the homeless that provides a wide range of coordinated services.
- FPC supports a college ministry at Trinity and Incarnate Word Universities.

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

- FPC is blessed with strong lay leadership, with many talented and dedicated members who are generous with their time and resources.
- Ours is a welcoming congregation whose members enjoy fellowship.
- FPC is a church of genuine compassion. Members nurture, support, and care for each other in times of need.
- Congregational care by the laity is provided primarily through the Diaconate and Stephen Ministry.
- FPC is a praying congregation, prayer being an integral part of all facets of church life.
- FPC values intellectual inquiry and biblical and theological education. Members are at all stages of spiritual and theological maturity.
- FPC is led by an outstanding staff—our Pastors work harmoniously with each other and lead the congregation with vision, skill, love, and commitment.
- The church building is historic yet beautifully maintained. Throughout the week many members and community groups gather and meet at the church.
- There is a strong tradition of service and outreach at FPC. The church and many individual members are involved in service to the local community and beyond. Many members, young and old, have participated in mission projects to Mexico, Central America, Russia, and Africa, as well as to the Texas-Mexico border.
- Over the years a steady stream of young adults, initially employed by the church as interns, have felt called to attend seminary and enter the ministry. At this time, FPC has six seminarians under care.
- This church loves and cares for its Pastors.

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

- How to maintain a full and balanced view of the Gospel, summarized as the Great Ends of Church (G-1.0200): “The proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world.” FPC is, for example, both an evangelical church and a church involved in social outreach. Its members also place a high value on mission, worship, education, and fellowship.
- How to be true to the Reformed tradition—rooted in the Bible, the Book of Order, and the Book of Confessions—while remaining open to what God is doing in the world.
- How to be true to Jesus, who is the way, the truth, and the life, in a world of different faiths and world views.
- How to live in, and interact with, an increasingly secular culture without being conformed to it. A prime example is the choice faced by members when school and other secular activities conflict with Sunday morning worship and with the church’s choir and youth programs during the week.

## **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: Mr. and Mrs. Bobby Mickler**

Address: Kampala, Uganda

Phone Number: 256 77 222 7001

Relation: Bobby and Downie are FPC members presently serving as missionaries.

E-mail: rmickler@mac.com

**Name: Rev. Jim Capps**

Address: First Presbyterian Church, 404 N. Alamo, San Antonio, TX 78205

Phone Number: 210-226-0215

Relation: Interim Pastor, January 1, 2010 to the present

E-mail: jimc@fpcsat.org

**Name: Rev. and Mrs. Bryan Eckelmann**

Address: Westminster Presbyterian Church, 4400 N. Shartel Ave, Oklahoma City, OK 73118-6499

Phone Number: 405-524-2204

Relation: Bryan was an associate pastor at FPC from 2001 to 2006. He is now head of staff and Senior Pastor at Westminster Presbyterian Church in Oklahoma City. Timberly completed her M.Div. degree at Austin Theological Seminary while they served at FPC.

E-mail: bryanwpc@gmail.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?*

The Senior Pastor will:

- Preach and teach.
- Oversee, in coordination with the staff, all services of worship, including funerals, weddings, and baptisms.
- Lead the congregation—by example and by participating in its program and pastoral ministries.
- Lead and supervise the ordained and lay staff, directly or through the Executive Associate Pastor.
- Participate in the higher governing bodies of the PC(USA).
- Provide leadership and staffing for the committees responsible for worship, stewardship and finance, benevolence oversight, personnel and property, and officer nominations.

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

FPC is seeking a Senior Pastor who:

- Has a deep and genuine faith in Jesus as Lord and Savior.
- Has a strong sense of call to the ministry.
- Is a person of intelligence and integrity.
- Has excellent communication skills.
- Is a creative leader and a person of vision.
- Connects with persons of all ages and wants to share their joys and sorrows.
- Is relational, collegial, and able to collaborate with staff and congregation.

**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 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 checked="" 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 checked="" type="checkbox"/> Involvement in Mission Beyond Local Church |
| <input 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 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 checked="" type="checkbox"/> Spiritual Development                      |
| <input type="checkbox"/> Staffing/Human Resources                    | <input checked="" 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 \$ 110,000 Maximum **Effective** Salary \_\_\_\_\_

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

**Geographic Choices.**

  X   **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              |
| _____ 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/Search Committee Chairperson Detail:

Name David Peoples  
Address 335 Rockhill  
City San Antonio State Texas Zip Code 78209  
Preferred Phone 210-335-0466 (office)  
Alternate Phone 210-824-8875 (residence)  
FAX N/A  
E-mail Address for PNC Communications: dpeeples@grandecom.net

### Endorsements

Pastor Nominating Committee  
or Search Committee

*David Peoples*

Date 4-16-10

Signature

Clerk of Session

*Tolly Jackson Jones*

Date 4-18-10

Signature

Committee on Ministry

*Rev. Lynda Duesdale*

Date 4-12-10

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.