

PLEASE TYPE

LEADERSHIP REFERRAL SERVICES

Cumberland Presbyterian Church

8207 Traditional Place

Cordova, Tennessee 38016



CHURCH INFORMATION FORM

Date Form Completed: August 19, 2021

Form Completed by: CPC of Marshall Search Committee

PART I—CHURCH/COMMUNITY PROFILE

SNAPSHOT OF THE CHURCH

Name and Address of Church:

Cumberland Presbyterian Church of Marshall

501 Indian Springs Drive

Marshall, Texas 75672

Website: www.cumberlandofmarshall.org

Church Number: 8115

Phone Number: (903) 935-3787

Presbytery: Trinity

Year Organized: 1848

Current Active Membership: 146 (2020)

Active Membership 5 years ago: 179 (2015)

Contact Information

Search Committee Chairperson: Joe Cucinotta

Phone Number: (903) 926-0871

Email Address: joe.cucinotta@yahoo.com

Attendance/Services

Average weekly attendance for:

9:30 AM - Traditional Morning Worship - 68 (Pre COVID) 39 (Post COVID May - July 2021)

10:30 AM Contemporary Morning Worship - 58 (Pre COVID) 50 (Post COVID)

11:30 AM Spanish Morning Worship - 51 (Pre COVID) 43 (Post COVID)

Evening - Celtic/Taizé Evening Worship - 18 (Pre COVID) – not resumed at this time

Church School (number in attendance)

Nursery:

Curriculum: None

K-6:

Curriculum: Orange Curriculum

Youth:

Curriculum: Varies by Class

Adults:

Curriculum: Varies by Class

Total Enrollment: 40 (Pre COVID)

Organizations/Meetings in the church (Bible Study, CPWM, Youth, Men's Fellowship, etc.):

Cumberland Presbyterian Youth Fellowship, Women's Ministry (Four Circles), Bible Study (Five Small Groups, including a growing Spanish Speaking Bible Study), Fine Arts Academy, Prayer Shawl Ministry, Choir, Music Worship Team practice. Church began AWANNA program on Wed. evenings for children to replace Sunday School post covid.

Financial Statement for the last complete fiscal year (give year):

Income from:

Pledges:

Offerings/Gifts:

Other:

Total Income: \$388,916

Expenses:

Operating Expenses:

Debt Payment:

Benevolences:

(OUO, Presbytery, Synod,

Second Mile, Stott-Wallace):

Other:

Total Expenses: \$391,463

Approved Budget for the Current Fiscal Year: \$386,809.00

Please see the attached 2019 Annual Report Form

SNAPSHOT OF THE COMMUNITY

Total population of the city, town, or rural area in which the church is located: Approximately 23,600

This church serves a community or neighborhood that encompasses an area within 15 miles of the church?

Indicate the kind of service area by checking any of the following that apply.

☐ Inner City ☐ Urban (Downtown) ☒ Urban (Residential) ☒ Suburban ☐ Town
☒ Rural ☒ College ☒ Retirement ☐ Recreational/Resort ☐ Agricultural

The city/town/rural area in which the church is located is (*check one*):

☐ Growing ☐ Declining ☒ Static

The immediate community/neighborhood/parish served by the church is (*check one*):

☐ Growing ☐ Declining ☒ Static

PART II—POSITION DESCRIPTION

Title of Position: ☒ Senior Pastor ☐ Pastor ☐ Associate Pastor

☐ Youth Minister ☐ Children's Minister ☐ Music Minister ☐ Other:

Synopsis of Job Description and Expectations: ***Please see the attached current position description***

List all other full or part-time staff: (Name, title, full-time [FT] or part-time [PT])

David Montoya, Contemporary/Spanish Service Music Director and AWANNA Director, FT
Janie Moore, Custodian, FT
Karen Wiley, Financial Secretary, FT
Robert Young, Organist, PT
John Green, Sexton, PT

Date position became, or will become, vacant: 12/31/2020

By whom was the position last filled? William R. "Rusty" Rustenhaven, III May they be contacted? Yes

Current address and telephone: 501 Indian Springs Road, Marshall, Texas 75672, (903) 930-0737

Expectations of Work Week:

☒ Full-time (30 hours or more) ☐ Part-Time (Less than 30 hours)
☐ Tent-Maker (Another job/ministry is expected and acceptable) ☐ Other (please explain):

Compensation

Salary:

- a. Minimum annual cash salary: Package
- b. Manse? No
If no, housing allowance: Package
- c. Utility allowance: Package
Other benefits (explain): Package

Benefits:

- a. Church's contribution to retirement fund: Package
- b. Health Insurance: Provided by Trinity Presbytery
- c. Other benefits (explain): Disability insurance provided with health insurance

Total compensation: Up to \$75,000 Package/Contract

Professional Expense Reimbursements and Allowances

- 1. Automobile Expense: Package
- 2. Expenses to General Assembly/Conferences: As available
- 3. Continuing Education: Negotiable
- 4. Other expenses (explain): Package

Total Professional Expense Reimbursement or Allowances:

Other Benefits:

Length of vacation: Contract
Amount of time allowed for preaching missions/revivals/continuing education/conferences, etc.: As requested and approved.

PART III—SKILLS, INTERESTS, AND EXPERIENCE INVENTORY

A. PASTORAL SKILLS. It is assumed all skills listed below are used by every pastor. However, each person has certain special gifts and particular interests. The ministry of this position in our congregation would be most satisfying if pastoral activities are emphasized as follows: *(When your selections are completed, you should have **ONLY EIGHT** items circled "1" (highest emphasis) with remaining activities circled either 2, 3, or 4).* Please use black ink.

	HIGH			LOW
Evangelism (Relating the gospel to people outside the church and enabling the laity to bear personal witness.)	1	2	3	<u>4</u>
Personal and Spiritual Development (Providing resources and guidance for individuals in his or her devotional life and for prayer groups, retreats, and other small group experiences.)	1	<u>2</u>	3	4
Leading Worship (Planning and conducting worship services.)	<u>1</u>	2	3	4
Preaching (Communicating the gospel through sermons and relating it to life.)	<u>1</u>	2	3	4
Administration (Managing the affairs of the congregation and its organizations)	1	2	<u>3</u>	4
Program Development (Establishing goals and organizing to create and implement programs in church and community.)	1	2	3	<u>4</u>
Stewardship (Leading in the development and use of individual and congregational resources.)	1	2	3	<u>4</u>
Counseling (In a formal setting, assisting people who face problems or decisions.)	1	2	<u>3</u>	4
Visiting Homes (Calling in homes on a regular basis)	1	2	3	<u>4</u>
Crisis Visiting (Serving people in the midst of crises, e.g., illness, death, trauma...)	1	<u>2</u>	3	4
Community Leadership (Organizing to meet needs such as drug problems, schools, fair housing, etc.)	1	2	3	<u>4</u>
Inter-Church Cooperation (Working in interdenominational programs or activities.)	1	2	3	<u>4</u>
Denominational Service (Serving in the work and on the committees of the church outside the local congregation.)	1	2	3	<u>4</u>
Christian Education (Leading the congregation in its ministry of Christian education.)	1	<u>2</u>	3	4
Youth Ministry (Developing and leading a program of education with youth.)	1	<u>2</u>	3	4
Music and the Arts (Using the arts as a resource in worship and ministry.)	1	2	3	<u>4</u>
Recreation (Leading the congregation in a creative use of leisure time.)	1	2	3	<u>4</u>

PART IV—NARRATIVE INFORMATION

(Attach your narrative information, using the outline below. If your church or committee has recently done a Mission Study and/or written a Mission Design with goals and objectives, you may use information from that in place of sections B and C below. Do not use more than five (5) pages of narrative information. The statements/questions in the outline below are only suggestive of the kinds of information you might wish to include in this narrative section.)

A. THE CHURCH AND COMMUNITY

1. The Church

The Cumberland Presbyterian Church of Marshall is an evolution of the merger of several Cumberland Presbyterian congregations throughout Harrison County, the first of which was established in 1848. CPC Marshall has expanded from a single traditional/liturgical service to offering four unique worship opportunities and styles. All services are held on Sunday and include a morning traditional/liturgical service, a morning contemporary service, a morning Spanish language contemporary service, and an evening Celtic/Taizé service. The congregation is comprised of all types of people, including retirees, families, singles, students, and children. We have a growing Spanish language ministry. CPC Marshall has a positive reputation in the faith and civic community and is very friendly. CPC Marshall is a church where every effort is made to greet others warmly, and where all are welcome to worship and encounter God.

The physical church building is 30,000 square feet in size and sits on 10 acres of land. The sanctuary seats 300 and we have a large fellowship hall/gym, large welcoming narthex, small chapel, nice office suite, a dozen bright meeting/classrooms, ballfield, and outdoor prayer walk. The church site is very visible, conveniently located, and accessible to smaller surrounding communities. CPC Marshall is not only a gathering of believers but also serves as a community resource for social, civic, educational, and performance organizations and events. CPC Marshall is often asked to host events because of the beauty and size of our facilities and the accessibility of ample parking. CPC Marshall feels blessed to be the steward of what God has given us.

CPC Marshall is comprised of a variety of educational, cultural, and socio-economic backgrounds and levels. Many members are college-educated and are involved with, or retired from the public education system, colleges, universities, and trade schools in the county. Others are involved in business, industry, service, healthcare, and technical occupations. Many of our Spanish language members and attendees work in the trades. The racial diversity of CPC Marshall is primarily Caucasian, has a growing number of Hispanic people attending services and church functions, and a small African-American membership.

CPC Marshall has a rich history of faith and service in Harrison County, our Presbytery, and our Denomination. We are looking forward to how God will lead us in the future to Honor and serve Him in Marshall, Texas and His Kingdom.

2. The Community

Marshall, Texas is nestled among the towering pine trees of Northeast Texas near the Louisiana border and is the county seat of Harrison County. Marshall is 150 miles east of Dallas, Texas; 30 miles East of Longview, Texas; 70 miles South of Texarkana, Texas; and 40 miles west of Shreveport, Louisiana.

Secondary and primary education in the city is almost entirely conducted by the Marshall Independent School District, with approximately 6,000 students at eight campuses. In 2017, Marshall ISD opened three new elementary school campuses and one new junior high campus, which neighbors our church building and one block from a STEM elementary school campus. More than 3,500 students annually attend one of four colleges in the city: East Texas Baptist University, Wiley College, Texas State Technical College-Marshall, and Panola College-Marshall.

The primary healthcare provider in Marshall is Christus Good Shepherd Medical Center. There are also several private healthcare providers, clinics, and community health organizations that serve the city. Advanced healthcare services can be conveniently obtained nearby in Longview, Tyler, or Shreveport, Louisiana.

Marshall offers several opportunities to experience fine art, museums, and other attractions. Historic homes, the 1901 Harrison County Courthouse and Museum, Memorial City Hall Performance Center, Michelson Museum of Art, Marshall Symphony performances, Fire Ant Festival, Wonderland of Lights, Texas and Pacific Railway Museum, Starr Family Home State Historic Site, downtown shopping and dining district, nearby Caddo Lake, and Lake O' The Pines all add to a community that enjoys a rich culture.

Besides our CPC Marshall congregation, many established denominations of faith are represented in the community including Baptists, Methodists, Roman Catholics, Presbyterians, Pentecostals, Episcopalians, Latter-Day Saints, and Lutherans. Several non-denominational congregations are present in the community as well. There is a cooperative and ecumenical spirit among the different congregations of the city. CPC Marshall is viewed as a leader by many in our community.

B. PROGRAM AREAS IN THE LIFE OF THE CHURCH

The program areas of the church include four unique opportunities and styles of worship; friendly fellowship as restrictions allow; a regularly attended Christian education program with committed members; activities for evangelism in the congregation and the community; stewardship includes tithing, offering, giving of time and talents, a recently implemented stewardship application called "Tithely", as well as special offerings. One of the goals of CPC Marshall is to develop year-round giving and improve the financial condition of the church. CPC Marshall Programs are administered by church staff, Session, Diaconate, small groups, and volunteers. Previously, an established committee structure was used for the development and advancement of church programs. One of the goals of CPC Marshall is to implement a re-organization of the committee structure or identify an alternative system.

C. WORSHIP PREFERENCES

Please describe the worship style of your church as it is now.

Traditional/Liturgical Sunday Morning Worship: Following the Cumberland Presbyterian Lectionary, this service is an opportunity to worship through hymns, responsive readings, confession, assurance of forgiveness, hearing the Word, sermons, and offertory. Pastor develops this service and preaches.

Contemporary Sunday Morning Worship: An uplifting blend of contemporary praise songs and hymns with a music team, offering opportunity, and Sermon. Pastor's only responsibility is to preach.

Contemporary Spanish Sunday Morning Worship: Very similar to our contemporary Sunday morning worship with all songs and gospel message in Spanish. Our pastoral candidate and seminary student, David Montoya, leads all aspects of this worship service.

Celtic/Taizé Sunday Evening Worship: A reflective time of worship and an opportunity to calm and quiet the spirit before the Throne of God through music, scripture, and responsive readings. A retired minister developed and led this worship, which has not started back post Covid.

Communion is served on the first Sunday of each month during the morning worship services.

D. GOALS, OBJECTIVES, VIEWPOINTS

The mission of CPC Marshall is to "honor God by working to meet the physical, spiritual, and communal needs of as many people as we can." The goals of CPC Marshall include grow Spanish language membership through outreach, place emphasis on family ministry, implement a re-organization of the committee system, develop year-round stewardship and improve the financial condition of the church, provide more visitation to prospects and shut-ins, have at least two people affirm their faith in Jesus Christ, and add at least one more small group.

E. BENEVOLENCE SUPPORT

- Trinity Presbytery Apportionment for 2020 is \$32,400.
- Our United Outreach for 2020 is \$34,900.
- Walk-To-Bethlehem - Local Community Ministry \$1,000.
- Special Offerings and Second Mile Giving to: Denomination Day Offering to the Historical Foundation, Loaves and Fishes, Samaritan Shoe Boxes, Gift to the King, as well as VBS offerings.
- Non-perishable food offerings to Mission Marshall.
- CPC Marshall supports our community through Freebay, a free yard sale style giveaway sharing books, clothing, household items, knick-knacks, etc.
- CPC Marshall hosts three major community events: High School Baccalaureate, a community-wide worship service for graduating seniors from all area high schools; Freebay, mentioned above; and Walk To Bethlehem, a progressive live nativity walking tour through five scenes of the Christmas story that is free to the public.
- CPC Marshall Women's Ministry Circles support denominationally: CPC Children's Home, Memphis Theological Seminary, Bethel University, Stott Wallace Fund, and New Church Development. Locally: Women's shelters, Mission Marshall, My Friends House, Advocacy for Children, help with foster children, and so much more.
- CPC Marshall provides volunteers for Mission Marshall Food Pantry, local soup kitchens, and nursing home worship services,
- CPC Marshall opens our facilities to local community groups including Harrison County Beekeepers Association, Optimist Club, Harrison County Retired Teachers Association, and school organizations.
- CPC Marshall has a ballfield that is available to youth and community sport organizations as requested and approved.
- CPC Marshall allows groups and individuals to rent our facilities for weddings, funerals, banquets, reunions, family celebrations, etc.
- CPC Marshall and CPC Marshall families support numerous Denominational Endowment programs, including Bethel College/University, CPC Board of Christian Education, CPC Board of Stewardship, CPC Children's Home, CPC Historical Foundation, and Memphis Theological Seminary.

Senior Pastor

Position Description

As chief administrative officer of the church, it is the Senior Pastor's responsibility to administer the total program of the church, implement the policies of the Session, and supervise the staff. Benefits are stated in the Senior Pastor's contract with an annual remuneration of up to \$75,000 based upon the candidate's experience and qualifications.

General Areas of Responsibility Include the Following:

1. Evangelism, outreach, and visitation
2. Preaching ministry
3. Planning of worship
4. Administrative supervision
5. Moderator of Session
6. Counseling
7. Planning of spiritual programs
8. Training of elders and deacons

Specific Duties and Responsibilities Include the Following:

1. Abide by and be submissive to the rules and regulations of the Cumberland Presbyterian Church as found in the *Confession of Faith*.
2. Assume full responsibility for the preaching ministry each Sunday morning and other such services as are approved by the Session.
3. Serve as administrator of the church. As such, it is the Senior Pastor's responsibility to coordinate the entire church program.
4. Maintain regular office hours for study, reflection, counseling, and administrative duties. These hours shall be communicated to the congregation for their benefit.
5. Be available for counseling and program planning at other times by appointment.
6. Develop a pastoral visitation program. Pastoral visits shall be made as time permits in the areas of the sick at home, those in hospitals, nursing home residents, shut-ins, prospective or new members, and inactive members. The Senior Pastor shall also make special calls as needed and routine calls on active members.
7. Supervise the full-time and part-time staff, as well as individuals who volunteer their services.
8. Serve as a resource person to the Session, Diaconate, the standing boards and committees of the church, the organizations within the church, and special committees appointed by the Session, to enable them to carry out their responsibilities.
9. Work directly under the Session, which through pastors, the Diaconate, and chairpersons of the boards and committees, initiates activities and programs for the spiritual welfare and fellowship of the congregation.
10. Give direction in the area of long-range planning, delegating responsibility in the implementation of short-range goals.
11. Meet with members of the church staff regularly to develop and coordinate plans, programs, and activities.
12. Serve as editor of the church newsletter. At the Pastor's discretion, an associate editor may be recruited to assist in the preparation of materials for this publication.
13. Conduct weddings and funerals as requested by members and friends of the church.
14. Be involved in a limited number of interdenominational, civic, and community activities as time permits. The Pastor is to use wise counsel in the number of activities in which he, or she becomes involved and to limit the depth of involvement in these activities.
15. The position is full-time. While the Senior Pastor is to keep regular business office hours and an active visitation schedule, he, or she is considered available and "on call" at all times, day and night, when in the city.
16. As a member of Trinity Presbytery, the Pastor is to be a faithful presbyter. He, or she is to serve the larger church by active participation in presbyterial, synodical, and General Assembly meetings, programs, and various boards and agencies if elected to serve.
17. Evaluate each employee on the basis of his or her performance of the duties specified in the job description. This evaluation shall be done annually on or before the first of October.
18. Prepare the proposed holiday list annually, in consultation with the Personnel Committee, and submit to the Session for approval prior to the end of each year.

Senior Pastor – Position Description, continued

Vacation allowed is designated in the annual contract. In addition to vacation, the Senior Pastor is entitled to holidays as determined annually by the Session. The Pastor is to request prior approval from the Session for extended out-of-town absences such as workshops, conferences, vacation, etc. Sick leave will be dealt with as the need arises. The Pastor is encouraged to attend General Assembly, with the expenses being paid by the church, and he, or she is allowed one Sunday off (not vacation) to attend, if needed and if funding is available.

The Pastor shall be evaluated annually by the Personnel Committee based on his, or her performance of the duties specified in this position description. This evaluation shall be done on, or before the first of October. The Senior Pastor's contract shall be reviewed annually by the Session.