



**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: 09581

Ministry Name: Westlake Presbyterian Church

Mailing Address 32111 Watergate Road

City: Westlake Village State: CA Zip Code: 91361

Telephone Number: (818) 889-1491 Fax Number: (818) 889-7132

Email: BusinessAdmin@wpcwestlake.org

Web site: www.wpcwestlake.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: Pre-Covid (pre- 3/15/20): 166
Virtual from 3/15/20 to current: 117
In person from 3/15/20 to current: 72



Church School Attendance: 10 (K-5th on Sunday School), n/a during COVID Kids Fellowship Club (K-5th), 6-10 Junior Youth Fellowship and 8-10 Senior Youth Fellowship__

Church School Curriculum: Bible, SparkHouse (K-5th), Bible and Orange curriculum (Jr. High), no formal curriculum (Sr High)

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

Ethnic Composition of Congregation (in whole %):

Enter the percentage of each racial ethnic component of your congregation.

- _____ American Indian or Alaska Native
- 1% Asian
- _____ Black or African American (African Native, Caribbean)
- 1% Hispanic Latino/Latina, Spanish
- _____ Middle Eastern
- _____ Native Hawaiian or Other Pacific Islander
- 98% White
- Other _____

Presbytery: San Fernando

Synod: Southern California/Hawaii

Community Type (select one)

- | | | |
|------------------|------------------|-------------------------|
| _____ College | _____ Rural | <u>X</u> _____ Suburban |
| _____ Small City | _____ Town | _____ Urban |
| _____ Village | _____ Recreation | _____ Retirement |
| _____ N/A | | |

Clerk of Session Contact Information:

Name: Jo Zimmerman

Address: 2642 Knightsbridge Ave.

City: Thousand Oaks

State: CA

Zip Code: 91362

Preferred Phone: 805.427.4757

Alternate Phone:

E-mail: j.zimm@verizon.net

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)**

Years of Experience	Position Type	Years of Experience	Position Type
	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) Associate Pastor for Youth and Mission

***Employment Status**

Full Time (for designated term) _____ 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	_____



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 | _____ | Other |

Statement of Faith Required Yes No

Mission Statement

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

Inviting all people to follow Jesus on a journey of faith, friendship, and service.

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.

Westminster Presbyterian Church (WPC) was established in 1968 in the new suburb of Westlake Village, a small city in the Conejo Valley of Southern California. Straddling the line between Los Angeles and Ventura counties, WPC has been a founding faith pillar in the Westlake Village/Thousand Oaks/Agoura Hills community. Long known for our top-rated and popular Presbyterian preschool, our goal is to replicate this success in our youth programs and foster engaging intergenerational worship and service.

We recently finished a church-wide process known as "Vision:2020" to chart our course for the current decade. **The resulting vision is "Inviting all people to follow Jesus on a journey of faith, friendship and service."** Underlying this vision are our four core values:

- **Caring Respect:** Because each person is created in God's image. _
- **Inspired Growth:** Because God loves us, meets us where we are and moves us with grace.
- **Engaged Community:** Because God wants us to gather and share our gifts.
- **Meaningful Impact:** Because God calls us to make a difference in today's world.

Despite the setbacks we have experienced as a result of the pandemic, the congregation is poised to enter a period of sustainable growth once again.



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

Two WPC core values highlight our emphasis of care for local and worldwide communities.

1. Engaged Community: We encourage our community to be engaged in worship and fellowship and also participate in a mission project. We seek to develop intergenerational relationships and fully integrate our youth of into the life and mission of the Church. Youth do an annual week-long mission trip.

2. Meaningful Impact. – Our Church seeks to use our gifts and talents to nurture and care for the congregation while involving all in supporting our neighborhood and the world community.

Although Covid put a damper on some outreach, members have continued various service opportunities. Local examples include WPC Shelter - one night each week pre-Covid; Westminster Free Clinic – providing healthcare to low-income and uninsured; Manna Food Bank: Souper Bowl of Caring; partnering with Lutheran Social Services and Harbor House for serving the homeless; and LAC-USC Presbyterian Chaplaincy/ Angel Interfaith.

Our most prominent international ministry is Haiti HealthCare Partners, a rural medical clinic serving 4,000 patients annually. Together with the Social Ministry and Mission Committee, the Associate Pastor will be charged with evaluating the effectiveness of these works and recommending ways to focus our efforts. A heart for service and social justice is a proud hallmark of WPC. Our objective is to get our congregation more involved in more targeted ministry opportunities outside the walls of WPC.

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

We believe that in order to be a healthy and growing Church that we need to invest more in ministering to youth and their families. We have a very active preschool community that we would like to integrate more fully into our Church by having robust and relevant children's and youth programs. At the same time, our desire to make a meaningful impact in the world requires a greater focus on creating more opportunities for all of our members for hands-on service. This position is designed to work with our committees to both develop our youth to be fully formed, socially conscious Christians and to create intergenerational opportunities for mission and service. We also see this role as a key part in increasing the engagement of current congregants and growing the membership of the Church.

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

WPC seeks an Associate Pastor who is organized and engaging, with warmth and humor. This is a Designated Associate Pastor position for two years, which can be extended if mutually agreed upon. The Associate Pastor will be highly visible, action-oriented and have strong communication skills and emotional intelligence. This individual will be charged with energizing our middle school and high school programs. The Associate Pastor will minister to and motivate students and their families to become more engaged in the life of the Church. The Associate Pastor must be able to build strong relationships with youth and creating effective programming. He or she will have ability to easily relate to and effectively work with committees and individuals of all ages and stages. The Associate Pastor should be dedicated to mission, service and social justice and fully embrace diversity and inclusion in accordance with the teachings of PCUSA.

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

This position reports to the Head of Staff and will oversee the Student Ministries Committee and Social Ministry and Mission Committee and supervise volunteers and youth ministry and/or mission staff, if any.

Specific responsibilities include:

- To develop and lead age-appropriate ministry, fellowship and outreach programs for middle and high school students and their families. The Associate Pastor will facilitate the growth and effectiveness of WPC's youth ministry programs and increase the involvement of youth and their families in the life of the Church.
- To implement strategies in concert with the Social Ministry and Mission Committee to mobilize members and friends of WPC in hands-on service and mission commitment.



- To engage with the entire WPC community to encourage volunteers in support of youth and mission.
- To preach and lead in Worship as requested by the Head of Staff.

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)

www.wpcwestlake.org

westminsterclinic.org

www.haitihealthcarepartners.org

www.mannaconejo.org

www.lsssc.org/location/ventura-county

www.harborhouseto.org

www.nvre.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.
	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.)
X	Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.	



ORGANIZATIONAL LEADERSHIP

	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.
	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.	x	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.
	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.
X	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.	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.
X	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.	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
X	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.	X 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: \$70,000

Maximum **Effective** Salary: \$80,000

Housing Type _____ Manse

X _____ Housing Allowance: (effective salary is a combination of cash and 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: Reverend Jennifer Witten

Address: Lightshine Church, 501 - i So. Reino Rd. #335 Newbury Park, CA 91320

Phone Number: (818) 292-0602

Relation: former Parish Associate at WPC

E-mail: jandjwitten@sbcglobal.net



Name: Rob Douglas, Commissioned Lay Pastor

Address: Lightshine Church, 501 - i So. Reino Rd. #335 Newbury Park, CA 91320__

Phone Number: (805) 910-7632

Relation: Founding Pastor of Lightshine Church, a WPC church plant. Rob Douglas was the Director of Student Ministries at WPC from 2001 to 2013

E-mail: rob@lightshinechurch.org

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

Name: Janet VanAlsten/ Jo Zimmerman (see Clerk of Session above)

Address 2917 Heavenly Ridge St. /2642 Knightsbridge Ave.

City Thousand Oaks State CA Zip Code 91362

Phone: 989- 948-6572 (Janet)

Phone: 805-427-4757 (Jo)

E-mail Address for PNC Communications (required): janet@avisogbs.com / j.zimm@verizon.net

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Presbytery _____ Date _____

Signature