



A Global Movement of Evangelical Presbyterian Churches

## CHURCH INFORMATION FORM

The Ministerial Vocation Committee and the Office of the Stated Clerk of the Evangelical Presbyterian Church are responsible for denominational vocational services. As part of the process of “matching” ministers and congregations, the Office of the Stated Clerk provides resources and advice to both pastors and congregational search committees. To that end, we ask congregations and ministers to complete information forms as an introduction to each other, and a first step in the process of calling a minister for a congregation. For both the pastor and the congregation, this is an opportunity for self-study and evaluation of current ministry and goals. This calls for honesty, effort, and open communication.

This Church Information Form (CIF) presents the local congregation’s history, challenges, and goals. It is our hope that this will help facilitate the search process by assisting both the church in focusing on future directions and applicants in gaining some sense of the nature and uniqueness of this congregation.

We encourage churches to list their vacancies on the Ministry Staff Opportunities webpage at [www.epc.org/mso](http://www.epc.org/mso). For more information or to send your posting, email [info@epc.org](mailto:info@epc.org).

Guidance for church-based human resources questions such as background checks, personnel policy manuals, and more is available at the Office of the General Assembly by contacting Marti Ratcliff at [marti.ratcliff@epc.org](mailto:marti.ratcliff@epc.org) or 407-930-4263.

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Please return completed form to:

Evangelical Presbyterian Church  
ATTN: OFFICE OF THE STATED CLERK  
5850 T.G. Lee Blvd., Suite 510  
Orlando, FL 32822

Phone: 407-930-4239  
Fax: 407-930-4247  
E-mail: [info@epc.org](mailto:info@epc.org)





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**CHURCH INFORMATION FORM**

**Part 1: Church Information**

1. Church Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

2. Presbytery \_\_\_\_\_

Presbytery Ministerial Committee Liaison \_\_\_\_\_

3. Search Committee Chairman \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

4. List all paid staff positions (use additional sheet if necessary)

\_\_\_\_\_

☐ Full time ☐ Part time

\_\_\_\_\_

☐ Full time ☐ Part time

\_\_\_\_\_

☐ Full time ☐ Part time

\_\_\_\_\_

☐ Full time ☐ Part time

\_\_\_\_\_

☐ Full time ☐ Part time

\_\_\_\_\_

☐ Full time ☐ Part time

\_\_\_\_\_

☐ Full time ☐ Part time

\_\_\_\_\_

☐ Full time ☐ Part time

\_\_\_\_\_

☐ Full time ☐ Part time

\_\_\_\_\_

☐ Full time ☐ Part time



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5. List all key volunteer positions

6. List all vacant positions

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	_____	_____
B. Number of family units	_____	_____
C. Worship attendance	_____	_____

8. Community Growth ☐ Increasing ☐ Static ☐ Declining

9. Profile of church members

A. Age:

\_\_\_\_\_ % 0-11    \_\_\_\_\_ % 12-18    \_\_\_\_\_ % 19-24    \_\_\_\_\_ % 25-34  
\_\_\_\_\_ % 35-49    \_\_\_\_\_ % 50-64    \_\_\_\_\_ % 65+



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**B. Occupation:**

\_\_\_\_\_ % Business      \_\_\_\_\_ % Professional      \_\_\_\_\_ % Trades  
\_\_\_\_\_ % Agriculture      \_\_\_\_\_ % Stay-at-Home Parent      \_\_\_\_\_ % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

\_\_\_\_\_ % some high school      \_\_\_\_\_ % high school      \_\_\_\_\_ % college      \_\_\_\_\_ % graduate school

**D. Percentage of members belonging to the congregation**

Less than one year \_\_\_\_\_ %  
5 years or less \_\_\_\_\_ %  
6-10 years \_\_\_\_\_ %  
10 years or more \_\_\_\_\_ %

**10. Racial/Ethnic composition of:**

**A. Congregation**

\_\_\_\_\_ % African-American      \_\_\_\_\_ % Asian      \_\_\_\_\_ % Caucasian      \_\_\_\_\_ % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

**B. Community (within 5-mile radius of church)**

\_\_\_\_\_ % African-American      \_\_\_\_\_ % Asian      \_\_\_\_\_ % Caucasian      \_\_\_\_\_ % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

**11. Community Setting (check as many as apply):**

**Location**

☐ Rural      ☐ Small Town      ☐ Metropolitan      ☐ Suburban      ☐ Inner City

**Function**

☐ Industrial      ☐ Agricultural      ☐ Recreational      ☐ Military      ☐ College/University

Approximate population of community: \_\_\_\_\_



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**12. Worship**

A. Worship Time	Average Worship Attendance	Worship Style
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: \_\_\_\_\_ per year

C. How are members involved in planning and participation in the liturgy/worship?

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)

E. Type of music used in worship (e.g., traditional, contemporary, variety)

**13. Ministry Programs**

A. Average attendance in Church School (under 18 years): \_\_\_\_\_

B. Average attendance in Adult Education (Sunday): \_\_\_\_\_

C. Average involvement in Small Groups: \_\_\_\_\_

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****14. Organizational Structure**

List major boards, committees, and organizations that are part of your church and frequency of meetings (monthly, weekly, etc.)

Name	Purpose of Group	Number of members	Frequency of meetings	Leadership Role*

\*Indicate leadership role expected by using the number below:

1. Pastor takes primary initiative and responsibility.
2. Pastor and laity share responsibility.
3. Laity takes primary initiative and responsibility.
4. A staff person takes primary initiative and responsibility.

**Part 2: Financial/Church Campus Information**

1. Current annual budget: \$ \_\_\_\_\_ Last year's annual budget: \$ \_\_\_\_\_  
(Attach a copy of current budget)

2. Percentage of income received toward budget: \_\_\_\_\_ %



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3. Amount contributed for year (most recent complete reporting year)

- A. EPC Percentage of Income \$ \_\_\_\_\_
- B. EPC World Outreach Global Workers \$ \_\_\_\_\_
- C. EPC Special Projects \$ \_\_\_\_\_
- D. Presbytery Per Member Asking/Percentage of Income \$ \_\_\_\_\_
- E. Other Missions/Missionaries \$ \_\_\_\_\_

4. Property owned by church

- A. Describe buildings and property (other than manse), including condition.

- B. Are your buildings adequate for your present program?  
If no, please explain:

☐ Yes ☐ No

- C. Is a building program or capital project projected?  
If yes, describe what, when, and projected cost

☐ Yes ☐ No

- D. Does the church own a manse?

☐ Yes ☐ No

Condition: ☐ Good ☐ Fair ☐ Poor # of Bedrooms

Pastor's Office/Study: ☐ In Church ☐ In Manse ☐ Not Provided

☐ Other \_\_\_\_\_



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**5. Compensation:**

**A. The salary range we are prepared to offer:**

Position: \_\_\_\_\_ \$ \_\_\_\_\_

Position: \_\_\_\_\_ \$ \_\_\_\_\_

Position: \_\_\_\_\_ \$ \_\_\_\_\_

**B. The average annual increase over the past three years is:**

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

**C. Housing**

☐ Housing Allowance

☐ Manse Only

☐ Either of the Above

**D. Benefits and expenses**

\_\_\_\_\_ Retirement Plan (minimum 10% gross effective salary)

\_\_\_\_\_ Medical insurance (EPC medical coverage required for full-time TEs)

\_\_\_\_\_ Life insurance

\_\_\_\_\_ Social Security

\_\_\_\_\_ Travel/mileage

\_\_\_\_\_ Book allowance

\_\_\_\_\_ Study leave allowance (minimum 2 weeks)

\_\_\_\_\_ Annual vacation days (minimum 4 weeks)

\_\_\_\_\_ Number of worship services per year for which pastor is provided relief  
(in addition to vacation and study leave)

\_\_\_\_\_ Sabbatical frequency and length \_\_\_\_\_

\_\_\_\_\_ Other (Specify: \_\_\_\_\_)

E. The church participates in the EPC's medical benefits plan ☐ Yes ☐ No

F. The church participates in the EPC's retirement plan ☐ Yes ☐ No





### Part 3: Church Characteristics

*Check the box that most closely describes the current characteristics of the congregation.*

Our congregation...	Agree		Disagree	
1. Is spiritually vibrant	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
2. Demonstrates love for the pastor and his/her family	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
3. Readily shares their gifts with the rest of the congregation	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
4. Places a high priority on sound biblical preaching	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Effectively integrates newcomers	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. Is engaged in evangelism	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
7. Is often found living their faith in their communities	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Has a spirit of unity	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Cares about each other	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
10. Is supportive of the Session and pastoral leadership	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Ministers well to members that are hurting	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Uses members' gifts in worship	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
13. Contains people willing and able to lead the congregation	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
14. Is capable of change when and where appropriate	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
15. Is connected to and prayerful about what God is doing in the global church	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

16. How are elders and deacons initially trained and equipped for ministry?



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17. What is the Session's current practice regarding the ongoing discipleship of elders and deacons?

18. In what ways does your church participate in ecumenical activities?

19. Describe the strengths of your congregation.



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20. List specific problems with which your congregation struggles.

21. List major goals that the congregation has set for itself.

22. Has there ever been disciplinary action taken against a pastor of your congregation?

☐ Yes    ☐ No

23. Has there ever been any disciplinary action against an elder or deacon of your congregation?

☐ Yes    ☐ No



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If you answered “Yes” to either 22 or 23, please explain.

24. Have you completed a mission statement, vision statement, and/or a strategic plan for your congregation?

☐ Yes    ☐ No

If yes, Date completed \_\_\_\_\_

If yes, enter each statement or strategic plan (or attach copies if space below is limited).



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**Part 4: Leadership Expectations**

1. What are some key character strengths a person should bring to this position?

2. What are five key gifts/skills/abilities a person should bring to this position?

3. What are the primary pastoral duties for the position? (Attach a position description)



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**Part 5: Church History**

1. What do you consider to be the three most important events in the history of your church?

2. What do you consider to be the most interesting and challenging event in the life of your church in the last three years?



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**Part 6: Other Information**

1. List the last three individuals who held this position

Name

Dates of Service

_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

2. Describe any significant factors about the church not covered in previous questions.



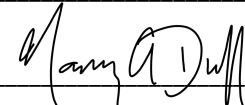
### Statement of Acknowledgment

The EPC believes that honesty and a commitment to open communication are critical to building the body of Christ. In that spirit, please confirm your agreement to the following statements by your signatures below.

1. We attest that the information contained in this Church Information Form is true and complete to the best of our knowledge.
2. We authorize applicants for the position(s) listed herein to make inquiries regarding all statements contained in this Church Information Form.
3. We authorize the Office of the Stated Clerk to circulate, distribute, and otherwise share this Church Information Form with potential candidates for the position(s) listed herein.
4. We acknowledge the Medical Plan and Retirement Plan services offered by the EPC's Benefit Resources, Inc., exist to serve EPC churches and their staff members. We also acknowledge the EPC's Book of Order requirement that EPC churches provide medical insurance to ordained staff members through BRI as mandated by the following Acts of the General Assembly:
  - 81-04 Terms of call for any minister of member churches shall provide for participation in the denominational hospitalization and disabilities programs. (*Minutes of the 1st General Assembly, 1-32*)
  - 81-06 The denominational group insurance plan providing health, disability, and life coverage shall be mandatory for all ministers within member churches. (*Minutes of the 1st General Assembly, 1-36*)
  - 88-08 Assembly amends participatory requirements for group health insurance plan by requiring participation of all ministers on the rolls of presbyteries with the exception of:
    1. Missionaries laboring in cooperative agreements with mission agencies;
    2. Ministers laboring in institutional agencies providing their own group insurance plan;
    3. Ministers afforded group insurance coverage as part of retirement benefits from a previous employer;
    4. Ministers without call, and ministers laboring less than 20 hours in a place of ministry. (*Minutes of the 8th General Assembly, 8-24*)

For information about EPC benefits through BRI, see [www.epc.org/benefits](http://www.epc.org/benefits), email [benefits@epc.org](mailto:benefits@epc.org), or call 407-930-4267.

Clerk of Session  Date 5/1/2024

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



# 2024 Covenant Community Church Budget - Rolled

Account #	Account Name	2024 Budget
<b>Projected Income</b>		
4110	General Fund Receipts	<b>\$512,420</b>
4243	Rental Income	<b>\$ 30,620</b>
4120	Employee Retention Credit	<b>\$ 77,831</b>
<b>Sub-Total</b>	<b>Projected Income</b>	<b>\$620,871</b>
<b>Payroll</b>		
<b>Sub-Total</b>	<b>Payroll</b>	<b>\$267,673</b>
<b>HR Benefits</b>		
<b>Sub-Total</b>	<b>HR Benefits</b>	<b>\$44,923</b>
<b>HR Other</b>		
5014	Pastor's Business Exp	\$ 10,000
	Asst. Pastor's Business Exp	\$ 3,000
5055	Workers Comp	\$ 3,596
5056	Payroll Taxes	\$ 15,051
5064	Leadership Development	\$ 1,000
5072	Staff Appreciation	\$ 500
5073	Recruitment/Backgrounds	\$ 500
<b>Sub-Total</b>	<b>HR Other</b>	<b>\$ 33,647</b>
<b>Missions</b>		
5601	PMA / POI	\$ 7,074
5602	Operation Christmas Child	\$ 100
5617	Local Missions	\$ 1,000
5622	Project Mercy	\$ 500
5625	Alpha Clinic	\$ 500
5628	Global Mission	\$ 1,500
<b>Sub-Total</b>	<b>Missions</b>	<b>\$ 10,674</b>
<b>Congregational Life</b>		
5452	Fellowship Supplies	\$ 500
5453	Special Events	\$ 1,500
<b>Sub-Total</b>	<b>Congregational Life</b>	<b>\$ 2,000</b>
<b>Adult Ministry</b>		
5255	Classes & Conferences	\$ 1,450
<b>Sub-Total</b>	<b>Adult Ministry</b>	<b>\$ 1,450</b>

Account #	Account Name	2024 Budget
<b>Building &amp; Grounds</b>		
5111	Solar Panels	\$ 8,979
5112	PG&E	\$ 2,541
5113	Janitor & Supplies	\$ 15,197
5114	Landscaping/Pest Services	\$ 11,451
5118	Sanitary Service	\$ 4,296
5119	Alarm Service	\$ 3,031
5120	City Water	\$ 3,135
5127	General Repair	\$ 19,177
5135	* B & G Projects	\$ 18,700
<b>Sub-Total</b>	<b>Building &amp; Grounds</b>	<b>\$ 86,507</b>
<b>Administration Committee</b>		
5151	Telephone	\$ 520
5152	Printing & Office Supplies	\$ 3,000
5154	Postage	\$ 875
5155	Payroll Fees	\$ 2,000
5157	Planning Center Online	\$ 1,530
5160	Insurance	\$ 8,300
5162	Property Tax	\$ 4,300
5163	Permits / Fees	\$ 1,000
5164	Bank Charges/Fees	\$ 600
5166	Leadership Supplies	\$ 500
5168	Copier & Riso Lease	\$ 2,700
5171	Internet / E-mail services	\$ 3,520
5175	Presbytery Meetings	\$ 3,100
5180	Right Now Media	\$ 900
<b>Sub-Total</b>	<b>Administration</b>	<b>\$32,845</b>
<b>Outreach &amp; Communication</b>		
5513	Advertising	\$ 1,450
5516	Supplies	\$ 600
5520	Hospitality Ministry	\$ 150
<b>Sub-Total</b>	<b>Outreach</b>	<b>\$ 2,200</b>

- \* 5135 B&G Projects
- Replace 2nd KT HVAC \$9,000
  - Office Trailer Gutters \$2,000
  - Purchase New Lawn Mower \$2,500
  - Replace Office Ramp \$1,200
  - Other Project \$4,000

Account #	Account Name	2024 Budget
<b>Nursery</b>		
5342	Cleaning/Sanitation	\$ 75
5343	Snack	\$ 75
5344	Toy Maint/Replacement	\$ 50
<b>Sub-Total</b>	<b>Nursery</b>	<b>\$ 200</b>
<b>Children's Ministry</b>		
5312	KidsTown Curriculum	\$ 1,300
5313	KidsTown Supplies	\$ 1,000
5314	Toddler/Preschool Supplies	\$ 600
5315	Toddler/Preschool Cur	\$ 700
5316b	Events, Activities	\$ 1,500
5319b	Vacation Bible School	\$ 2,000
5322	Volunteer Training	\$ 400
<b>Sub-Total</b>	<b>Children's Ministry</b>	<b>\$ 7,500</b>
<b>Youth Ministry</b>		
5361	Youth Contacts	\$ 400
5363b	Special Events	\$ 600
5368	Youth Night	\$ 1,000
5369	Leadership	\$ 200
5370b	Youth Mission	\$ 2,150
5374b	Camp	\$ 2,150
5364	Youth Curriculum	\$ 1,000
<b>Sub-Total</b>	<b>Youth Ministry</b>	<b>\$ 7,500</b>
<b>Worship Ministry</b>		
5410	Honorarium (Speaker)	\$ 3,600
5411	Music	\$ 1,200
5412	Repairs	\$ 500
5414	Equipment	\$ 1,500
5417	Worship Supplies	\$ 300
5418	Sermon Series	\$ 350
5419	Special Services	\$ 505
5422	Worship Software	\$ 400
	Honorarium (Worship)	\$ 1,300
<b>Sub-Total</b>	<b>Worship Ministry</b>	<b>\$ 9,655</b>

<b>Total</b>	<b>General Fund Expenses</b>	<b>\$506,774</b>
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<b>First Northern Bank Loan</b>		
2725/5667	Principal and Interest	\$ 92,074
<b>Sub-Total</b>	<b>FN Loan</b>	<b>\$ 92,074</b>

<b>Total</b>	<b>Proposed 2023 Budget</b>	<b>\$598,848</b>
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