



A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Introduction

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 individual pastor and the congregation, this is an opportunity for self-study and for evaluation of current ministry and goals. This calls for honesty, effort, and commitment to open communication.

The Church Information Form presents the local congregation’s history, challenges, and goals. It is our hope that this will be of help in facilitating the search process, assisting the church in focusing on future directions and pastors in gaining some sense of the nature and uniqueness of this congregation.

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Please return the completed document to:

Office of the Stated Clerk
Evangelical Presbyterian Church
17197 N. Laurel Park Drive, Suite 567
Livonia, MI 48152-7912
Phone: (734) 742-2020 Fax: (734) 742-2033
E-mail: epchurch@epc.org



Part 1: Church Information

1. Name: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____

E-mail: _____ Website: _____

2. Presbytery: _____

Presbytery Ministerial Committee Liaison: _____

3. Search Committee Chairman: _____

Address: _____

Telephone: (____) _____ E-mail: _____

4. List all paid staff positions

_____	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

Position Available: _____ Date of Vacancy: _____

Position Available: _____ Date of Vacancy: _____

5. Membership (please state approximate numbers and percentages)

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

D. Profile of church members

(1) Age:

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

(2) Occupation:

___% Business ___% Professional ___% Trades ___% Stay-at-home parent
___% Agriculture ___% Retired ___% Other (Specify: _____)

(3) Educational level of adults

___% some high school ___% high school ___% college ___% graduate school

(4) Percentage of members belonging to the congregation:

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

(5) Racial/Ethnic composition of congregation

___% Asian ___% Hispanic ___% African American ___% Caucasian
___% Other / Specify: _____

6. Worship

A. Time Average Attendance

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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):

7. Church/Sunday School

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

B. Average attendance in Adult Education (Sunday) _____

8. Community Setting (check as many as apply):

<u>Location</u>	<u>Function</u>	<u>Growth</u>
Rural	Industrial	Growing
Small town	College/University	Static
Metropolitan	Agricultural	Declining
Suburban	Recreational	
Inner City	Military	

Approximate population of community _____

Racial/Ethnic composition of community:

___% Asian ___% Hispanic ___% African American ___% Caucasian

___% Other (Specify: _____)

9. Program Information: 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.

Part 2: Building/Financial Information

1. Current annual budget: \$_____ Last year's annual budget: \$_____

(Please attach a copy of current budget)

2. Percentage of income received toward budget: _____%

3. Amount contributed for (last complete reporting year: _____):

A. EPC per member contribution \$_____

B. EPC World Outreach Missionaries \$_____

C. EPC Benevolence Askings \$_____

D. Presbytery giving \$_____

E. Other Missions/Missionaries \$_____

4. Property owned by church

A. Describe buildings and property (other than manse).

B. Are your buildings adequate for your present program?

Yes No If no, please explain:

C. Is a building program projected?

Yes No If yes, describe what and when and projected cost:

D. Does the church own a manse?

Yes No

Condition: Good Fair Poor Number of bedrooms: _____

Office/study: In Church In Manse Not provided Other: _____

6. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$52,900-\$66,500

Position: \$

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

Position: Pastor \$ or 0 %

Position: \$ or %

C. Housing

Housing allowance

Manse only

Either of the above

D. Benefits and expenses:

\$5,290-\$6,650 Pension (minimum 10% gross effective salary)

\$12,000 Medical insurance

Life insurance

Social Security

\$2,400 Travel/mileage

\$2,400 Book allowance

2 weeks Study leave allowance

4 weeks Annual vacation

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

\$9,000 + Other (Specify: one time relocation costs)

Part III: Church Characteristics

Circle the number that most closely describes the current congregation characteristics and future goals:

Our congregation...	<u>Currently</u>				<u>Goal</u>			
	Agree		Disagree		Agree		Disagree	
1. Supports the pastor.	1	2	3	4	1	2	3	4
2. Readily shares their gifts with the rest of the congregation.	1	2	3	4	1	2	3	4
3. Places a high priority on sound biblical preaching.	1	2	3	4	1	2	3	4
4. Gladly welcomes visitors and new members.	1	2	3	4	1	2	3	4
5. Is involved in local evangelistic ministries.	1	2	3	4	1	2	3	4
6. Is often found living their faith in their communities.	1	2	3	4	1	2	3	4
7. Has a spirit of unity.	1	2	3	4	1	2	3	4
8. Cares about each other.	1	2	3	4	1	2	3	4
9. Looks to its Session for leadership.	1	2	3	4	1	2	3	4
10. Ministers well to members who are hurting.	1	2	3	4	1	2	3	4
11. Uses members' gifts in its worship.	1	2	3	4	1	2	3	4
12. Contains people willing and able to lead the congregation.	1	2	3	4	1	2	3	4
13. Is capable of change when and where appropriate.	1	2	3	4	1	2	3	4
14. Is spiritually alive.	1	2	3	4	1	2	3	4

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

16. Describe the strengths of your congregation:

17. List specific problems with which your congregation struggles:

18. List major goals that this congregation has set for itself:

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

Yes No

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

Yes No

If you answered "Yes" to either 19 or 20, please explain:

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

Yes Date: _____ No

If yes, please attach copies.

Part 4: Leadership Expectations

22. What five key characteristics/gifts/skills should a person bring to the position?

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?

Part 6: Other Information

1. List the last three persons in this position: Position: _____

<u>Name</u>	<u>Dates of Service</u>
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

2. Other significant factors about our church not covered in previous questions:

Clerk of Session
Date: _____

Chair, Search Committee
Date: _____

We encourage churches to list their openings on the EPC Ministry Staff Opportunities List (www.epc.org/mso). For more information or to send your posting e-mail epchurch@epc.org.