



**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 03252

Ministry Name First Presbyterian Church of Duncanville

Mailing Address 543 E Freeman Street

City Duncanville State TX Zip Code 75116

Telephone Number (972) 298-3043 Fax Number

Email info@fpcd.org

Web site www.fpcd.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 77



Church School Attendance 25-30

Church School Curriculum Various

☐ 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

 Asian

11% Black or African American (African Native, Caribbean)

9% Hispanic Latino/Latina, Spanish

 Middle Eastern

 Native Hawaiian or Other Pacific Islander

78% White

Other 2%

Presbytery Grace Presbytery Synod Synod of the Sun

Community Type (select one)

 College

 Rural

✓ Suburban

 Small City

 Town

 Urban

 Village

 Recreation

 Retirement

 N/A

Clerk of Session Contact Information:

Name Jocelyn Bolles

Address 543 E Freeman Street

City Duncanville State TX Zip Code 75116

Preferred Phone (972) 679-4089 Alternate Phone

E-mail bollesjd@gmail.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>
0-5 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**

☒ 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 _____
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?

"Connecting with God and sharing the Good News of Jesus Christ with the community"



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.
2. How do you feel called to reach out to address the emerging needs of your community or constituency?
3. How will this position help you to reach your vision and mission goals?
4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.
5. For what specific tasks, assignments, and programs areas will this person have responsibility?

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)

Church Website: www.fpcd.org

Church Facebook Page: www.facebook.com/FPCDuncanville

Church YouTube Channel: www.youtube.com/@FPCDTexas



*LEADERSHIP COMPETENCIES

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

THEOLOGICAL/SPIRITUAL INTERPRETER			
✓	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.	✓	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			
✓	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

✓	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.	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.
✓	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			
	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.
	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
	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 Maximum **Effective** Salary \$67,000

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 Manuel Lara, Pastor of Centro Familiar Cristiano
Address 419 N. Cedar Ridge Drive, Duncanville, TX 75116
Phone Numbers (214) 725-9893
Relation Neighboring Pastor
E-mail ml.jr.tx@gmail.com

Name Paul Barton
Address 305 Rawhide Path, Keller, TX 76248
Phone Numbers (214) 808-7830 - please email first
Relation Former church member
E-mail txbartons@verizon.net



Name Don McBurnett
Address 351 Brookwood Drive, Duncanville, TX 75116
Phone Numbers (214) 918-9981
Relation Lion's Club Member, City Councilmember, Friend of the church
E-mail donindville@gmail.com

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

Name Darrell Ingram
Address 543 E Freeman Street
City Duncanville State TX Zip Code 75116
Preferred Phone (469) 774-7997
Alternate Phone (972) 298-9894
E-mail Address for PNC Communications (required): newpastor@fpcd.org

ENDORSEMENTS

Pastor Nominating Committee/
Search Committee Darrell Ingram Date 5/2/23
Signature

Clerk of Session Jocelyn Balles Date 5/2/23
Signature

Presbytery _____ Date _____
Signature

MIF Narrative Questions

1. What is the congregation's vision for ministry? Additionally describe how this vision is lived out?

Our vision is laid out in our mission statement: "Connecting with God and sharing the Good News of Jesus Christ with the Community." The first part is met through worship services, Sunday school, women's group, and men's group. We have 2-3 evening Bible study series during the year. Some members are involved in small groups.

We have reached out to the community through fall festivals which included choir singing and biblical storytelling. We started a community choir, made up of our church choir as well as singers from the local area, which rehearses and performs for community events, like the fall festivals, performances on Good Friday, and a Christmas Concert.

In our efforts, we have collaborated with other churches of various denominations, with city government, schools, businesses, and the Chamber of Commerce. One festival called "Community in Unity" involved 10 local churches. With these same groups, we have led multiple community conversations series. We encourage involvement in civic groups to allow us to be known by city leaders.

We have a parking lot ministry once a month where we pass out Bible verses and gather prayer requests. We have opened up our Fellowship Hall for an after-school food program for school age children. We would like to continue to grow in awareness of the needs around us, and find tangible ways to reach out, serve, and bless our community, that they would come to know Jesus.

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

We would like to stretch and grow in the area of ethnic awareness and diversity, so we can better understand and connect with our neighbors, focusing our energy on the best ways for FPCD to grow spiritually and minister in our world.

We think of the people and families living in the residential neighborhoods surrounding FPCD, and the kids (and their families) who attend Reed Middle School. There is a lot of need and a lot of openness. We'd like to minister to them as Jesus would, for instance by doing more in the Parking Lot Ministry.

We want to foster a community of young adults—those who live and socialize on social media—growing together in our space. We want to be more welcoming to folks who are most comfortable using Spanish. We miss our youth. We want to have a youth program again and need a director for it.

We want to explore traditional programs such as Vacation Bible School, and also try new things like revival services; holiday events for the community on our property; community yard sales or car washes; helping neighbors with yard work.

We want to enhance our Christian Education program by offering marriage classes/workshops, a new membership class, and Wednesday night Bible services. We want to bring classes that can listen and, with kindness, respond to people's burning questions.

We want to have a powerful prayer ministry and spiritual growth ministry. Our dream is to disciple others and teach them about the love of God in a way that draws them near.

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

We need a pastor who seeks God first, and as our leader will direct us in the paths the Lord has set before us. The pastor will be the leader of the overall effort and guide us in the most effective and efficient way of achieving our goals, inspiring us forward and encouraging us along the way.

The best leadership for FPCD will be able to connect relationally with our congregation and help us become the people God made us to be in our community.

In order of priority,

1. Hold the deep truths of the Bible
2. Nourish us with the Word. Inspire us to keep walking closely with God. Do it in ways that connect well with our diverse congregation, valuing originality in Christian expressions and ministry approaches.
3. Identify with our community in all its diversity, understanding their fears, hopes, and priorities.
4. Direct and focus our energies so that we help each other and get the most from being a body. Help us choose the right things to do (not too many) so we make the best difference we can.
5. Personally model ministry. Mentor individuals and leaders from among the congregation.
6. Keep the peoples of the world in mind as God does.
7. Build on the historically good connections we have with our city, its businesses, schools, clubs, and ministries.

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

Worship is central to the life of the church. The formation of a worship plan which flows smoothly along with a coherent Bible-based message can be a well-designed experience of people meeting with God. The pastor needs to be a good teacher through sermons and in smaller, less formal settings. The pastor needs to show spiritual maturity. We, as a congregation, need to know that their actions agree with their words. This would include showing compassion to all congregants in times of difficulties.

The pastor needs to be a good communicator in the spoken word and in the written word. A good communicator must also be a good listener.

Our leader must have a vision and a strategy. They need to focus on a long-term goal and work towards it. This person needs to be able to get a group to work together for the success of the entire group. We must feel the pastor is available to advise us. The pastor needs to be able to acquire the necessary resources. They must be willing to take risks to fulfill the vision. When successful, this will build the faith and confidence of the congregation and allow them to take on other challenges.

The pastor needs to have personal resilience. When failure occurs, they must learn from it, admit any mistakes, and move on. When changes need to be made, he/she must adjust to the new situation. Changes need to be made while maintaining the unity of the congregation. Different cultures, worldviews and theological positions need to be respected.

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

The pastor will be the leader of the church. He/she will be responsible for the Sunday worship services including planning the services (with input from Music Director and Worship Planning team), writing, and delivering the sermon, and leading various other aspects of the worship service, such as Communion. The pastor will be the moderator of the session. The pastor's relationship with the church will be a partnership. We don't expect the pastor to do it all. We need them to develop leaders in the church. We expect him/her to be involved in some of the Bible studies as a leader at times and as a participant at other times. He/she will be sure that teams (committees) are functioning properly. Our church has been a leader in our community in organizing community events. The pastor should choose and organize effective activities that will connect with the community. In some cases, this will require taking a risk. The pastor needs to work with the congregation to inspire growth spiritually and in numbers.