



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 02915
Church/Organization Name Trinity Presbyterian Church
Mailing Address 4746 SW 21st Street
City Topeka State Kansas Zip Code 66604
Telephone Number 785-272-2620 Fax Number 785-272-3715
Email office@trinitypresbyterian.net
Web site www.trinitypresbyterian.net

Step 2 of 5

Church Size (Select one)

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

Average Worship Attendance 191

Church School Attendance 58

Church School Curriculum Preschool through Sr. High use PC(USA) We Believe Curriculum.

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
98% Caucasian
 Chinese
 Hispanic Mexican/Central American
 Hispanic Puerto Rican
. Japanese
 Korean
 Native American
 Taiwanese
 Other Asian
1% Other

CIF (Part I) - Step 4 of 5

Presbytery of Northern Kansas _____ Synod of Mid-America _____

Community Type (select one)

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

CIF (Part I) - Step 5 of 5

Clerk of Session Details:

Name Randall Scott
Address 1729 SW MacVicar Ave.
City Topeka State KS Zip Code 66604
Preferred Phone 785-670-1832 Alternate Phone 785-224-0535
E-mail rscott@wea.org
FAX 785-670-1019

Church Information Form (Part II)

Step 1 of 7

Church/Organization ID 02915

Church/Organization Name, City, State Trinity Presbyterian Church, Topeka, Kansas

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"/> 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 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

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.*

As the central core of its mission, Trinity Presbyterian Church (TPC) seeks to *Glorify God, Share Christ's Love, and Make New Disciples*. Members live out this mission statement through vibrant, inclusive, creative and celebratory worship. We practice "radical hospitality" in sharing Christ's love through generous support of local, national and international mission. Through an investment of time and financial resources, the congregation partners with community programs aimed to assist the hungry, the homeless, the poor, and non-English speaking residents. Trinity seeks disciples of Christ through neighborhood walks, radio and television commercials, and involvement with local helping agencies. The church commits time and personal involvement to its confirmation class for youth, and periodic Inquirers' Classes for others considering membership. Members are nurtured with education, fellowship, and care for one another. Mission at TPC encompasses both evangelism and outreach. As a community of God's people, we seek to proclaim Jesus Christ as Lord and Savior by both truthful words and compassionate action. As faithful disciples in a complex world, we seek God's guidance through prayer to help us keep our testimony honest, our deeds helpful, and our spirits humble. In discerning God's mission for us, we at Trinity feel led to call a second ordained pastor to our staff. The one who fills this new position will stride with us into the future that God has prepared.

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.

A unique and uplifting attribute of Trinity is the amount of energy put into worship planning. Working in a collaborative relationship with the pastor, the Worship Planning Team creates new and exciting worship experiences for two services on Sunday mornings, using contemporary and traditional music from choirs and other musicians. Triniteens, our youth group, engages in activities that provide spiritual growth for participants, fun and fellowship, and involve the youth in mission projects. Trinity offers not only a full slate of Christian education classes for all ages on Sunday mornings but also offers midweek relational group programs which allow members to get to know each other in relaxed settings. These include Bible study, music, recreation, crafts and dinners. Its 17-year collaboration with the people of

Talpetates, El Salvador, represents a model of an international long-term partnership with those of different cultural and denominational backgrounds to accomplish positive social change. Trinity is fortunate to have a parish nurse who takes a truly holistic approach to health care, incorporating our Christian faith with nursing and medical knowledge to promote wholeness of mind, body, and spirit. Lastly, Trinity is on the cutting edge when it comes to technology, using PowerPoint visuals in worship, maintaining a website (www.trinitypresbyterian.net), sending weekly e-newsletters, and utilizing a full complement of audio-visual equipment for all church programs.

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

Trinity is richly blessed with energetic members who have not only a wide range of ideas and talents, but also the commitment to use them to work for Christ. As a result, in worship we are able to use a wide variety of elements to deliver the Word. These elements include not only excellent choral music, but also high quality instrumental music, hand bells, drama, dance, self-created videos, and other media needed to facilitate worship that is not only meaningful but interesting, versatile and thought provoking. The artistic talents of some of our members are readily evident just walking through the church and seeing places like the educational area “creation station” and “arts in the parlor” which create a warm and welcoming environment. Trinity’s family traditions include a number of seasonal mission oriented multi-generational activities, such as Fall Festival, Trunk or Treat and RAKE. Other ongoing activities, too numerous to list here, exhibit cooperation with other churches, service to the local and international community, and loving compassionate care for our members. The creative and eclectic nature of our Sunday school classes is possible only because of the diverse backgrounds and talents of our members who lead those classes. We frequently invite speakers from outside the church to present and lead discussion about topics that are challenging and controversial in an effort to prepare our members to witness to all of God’s children in today’s world.

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

We believe that stress on families, often leading to the breakdown and even the breakup of family life, constitutes a major societal problem. Trinity’s new logo – *The Family You Choose* – seems appropriately relevant for these times. Trinity provides a safe, accepting and affirming place for individuals and families to learn, grow in their faith, and express their care for one another and others. Society’s materialism has given impetus to Trinity’s ministry of emphasizing the need to demonstrate ways “to live simply, that others may simply live.” As Jesus sought out and blessed those living on the margins of life, so Trinity has reached out to neighbors in El Salvador for the past 17 years, providing friendship, encouragement and resources to enable them to better their lives, and, in return, we have learned from them the joy of living on less. We feel compelled to share the material gifts entrusted to us, which is demonstrated by the fact that we rank second in our presbytery in per capita member support for PCUSA mission. Perhaps more importantly, we yearn to share the less tangible blessings we

all feel as part of this family of faith. Our hearts ache to find solutions to the economic, environmental and social challenges around us. Our hearts burn with the conviction that we have a part to play in restoring hope. We are a congregation driven to serve, to practice radical hospitality, to minister to the next generation, and to welcome seekers into our family.

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 Thompson
Address 1823 S. Ohio, Salina, KS 67401-6601
Phone Numbers 800-511-0085
Relation General Presbyter of the Presbytery of Northern Kansas
E-mail ethompson@pnks.org

Name Pat Jackson
Address 134 NW Greenwood Ave. Topeka, KS 66606
Phone Numbers 785-221-9029
Relation Former Youth Director Trinity Presbyterian Church Topeka, KS
E-mail pat.jackson005@gmail.com

Name Nancy Kahaian
Address 7301 Mission Rd. Suite 107 Prairie Village, KS 66208
Phone Numbers 913-384-3020
Relation Interim Executive of the Synod of Mid-America
E-mail executive@synodma.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?*

The pastor we call will dedicate approximately half of his/her time to youth ministry. He or she will minister to our teens by providing opportunities for spiritual growth and involving them in Trinity's worship, mission, and Christian education. We desire a balance of learning and fellowship. Besides spearheading activities for 7-12th grades, responsibilities will include leading confirmation class, collaborating with Youth Council, CE Committee, and Topeka area and presbytery youth ministry. Our AP will serve as an advocate for youth, offering pastoral care and incorporating them into all areas of church life. Our youth look forward to their group growing in numbers, in spiritual depth, and opportunities for mission. We pray for evangelism to youth and families based on personal contacts. Our AP, in addition to personal contacts, will use various technical skills as means of communicating and interacting with youth.

While youth ministry is primary, we are eager to call an Associate Pastor who leads in the wider ministries of the church. We offer frequent opportunities to preach, to lead in worship, and collaborate with the Worship Planning Team. New challenges for our Associate might be to form a Young Adult Group at Trinity and more small relational groups. Our Associate will also provide staff support to several Session committees of the church. Other areas of service will be reflected in our pastors' areas of interest and expertise.

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

Our pastor and head of staff looks forward to ministering alongside an Associate in a working relationship that is flexible and cooperative, one that seeks to use the talents of both. Our Associate Pastor will work cooperatively with the CE Director, office staff and other church personnel as colleagues in ministry.

We seek an Associate Pastor who will...

- Possess a presence of joy and celebration in worship;
- Exhibit inviting relational skills;
- Develop youth ministry in a manner that is integrated with the entire congregation;
- Create opportunities to have contact with the youth and families beyond regularly scheduled church events and programs;
- Become personally involved with and encourage youth to participate in Trinity's mission outreach programs;
- Recruit, train, and empower people to do the work of ministry;
- Reach out effectively and proactively minister to the unchurched and to our community at large;
- Be proficient with a wide range of computer skills, including but not limited to use of email, Twitter, Facebook, MySpace, Microsoft Word, Publisher, and PowerPoint;
- Exhibit strong leadership skills and highly value consensus and team building;
- Evince a sense of God's presence and evoke a strong sense of hope in others;
- Serve as a liaison to encourage formation of small relational groups.

We pray that our Associate Pastor will unite with us in extending our ministries beyond ourselves, beyond our doors, and into the next generation.

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 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 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 type="checkbox"/> Congregational Fellowship | <input type="checkbox"/> Congregational Home Visitation |
| <input type="checkbox"/> Congregational | <input type="checkbox"/> Corporate Worship/Sacraments |
| <input type="checkbox"/> Redevelopment/Revitalization | <input type="checkbox"/> Cross Cultural Collaboration/Cultural Proficiency |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Defining Program Needs |
| <input type="checkbox"/> Curriculum Building | <input type="checkbox"/> Ecumenical and Interfaith Activities |
| <input type="checkbox"/> Development of New Educational Experiences | <input checked="" type="checkbox"/> Evangelism |
| <input type="checkbox"/> Evaluation of Program and Staff | <input checked="" type="checkbox"/> Family Ministry |
| <input type="checkbox"/> Facility Management | <input type="checkbox"/> Fund Raising |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Group Process Facilitation |
| <input type="checkbox"/> Governing Body Ministry | <input checked="" type="checkbox"/> Information Technology |
| <input type="checkbox"/> Hospital and Emergency Visitation | <input checked="" type="checkbox"/> Involvement in Mission Beyond Local Church |
| <input type="checkbox"/> Instrumental Music | <input type="checkbox"/> Leadership of Staff/Volunteers |
| <input type="checkbox"/> Leadership Development | <input type="checkbox"/> Legal/Tax Matters |
| <input type="checkbox"/> Leading Music Ministry | <input type="checkbox"/> Management of Equipment Resources |
| <input type="checkbox"/> Management of Building Usage | <input type="checkbox"/> Office Management |
| <input type="checkbox"/> New Church Development | <input type="checkbox"/> Organization /Administration |
| <input type="checkbox"/> Older Adult Ministry | <input type="checkbox"/> Parliamentary Expertise |
| <input type="checkbox"/> Organizational Leadership and Development | <input type="checkbox"/> PCUSA Polity/Constitutional Knowledge |
| <input checked="" type="checkbox"/> Pastoral Care | <input type="checkbox"/> Problem Solving/Decision Making |
| <input checked="" type="checkbox"/> Preaching | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Project Management | <input type="checkbox"/> Scholarship/Publishing |
| <input type="checkbox"/> Rural Ministry | <input checked="" type="checkbox"/> Spiritual Development |
| <input type="checkbox"/> Small Membership Church Ministry | <input type="checkbox"/> Stewardship and Commitment Program |
| <input type="checkbox"/> Staffing/Human Resources | <input checked="" type="checkbox"/> Teaching |
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Transitional/Interim Ministry |
| <input type="checkbox"/> Training Volunteers | <input checked="" type="checkbox"/> Young Adult Ministry |
| <input type="checkbox"/> Urban Ministry | |
| <input checked="" 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 \$40,640

Maximum **Effective** Salary \$41,350

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 |

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 Brad Parry

Address 3517 SW Spring Hill Dr.

City Topeka State Kansas Zip Code 66614

Preferred Phone 785-640-0287

Alternate Phone 785-478-4393

FAX 785-357-6589

E-mail Address for PNC Communications: bparrypnc@cox.net

Endorsements

Pastor Nominating Committee

or Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Committee on Ministry _____ Date _____

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.