



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. For more information or to send your posting, email 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 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





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Part 1: Church Information

1. Church Name Grace Presbyterian Church

Address 5 Bell Road

Montgomery, AL 36117

Telephone (334) 272-4930 Fax (334) 272-4990

E-mail denise@discovergrace.org Website discovergrace.org

2. Presbytery Central South Presbytery

Presbytery Ministerial Committee Liaison Waring Porter

3. Search Committee Chairman David Miller

Address 951 Cloverdale Road, Apt. B

Montgomery, AL 36106

E-mail milrd2150@yahoo.com

Telephone (901) 355-0523

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

- | | | |
|--|---|---|
| <u>Pastor</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Church Administrator</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Music Director</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Custodian</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Pianist</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Director of Children's Ministry</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Nursery Workers</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>_____</u> | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>_____</u> | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>_____</u> | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |



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5. List all key volunteer positions

- Welcome Team
- Creative Arts Camp
- Sunday School teachers
- Garrett School Ministry Team
- Ministry Teams
- Newsletter editor
- Youth leaders
- MidWeek@Grace
- Worship - Music, AudioVisual
- Men of Grace
- Women of Grace

6. List all vacant positions

Position Available Pastor Date of Vacancy 9/1/2023

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	<u>75</u>	<u>74</u>
B. Number of family units	<u>46</u>	<u>44</u>
C. Worship attendance	<u>78</u>	<u>72</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

 % 0-11 1 % 12-18 % 19-24 10 % 25-34
13 % 35-49 20 % 50-64 56 % 65+



B. Occupation:

21 % Business 9 % Professional 1 % Trades
 % Agriculture 6 % Stay-at-Home Parent 57 % Retired
6 % Other (Please Specify) students, unemployed

C. Educational level of adults

 % some high school 34 % high school 42 % college 24 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 7 %
5 years or less 23 %
6-10 years 22 %
10 years or more 48 %

10. Racial/Ethnic composition of:

A. Congregation

1 % African-American % Asian 98 % Caucasian % Hispanic
1 % Other (Specify) French

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

46 % African-American 8 % Asian 42 % Caucasian 4 % 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: 50,000



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*
Diaconate	service	7	Qtr	3
Session	shepherd	6	Monthly	1
Evangelism Team	outreach	6	Qtr	2
Garrett Team	outreach	3	Qtr	3
Good News Club	outreach	6	Weekly	3
Discipleship Team	spiritual growth	4	Qtr	2
Finance Team	stewardship	4	Qtr	2
Prayer & Worship Team	worship	5	Qtr	2
Buildings & Grounds	property	3	Qtr	3
Mercy Team	mercy ministry	3	Qtr	3
Fellowship Team	fellowship	3	Qtr	3

*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: \$ 325,000 Last year's annual budget: \$ 325,000
(Attach a copy of current budget)

2. Percentage of income received toward budget: 100.00 %



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

- A. EPC Percentage of Income \$ 1,518
- B. EPC World Outreach Global Workers \$ _____
- C. EPC Special Projects \$ 5,000
- D. Presbytery Per Member Asking/Percentage of Income \$ 1,056
- E. Other Missions/Missionaries \$ 34,765

4. Property owned by church

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

8 acre campus with four separate buildings

- Sanctuary (seats 200)
- Education Building (3 classrooms, 2 infant rooms, 3 offices kitchen, large fellowship hall)
- Activity Building (gym, three large children's classrooms)
- Pavillion (outdoor area with baseball field)

B. Are your buildings adequate for your present program? Yes No

If no, please explain:

Buildings & property are in good condition, having been recently renovated.

C. Is a building program or capital project projected? Yes No

If yes, describe what, when, and projected cost

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: Pastor \$ \$80,000 — \$110,000

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Pastor \$ _____ or 5.00 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

yes Retirement Plan (minimum 10% gross effective salary)

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

yes Life insurance

_____ Social Security

yes Travel/mileage

yes Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

4 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)

yes Sabbatical frequency and length every 7 years for 2 months

_____ 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
2. Demonstrates love for the pastor and his/her family	<input checked="" 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
4. Places a high priority on sound biblical preaching	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Effectively integrates newcomers	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. Is engaged in evangelism	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
7. Is often found living their faith in their communities	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Has a spirit of unity	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Cares about each other	<input checked="" 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Ministers well to members that are hurting	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Uses members' gifts in worship	<input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

16. How are elders and deacons initially trained and equipped for ministry?
 Elders and deacons participate in general programs with the rest of the congregation, but we have no intentional programs dedicated to training for leadership.



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

The elders have a yearly retreat which serves as a time of renewal and discipleship.

The deacons participate in discipleship programs with the rest of congregation.

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

We have an outdoor Easter sunrise service on our property which multiple other local churches (Anglican and Baptist) participate in.

Each summer we put on a Creative Arts Camp for children in the community in concert with a local Baptist church.

19. Describe the strengths of your congregation.

- a warm and inviting congregation, with a spirit of unity and compassion, and a willingness to serve in whatever manner God has prepared for us.

-a heart for missions with a global reach

-outstanding Sunday School programs for all ages

-warm Wednesday night fellowship with meals

-bimonthly small group meetings



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20. List specific problems with which your congregation struggles.

-Despite having a unified and loving congregation, we also have an aging congregation.

-We are challenged in finding young families with children

-Our congregational size is stable, but we want to see more numerical growth.

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

To be a healthy home where sinners can come for healing and comfort.

To be a joyful place where God's people can delight in His gospel.

To be a fruitful outreach in a fallen world.

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 12/2014

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

Vision Statement: To the glory of God, Grace Presbyterian Church aspires to be a healthy, joyful home for God's people and a fruitful outreach in God's world.



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Part 4: Leadership Expectations

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

- Patience
- Humility
- Shepherd's heart
- the ability to connect with all ages

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

- Preaching/teaching
- Administration
- Leadership
- Interpersonal Communication
- Pastoral Care

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

See attached Job 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?

-In 1996 a pastor and a number of families decided to leave their PCUSA church and start a church in the EPC so that they could worship in a denomination that followed biblical teachings.

-A few years later we built a new, large church facility but ultimately had to sell due to the overly burdensome mortgage payment. For a period of time we were meeting in an office space and wondering if the church would survive.

-In 2005 an opportunity arose to merge congregations with an Independent Methodist Church who owned their own property and grounds. The two congregations agreed to join together and worship together as an EPC 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?

Dealing with the complications that stemmed from the Covid-19 pandemic was undoubtedly the most unique event of the past three years. Despite the unprecedented challenges, God was faithful and saw our church through all the distancing, streaming, and outdoor services, and kept our congregation united and strong.



Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
William P Thompson	3/2014	to 9/2023
Scott Lawry	9/2007	to 12/2013
Dr. J Kent Bull	5/2004	to 2/2007

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

In 2018 Grace Presbyterian underwent a Revitalization process that focused both on personal spiritual renewal and more focused community engagement. Due in part to the power of that experience Grace now sponsors the following community missions.

- Outreach and partnership with the local elementary school Garrett Elementary. Grace is engaged with CEF at Garrett and seeks to bless the teachers with school supplies and sustenance.

-Grace City Dance: A community education program that teaches the Gospel through dance.

-Grace Baseball Clinics: Annual event where local children come to learn baseball skills and hear the gospel through the testimonies of the coaches.

-Ambassadors Baseball Team: Travels each year to Neuenberg International Church in Germany to coordinate & run baseball clinics for local children & host an international baseball tournament. The mission of this program brings together young people from various locations to share the love of Jesus by word & deed.



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, email benefits@epc.org, or call 407-930-4267.

Clerk of Session Ted Hailes Date 6/23/2023

Search Committee Chair David Miller Date 6/22/2023