



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 First Presbyterian Church

Address 900 2nd Avenue, Opelika, AL 36801

Telephone (334) 745-3421 Fax (_____) _____

E-mail searchcommittee@firstpresopelika.org Website www.firstpresopelika.org

2. Presbytery Central South

Presbytery Ministerial Committee Liaison _____

3. Search Committee Chairman Greg Brewer

Address 900 2nd Avenue, Opelika, AL 36801

E-mail gbrewer911@gmail.com

Telephone (334) 329-1106

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

- Senior Pastor Full time Part time
- Church Administrator Full time Part time
- Worship Leader Full time Part time
- Children's Ministry Director Full time Part time
- Assistant Pastor Full time Part time
- Youth Pastor 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

- Small groups
- Men's breakfast ministry
- Women's ministry
- Session meeting
- Deacon meeting

6. List all vacant positions

Position Available Senior Pastor Date of Vacancy 12/3/2023

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>400</u>	<u>241</u>
B. Number of family units	_____	_____
C. Worship attendance	<u>420</u>	<u>236</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

25 % 0-11 10 % 12-18 5 % 19-24 15 % 25-34
20 % 35-49 15 % 50-64 10 % 65+



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B. Occupation:

30 % Business 40 % Professional 10 % Trades
_____ % Agriculture 10 % Stay-at-Home Parent _____ % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 15 % high school 65 % college 20 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 10 %
5 years or less 30 %
6-10 years 35 %
10 years or more 25 %

10. Racial/Ethnic composition of:

A. Congregation

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

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

37 % African-American 3 % Asian 53 % Caucasian 6 % Hispanic
1 % 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: 32



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12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
10:30	236	Traditional
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: 13 per year

C. How are members involved in planning and participation in the liturgy/worship?
Preaching Pastor, Worship Leader, Assistant Pastor, & occasionally staff and members

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

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

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 65
- B. Average attendance in Adult Education (Sunday): 55
- C. Average involvement in Small Groups: _____



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*
Session	Elders Meeting/Shepherding	6	1x/Month	1
Diaconate	Deacons Meeting	7	1X/Month	2
Mission Team	Mission oversight	8	1X/quarter	3
Men's Ministry	Men's Ministry planning	5	as needed	3
Women's Ministry	Women's Ministry planning	5	1x/month	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: \$ 750 Last year's annual budget: \$ 750
(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 \$ _____
- B. EPC World Outreach Global Workers \$ _____
- C. EPC Special Projects \$ _____
- D. Presbytery Per Member Asking/Percentage of Income \$ 4 _____
- E. Other Missions/Missionaries \$ 90 _____

4. Property owned by church

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

350 seat sanctuary (9 years old), 125 seat chapel (145 years old), fellowship hall, children's ministry building, 4-5 offices, youth wing. Campus includes an entire downtown block and the youth space, fellowship hall, and parking lot were redone in 2023. Childrens building was built in 2018.

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

- 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: Senior Pastor \$ commensurate with experience/qualifications

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 checked="" 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 checked="" 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 checked="" 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 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 checked="" 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 type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Ministers well to members that are hurting	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Uses members' gifts in worship	<input type="checkbox"/> 1	<input checked="" 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 checked="" 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?

Elders and deacons participate in a training program that includes biblical study of the office, book study of theology and EPC history, as well as multiple discussions. These discussions include meetings with the pastor, other pastoral staff, and several meetings with a current officer assigned to the candidate. Additional meetings include examination by the senior pastor and attendance of 2 meetings of the office you are nominated for and 1 meeting of the other office.



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

Current discipleship includes informal meetings to spend time together and meetings with the head pastor.

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

Our church is a downtown church and participates in multiple partnerships and meetings with other ministries and churches. Some examples would be a Thanksgiving service that we annually participate in with an AME church and baptist church in Opelika. Also, we partner with another local church to do a joint vacation bible school summer. We also support and work with the local RUF chapter as well as Onward (formerly CRU). We also work with other various campus ministries.

19. Describe the strengths of your congregation.

- 1) Strong and godly lay leadership who love the Gospel.
- 2) Values & pursues unity.
- 3) Passion for joyful Sunday AM worship.
- 4) Winsomely reformed leadership and membership.
- 5) Generous.
- 6) Open to change.



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20. List specific problems with which your congregation struggles.

- 1) Struggle to prioritize outreach/living on mission.
- 2) Too many folks who are "Sunday AM only" members/attendees.
- 3) Struggle to adequately equip and plug members into various opportunities to serve.

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

- 1) Investing deeper in one another's lives and into the lives of our neighbors/community (Community Groups).
- 2) Seeing the vast majority of our members using their gifts inside and outside the church.
- 3) Growing & becoming a mother church that plants churches

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 5/2019

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

Copies Attached



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Part 4: Leadership Expectations

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

- (1) Strong exegetical preaching
- (2) Possess skills and a desire for leadership and vision
- (3) Prioritizes Pastoral duties and care

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

- (1) Passion for equipping & leading people to use their gifts inside and outside the church
- (2) Vision for leading people in spiritual formation and living missionally
- (3) Ability to develop and lead teams
- (4) Embraces a collaborative approach to serving on a staff team
- (5) Humility, flexibility, & teachability

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

See attached



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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?

- 1) Joining the EPC in 2008 after being founded in 1866 - ushered in a refreshing new chapter and sparked our revitalization
- 2) Completion of the new Sanctuary in 2014 - provided space for continued growth and embodies our church's vision for worship, and commitment to being a Gospel presence in the community of Opelika
- 3) Support and Sent our Assistant Pastor to plant a church in nearby Auburn, Alabama in 2023

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

Navigating the global pandemic and partnering to plant a church



Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
Noah Kiser	12/2015	to 11/2023
Scott Bowin	4/2007	to 10/2014
Rob Butler	1/2004	to 1/2006

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

Most recent senior pastor stepped down to work on personal reasons concerning his marriage. There was no controversy nor division in the church or presbytery over this matter.



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 Shawn Constance Date 1/27/2024

Search Committee Chair Greg Brewer Date 1/24/2024