



**PRESBYTERIAN CHURCH (U.S.A.)
CHURCH LEADERSHIP CONNECTION**

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MINISTRY INFORMATION FORM

Ministry ID 03449
Ministry Name St. Mark Presbyterian Church
Mailing Address P. O. Box 1274
City Boerne State TX Zip Code 78006
Telephone Number 210-260-7029 Fax Number n/a
Email pncstmarktx@gmail.com
Web site www.stmarktx.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 141



***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>
2-5	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)
	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) _____

***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):

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

Language Requirements

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

Statement of Faith Required Yes _____ No

Mission Statement

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

“To glorify God, and by the power of the Holy Spirit, provide opportunities for all people to know, love and follow Jesus Christ.”





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 congregation is passionate about Jesus Christ, glorifies God through Christ-centered worship, which is central to our corporate life, and grows the Kingdom of God through opportunities for education, service, mission, fellowship, and witness.

Members build on St. Mark's strengths in order to serve each other, the growing Boerne community, and communities beyond our usual borders. These strengths include: a welcoming atmosphere for visitors; a feeling of fellowship and family for members; both contemporary and traditional worship services with a Biblically-based message; a strong Christian Education program for children, youth, and adults, where spiritual growth is nurtured; an on-campus Early Learning Center that provides a Christian-based education for Boerne preschoolers; an uplifting and diverse music program; an active local mission program; and a compassionate pastoral care program.

Members have stepped forward to keep the church active through recent transition periods. We will continue to articulate our church mission moving forward, communicate to keep members informed about what is going on within the church, and continue learning how to heal after conflict.

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

St. Mark is called in many ways to reach out to the community and beyond. It has demonstrated in the past, and continues to place for the future, a high priority on the outreach aspects of its ministries. Locally, support has been provided to St. Mark's Early Learning Center, Boerne's only nationally accredited preschool, and to Boerne's bread ministry, family services and pregnancy center. Regionally, St. Mark has supported the Presbyterian Children's Home, the Presbyterian Pan American School, Schreiner University and Austin Theological Seminary. St. Mark gives generously to the four special offerings of the PC(USA) and has been recognized for its level of commitment to these offerings.

With respect to addressing our own constituency, St Mark has an active and committed ten-member Diaconal ministry team which strives to serve God by serving others. That service is exemplified by our prayer ministry, visitation ministry, meal deliveries and transportation assistance for members in need.



St. Mark strives to allocate 10% of its total budget to outreach ministries. It would be absolutely impossible to effectively support all of the above-mentioned projects with this funding alone. However, members of St. Mark continue to be extremely generous with not only funding for special outreach opportunities, but also with the gift of their time.

A comprehensive listing of all Outreach and Diaconal Ministries can be seen in the 2019 Annual Report on the St Mark website www.stmarktx.org

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

As part of the body of Reformed churches, we glorify God by offering two worship opportunities (contemporary and traditional), in which we affirm our faith in the one Triune God. With the many gifts the Holy Spirit has given to our diverse community of believers at St. Mark, we endeavor to carry the Word into the community, exhibiting the love of Jesus Christ in our daily life. We are a servant church, dedicated to Bible-based Christian education, community outreach and support of Presbyterian missions and other missions locally and throughout the world. We believe it is important that we prayerfully foster a caring and dynamic community of believers, sharing with all people the Good News of the love of God, of repentance, and of faith in Jesus as Lord and Savior.

To fulfill our mission and vision goals, the congregation desires to partner with the new pastor to:

- Achieve stability with a new Pastor, Head of Staff who provides vision, leadership and relatability
- Increase membership obtaining advantages of a medium-sized vibrant church
- Attract younger families with children and youth
- Reach out beyond the church walls to do more in the Boerne community
- Help church members grow in spiritual maturity and discipleship
- To quote a church banner: "Rekindle the Passion!"

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

The **desired qualities** most quoted in our 2020 Mission Study are: approachable, spiritually mature, good listener, sense of humor, honest, wise, open-minded, kind, loving, and insightful.

With these traits in mind, we desire the pastor to:

- Inspire the congregation and be comfortable speaking in all settings
- Motivate others and encourage them to use their gifts in service
- Have the ability to build relationships of trust and respect within the church and community and be



willing to engage conflict proactively

- Be able to embrace St. Mark's vision and mission and be able to enhance them with a clear strategy
- Be adaptable and open to new ideas and to communicate these ideas to the congregation

St. Mark needs a pastor whose faith drives his or her public and personal life while possessing the wisdom and spiritual maturity to know when to charge ahead and when to hold back.

The pastor will model compassion and care for people and share in the suffering of others. While balancing our desire to appreciate our rich history, the new pastor should welcome new voices as we look toward the future. We seek a shepherd who will guide the church in discovering God's purpose for St. Mark within our community and the world.

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

The pastor of St. Mark, with the support and collaboration of the congregation, will be responsible for key areas in leadership, pastoral care, and implementing our church vision. This includes:

- Deepening and enriching our spiritual walk with Christ
- Working with the worship committee to continue St. Mark's tradition of deeply meaningful worship experiences, with inspired preaching and teaching from the Word. This will include leading a traditional and contemporary worship service each week and leading a weekly pastor-led study.
- Leading as head of staff at the church. He or she will develop and maintain an effective staff team. The pastor will be responsible for maintaining a positive, healthy work environment.
- Showing compassion to sick and grieving in the congregation. This person will make hospital and home visits to those in need. He or she will counsel church families and individuals and refer people to professional counselors when necessary.
- Participating in the on-campus Early Learning Center (ELC) by attending the Christmas and end-of-year school events and weekly chapels
- Supporting the Mission Presbytery/PC(USA) by attending quarterly Presbytery meetings, encouraging elders to attend and report back to the congregation
- Facilitating healthy communication, promoting unity, and establishing a rapport with people of all ages and backgrounds



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)

Boerne Chamber of Commerce – www.boerne.org

https://en.wikipedia.org/wiki/Boerne,_Texas

www.city-data.com/city/Boerne-Texas.html

<http://www.boerne-isd.net/>

<http://www.co.kendall.tx.us/>

Fair Oaks Ranch – fairoaksranchtx.org



***LEADERSHIP COMPETENCIES**

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

THEOLOGICAL/SPIRITUAL INTERPRETER		
X	Compassionate – 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.	Hopeful – 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.
X	Preaching and Worship Leadership: 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.	Spiritual Maturity: 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.
	Lifelong Learner – 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.	X Teacher – 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.
COMMUNICATION		
X	Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.	Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
	Public Communicator - 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.	Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
	Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.	
ORGANIZATIONAL LEADERSHIP		



X	Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.
	Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.	Culturally Proficient – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	Externally Aware - 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.	Entrepreneurial - 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.
	Risk Taker – 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.	Task Manager - 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.
X	Willingness to Engage Conflict: 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.	Decision Making: 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.
X	Organizational Agility: 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.	Strategy and Vision: 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.
	Financial Manager – 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.	Funds Developer – 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.
	Collaboration: 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.	



INTERPERSONAL ENGAGEMENT	
X	Interpersonal Engagement - 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.
X	Bridge Builder – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
	Motivator - 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.
X	Personal Resilience: 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
	Initiative: Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.
	Flexibility - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.
	Self Differentiation: 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 \$60,000.00 Maximum *Effective* Salary \$

Housing Type Manse

 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. Dick Powell
Address 114 Passing Elm Dr., San Marcos, Texas 78666
Phone Numbers (210) 422-3585
Relation Former member and Elder of St. Mark. Currently President and CEO of Mo Ranch
E-mail dick.powell.mo@gmail.com

Name Rev. Carla Harrel Mathews
Address 13521 Vista Bonita, San Antonio, Texas 78216
Phone Numbers (210) 508-2229
Relation Member of Mission Presbytery who knows St. Mark well.
E-mail pastor_carla@sbcgobal.net



Name Jana Kennelly
Address 1378 Fontaine Rd., Lexington, KY 40502-1902
Phone Number (210) 722-8729
Relation Member and Elder of St. Mark; Senior philanthropy officer at University of Kentucky
E-mail jana.kennelly@uky.edu

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

Name _____ Rebecca Graham _____
Address _____ 126 Hidden Haven Dr. _____
City _____ Boerne _____ State _____ TX _____ Zip Code _____ 78006 _____
Preferred Phone _____ (210) 260-7029 _____
Alternate Phone _____ -- _____
E-mail Address for PNC Communications (required): _____ stmarktxpnc@gmail.com _____

ENDORSEMENTS

Pastor Nominating Committee/
Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Presbytery _____ Date _____

Signature