

September 15, 2012

Dear Brothers and Sisters in Christ,

I have sent you my Personal Information Form for the position of Interim Pastor. As I read through your CIF I can honestly say I am very impressed with who you are as the Body of Christ in Webster. You are answering God's call in all aspects of your lives through your strengths of being: educationally, culturally and theologically diverse. Realizing that you are profoundly blessed you recognize your responsibility to make a difference for good in the world. Member care, education, vibrant worship, community service and social justice are wonderful attributes that you use in following Christ. I hope you will see as clearly as I do that the skills and gifts that you need and want are an excellent match to the skills and experience that I possess. I hope that we can venture together, through God's Spirit, to be in conversation and communication and to explore more thoroughly how we might serve God together.

I am eager to serve a congregation that is active and excited about ministry with Christ. I am a team player who believes in the "priesthood of all believers." I laugh at myself easily and have a good sense of humor. I love God and Christ's church and I look forward to my ministry with great joy each day.

Many congregations, rightfully so, do not want to spend money to relocate an Interim. Even though I live in Dallas, my home is Houston. There is family in League City and Clear Lake that I can live with. God's blessings be with you as you search for the Interim Pastor God is calling to your congregation.

Grace and peace,  
Rev. Carolyn H. Mitchell

**Church Leadership Connection**  
**The Call System for the Presbyterian Church (U.S.A.)**

<b>Detailed Info for PIF #: 100018607.1</b>	
Professional ID:	100018607
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Address:	2111 Larkspur Drive Carrollton, TX 75010
Ecclesiastical Status:	Teaching Elder
Membership Presbytery:	GRACE PRESBYTERY
Ordination Date:	4/9/2006
Formal Education:	<ul style="list-style-type: none"> <li>• Master of Divinity, Austin Presbyterian Theological Seminary, Graduation May 2005</li> <li>• Medical Technologist, Hermann Hospital School of Medical Technology, Graduation August 1975</li> <li>• Bachelor of Science/Biology, Southern Methodist University, Graduation May 1974</li> </ul>
Continuing Education:	<ul style="list-style-type: none"> <li>• 2012 Interim Training Part I, Austin, Texas</li> <li>• 2012 Next Church Conference, Dallas, Texas</li> <li>• 2012 Association of Church Educators Convention, Grand Rapids, Michigan</li> <li>• 2011 Festival of Homiletics, Preaching Conference, Minneapolis, Minnesota</li> <li>• 2010 Mid-Winter Lectures, Austin Presbyterian Theological Seminary</li> <li>• 2010 "Sharing the Sacred Space" Union-PSCE</li> <li>• 2009 Activating Congregations for Transformation, Grace Presbytery</li> <li>• 2009 Mo-Ranch, Worship and Music Conference</li> <li>• 2009 Association of Presbyterian Church Educators Convention</li> <li>• 2008 Activating Congregations for Transformation, Grace Presbytery</li> <li>• 2008 Alban Institute, "Church Revitalization", Union-PSCE</li> <li>• 2008 Mo-Ranch, Worship and Music Conference</li> <li>• 2008 Acts 16:5 Introductory Conference</li> <li>• 2007 Mo-Ranch, Worship and Music Conference</li> <li>• 2006 Activating Congregations for Transformation, Grace Presbytery</li> <li>• 2005 Conflict Prevention and Resolution Workshop, Austin Presbyterian Theological Seminary</li> </ul>
Experience Level:	6 to 8 years
Employment Type:	Full-time
Minimum Effective Salary:	\$50,000 / Year
Position Types (with experience)	Pastor (Solo) Pastor (Head of Staff) Interim Pastor
Position Types (w/o experience)	
Community Types:	Village

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	Town Small City Suburban Urban Inner City College
Church Sizes:	101 - 250 members 251 - 400 members 401 - 650 members 651 - 1000 members 1001 - 1500 members
Geographic Choices:	Alabama Arkansas Arizona Colorado Florida Georgia Iowa Kansas Kentucky Louisiana Missouri Mississippi North Carolina New Mexico Oklahoma South Carolina Tennessee Texas Virginia Geographically Limited to miles of
Languages:	English
Primary Skills:	Communication (Written / Oral) Community Ministries

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	Corporate Worship / Sacraments Involvement in Mission Beyond the Local Church Leadership Development Pastoral Care Preaching Spiritual Development Stewardship and Commitment Program Teaching
Training / Certification:	Certified Associate Educator Certified Christian Educator Interim Ministry Training Week 1 by PC(U.S.A.) at Austin, Texas in 2012
Clergy Couple?	False
Sexual Misconduct Self-Certification Statement:	<p>I certify below that no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.</p> <p>I have read this certification and release form and fully understand that the information obtained may be used to deny my employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.</p>
Past Experience: <ul style="list-style-type: none"> <li>• 2006-present: Head of Staff/Solo Pastor, John Calvin PC, Dallas, Texas/120/ 4.5 yrs.</li> <li>• 2004 Pastoral Intern, Faith PC, Austin, Texas, Church with one pastor, Urban/150/ 1 year</li> <li>• 1995-2002 Director of Christian Education, The Woodlands Community PC, The Woodlands, Texas / Church with two pastors and multiple staff/Suburban/850-1000/7yrs.</li> </ul>	
Other Services: <ul style="list-style-type: none"> <li>• 2011 Grace Presbytery Officer and Leadership Training; Workshop leader on The Book of Confessions</li> <li>• 2011 Member of Committee on Ministry Leadership Team in Grace Presbytery</li> <li>• 2007-Present Member of Committee on Ministry in Grace Presbytery</li> <li>• 2009 Mo-Ranch Small Church Pastors Retreat/Workshop Leader: "Worship, What Now?"</li> <li>• 2009-2010 Moderator of Temporary Relations Committee (Sub-Committee of Committee on Ministry) Grace Presbytery</li> <li>• 2009 "Face to Face" Ambassador for Grace Presbytery</li> <li>• 2007 – 2008 Member Committee on Ministry for Grace Presbytery serving on Admissions Sub-Committee, Educator Interests Sub-Committee and Finance Sub-Committee</li> <li>• 2007 Activating Congregations for Transformation (ACT)workshop leader, Grace Presbytery</li> <li>• 2007 "Shifting Gears Through All The Years" Joint Church Seminar, Planning Team</li> <li>• 2005-2006 The Woodlands Community Presbyterian Church hurricane relief in Houston and Louisiana for Hurricanes Katrina and Rita</li> <li>• 2005-2006 Pulpit Supply in New Covenant Presbytery</li> <li>• 2005 Workshop Leader: "How to Help Children Learn to Worship," Clear Lake PC, Houston, Texas</li> <li>• 2003-2004 Member of Austin Presbyterian Theological Seminary's faculty Worship Committee</li> <li>• 2001-2004 Christian Educators Certification Advisor for New Covenant Presbytery</li> <li>• 2000-2003 Member Austin Presbyterian Theological Seminary's Advisory Committee for the Houston Extension Program</li> <li>• 1999-2002 Member of Equipping Ministries, New Covenant Presbytery</li> </ul>	

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## The Call System for the Presbyterian Church (U.S.A.)

### Church Characteristics Desired:

The church that I would serve would be a community which actively participates in worship, Sunday school, Bible study, small groups for spiritual development, and mission to the local community and beyond. It would be a community of faith that enjoys working and playing together and would covenant to nurture each other and hold each other accountable. This church would be one that is dedicated to growing in spiritual maturity. Members would be eager to develop their individual gifts for ministry while functioning together as one body in Christ. It would be an active, servant congregation witnessing to Christ, by the power of the Holy Spirit, reaching out to others with hospitality, time, and talents.

The unique gifts I bring are stimulating and relevant sermons that are based in Scripture as well as quality teaching and training, organizational and administrative skills, and attentive pastoral care. It is exciting for me to help individuals recognize their own spiritual gifts and encourage them to use those gifts for Christ's work in the world. I have been leading my current congregation through a process of revitalization and transformation creatively enhancing worship, energizing the congregation for mission outreach and extending hospitality to the neighborhood. I am a compassionate listener, laugh at myself easily and have a good sense of humor. I love God and Christ's church and I look forward to my ministry with great joy each day.

### Accomplishments in present call:

In my present call I have stirred up an enthusiastic spirit among our members. We have increased our stewardship giving and added new members. As we have redeveloped our congregation we have creatively transformed the worship experience while holding true to our Reformed tradition. In 2008 the church preschool, the Early Learning Center, was voted best preschool in North Dallas. We have strengthened our service and outreach to the local community and around the world. We support North Dallas Shared Ministries, Grace Presbyterian Village, Presbyterian Children's Homes and Services, and two children through Compassion International. Children and adults participate together in "Mission Week in Dallas" where we are involved in service projects such as: Texas Food Bank, Meals on Wheels, working with adults with disabilities, visiting the elderly and helping Child Protective Services with supplies for children. With a grant from Grace Presbytery we have created and successfully offered our community an after school children's music program called "Neat Beats". Additionally, we support unwed teenage mothers, who are attending a local High School, by collecting and delivering baby supplies. Our church facilities house the Teen Alcoholics Anonymous, Girl Scouts and the CO-OP pre-school. I have served with energy, intelligence, imagination and love and have been truly blessed that God brought me into ministry

### Leadership Style:

My leadership style is based on the Reformed concept of the priesthood of all believers. As a pastor I believe in leading church members to recognize their own individual gifts for ministry, to understand their vocational calling, and to equip them to accomplish the tasks they undertake. The pastor's office should be called the "equipment room" because it is the pastor's responsibility to equip members with the proper resources, training, encouragement and confidence needed to do the work of Christ. My leadership style is to welcome all ideas and visions and then lead the session and/or congregation in a consensus agreement toward a shared vision. I appreciate a team approach to ministry where we welcome each others' ideas and suggestions in an atmosphere of mutual encouragement, trust and accountability. When a conflict occurs I believe in speaking the truth in love and dealing with situations before they have a chance to fester. As a leader, my goal is to be flexible, open to opinions other than my own, and to be a non-anxious presence. I believe in being open and honest and communicating clearly. I am very approachable; involved in the ministries of the congregation preferring to lead by example, and as the hymn Here I Am Lord says, "I will hold your people in my heart." As a leader I try to set an example to my congregation on the importance of observing Sabbath time with the Lord; a time of Scripture reading, meditation and prayers.

### Key Theological Issues:

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One of the theological issues in the church's life today is our inability to reach out and make disciples of the un-churched in our neighborhoods, and the children of our own denomination. Many who have grown up in the church are not returning. Many find church totally irrelevant to their everyday lives. This theological concern shapes my ministry into one that leads a congregation through a prayerful discernment process that ascertains our role as disciples in how to best reach out to people with spiritual longings and introduce them to the joy of fellowship in Christ. It is our responsibility as pastors and congregational leaders to offer worship that is fresh and creative, and offer concrete ways for people to "plug into" our community of faith.

Another key issue for the church today is living a life of good stewardship. We must work towards restoring God's good creation. Being good stewards of God's gifts assures that all God's people have the resources and opportunities they need. This issue shapes my ministry in personal ways. By living a life of good stewardship I inspire the congregation to do the same. As Christ's body in the world we must work toward becoming a "Green Church." We accomplish this by recycling, turning up the thermostats, using energy efficient light bulbs turning them off when not in use, watering the church lawn sparingly and donating gently used clothes and toys to children.

#### Statement of Faith:

I believe in the one triune God – Father, Son and Holy Spirit who is our Creator, Redeemer and Sustainer. According to this triune God's spoken word, God created everything good and cares for all that has been created. Humankind was disobedient rebelling against God. We were not content to be the finite human-beings we were created to be, we desired to be like God. Despite our disobedience God forgives us our sins through the reconciling work of his only begotten Son, Jesus Christ. God loves us without conditions. God calls us children and initiates a covenant with all humanity whereby God will be our God and we will be God's people.

Central to that covenant is Jesus Christ, the incarnation of God. Christ in his divinity shows us who the living God is and Christ in his humanity humbled himself, came to earth as one of us to show us what it means to be truly human. Christ is the true liberator who brings about our freedom from sin and reconciles us to God and to each other. Christ is our Savior and Lord who has authority over heaven and earth, is our high priest who intercedes on our behalf, and who will come again in the fullness of God's time to create a new heaven and a new earth.

God is also revealed to us in the Word written in Scripture, which is the unique and authoritative witness to God and our guide to the practice of faith.

I believe in the power of the Holy Spirit, present and active in the world. God's Holy Spirit overwhelms us with God's majesty and mystery and gently leads us into knowledge of God that convicts us of our sins and extends to us immeasurable mercy and grace. The Holy Spirit empowers us to do God's will on earth.

Because God loves us and calls us, we respond through the sacrament of Baptism, which identifies us as children of God, signifies our welcome to and our inclusion in the church family. It signifies our oneness with Christ since we are baptized into the life, death and resurrection of Christ our Lord and Savior. Through the Lord's Supper we experience, by the power of the Holy Spirit, Christ's presence and power in our midst. Christ is our host at this meal where he offers his very self to us (his body and blood) through the symbols of bread and wine. As the body of Christ, the church, we are elected to be God's people bound together in covenant life for salvation and service, active partners with God for justice and peace, chosen to spread the Good News of God's love and grace and to practice stewardship. Our Reformed tradition teaches us that we must always recognize our human tendency to idolatry and our need for redemption and reconciliation.

God is the source of creation, liberator of the people of Israel, was incarnate in Jesus Christ and God is our hope for the future. God is with us on our journey, by the power of the Holy Spirit as we live and move and have our being in Jesus Christ. God is the Alpha and Omega, our beginning and end and our only comfort in life and in death.

#### References:

# 1	Name	Rev. Shannon Kershner
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# 2	Name	Rev. Dr. Charles Hendricks
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*This PIF was last updated at 9/15/2012 3:34:13 PM. Carolyn Hunter Mitchell is a member of the Presbytery of GRACE PRESBYTERY. As of this date, no allegation or charges are pending against the member, nor is the member currently under judicial censure limiting the ministry or under supervised rehabilitation. The receiving body should always call the presbytery to ask for further information about any applicant, including their ministry and activities within the presbytery of membership.*

*This PIF is in the Church Leadership Connection database*