



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.

### *Contents*

Part 1: Church Information	Part 4: Leadership Expectations
Part 2: Financial/Church Campus Information	Part 5: Church History
Part 3: Church Characteristics	Part 6: Other Information

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)





**EPC**

A Global Movement of Evangelical Presbyterian Churches

**Part 1: Church Information**

1. Church Name Sylvania Evangelical Presbyterian Church

Address 2419 AR 321N

Ward, AR 72176

Telephone ( 501 ) 843-3147 Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail randy.minton@raboag.com Website sylvaniaepc.org

2. Presbytery Central South

Presbytery Ministerial Committee Liaison TE Waring Porter

3. Search Committee Chairman Randy Minton RE

Address 880 Minton Road

Ward AR 72176

E-mail randy.minton@raboag.com

Telephone ( 501 ) 843-3147

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 |
| _____         | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time |
| _____         | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time |
| _____         | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time |
| _____         | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time |
| _____         | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time |
| _____         | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time |
| _____         | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time |
| _____         | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time |
| _____         | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time |



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

5. List all key volunteer positions

6. List all vacant positions

Position Available Pastor Date of Vacancy 12/01/23

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>30</u>
B. Number of family units	_____	<u>10</u>
C. Worship attendance	_____	<u>30</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

4 % 0-11    4 % 12-18    3 % 19-24    0 % 25-34  
29 % 35-49    19 % 50-64    41 % 65+



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

**B. Occupation:**

22 % Business      8 % Professional      10 % Trades  
14 % Agriculture    2 % Stay-at-Home Parent    44 % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

0 % some high school    18 % high school    75 % college    7 % graduate school

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

Less than one year \_\_\_\_\_ %  
5 years or less      50 %  
6-10 years            7 %  
10 years or more    43 %

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

**A. Congregation**

0 % African-American    0 % Asian    100 % Caucasian    \_\_\_\_\_ % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

0 % African-American    0 % Asian    100 % Caucasian    0 % 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: 4000 5 miles from Cabot population 30k



**EPC**

A Global Movement of Evangelical Presbyterian Churches

12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
11:00	25	traditional
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: 4 per year

C. How are members involved in planning and participation in the liturgy/worship?  
Pastor leads liturgy and members lead music.

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)  
Traditional

13. Ministry Programs

A. Average attendance in Church School (under 18 years): 8

B. Average attendance in Adult Education (Sunday): 10

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*
<b>Session</b>	<b>oversee</b>	<b>4</b>	<b>monthly</b>	<b>1</b>
<b>Ladies Circle</b>	<b>Bible Study/Outreach</b>	<b>5</b>	<b>monthly</b>	<b>N/A</b>

\*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: \$ 95830 Last year's annual budget: \$ 67070  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 95 %



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

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.

Sanctuary est 1843 with capacity of 100+  
 Fellowship Hall with kitchen  
 Educational Wing including Pastor's Study  
 Approximately 20 acres including cemetery

- 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 \_\_\_\_\_



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

5. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ 30000-60000

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

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

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

Position: Pastor \$ 6000 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 checked="" 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 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 checked="" 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Effectively integrates newcomers	<input checked="" 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 checked="" 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 type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Cares about each other	<input type="checkbox"/> 1	<input checked="" 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 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 type="checkbox"/> 1	<input checked="" 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

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



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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?

Support Crisis Pregnancy Center and March for Life  
Contribute to Operation Christmas Child  
Welcome the Gideons  
Support Safe Haven Women's Shelter

19. Describe the strengths of your congregation.

Faithful to the Bible- committed to the inerrancy of God's Word  
  
Compassionate- care genuinely for one another



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

20. List specific problems with which your congregation struggles.

We are mainly an elderly congregation. The church collectively prayed for several years specifically for children to come to worship there, and now we have two large families with children. We recognize the need to expand a ministry that includes young families' shepherding needs.

We would like to have more evangelizing and outreach presence in our community.

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

Be faithful to the preaching/teaching of the Word of God

Find ways to reach the unchurched in our community

Reach out to the shut-ins and disabled in our community that they may receive shepherding and care

Revitalize a youth program based in Catechism and Confession

Reinvigorate the congregation to spur onto outreach and discipleship

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



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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).



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

#### **Part 4: Leadership Expectations**

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

Clear love for the Lord  
Strong ability to understand and explain the Word  
Love and compassion for people  
Warm and welcoming personality  
Strength in Evangelizing and Outreach  
Discipler and Shepherd

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

1) Beliefs-Committed to Reformed Theology as defined in the Westminster Confession of Faith and the Larger & Shorter Catechisms  
2) Preaching- Effectively communicates truths from Scripture with a view toward application  
3) Leadership-Able to work with the Session to execute/oversee ministry plans with a focus toward unity of the body  
4) Pastoral Care-Visits to shut-ins/sick;engages well with youth and adults  
5) Multi-generational teaching/leading skills  
6) Provide spiritual counsel  
7)Evangelizing and Outreach to the community

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

Lead and plan worship service  
Study scriptures and exegee for the sermon  
Disciple the congregation  
Provide pastoral care to shut-ins, ill  
Teach children's Bible study  
Organize outreach and evangelizing opportunities



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

**Part 5: Church History**

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

Founding in the 19th century  
Departure from PCUSA  
Sanctuary Reconstruction

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



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service	
<u>James E Pitts</u>	<u>11/2023</u>	to <u>12/2023</u>
<u>E Thomas Jordan</u>	<u>4/2002</u>	to <u>10/2011</u>
<u>Jon White</u>	_____	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, email benefits@epc.org, or call 407-930-4267.

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

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