



**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**

MINISTRY INFORMATION FORM

Ministry ID P0600669 \_\_\_\_\_  
Ministry Name First Presbyterian Church of Napa \_\_\_\_\_  
Mailing Address 1333 Third St. \_\_\_\_\_  
City \_\_\_Napa\_\_\_\_\_ State \_\_\_CA\_\_\_\_\_ Zip Code 94559 \_\_\_\_\_  
Telephone Number \_\_\_707-224-8693\_\_\_\_\_ Fax Number 707-258-9160 \_\_\_\_\_  
Email \_\_\_\_\_  
Web site fpcnapa.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 \_\_\_\_\_ 89 \_\_\_\_\_.

Church School Attendance \_\_\_\_\_



**Church School Curriculum** \_\_\_\_\_

Check if certified as eligible for participation in the Seminary Debt Assistance Program

**Ethnic Composition Of Congregation** (in whole %), using 287 as Congregation Total:  
Enter the percentage of each racial ethnic component of your congregation.

0% American Indian or Alaska Native

<1% Asian

<1% Black or African American (African Native, Caribbean)

2% Hispanic Latino/Latina, Spanish

<1% Middle Eastern

<1% Native Hawaiian or Other Pacific Islander

96% White

Other \_\_\_\_\_

Presbytery of the Redwoods Synod \_\_\_\_\_

**Community Type (select one)**

\_\_\_\_\_ College

\_\_\_\_\_ Rural

\_\_\_\_\_ Suburban

X \_\_\_\_\_ Small City

\_\_\_\_\_ Town

\_\_\_\_\_ Urban

\_\_\_\_\_ Village

\_\_\_\_\_ Recreation

\_\_\_\_\_ Retirement

\_\_\_\_\_ N/A

**Clerk of Session Contact Information:**

Name Jan Iverson

Address 3460 Villa Lane, Apt. 135

City Napa State CA Zip Code 94558

Preferred Phone 707-699-8953 Alternate Phone \_\_\_\_\_

E-mail janmiver@aol.com FAX \_\_\_\_\_



**\*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 Years	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**

X \_\_\_ Full Time                      \_\_\_ Part Time                      \_\_\_ Open to Either  
 \_\_\_ Bi-vocational (able to provide employment through outside partnership)

**Is this a yoked congregation?** X \_\_\_ No                      \_\_\_ Yes  
 (If yes, please complete the Yoked Congregation Detail Form.)

**Clergy Couple** (Are you open to a clergy couple?) Yes \_\_\_ No x \_\_\_

**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**

**Other** \_\_\_\_\_

**Language Requirements**

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

**Statement of Faith Required**  Yes                      \_\_\_ No



## **Mission Statement**

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

First Presbyterian Church Napa exists to help people: **CONNECT** to God and each other; **BE TRANSFORMED** into followers of Christ; and **SERVE** God and each other.

We **CONNECT** to God and each other mainly through Sunday worship services, where God's word is preached, and prayer and music, both traditional and contemporary, enhance the worship. Fellowship is enjoyed between services and at other activities during the week.

As our faith grows, we become **TRANSFORMED** into followers of Christ. Led by Scripture-based sermons applicable to our lives, children's and adult Sunday school classes, small group Bible studies, women's circles and personal devotions at home, we seek to become more Christlike.

We **SERVE** God and others by showing kindness and love to all. Whether through singing in the choir, teaching in our Sunday School or preschool, hosting the coffee hour, serving on church committees, painting and repairing the building, delivering food to the homebound, or leading a mission trip, we seek to be the hands and feet of Jesus in our community and in the world.



## 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.

At FPCNapa our vision for ministry is one of openness – open doors to welcome all people as Jesus did, open hearts to welcome God and His love and His teachings, and open minds to welcome diversity and change.

We live out our mission of connecting to God through inspiring worship services and sermons that help us apply the teachings of Jesus to our own lives and help us grow in faith and the knowledge of God's will for us. We connect to each other through planning committees and meetings, social activities, choir practices, ChoW meals, social media, and phone calls to our homebound. We help people be transformed into followers of Christ by showing them love and encouraging them to attend bible studies, prayer groups and small group studies. We foster service to God, each other and our community by working on projects at our historic church, filling backpacks with school supplies for school children, helping build homes for Homes of Hope, partnering with YWAM, and supporting feeding programs in Napa and beyond. We also hope to partner with other community groups already offering services – Cope, Mentis, Meals on Wheels, Voices, Food Bank.

Our vision of openness includes hosting a pre-school on our campus, opening the doors of our gym to youth activities, and offering services to the community. Our mission study yielded seven goals which will guide our plans for the future. See optional links page.

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

Church attendance has been declining, and we realize we need to be creative and try new ways of attracting people to our church and to God. Many people are depressed and living without direction. We desire to become the beacon of hope through human connection and compassion. One thing we have done this past year is set up Zoom and live-streaming of our worship services to offer more worship options. This has opened up possibilities to reach house-bound folks and serve others outside our own community. We'd like to continue to build this ministry.

We are offering a variety of activities to our community. Our ChOW (Church on Wednesday) night meals have been a very popular fellowship activity. Emerging from Covid precautions, we have opened our gym and classrooms for use by the Boys' and Girls' Club. We would like to work with other youth groups to create fun youth activities and service projects that will bring families to the church, and Napa has a growing Hispanic community that we would like to include and serve.



As for our own constituency, we feel the challenges of caring for an aging congregation while, at the same time, focusing on youth and growth. We are currently starting a Spiritual Gifts program for our members to learn how they can best use their gifts and talents to support our church and its mission goals.

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

We see our church congregation as similar to a campfire after folks have left to go to bed. Hot embers are still burning in the pit. They represent us and our strong love of Christ, the church, and each other. We pray for a pastor who will bring in new kindling to add to the fire and fan it into a healthy flame that will warm the hearts of all of Napa. S/he will be excited to talk about their walk with Jesus Christ and s/he will invite people to join them in getting to know the comforting presence and transformative love of Jesus. We want a pastor who will foster discipleship amongst us and also teach us ways to share our faith and beliefs with others.

The pastor hired, in collaboration with the church members, will set the spiritual tone for the whole church. With their faith, vitality, and strong leadership capabilities, s/he will partner with us to fulfill our vision and growth goals. Fortunately, this person will have the help of a wonderful staff, already in place, a dynamic Session, and dedicated church members.

Encouraging multi-generational activities, this pastor will help us grow our children's, youth, and young adult programs to increase the involvement of more young families. In addition to helping us fully utilize our building for diverse church and community activities, s/he will assist us in finding new opportunities for mission work in Napa and encourage, motivate, and equip us for this service work.

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

This person loves God, herself/himself, and is committed to the life of the church and to the lives of the people in the church. S/he is spiritually mature and gifted at preaching and teaching. Through their past experiences, sermon series and positions, s/he will bring the discernment and wisdom necessary to guide us as we navigate change. Important to success will be building a strong session and a transparent culture.

We need to present God and His Word in new ways as our society changes. Our pastor should be innovative with their approach to programs and problem-solving, while recognizing the history and traditions of our church. Understanding the power of social media, their advice as we work together to launch new ways of communicating with each other and their willingness to take risks when appropriate will guide us through these changes.

Our new pastor shows compassion and enjoys working with elders as much as with children and youth, and s/he values ongoing learning for all ages. Using wisdom and guided by prayer in decision making, their emotional and spiritual strength will be evident to all.



As leader and advisor, s/he inspires and mentors the church staff by being trustworthy and encouraging them to take ownership and pride in the projects they take on. S/he will work collaboratively as they moderate Session. Engaging and motivating our current and prospective members to assist where their skills or spiritual gifts lie, s/he relates with kindness to all.

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

Please view complete job description at <https://www.fpcnapa.org/jobs>

- Provide an outstanding preaching and transformative worship ministry that serves to invite and attract new people to the church.
- Collaboratively plan and lead the worship services of the church.
- Preach the word of God, read, and teach the scriptures, and engage people in study and witness.
- As head of staff, provide vision, administrative oversight, and mentoring to the staff of seven, the session, and the deacons. To do this, a team approach should be developed with all staff members and with all ministry groups and leaders of the church.
- Participate in the selection and hiring of staff members and the development of job descriptions, personnel policies and performance evaluations.
- Moderate the session, communicating a clear sense of direction and equipping the leadership for ministry. This includes officer training and retreats. Confer with session frequently on the subject of progress made toward implementing the seven goals spelled out in the Mission Study Report 2020.
- Be accountable for developing a plan to grow the church in multiple ways - in diversity of ages and ethnicities, in the faith walk of committed members, in the number of young families and participating members.
- Teach bible study and membership classes.
- Represent FPC at community speaking engagements and events
- Traditional pastoral duties: administer sacraments, visitations, counseling, funerals, weddings, etc.





### **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)

<https://www.fpcnapa.org/jobs>

This link will include:  
Complete Job Description  
Mission Study Report 2020  
7 Goals of Mission Study Report



**\*LEADERSHIP COMPETENCIES**

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

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>	
	<p><b>Compassionate</b> – 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.</p>
X	<p><b>Preaching and Worship Leadership:</b> 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.</p>
X	<p><b>Spiritual Maturity:</b> 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.</p>
	<p><b>Lifelong Learner</b> – 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.</p>
	<p><b>Teacher</b> – 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.</p>
<b>COMMUNICATION</b>	
X	<p><b>Communicator</b> - Advances the abilities of individuals and the organizations through active listening, and transparency, supported with meaningful oral and written presentation of information.</p>
	<p><b>Bilingual</b> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</p>
	<p><b>Public Communicator</b> - 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.</p>
	<p><b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</p>



<p><b>Technologically Savvy</b> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</p>		
<b>ORGANIZATIONAL LEADERSHIP</b>		
<p><b>Advisor</b> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.</p>	X	<p><b>Change Agent</b> – having the ability to lead the change process successfully; anchoring the change in the congregations/organization’s vision and mission.</p>
<p><b>Contextualization</b> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.</p>		<p><b>Culturally Proficient</b> – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.</p>
<p><b>Externally Aware</b> - 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.</p>		<p><b>Entrepreneurial</b> - 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.</p>
<p><b>Risk Taker</b> – 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.</p>		<p><b>Task Manager</b> - 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.</p>
<p><b>Willingness to Engage Conflict:</b> 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.</p>	X	<p><b>Decision Making:</b> 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.</p>
<p><b>Organizational Agility:</b> 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.</p>	X	<p><b>Strategy and Vision:</b> 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.</p>
<p><b>Financial Manager</b> – deliver results by maximizing organizational effectiveness and</p>		<p><b>Funds Developer</b> – maintains the ability to solicit donations used to fund the budget of the organization; effectively</p>



	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.	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.
X	<b>Collaboration:</b> 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.	
<b>INTERPERSONAL ENGAGEMENT</b>		
X	<b>Interpersonal Engagement</b> - 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.	<b>Bridge Builder</b> – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
X	<b>Motivator</b> - 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.	<b>Personal Resilience:</b> 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
	<b>Initiative:</b> 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.	<b>Flexibility</b> - 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.
X	<b>Self Differentiation:</b> 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.		
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**\*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 \$80,000/Annually    Maximum **Effective** Salary \$100,000/Annually

- 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 Harriet Nelson \_\_\_\_\_  
Address 2245 First Ave., Napa, CA 94558-3827 \_\_\_\_\_  
Phone Numbers 707-224-2896 \_\_\_\_\_  
Relation Congregant \_\_\_\_\_  
E-mail hjnelson2@comcast.net \_\_\_\_\_

Name Robert Conover \_\_\_\_\_  
Address 1614 Zinfandel Dr., Petaluma, CA 94954 \_\_\_\_\_  
Phone Numbers 707-953-6849 \_\_\_\_\_  
Relation Retired Stated Clerk/Executive Presbyter of the Presbytery of the Redwoods in Napa  
E-mail robertconover@gmail.com \_\_\_\_\_

Name Amy Pierce \_\_\_\_\_  
Address 2044 Moonstone Circle, El Dorado Hills, CA 95762  
Phone Numbers 707-287-4819 \_\_\_\_\_  
Relation Presbytery Congregant \_\_\_\_\_  
E-mail amypierce707@gmail.com \_\_\_\_\_

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

Name \_\_\_\_\_ Julie Worthington, Cindy Johnson \_\_\_\_\_ PNC Co-Chairs  
Address \_\_\_\_\_ 2049 Lone Oak Avenue \_\_\_\_\_  
City \_\_\_\_\_ Napa \_\_\_\_\_ State \_\_\_\_\_ CA \_\_\_\_\_ Zip Code \_\_\_\_\_ 94558 \_\_\_\_\_  
Preferred Phone Julie Worthington, 707-944-2288; Cindy Johnson 707-486-0501  
Alternate Phone \_\_\_\_\_  
E-mail Address for PNC Communications (required): \_\_\_\_\_ pncfpcnapa@gmail.com



**ENDORSEMENTS**

Pastor Nominating Committee/

Search Committee \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Presbytery \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Person filling out this form: Cindy Johnson, PNC member, PNC co-chair, Date: May 17, 2021

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