MINISTRY INFORMATION FORM

Ministry ID: 03327
Ministry Name: Presbyterian Church of Okemos
Mailing Address: 2258 Bennett Rd.
City: Okemos  State: MI  Zip Code: 48864
Telephone Number 517-349-9536  Fax Number:
Email
Web site: okemospres.org

Congregation or Organization Size (Select one)

___ Under 100 members
___ 101 - 250 members
X ___ 251 - 400 members
___ 401 - 650 members
___ 651 - 1000 members
___ 1001 - 1500 members
___ More than 1500 members
___ N/A

Average Worship Attendance 192
Church School Attendance 30

Church School Curriculum: Elementary and High School: Feasting on the Word. Additional Adult Christian Ed.

☐ 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.

1% American Indian or Alaska Native
2% Asian
1% Black or African American (African Native, Caribbean)
1% Hispanic Latino/Latina, Spanish
1% Middle Eastern
     Native Hawaiian or Other Pacific Islander
94% White
Other __________________________

Presbytery Lake Michigan Presbytery  Synod Synod of the Covenant

Community Type (select one)

X College  _____ Rural  _____ Suburban
     Small City  _____ Town  _____ Urban
     Village  _____ Recreation  _____ Retirement
     N/A

Clerk of Session Contact Information:
Name  Dorinda VanKempen
Address: 492 Tarleton Ave.
City: East Lansing  State: MI  Zip Code: 48823
Preferred Phone: 517-332-6902  Alternate Phone: 517-388-1625
*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)*

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<thead>
<tr>
<th>Years of Experience</th>
<th>Position Type</th>
<th>Years of Experience</th>
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<tbody>
<tr>
<td>0-2</td>
<td>Associate Pastor (Youth)</td>
<td>0-2</td>
<td>Pastor (Church Planter, New Worshipping Community)</td>
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<td></td>
<td>Associate Pastor (Other)</td>
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<td>Pastor (Transformation/Redevelopment)</td>
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<td>Pastor (Church Planter, New Worshipping Community)</td>
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<td>Pastor (Transformation/Redevelopment)</td>
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<td>Pastor (Other Temporary i.e., Supply, Student)</td>
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<td>Pastor (Other Temporary i.e., Supply, Student)</td>
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<td>Pastor, yoked/parish</td>
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<td>Pastor, yoked/parish</td>
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<td>Co-pastor</td>
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<td>Executive Pastor</td>
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<td>Evangelist or Mission Pastor</td>
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<td>Evangelist or Mission Pastor</td>
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<td>Bi-vocational/Tentmaker</td>
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<td>Chaplain</td>
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<td>Pastoral Counselor</td>
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<td>College/Seminary Faculty</td>
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<td>Seminary Staff</td>
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<td>Campus Ministry</td>
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<td>General Presbyter/Executive Presbyter</td>
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<td>Presbytery Leader</td>
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<td>Stated Clerk (Presbytery)</td>
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<td>Synod Executive</td>
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<td>Mid-Council Program Staff</td>
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<td>General Assembly Staff</td>
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<td>Church Business Administrator</td>
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<td>Executive Director</td>
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<td>Director of Music (non-ordained)</td>
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<td>Director of Music (non-ordained)</td>
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<td>Minister of Music (ordained)</td>
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<td>Mission Co-worker (International)</td>
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<td>Mission Co-worker (International)</td>
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<td></td>
<td>Christian Educator (Certified)</td>
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<td>Christian Educator (Certified)</td>
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<td>Christian Educator (non-certified)</td>
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<td>Christian Educator (non-certified)</td>
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<td>Administrator</td>
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<td>Funds Developer</td>
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<td>Finance Manager</td>
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<td>Media Specialist</td>
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<td>Coordinator</td>
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<td>Youth Director (non-ordained)</td>
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<td>Youth Director (non-ordained)</td>
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<td>Other</td>
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<td>Other</td>
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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

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

X English

Spanish

Korean

French

Arabic

Armenian

Creole

Portuguese

Japanese

Russian

Swahili

Burmese

Cambodian

Indonesian

Laotian

Thai

Vietnamese

Taiwanese

Cantonese

Mandarin Chinese

Twi

Sign Language

Other

Statement of Faith Required  X Yes

No

Mission Statement

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

As members of The Presbyterian Church of Okemos, we believe that in life, in death, and life beyond death, we belong to God. The Church exists to invite everyone to join the lifelong journey of faith that is life in Jesus Christ through worship that glorifies God, study that seeks to understand God, service to
a world that needs God. We desire to build a network of caring relationships between families, friends, and strangers by offering welcome, healing, justice and peace to all in the name of Jesus Christ.
1. What is the congregation’s or organization’s vision for ministry? Additionally describe how this vision is lived out.

We are a Presbyterian faith community that turns to the teachings of Christ and the faith of apostles to find answers to contemporary issues. We nurture the next generation and seek to build a community that listens to our youth. While looking to the future, we value tradition and history. As a generous, hospitable congregation, we welcome all and share freely with others. We encourage diversity and are open and affirming.

We partner with other Christian communities in a commitment to Christ’s mission. With a vision to promote peace in the world, we engage people of other faiths while remaining confident of where we stand. We welcome and accept others in a way that honors and reflects the Lord’s welcome and acceptance of us.

We are near Michigan State University and the state capital, in an environment where new ideas thrive, creativity is encouraged, and conversations focus on critical issues. We value intellectual sermons and education, Christian and otherwise. We seek creative ways to connect to the community.

We are a missional church that engages members and serves the most vulnerable, especially the homeless, the hungry and refugees. We educate ourselves on global issues such as race, social justice and climate change. We seek to care for each other through prayer, outreach, and activities that promote connection and inclusion. Our dream is to see the church prosper and continue to give to the local community, country, and world.

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

Addressing human needs and inequalities drive PCO’s mission work. While prioritizing local needs, we also include state, national, and global concerns and support PCUSA mission-coworkers. We have particular commitments to supporting issues related to refugees, the environment, racial justice, and interfaith dialogue. At PCO, “our faith-filled home,” our youth and adult faith formation needs include exploring not only how to live out Scripture’s message in our own lives to deepen and mature in our faith, but also how to act upon that faith in our community. Our congregation strives to express this
faith development through hands-on mission work and through the growth of small groups. As PCO emerges from the pandemic after the retirement of a long-time Pastor and the arrival of our new Pastor, we are looking for the newly visioned Associate Pastor role to assist in the development and further growth of our Faith Formation program. For as we cohesively increase our mission and service, we grow in kindness, and mercy—and walk justly.

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

As a congregation, we prioritize ongoing education to further our faith journeys. To live out our call as disciples of Christ, we seek to learn about and from others, and about issues facing our community, nation, and planet. Our Associate Pastor’s commitment to these ideals will help us to reach our mission goals. Our commitment to ongoing education benefits from our location in a vibrant, diverse university community.

PCO seeks someone called to engage with youth and families as we create a newly visioned Associate Pastor position. The Associate Pastor will work in close collaboration with our recently installed Pastor to create and implement fresh programs and opportunities for youth and adult faith formation.

Believing that ministry to children, youth and their families is central to the church’s ministry, we seek to encourage spiritual development and engagement. Our Associate Pastor will help shape youth and adult education programs to share Christ’s teachings and be accessible for conversation, especially with youth. We seek an Associate Pastor who will maintain and further develop participation across generations in hands-on mission work.

PCO seeks to deepen engagement of our members in the ongoing life of our church, particularly as we emerge from the pandemic. Initiatives that the Associate Pastor develops will also help us reach out to the broader community, as we seek to engage contemporary issues, challenges and opportunities.

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

We seek an Associate Pastor who has a strong theological background, prioritizes spiritual practices, has high emotional intelligence, and has been called to engage with youth and families. The Associate Pastor must have strong organizational and interpersonal communication skills, be willing to ask for
help when needed, and be open to partnering with staff and laity. PCO seeks a collaborative, creative and forward-thinking leader to further our Christian Education program. Given our church’s emphasis on continued education and mission work, we seek an Associate Pastor who is intellectually curious and motivated to engage with the broader community on local, national, and global levels.

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

- **Lead, coordinate and nurture PCO faith formation (education, mission and fellowship) for children, youth and adults.** Provide leadership and educational opportunities on Sunday morning as well as other weekly activities.
- **Work closely with Christian Education committee leadership, Senior Pastor and other volunteers to oversee Sunday School education including facilitation and review, selection, and approval of curricula.** Design and coordinate activities and educational experiences for congregants of all ages.
- **Provide leadership and innovative ideas for the existing Middle School / High School youth group.**
- **Create new and engaging programs for families and youth.** Collaborate with Senior Pastor and volunteers to plan special programs such as Family Camp, Youth Sunday, and Confirmation.
- **Partner with Senior Pastor in worship leadership, pastoral care, teaching and support of church ministries.** Provide outreach to all church members to encourage intergenerational engagement.
- **Encourage and assist in the formulation of small groups within the church as an avenue to increase congregational engagement and community outreach.**

**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)
http://new.williamston-mi.us
https://www.adventhouse.com
https://globalinstitutelansing.org
https://casscommunity.org
https://www.edgewoodvillage.net
https://www.simboleiacademy.org
https://cismichigan.org
**LEADERSHIP COMPETENCIES**

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

<table>
<thead>
<tr>
<th>THEOLOGICAL/SPIRITUAL INTERPRETER</th>
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<tbody>
<tr>
<td><strong>Compassionate</strong> – 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.</td>
<td><strong>Hopeful</strong> – 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.</td>
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<tr>
<td><strong>Preaching and Worship Leadership</strong>: 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.</td>
<td><strong>Spiritual Maturity</strong>: 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.</td>
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<td><strong>Lifelong Learner</strong> – 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.</td>
<td><strong>Teacher</strong> – 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.</td>
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<tr>
<th>COMMUNICATION</th>
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<tr>
<td><strong>Communicator</strong> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</td>
<td><strong>Bilingual</strong> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</td>
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<td><strong>Public Communicator</strong> - 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.</td>
<td><strong>Media Communicator</strong>: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</td>
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<td><strong>Technologically Savvy</strong> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</td>
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<th>ORGANIZATIONAL LEADERSHIP</th>
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<tr>
<th><strong>Advisor</strong> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.</th>
<th><strong>Change Agent</strong> – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.</th>
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<tr>
<td><strong>Contextualization</strong> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.</td>
<td><strong>Culturally Proficient</strong> – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.</td>
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<td><strong>Externally Aware</strong> - 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.</td>
<td><strong>Entrepreneurial</strong> - 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.</td>
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<td><strong>Risk Taker</strong> – 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.</td>
<td><strong>Task Manager</strong> - 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.</td>
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<td><strong>Willingness to Engage Conflict:</strong> 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.</td>
<td><strong>Decision Making:</strong> 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.</td>
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<td><strong>Organizational Agility:</strong> 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.</td>
<td><strong>Strategy and Vision:</strong> 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.</td>
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<td><strong>Financial Manager</strong> – 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.</td>
<td><strong>Funds Developer</strong> – 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.</td>
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<tr>
<td><strong>Collaboration:</strong> 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.</td>
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**INTERPERSONAL ENGAGEMENT**

| X | **Interpersonal Engagement** - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes. |
| X | **Bridge Builder** - possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions. |
| **Motivator** - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment. | **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. |
| | **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. |
| X | **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 $48,500  
Maximum *Effective* Salary $53,500  

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<td>x _____ Housing Allowance</td>
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<td>_____ Open To Either (Manse or Housing Allowance)</td>
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<tr>
<td>_____ Not Applicable (For Non-pastoral Positions Only)</td>
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Revised 3/2016
*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?

   x Yes
   ___ No

REFERENCES (Limit 3)

Below, please list three persons who know your congregation. You might list your Presbytery leadership, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

Name: Rev. Jim Kocher
Address: 15002 Madeleine Ct#219, Grand Haven, MI
Phone Numbers: (517)256-3614
Relation: Retired Lutheran Pastor, attended PCO for 10 years
E-mail: jckocher@aol.com

Name: Dr. Jerry Veldman
Address: 4355 Poling Blvd, Penney Farms, FL, 32679
Phone Numbers: (517) 285-7689

Revised 3/2016
Relation: Former member
E-mail: shriveldman@gmail.com

Name: Rev. Alice Fleming Townley
Address: 1035 Prescott Dr., East Lansing, Mi 48823
Phone Numbers: 517-763-4814
Relation: 11 years appointed as Assistant Pastor at Presbyterian Church of Okemos
E-mail: aftownley@yahoo.com

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

Name __Kelly Locke__
Address: 7868 Ashbrook Dr.
City: Haslett State MI Zip Code 48840
Preferred Phone 517-775-9759
Alternate Phone ________________________________
E-mail Address for PNC Communications (required): kelly.locke@gmail.com

ENDORSEMENTS
Pastor Nominating Committee/
Search Committee _____________________________________________ Date ________

__________________________ Date ________

Signature

Clerk of Session _____________________________________________ Date ________

__________________________ Date ________

Signature

Presbytery _____________________________________________ Date ________

__________________________ Date ________

Signature

Revised 3/2016