



**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: 00573

Ministry Name: Westwood Presbyterian Church

Mailing Address: 10822 Wilshire Boulevard

City: Los Angeles

State: CA

Zip Code: 90024

Telephone Number: (310) 474-4535

Fax Number: (310) 470-9208

Email: office@westwoodpres.org

Web site: <http://www.westwoodpres.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: 185**



**Church School Attendance:** 50

**Church School Curriculum:** Growing in Grace and Gratitude, Weavings, and other curricula designed by children, youth, and adult education staff

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.*

0% American Indian or Alaska Native

8% Asian

4% Black or African American (African Native, Caribbean)

1% Hispanic Latino/Latina, Spanish

2% Middle Eastern

0% Native Hawaiian or Other Pacific Islander

85% White

Other \_\_\_\_\_

Presbytery: Presbytery of the Pacific

Synod: Synod of Southern California and Hawaii

**Community Type (select one)**

\_\_\_\_\_ College

\_\_\_\_\_ Rural

\_\_\_\_\_ Suburban

\_\_\_\_\_ Small City

\_\_\_\_\_ Town

X  Urban

\_\_\_\_\_ Village

\_\_\_\_\_ Recreation

\_\_\_\_\_ Retirement

\_\_\_\_\_ N/A

**Clerk of Session Contact Information:**

Name: Arlene Russell

Address: 3930 Mandeville Canyon Road

City: Los Angeles

State: CA

Zip Code: 90049

Preferred Phone: (310) 472-5819

Alternate Phone: (310) 709-9845

E-mail: llessuraa@gmail.com

FAX: (310) 476-5019



**\*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>
	Solo Pastor		General Assembly Staff
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
Above 10 years	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): Pastor/Head of Staff

**\*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):

<b>Interim/Transitional Ministry Training</b>	<input type="checkbox"/>	<b>Interim Executive Presbyter Training</b>	<input type="checkbox"/>
<b>Certified Christian Educator</b>	<input type="checkbox"/>	<b>Certified Business Administrator</b>	<input type="checkbox"/>
<b>Certified Conflict Mediator</b>	<input type="checkbox"/>	<b>Clinical Pastoral Education Training</b>	<input type="checkbox"/>
<b>Other</b>	_____		

**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

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## Mission Statement

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

Westwood Presbyterian Church journeys as a welcoming and inclusive community, seeking to model the grace of God through Jesus Christ by

**doing justice**  
**loving kindness and**  
**walking humbly with our God.**  
–Micah 6:8

We encourage applicants to view WPC's full Mission Statement and Essential Practices at <http://www.westwoodpres.org/who-we-are/who-we-are>.

## 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.

Westwood Presbyterian Church is a progressive and inclusive community that welcomes all. Los Angeles is a vast, multicultural city undergoing major social and political changes. Within this landscape, our church strives to give our congregation a strong sense of Christian identity and to help us embrace God's reconciling work in our lives. Corporately, the church aims to provide a vision of God's intention for human justice and compassion in a secular city.

WPC is an active congregation with stable membership, healthy finances, and faithful stewardship, which allow us to grow our programs. We have a rich 71-year history of inspirational reformed worship and classical liturgical choral music. We cherish our traditional worship, while offering occasional Taizé services and encouraging children and youth participation in worship. Our accomplished choir and organist perform a wide range of sacred choral music and hold frequent concerts with full orchestra.

Our bulletin says, "Ministers: the people." With 13 committees comprised of over 120 members, our congregation is actively involved in the work of the church.

Pastoral staff, lay leaders, and volunteers provide a consistent Christian presence in the lives of church families and nurture a personal relationship with Christ. We build a foundation of faith for our children. We believe God calls us to remain a vital center for Christian witness through strong worship, education, and mission programs amidst fast-paced, busy lives.



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

We have built a reputation for proactive mission work through our tradition of serving the local community. In addition to WPC's regular service projects, we have founded and support two major city-wide ministries: People Assisting the Homeless (PATH) helps the homeless find housing, get jobs, and reaffirm their dignity; and FosterAll cares for abused or neglected children. We are a founder and sponsor of the Westside Food Bank and have established relationships with Homeboy Industries, Habitat LA, and Safe Place For Youth. We seek to identify new needs in the community while continuing to support long-time mission partners.

Our Deacon ministry cares for our congregation by visiting the homebound, serving home communion, and delivering flowers to the grieving or ill. The church also provides meals and rides to those in need.

Our educational programs for families include a licensed developmental preschool with 80 children, Sunday school and mid-week programs for pre-K and elementary school children, Sunday study classes for middle and high school students, and a weekly youth group. We are developing programs to retain the participation of families as children reach their teens.

Adult programs include weekly theology and Bible studies, frequent invited speakers on faith issues, monthly women's reading, and Lenten study groups. We build community through retreats, ongoing fellowship groups, prayer shawl ministry, and a WPC-founded interfaith softball league.

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

Our new pastor/head of staff will continue to foster a sense of belonging and community within the congregation that keeps members invested and attracts newcomers. We desire a leader who will continue to generate bottom-up enthusiasm and harness the talents and offerings of the congregation to actively engage in WPC's ministry.

WPC is excited to greatly expand our mission work with a 99-year ground lease, leaving the sanctuary untouched, for our planned development project with Belmont Village Senior Living. This will provide significant dependable income to do God's work in impactful ways. Our pastor will shepherd the community through construction of our new facilities and will then bring passion and vision to the process of utilizing newly available ministry and mission funds.

As a leader in both the local community and the larger church, our new pastor will, together with Session, discern the ministry and mission needs that WPC can address and work to connect and integrate WPC's efforts with these communities. Our preschool, which spreads the Word through the loving care of children, will be enriched with new state-of-the-art facilities that enable infant and toddler programs.



Our new pastor will seek to cultivate closer bonds between the church congregation and neighborhood constituencies, including preschool families, UCLA, and Belmont Village residents.

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 a welcoming and empathetic person of vibrant faith, rooted in Scripture, dependent on prayer, amazed at God's grace, inspired by Jesus' radical love, and courageous in ministry. An excellent leader of our church will be a lifelong learner who is well-educated in biblical studies, the reformed tradition, and the complexities of the social, cultural, and economic forces that shape our lives.

The pastor should be an outstanding preacher and teacher, prophetic in proclaiming the Word of God, and able to exceptionally communicate the Gospel to a variety of people. The church desires a visionary, charismatic, inclusive, and collaborative leader who will continue encouraging members of the congregation to utilize their gifts for ministry and outreach. With robust relationship skills that help bring together congregants and staff in a vibrant community, our new pastor will lead by example, encourage community-building, and inspire both passion and compassion.

Possessing effective leadership gifts, organizational abilities, and strong oral and written communication skills, the pastor will think big and effectively empower the congregation to translate vision into concrete programs.

We seek a pastor experienced in life, leadership, and walking with God, yet possessing a teachable spirit and a love of learning. Our leader will be progressive with a keen intellect and conduct above reproach, confident while also humble, and grateful for God's blessings.

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

The pastor/head of staff will lead worship and preach theologically grounded sermons that articulate reformed theology and WPC's vision. The pastor will also provide spiritual leadership for all aspects of the church mission and minister to the spiritual needs of the WPC family. Pastoral care to individuals and families is essential, involving visiting congregants in need, crisis counseling, and care to the homebound.

Our pastor will direct or oversee essential church functions and ministries, including moderating Session meetings and serving as staff advisor for select committees. The pastor will also lead the congregation through remaining stages of the development project.



As head of staff, the pastor will develop staff members' talents and engage the congregation's gifts and enthusiasm. The ability to encourage, empower, and collaborate with Session, staff, and congregants is essential to develop, communicate, and implement the church's mission. The ideal pastor will nurture a culture that values diversity of individuals and gifts, promotes mutual support and collaboration, encourages engagement and community outreach, and celebrates God's calling in our lives.

The pastor shall also maintain a presence in broader church and secular communities as WPC's leading representative. Serving as a delegate to denominational groups, liaison to non-profit boards and other institutions, and speaker to religious and secular groups will be encouraged as is appropriate.

### **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://www.westwoodpres.org/who-we-are/who-we-are>

<https://www.eath.org/>

<https://www.fosterall.org/>

<http://www.westsidefoodbankca.org/>

<https://www.homeboyindustries.org/>

<http://www.habitatla.org/>

<http://www.safeplaceforyouth.org/>



**\*LEADERSHIP COMPETENCIES**

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

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>	
X	<p><b>Compassionate</b> – 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.</p>
X	<p><b>Hopeful</b> – 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.</p>
X	<p><b>Preaching and Worship Leadership:</b> 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.</p>
X	<p><b>Spiritual Maturity:</b> 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.</p>
	<p><b>Lifelong Learner</b> – 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.</p>
	<p><b>Teacher</b> – 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.</p>
<b>COMMUNICATION</b>	
	<p><b>Communicator</b> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</p>
	<p><b>Bilingual</b> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</p>
X	<p><b>Public Communicator</b> - 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.</p>
	<p><b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</p>
	<p><b>Technologically Savvy</b> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</p>



**ORGANIZATIONAL LEADERSHIP**

	<b>Advisor</b> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.		<b>Change Agent</b> – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.
	<b>Contextualization</b> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.		<b>Culturally Proficient</b> – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	<b>Externally Aware</b> - 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.		<b>Entrepreneurial</b> - 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.
	<b>Risk Taker</b> – 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.		<b>Task Manager</b> - 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.
	<b>Willingness to Engage Conflict:</b> 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.		<b>Decision Making:</b> 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.
X	<b>Organizational Agility:</b> 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.	X	<b>Strategy and Vision:</b> 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.
	<b>Financial Manager</b> – 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.		<b>Funds Developer</b> – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization’s contact list; prepares statement of planned activities and enlists support for mission initiatives.
X	<b>Collaboration:</b> 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.		
<b>INTERPERSONAL ENGAGEMENT</b>			
X	<b>Interpersonal Engagement</b> - 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.		<b>Bridge Builder</b> – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
X	<b>Motivator</b> - 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.		<b>Personal Resilience:</b> 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
	<b>Initiative:</b> 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.		<b>Flexibility</b> - 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.
	<b>Self Differentiation:</b> 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: \$140,000

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: Rev. Dr. Elizabeth Nordquist

Address: 3536 S. Bentley Avenue, Los Angeles, CA 90034

Phone Numbers: (310) 836-9187

Relation: Retired clergy attending WPC

E-mail: enordquist@mac.com

Name: Jan Cloyde

Address: 1520 S. Beverly Glen Boulevard, Apt. 104, Los Angeles, CA 90024

Phone Numbers: (310) 339-0063

Relation: Elder, Personnel Committee Chair



E-mail: jancloyde@aol.com

Name: Rev. Dr. David Worth

Address: 4695 Clubhouse Drive, Somis, CA 93066

Phone Numbers: (805) 427-4814

Relation: COM Representative

E-mail: daveworth43@gmail.com

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

Name: Freeman Hall and Barbara Allen

Address: 1373 Hauser Boulevard

City: Los Angeles

State: CA

Zip Code: 90019

Preferred Phone (424) 388-0325

Alternate Phone

E-mail Address for PNC Communications (required): WestwoodPNC@gmail.com

**ENDORSEMENTS**

Pastor Nominating Committee/

Search Committee \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Presbytery \_\_\_\_\_ Date \_\_\_\_\_

*Signature*