

Rev. 6/2008

PRESBYTERIAN CHURCH (U.S.A.)
CHURCH LEADERSHIP CONNECTION
100 WITHERSPOON STREET
LOUISVILLE, KY 40202-1396
Toll Free 1-888-728-7228 ext. 8550
Fax # (502) 569-5870
www.pcusa.org/clc/

Church Information Form (Part I) Step 1 of 5

Church/Organization ID: **00797**

Church/Organization Name: **Presbyterian Church in Chinatown (PCC)**

Mailing Address: **925 Stockton Street**

City: **San Francisco** State: **CA** Zip Code: **94108**

Telephone Number: **(415) 392-1500 (church)**; Chairperson: **(415)867-8420**

Email: **edwardkam@comcast.net**

Web site: **www.pccsf.org** (includes Mission Study) and on Facebook

Step 2 of 5

Church Size (Select one)

Under 100 members

101 - 250 members (English Worshipping Community)

251 - 400 members (Total)

401 - 650 members

651 - 1000 members

1001 - 1500 members

More than 1500 members

N/A

Average Worship Attendance 115 (English)

Church School Attendance Pre K to 8th grade: English – 30, Cantonese – 10, Mandarin – 5

Church School Curriculum English & Cantonese – Seasons of the Spirit, Mandarin – no formal curriculum

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

CIF (Part I) - Step 3 of 5

Ethnic Composition Of Congregation (in whole %):

Enter the percentage of each racial ethnic component of your congregation. [English only](#)

African American
 7% Caucasian
 88% Chinese
 Hispanic Mexican/Central American
 Hispanic Puerto Rican
 2% Japanese
 1% Korean
 Native American
 1% Taiwanese
 Other Asian
 1% Other

*Combined congregations – [93% Chinese, 7% Other](#)

CIF (Part I) - Step 4 of 5

Presbytery: [San Francisco](#) Synod: [Pacific](#)

Community Type (select one)

<input type="checkbox"/> Rural	<input type="checkbox"/> Village	<input type="checkbox"/> Town
<input type="checkbox"/> Small City	<input type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Urban
<input type="checkbox"/> Inner City	<input type="checkbox"/> College	<input type="checkbox"/> Recreation
<input type="checkbox"/> Retirement	<input type="checkbox"/> N/A	

CIF (Part I) - Step 5 of 5

Clerk of Session Details:

Name: [Terry Leong](#)

Address: [4600 Ulloa Street](#)

City: [San Francisco](#) State: [CA](#) Zip Code: [94116](#)

Preferred Phone: [\(415\) 665-6644](#) Alternate Phone: [\(415\) 819-1333](#)

E-mail: tleong@sflower.org

FAX: [\(415\) 962-4223](#)

Church Information Form (Part II) Step 1 of 7

Church/Organization ID: **00797**

Church/Organization Name, City, State: **Presbyterian Church in Chinatown, San Francisco, CA**

Position To Be Filled (select one)

- | | |
|---|---|
| <input type="checkbox"/> Associate Pastor (CE) | <input type="checkbox"/> Church Educator (non-ordained) |
| <input type="checkbox"/> Associate Pastor (Youth) | <input type="checkbox"/> Campus Ministry |
| <input type="checkbox"/> Associate Pastor (Other) | <input type="checkbox"/> Chaplain |
| <input type="checkbox"/> Associate Pastor (Young Adult) | <input type="checkbox"/> Administrator |
| <input type="checkbox"/> Pastor (Solo) | <input type="checkbox"/> Church Business Administrator |
| <input type="checkbox"/> Pastor (Head of Staff) | <input type="checkbox"/> Executive |
| <input type="checkbox"/> Pastor (New Church Development/Fellowship) | <input type="checkbox"/> Minister of Music (ordained) |
| <input type="checkbox"/> Pastor (Redevelopment/Transformation) | <input type="checkbox"/> Director of Music (non-ordained) |
| <input type="checkbox"/> Pastor (Tent Maker/Part-time) | <input type="checkbox"/> College/Seminary Faculty |
| <input type="checkbox"/> Pastor (Yoked/Multiple) | <input type="checkbox"/> College/Seminary Staff |
| <input checked="" type="checkbox"/> Co-Pastor | <input type="checkbox"/> Pastoral Counselor |
| <input type="checkbox"/> Designated Pastor | <input type="checkbox"/> General Assembly Staff |
| <input type="checkbox"/> Mission Pastor | <input type="checkbox"/> Presbytery Staff |
| <input type="checkbox"/> Interim Ministry (Governing Body) | <input type="checkbox"/> Synod Staff |
| <input type="checkbox"/> Interim Pastor | <input type="checkbox"/> Presbytery/Synod Stated Clerk |
| <input type="checkbox"/> Interim Associate Pastor | <input type="checkbox"/> Presbytery/Synod Executive |
| <input type="checkbox"/> Pastor (Parish) | <input type="checkbox"/> Presbytery/Synod Program Staff |
| <input type="checkbox"/> Pastor (Shared Ministry) | <input type="checkbox"/> Youth Director (non-ordained) |
| <input type="checkbox"/> Executive Pastor | <input type="checkbox"/> Other |

Specify Title (if appropriate) _____

Employment Status

- Full Time Part Time Open to Either

Years of Experience Desired

- First Ordained Call less than 2 years 2 years or more
- 4 years or more 6 years or more 8 years or more

Language Requirements

- English Spanish Korean Mandarin Chinese
- Japanese Cantonese Taiwanese Other

Deadline date for this CIF, if any: _____

CIF (Part II) - Step 2 of 7

Is this a yoked congregation? No Yes (If yes, please complete the Yoked Congregation Details Form.)

CIF (Part II) - Step 3 of 7

Brief Church Mission Statement: *Please limit your response to no more than 1500 characters including spaces and punctuation.*

We are called to be the church working in our three language communities as brothers and sisters, serving each other, Chinatown and the global community in our daily lives. We respond to that call, with our individual and collective gifts, to be bridges linking our communities to the path of Jesus Christ.

Biblically grounded, we strive

to “make disciples of all nations” [Matthew 28:19]

and “to do justice, love kindness and walk humbly with our God” [Micah 6:8]

Founded in 1853, the Presbyterian Church in Chinatown

- Envisions our church family as cross-cultural and inter-generational, compelling and relevant to a new generation.
- Commits to be inclusive, welcoming all who desire a new life in Christ;
- Strives to be a loving and supportive faith community, equipping and empowering members through joyful worship, study and fellowship;
- Engages in mission and ministry that respond to God’s call in the world, witnessing to the gospel of Jesus Christ.

Narrative Questions: *For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation.*

Please write a brief description of your church/organization programs or accomplishments.

Since 1853, our church has advocated for justice. The church was renamed to the Presbyterian Church in Chinatown (PCC) to be more inclusive of anyone who wants to worship and serve God. We have a strong spirit of volunteerism and seek to be a church that is biblically grounded in Jesus Christ, encouraging our members to serve and lead. We fought for low income housing in our community and succeeded in sponsoring the HUD subsidized Mei Lun Yuen Housing Project. We have partnered in mission with Cameron House for over a century, as well as other community agencies, in supporting social, education, health and youth services. Our mission extends beyond Chinatown, such as home rebuilding in New Orleans.

PCC is one congregation with three language worshipping communities and co-pastors under one session, serving as a model of a multi-lingual and multi-cultural church that allows for joint and yet unique ministries. After raising over \$2.5 million, the church completed a major remodeling to make the church accessible and offer space to use by the community. In mutual support, we recently raised funds to hire a new Cantonese minister and purchased a new church organ.

The English worship service is intergenerational and family oriented, where our children join in worship before going to church school. We have an engaging adult study class and other educational events, retreats, and forums. Our community is nurtured through fellowship/bible study groups during the week.

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

We are a playful, caring, faithful and inclusive church family strongly committed to BE the Church in Chinatown. This passion is fueled by our theology and for many, rooted in our family's immigrant beginnings (that of our own, our parents or grandparents). Many of our members were the early movers and shakers of the Asian American civil rights movement in the 60s and 70's who fought for and continue the fight for affordable housing, transportation and green space in Chinatown.

We express our faith through action and dedicated volunteerism. We are the AIDS bike riders, New Orleans home re-builders, Cameron House summer day camp leaders, Super Sunday lunch servers, food bank distributors, ESL teachers, carnival cookie makers, overseas medical educators, disaster preparedness liaisons and more!

Our church is blessed to have strong lay leadership and theologians who keep the church thriving and running smoothly even when our pastor retired and as we have transitioned to an interim pastor. Our members participate and hold leadership positions in Presbytery, Synod, General Assembly and Presbyterian Women committees.

We represent a variety of professions and skills (health, education, financial, blue collar, high tech, small business, legal, students and retirees). 36% (50 of 137) of us are bi/tri-lingual in Mandarin and/or Cantonese. And to be up with the times, we recently added the Presbyterian Church in Chinatown on Facebook to better connect with family and friends.

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

The English worshipping community's Christian theology and roots are grounded in work, worship, prayer and study. We believe in the priesthood of all believers and acknowledge the variety of gifts which God has given us. We express and practice out our faith in action and witness, allowing for differences in culture, generations and theological growth.

We strive to be open for vision and enlightenment as we seek God's will through Scripture and theological writings, past and contemporary.

We value an educated, intellectual and scholarly approach to studying the Bible. With open minds and hearts, we seek to learn and understand the spirit of the word. We are inclusive and welcome all who join our community, regardless of race, culture, sexual orientation or social status. Current controversial policies and biblical interpretations, which are divisive in our nation and PCUSA, are topics which do not escape our local church – particularly on the issue of sexual orientation. As brothers and sisters of the different worshipping ministries, we agree to disagree on this issue and continue the dialogue, working together on common ministry.

Biblically grounded as a Micah 6: 8 church with 155+ years in Chinatown, we are an urban/inner city community with a challenge to be "in the world but not of the world".

YES WE CAN—meet the challenge to do what the Lord requires of us, as we remain focused on doing justice, loving kindness and walking humbly with our God.

CIF (Part II) - Step 4 of 7

References (Limit 3)

Below, please list three persons who know your congregation. You might list your Executive Presbyter, a Committee on Ministry liaison, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

Name: [Rev. David Mote](#)

Address [722 Lassen Street, Richmond, CA 94805](#)

Phone Numbers [\(415\) 392-1500 \(church\)](#); [\(510\) 318-1755 \(cell\)](#)

Relation: [Interim Pastor, Presbyterian Church in Chinatown](#)

E-mail: david.pcc@sbcglobal.net

Name: [Rev. Calvin Chinn](#)

Address: [2472 15th Ave, San Francisco, CA 94116](#)

Phone Numbers [\(415\) 564-9792](#)_____

Relation: [Former pastor, Presbyterian Church in Chinatown](#)

E-mail: calchinn@gmail.com

Name [Doreen Der McLeod](#) _____

Address [920 Sacramento Street](#) _____

Phone Numbers [\(415\) 781-0401 Ext. 135](#) _____

Relation [Executive Director, Donaldina Cameron House](#) _____

E-mail doreen@cameronhouse.org _____

CIF (Part II) - Step 5 of 7

Position Description: *For each section please limit your response to no more than 1500 characters including spaces and punctuation.*

Major Responsibilities: *For what specific tasks, assignments, and program areas will this person have responsibility?*

You will be one of the co-pastors serving all three worshipping communities of the PCC, with primary responsibility for the English ministry, and help facilitate relationships across worshipping communities. Three major categories of responsibility are:

Worship & Nurture

- Plan worship, preach primarily during the English service
- Recruit and assign preachers and/or liturgist, as needed
- Christian Education
 - Lead and teach Bible studies
 - Participate and/or facilitate family retreats

Pastoral Care

- Counsel and teach classes for persons interested in membership
- Counsel parents interested in having their child baptized
- Provide home visits and moral support to: those in need, sick, homebound, grieving, and/or major life transitions
- Nurture lay persons to lead
- Strengthen our skills in evangelism that will help increase membership and bring others to Christ
- Provide pre-marital counseling

Church Administration

- Member of the Presbytery of San Francisco; attend Presbytery meetings
- Serve as co-moderator of Session
- Plan, prepare & moderate commission & committee meetings
- Administrative duties
- Leadership Development
 - Coordinate or participate in weekly co-pastors meetings
 - Plan and lead church officer and English Commission consistory retreat(s)
 - Facilitate training of elders, deacons
 - Moderate English congregational meetings
 - Take active role in Building & Finance and Personnel Committees
- Pastoral liaison with Cameron House
 - Participate in monthly meetings

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

We seek a patient, balanced, and strategic executive who can set goals for the life of the church with a vision for the future, all with an open attitude. We would like a self starter who understands cultural complexity, gracefully mediates conflicts, and facilitates discussions while working alongside strong lay leadership. We are searching for a pastor that will help strengthen our skills in evangelism and outreach while furthering our strides in mission to Chinatown and the global community. Our congregation is strongly committed to social justice causes and we seek a pastor who will also be a community advocate. Being open minded, active in interfaith dialogue and cooperative with community leaders is essential. Multi-lingual skills would be beneficial, but are not required.

As an intergenerational congregation, we desire a pastor who is a skillful listener, communicator, and nurturer that will work to promote healthy growth in all aspects of our church ministry. Our worship requires a biblically focused pastor who can both inspire and challenge us while furthering our discernment of God's will and our church's theological foundation. We are adventurous and seek a like-minded pastor who is willing to try new things, like chicken feet or foo gwa, perhaps? But most of all, we are praying for a pastor who feels the call to lead us in our continuing spiritual journey - someone who does not walk on water, but can stand up and balance inside the boat!

Primary Skill Choices: Select up to 10 skills from the list below which you would like to see in the person filling this position.

- | | |
|---|--|
| <input type="checkbox"/> Administration of Programs | <input checked="" type="checkbox"/> Leadership Development |
| <input type="checkbox"/> Administrative Leadership | <input type="checkbox"/> Leadership of Staff/Volunteers |
| <input type="checkbox"/> Adult Ministry | <input type="checkbox"/> Leading Music Ministry |
| <input type="checkbox"/> Budget Preparation | <input type="checkbox"/> Legal/Tax Matters |
| <input type="checkbox"/> Building Renovation/Property Development | <input type="checkbox"/> Management of Building Usage |
| <input type="checkbox"/> Children's Ministry | <input type="checkbox"/> Management of Equipment Resources |
| <input type="checkbox"/> Choir Directing | <input type="checkbox"/> New Church Development |
| <input type="checkbox"/> Communication (Written/Oral) | <input type="checkbox"/> Office Management |
| <input type="checkbox"/> Community Ministries | <input type="checkbox"/> Older Adult Ministry |
| <input type="checkbox"/> Community Service and Leadership | <input type="checkbox"/> Organization /Administration |
| <input type="checkbox"/> Congregational Communication | <input type="checkbox"/> Organizational Leadership and Development |
| <input type="checkbox"/> Congregational Home Visitation | <input type="checkbox"/> Parliamentary Expertise |
| <input checked="" type="checkbox"/> Conflict Management/Mediation Skills | <input checked="" type="checkbox"/> Pastoral Care |
| <input type="checkbox"/> Congregational Fellowship | <input type="checkbox"/> PCUSA Polity/Constitutional Knowledge |
| <input type="checkbox"/> Congregational Redevelopment/Revitalization | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Corporate Worship/Sacraments | <input checked="" type="checkbox"/> Preaching |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Problem Solving/Decision Making |
| <input checked="" type="checkbox"/> Cross Cultural Collaboration/Cultural Proficiency | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Curriculum Building | <input type="checkbox"/> Rural Ministry |
| <input type="checkbox"/> Defining Program Needs | <input type="checkbox"/> Scholarship/Publishing |
| <input type="checkbox"/> Development of New Educational Experiences | <input type="checkbox"/> Small Membership Church Ministry |
| <input type="checkbox"/> Ecumenical and Interfaith Activities | <input checked="" type="checkbox"/> Spiritual Development |
| <input type="checkbox"/> Evaluation of Program and Staff | <input type="checkbox"/> Staffing/Human Resources |
| <input checked="" type="checkbox"/> Evangelism | <input type="checkbox"/> Stewardship and Commitment Program |
| <input type="checkbox"/> Facility Management | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Family Ministry | <input checked="" type="checkbox"/> Teaching |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Training Volunteers |
| <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Transitional/Interim Ministry |
| <input type="checkbox"/> Governing Body Ministry | <input checked="" type="checkbox"/> Urban Ministry |
| <input checked="" type="checkbox"/> Group Process Facilitation | <input type="checkbox"/> Young Adult Ministry |
| <input type="checkbox"/> Hospital and Emergency Visitation | <input type="checkbox"/> Youth Ministry |
| <input type="checkbox"/> Information Technology | |
| <input type="checkbox"/> Instrumental Music | |

Involvement in Mission Beyond Local Church



Compensation and Housing. *A range is needed for matching purposes. The maximum salary is not published anywhere.* Effective salary is cash salary plus housing allowance or manse value and other compensation considered “effective salary” by the Board of Pensions of the PC(USA).

Minimum **Effective** Salary \$ 52,490

Maximum **Effective** Salary \$61,800

Housing Type Manse
 X Housing Allowance
 Open To Either
 Not Applicable (*For Non-pastoral Positions Only*)

Geographic Choices.

 X **Suggest individuals from anywhere in the United States** (or)

 Suggest individuals only from specific areas checked below:

- | | |
|------------------------------|------------------------------------|
| <u> </u> Alabama | <u> </u> Alaska |
| <u> </u> Arkansas | <u> </u> Arizona |
| <u> </u> California | <u> </u> Colorado |
| <u> </u> Connecticut | <u> </u> District of Columbia |
| <u> </u> Delaware | <u> </u> Florida |
| <u> </u> Georgia | <u> </u> Hawaii |
| <u> </u> Idaho | <u> </u> Illinois |
| <u> </u> Indiana | <u> </u> Iowa |
| <u> </u> Kansas | <u> </u> Kentucky |
| <u> </u> Louisiana | <u> </u> Maine |
| <u> </u> Maryland | <u> </u> Massachusetts |
| <u> </u> Michigan | <u> </u> Minnesota |
| <u> </u> Mississippi | <u> </u> Missouri |
| <u> </u> Montana | <u> </u> Nebraska |
| <u> </u> North Carolina | <u> </u> North Dakota |
| <u> </u> New Hampshire | <u> </u> New Jersey |
| <u> </u> New Mexico | <u> </u> New York |
| <u> </u> Nevada | <u> </u> Ohio |
| <u> </u> Oklahoma | <u> </u> Oregon |
| <u> </u> Pennsylvania | <u> </u> Puerto Rico |
| <u> </u> Rhode Island | <u> </u> South Carolina |
| <u> </u> South Dakota | <u> </u> Tennessee |
| <u> </u> Texas | <u> </u> Utah |
| <u> </u> Vermont | <u> </u> Virginia |
| <u> </u> Washington | <u> </u> West Virginia |
| <u> </u> Wisconsin | <u> </u> Wyoming |

CIF (Part II) - Step 6 of 7

Equal Employment Opportunity

"The Presbyterian Church (U.S.A.) shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, different theological positions consistent with the Reformed tradition, as well as different marital conditions (married, single, widowed, or divorced) shall be guaranteed full participation and access to representation in the decision making of the church." (G-4.0403)

"(The Committee on Ministry) shall provide for the implementation of equal opportunity employment for ministers and candidates without regard to race, ethnic origin, sex, age, marital status, or disability. In the case of each call, it shall report to the presbytery the steps in this implementation taken by the calling-group." (G-11.0502g)

"...Care must be taken (by the Pastor Nominating Committee) to consider candidates without regard to race, ethnic origin, sex, marital status, age, or disabilities." (G-14.0502b)

FORMS OF GOVERNMENT PRESBYTERIAN CHURCH (U.S.A.) See Also: Form of Government (G-10.0102n) (G-11.0502d, G-13.0201b)

Every Presbytery Committee on Ministry is to inform each Pastor Nominating Committee of its constitutional obligations and how it might assure fairness in the calling process.

Has the presbytery's Committee on Ministry thus counseled with the Pastor Nominating Committee regarding Equal Employment Opportunity?

Yes

No

Each Pastor Nominating Committee is expected to undertake its search for a minister in a manner consistent with the good news that in the Church "*...as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus.*"

Has the Pastor Nominating Committee affirmed to the Presbytery Committee on Ministry its intention to follow the Form of Government in this regard?

Yes

No

CIF (Part II) - Step 7 of 7

Pastor Nominating Committee/Search Committee Chairperson Detail:

Name Edward Kam
Address 925 Stockton Street
City San Francisco State CA Zip Code 94108
Preferred Phone (415) 867-8420
Alternate Phone (650) 755-2088
FAX (415) 962-4223
E-mail Address for PNC Communications: edwardkam@comcast.net

Endorsements

Pastor Nominating Committee
or Search Committee _____ Date _____
Signature

Clerk of Session _____ Date _____
Signature

Committee on Ministry _____ Date _____
Signature

Rev. 9/2006

When you enter your CIF online, the CLC system will generate an email to your Clerk of Session and Committee on Ministry moderator for approval of the CIF. Once the CIF is submitted, the Clerk of Session and COM moderator may log in to the system and approve the CIF without waiting for the email. If you prefer, you may obtain the signatures of the PNC moderator, Clerk of Session, and COM moderator and fax this sheet to our office at 502.569.5870. This generally speeds up the approval process. Be sure to include the name, city, state, and ID number of your church on the faxed information. If you have questions, please call toll free 888.728.7228 extension 8550.