MINISTRY INFORMATION FORM

Ministry ID ___________________________ 11369 ___________________________

Ministry Name  North Lake Presbyterian Church – Attn: Mr. Bill Johnston

Mailing Address __________ 975 Rolling Acres Road _________________________

City  Lady Lake __________ State  FL __________ Zip Code  32159 __________

Telephone Number  352/753-8484 __________ Fax Number  N/A __________

Email  nlpcapnc@northlakepc.org __________________________

Web site  northlakepc.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
X __ More than 1500 members
___ N/A

**Average Worship Attendance**  1256 __________________________

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Church School Attendance 250

Church School Curriculum Adults: various Biblical subjects including ALPHA & Bethel Bible Study, Children-Youth-family: Group Publishing Faith Weaver - NOW

☐ 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.

- American Indian or Alaska Native
- Asian
- Black or African American (African Native, Caribbean)
- Hispanic Latino/Latina, Spanish
- Middle Eastern
- Native Hawaiian or Other Pacific Islander

99% White

Other

Presbytery Central Florida Synod South Atlantic

Community Type (select one)

- College
- Rural
- Suburban
- Small City
- Town
- Urban
- Village
- Recreation
- Retirement

N/A

Clerk of Session Contact Information:

Name James Crutchfield

Address 13075 SE 93rd Circle

City Summerfield State FL Zip Code 34491

Preferred Phone 352/304-0709 Alternate Phone 352/533-1661

E-mail je.crutchfield@comcast.net FAX N/A

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*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)*

<table>
<thead>
<tr>
<th>Years of Experience</th>
<th>Position Type</th>
<th>Years of Experience</th>
<th>Position Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Solo Pastor</td>
<td></td>
<td>General Assembly Staff</td>
</tr>
<tr>
<td></td>
<td>Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)</td>
<td></td>
<td>Church Business Administrator</td>
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<tr>
<td></td>
<td>Head of Staff (supervised one teaching elder and other staff)</td>
<td></td>
<td>Executive Director</td>
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<tr>
<td></td>
<td>Associate Pastor (Christian Education)</td>
<td></td>
<td>Director of Music (non-ordained)</td>
</tr>
<tr>
<td></td>
<td>Associate Pastor (Youth)</td>
<td>2-5</td>
<td>Minister of Music (ordained)</td>
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<tr>
<td>2-5</td>
<td>Associate Pastor (Other)</td>
<td></td>
<td>Mission Co-worker (International)</td>
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<tr>
<td></td>
<td>Pastor (Church Planter, New Worshipping Community)</td>
<td></td>
<td>Christian Educator (Certified)</td>
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<tr>
<td></td>
<td>Pastor (Transformation/ Redevelopment)</td>
<td></td>
<td>Christian Educator (non-certified)</td>
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<td></td>
<td>Pastor Interim</td>
<td></td>
<td>Administrator</td>
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<td></td>
<td>Pastor (for a designated term)</td>
<td></td>
<td>Funds Developer</td>
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<td></td>
<td>Pastor (Other Temporary i.e., Supply, Student)</td>
<td></td>
<td>Finance Manager</td>
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<tr>
<td></td>
<td>Pastor, yoked/parish</td>
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<td>Media Specialist</td>
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<td></td>
<td>Co-pastor</td>
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<td>Communicator</td>
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<td></td>
<td>Executive Pastor</td>
<td></td>
<td>Coordinator</td>
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<td></td>
<td>Evangelist or Mission Pastor</td>
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<td>Youth Director (non-ordained)</td>
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<td></td>
<td>Bi-vocational/Tentmaker</td>
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<td>Other</td>
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<tr>
<td>Position</td>
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<tr>
<td>Chaplain</td>
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<td>Pastoral Counselor</td>
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<tr>
<td>College/Seminary Faculty</td>
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<td>Seminary Staff</td>
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<tr>
<td>Campus Ministry</td>
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<tr>
<td>General Presbyter/</td>
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<tr>
<td>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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<tr>
<td>Mid-Council Program Staff</td>
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</table>
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
- [X] No

Certification/Training (check below the desired certification or training needed for the position):

- Interim/Transitional Ministry Training
- Certified Christian Educator
- Certified Conflict Mediator
- Interim Executive Presbyter Training
- Certified Business Administrator
- Clinical Pastoral Education Training
Other Seminary Graduate

Language Requirements

<table>
<thead>
<tr>
<th>Language</th>
<th>X</th>
<th>English</th>
<th>Spanish</th>
<th>Korean</th>
<th>French</th>
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<tbody>
<tr>
<td>Arabic</td>
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<td>Japanese</td>
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<td>Cambodian</td>
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<td>Vietnamese</td>
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<td>Other</td>
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Statement of Faith Required

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<th>Yes</th>
<th>No</th>
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</thead>
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Mission Statement

What is your congregation’s or organization’s Mission Statement?
To be Christ followers who share Christ’s love with the community through our words and actions

But grow in the grace and knowledge of our Lord and Savior Jesus Christ.
To him be the glory both now and to the day of eternity. Amen.

2 Peter 3:18 (NRSV)
1. **What is the congregation’s or organization’s vision for ministry? Additionally, describe how this vision is lived out.**

   Our vision for ministry is “to grow the community of Christ Followers” internally and by reaching out to the local, national and world-wide communities. We feel it is important to first know Christ, to understand His purpose for our lives, and to allow those around us to see His love through our words and actions.

   To grow Christ’s family of faith, both in knowledge and numbers, North Lake has a very robust discipleship program. New members start with an introductory 101 session and are encouraged to attend six follow up classes taught by our Senior Pastor. A portfolio of classes is distributed twice a year, providing opportunities to grow their faith through Bible studies for men, women, and couples. Children and family classes are available utilizing the Faithweaver-NOW.

   Discipleship is an overriding focus through sermons and action; strengthened by small group participation, such as a whole church Lenten education program. We introduce new members to Christ in ALPHA class and offer the Bethel Bible Study which recently had 75 attendees.
North Lake emphasizes that growing disciples find ways to love and serve in the name of Jesus Christ. So the church has an extensive mission portfolio, encouraging members to manifest the mission of Christ in our vicinity and around the world. North Lake has been a leader initiating, developing, and supporting programs to benefit the community.

Some initiatives are large collaborative efforts, involving many persons from other churches. Operation Homebound prepares 200 meals every single weekday (including holidays) in our kitchen and delivers across a three-county area. Our Christian Food Pantry serves an average of nearly 400 families each month. North Lake helped to establish the local affiliate of LOVE, INC (In the Name of Christ), a holistic approach to transform lives. We address local needs with more than a dozen caregiving ministries, including Stephen Ministers, Buddies for the homebound, and various support groups for those who grieve, are affected by dementia, etc.

We serve children on campus through our Christian preschool/day-care, Sunday School, a weekly after-school program, Vacation Bible School, and an active student ministry. North Lake mobilizes to serve children by providing backpacks filled with back-to-school supplies, weekend meals for local students, assistance for children living in poverty in the nearby Ocala National Forest, and Christmas shoeboxes for children around the world through Operation Christmas Child.

The position of Associate Pastor at North Lake will be critical to our goals of making disciples of all, reaching out to those in need and caring for our congregants. With an emphasis on being Christ-like in our church life, pastoral leadership is essential along with motivation and inspiration for the many volunteers.

Discipleship will be a priority, using resources to help strengthen a curriculum of classes that will help our members to grow in their faith. The Associate Pastor will provide guidance and assistance to our teachers and leaders The position of Associate Pastor at North Lake is critical to these endeavors since it will be the primary responsibility of this person.

The person in this position will work with the Congregational Care team to assure that needs are being met by hospital and home visits, pastoral counseling, and funeral services. The mission program, ranging from local (Food Pantry, Operation Homebound, etc.) to international (Mozambique, Cuba & Vietnam), will have support from the Associate Pastor.

By leading our discipleship efforts and supporting our congregation care and mission initiatives, our
Associate Pastor is in a key leadership role.
4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.

- Inspiring – leads by example, uplifting and creates energy in the congregation
- Spirit filled – dynamic faith, loves the Lord and shows the love of Jesus in his/her words and actions
- Organized – able to plan, coordinate, and execute tasks in a timely manner
- Collaborative - Team Player to help build relationships. Can delegate and/or share responsibilities
- Approachable – is welcoming and compassionate
- Articulate – able to preach an effective and inspired Bible-based message. Can communicate with church members, community leaders, and other pastors
- Playful - Sense of Humor, does not take him/herself too seriously, able to overlook human imperfections in him/herself and others. Ability to create an upbeat atmosphere.
- Enterprising—is highly motivated, energetic, ready to take the initiative, driven to achieve results by motivating self and others
- Supportive – ensures that our disciples have what they need to grow and succeed
- Outgoing / friendly – relates well to people of all ages and backgrounds

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

**Worship Leadership**
- Design and conduct services along with the Senior Pastor and Worship Team
- Provide regular leadership for the 9:30 Sunday service
- Preach twelve to fifteen Sundays a year
- Officiate at weddings, funerals and memorial services
- Administer sacraments as scheduled

**Administrative Leadership**
- Participate in weekly meetings of the Staff and Staff Leadership Team
- Lead the Discipleship programs
  - Supervise staff related to children and youth ministries
  - Coordinate the Discipleship Council and the full range of classes and small groups
  - Teach the North Lake 101 class designed for prospective members
  - Assist new members’ integration into the life of North Lake
- Serve as Moderator of the Session in coordination with the Senior Pastor
- Attend and support other activities of North Lake, such as monthly dinners, choral concerts, Presbyterian Women’s special events, mission fundraisers, etc.
- Prepare written communications for the newsletter, bulletin, emails, brochures, and other North Lake media.
Pastoral Leadership
• Share congregation care responsibilities with other pastors in coordination with the Director of Congregational Care
• Participate in the rotation of pastoral visits and on-call responsibilities
• Maintain appropriate pastoral connections through phone calls, emails, and other communications
• Be available to meet with persons for prayer and pastoral counseling

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)

Note: Actual links will be copied and pasted directly to the Church Leadership Connection website as a cut and paste – so this is for reference only

1. https://northlakepc.org
   Under the main website – under the ministries Tab – Operation Homebound, Little Blessings Christian Preschool, Christian Food Pantry

2. Facebook Page

3. https://www.youtube.com/NorthLakePC
# LEADERSHIP COMPETENCIES

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

## THEOLOGICAL/SPRITUAL INTERPRETER

<table>
<thead>
<tr>
<th></th>
<th>Competence Description</th>
<th></th>
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<tbody>
<tr>
<td>X</td>
<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></td>
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<td>X</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>X</td>
<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></td>
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<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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<tr>
<td></td>
<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>
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<tr>
<td></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>
<td></td>
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</tbody>
</table>

## COMMUNICATION

<table>
<thead>
<tr>
<th></th>
<th>Competence Description</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>X</td>
<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>
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<tr>
<td>X</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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</tr>
<tr>
<td>X</td>
<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>
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<td></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></td>
<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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</tbody>
</table>
## ORGANIZATIONAL LEADERSHIP

<table>
<thead>
<tr>
<th>Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.</th>
<th>Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.</td>
<td>Culturally Proficient – 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>
</tr>
<tr>
<td>Externally Aware - 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>Entrepreneurial - 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>
</tr>
<tr>
<td>Risk Taker – 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>Task Manager - 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>
</tr>
<tr>
<td>Willingness to Engage Conflict: 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>Decision Making: 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>
</tr>
<tr>
<td>Organizational Agility: 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>Strategy and Vision: 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>
</tr>
<tr>
<td>Financial Manager – 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>Funds Developer – 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>
</tr>
<tr>
<td>Collaboration: 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</td>
<td>X</td>
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</tbody>
</table>
### 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 the [Board of Pensions](#).  

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<thead>
<tr>
<th>Minimum</th>
<th>Maximum</th>
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<tbody>
<tr>
<td>Effective Salary $65,000</td>
<td>Effective Salary $79,000</td>
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<table>
<thead>
<tr>
<th>Housing Type</th>
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<tbody>
<tr>
<td>Manse</td>
<td>X</td>
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<tr>
<td>Housing Allowance</td>
<td></td>
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<tr>
<td>Open To Either (Manse or Housing Allowance)</td>
<td></td>
</tr>
<tr>
<td>Not Applicable (For Non-pastoral Positions Only)</td>
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</tbody>
</table>

### INTERPERSONAL ENGAGEMENT

**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.

**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.

**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.

**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.
*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 Rose Gorman
Address 1476 Alexa Place, The Villages, FL 32162
Phone Numbers 352/753-2207(H); 352/874-8682(C)
Relation Veteran Elder; Member
E-mail rose4jk@yahoo.com

Name Milton Kirby
Address 832 Hawk Landing, Fruitland Park, FL 34731
Phone Numbers 352/787-6322
Relation Member of COM
E-mail lbmman@aol.com

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Name Judy Etheridge
Address 958 Joiner Place, The Villages, FL 32162
Phone Numbers 352/430-0894
Relation Veteran Elder; Member
E-mail f.etheridge@gmail.com

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

Name William (Bill) Johnston
Address 1895 Ashwood Run
City The Villages State FL Zip Code 32162
Preferred Phone 919/606-6965
Alternate Phone 919/606-6964
E-mail Address for PNC Communications (required): nlpcapnc@northlakepc.org

ENDORSEMENTS
Pastor Nominating Committee/

Search Committee __________________________ Date 12/17/2019

Signature

Clerk of Session __________________________ Date 12/17/2019

Signature

Presbytery __________________________ Date __________

Signature