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.

Contents

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

1. Church Name: Fair Oaks Presbyterian Church

   Address: 11427 Fair Oaks Blvd.
   Fair Oaks, CA 95628

   Telephone: (916) 967-4784  Fax: (916) 967-9478

   E-mail: dschottky@fopc.org  Website: www.fairoaks.church

2. Presbytery: Presbytery of the Pacific Southwest

   Presbytery Ministerial Committee Liaison: Chris Larsen

3. Search Committee Chairman: Chris Larsen

   Address: 8860 Bluff Lane
   Fair Oaks, CA 95628

   E-mail: christian.larsen@sbcglobal.net

   Telephone: (916) 962-9950 (home)

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

   Senior Pastor  [ ] Full time  [ ] Part time
   Executive Assistant  [ ] Full time  [ ] Part time
   Next Gen Pastor  [ ] Full time  [ ] Part time
   Congregational Care Pastor  [ ] Full time  [ ] Part time
   Teaching Pastor  [ ] Full time  [ ] Part time
   Serve Director  [ ] Full time  [ ] Part time
   Operations Director  [ ] Full time  [ ] Part time
   Contemporary Worship Leader  [ ] Full time  [ ] Part time
   Classic Worship Leader  [ ] Full time  [ ] Part time
   Choir Director  [ ] Full time  [ ] Part time
5. List all vacant positions

<table>
<thead>
<tr>
<th>Position Available</th>
<th>Date of Vacancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Pastor</td>
<td>4.1.20</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Membership (state approximate numbers and percentages)

<table>
<thead>
<tr>
<th></th>
<th>Five years ago</th>
<th>Currently</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Number of church members</td>
<td>1200</td>
<td>1000</td>
</tr>
<tr>
<td>B. Number of family units</td>
<td>700</td>
<td>550</td>
</tr>
<tr>
<td>C. Worship attendance</td>
<td>880</td>
<td>1075</td>
</tr>
</tbody>
</table>

7. Community Growth

- ☑ Increasing
- Static
- ☐ Declining

8. Profile of church members

A. Age:

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11</td>
<td>5%</td>
</tr>
<tr>
<td>12-18</td>
<td>5%</td>
</tr>
<tr>
<td>19-24</td>
<td>5%</td>
</tr>
<tr>
<td>25-34</td>
<td>15%</td>
</tr>
<tr>
<td>35-49</td>
<td>20%</td>
</tr>
<tr>
<td>50-64</td>
<td>20%</td>
</tr>
<tr>
<td>65+</td>
<td>30%</td>
</tr>
</tbody>
</table>

B. Occupation:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>25%</td>
</tr>
<tr>
<td>Professional</td>
<td>25%</td>
</tr>
<tr>
<td>Trades</td>
<td>10%</td>
</tr>
<tr>
<td>Agriculture</td>
<td>10%</td>
</tr>
<tr>
<td>Stay-at-Home Parent</td>
<td>30%</td>
</tr>
<tr>
<td>Retired</td>
<td>30%</td>
</tr>
<tr>
<td>Other (Please Specify)</td>
<td></td>
</tr>
</tbody>
</table>

C. Educational level of adults

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some high school</td>
<td>5%</td>
</tr>
<tr>
<td>High school</td>
<td>20%</td>
</tr>
<tr>
<td>College</td>
<td>55%</td>
</tr>
<tr>
<td>Graduate school</td>
<td>20%</td>
</tr>
</tbody>
</table>

D. Percentage of members belonging to the congregation

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than one year</td>
<td>5%</td>
</tr>
<tr>
<td>5 years or less</td>
<td>20%</td>
</tr>
<tr>
<td>6-10 years</td>
<td>35%</td>
</tr>
<tr>
<td>10 years or more</td>
<td>40%</td>
</tr>
</tbody>
</table>
9. Racial/Ethnic composition of:

A. **Congregation**
   
   2____% African-American  5____% Asian  80____% Caucasian  13____% Hispanic
   
   ____% Other (Specify)____________________________________________________________________

B. **Community** (within 5-mile radius of church)
   
   10____% African-American  5____% Asian  65____% Caucasian  20____% Hispanic
   
   ____% Other (Specify)____________________________________________________________________

10. 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  200,000

11. Church Programming—Worship

   A. **Worship Time**
      
      Average Worship Attendance
      
      9:00 Classic  402
      9:00 Modern  231
      10:30 Classic  75
      10:30 Modern  163
      Kids  134
      Youth  70

   B. Frequency of communion celebration:  12 per year

   C. How are members involved in planning and participation in the liturgy/worship?
      
      Through our Worship Commission and serving on Sundays.
D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)

Two styles - Traditional and Contemporary

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

Two styles - Traditional and Contemporary

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 170

B. Average attendance in Adult Education (Sunday) 100

13. Church Programming—Organizations/Committees

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose of Group</th>
<th>Number of members</th>
<th>Frequency of meetings</th>
<th>Leadership Role*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Governing</td>
<td>14</td>
<td>Monthly</td>
<td>1</td>
</tr>
<tr>
<td>Worship Commission</td>
<td>Oversee Worship</td>
<td>8</td>
<td>Monthly</td>
<td>2</td>
</tr>
<tr>
<td>Personnel Commission</td>
<td>Oversee Personnel</td>
<td>6</td>
<td>Monthly</td>
<td>2</td>
</tr>
<tr>
<td>Finance Commission</td>
<td>Oversee Finance</td>
<td>8</td>
<td>Monthly</td>
<td>3</td>
</tr>
<tr>
<td>Buildings and Grounds</td>
<td>Oversee Facilities</td>
<td>3</td>
<td>Monthly</td>
<td>2</td>
</tr>
<tr>
<td>Youth Commission</td>
<td>Oversee Youth</td>
<td>6</td>
<td>Monthly</td>
<td>2</td>
</tr>
<tr>
<td>Kids Commission</td>
<td>Oversee Kids</td>
<td>6</td>
<td>Monthly</td>
<td>2</td>
</tr>
<tr>
<td>Missions Commission</td>
<td>Oversee Missions</td>
<td>6</td>
<td>Monthly</td>
<td>2</td>
</tr>
</tbody>
</table>

*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: Financial/Church Campus Information

1. Current annual budget: $3,139,449
   Last year's annual budget: $3,146,000
   (Attach a copy of current budget)

2. Percentage of income received toward budget: 97.3% %

3. Amount contributed for year 2019-2020 (most recent complete reporting year)
   A. EPC Per Member Asking $10,350
   B. EPC World Outreach Global Workers $__________________
   C. EPC Special Projects $__________________
   D. Presbytery Per Member Asking $6,750
   E. Other Missions/Missionaries $__________________

4. Property owned by church
   A. Describe buildings and property (other than manse).
      6 Buildings on 12 Acres. Worship Center 24,000 sq ft; Family Life Center 26,000 sq ft; Kids & Youth Building (Renovation of Worship & Church Office) 40,000 sq ft; Chapel 5,000 sq ft; Maintenance 5,000 sq ft; Old Nelson Hall (old sanctuary) 10,000 sq ft.
      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, when, and projected cost
      Renovation of Worship Center, 2022, $4 million

   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 ____________________________
6. 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
      yes ______ Pension (minimum 10% gross effective salary)
      yes ______ Medical insurance
      no ______ Life insurance
      no ______ Social Security
      yes ______ Travel/mileage
      yes ______ Book allowance
      yes ______ Study leave allowance (minimum 2 weeks)
      yes ______ Annual vacation days (minimum 4 weeks)
      NA ______ Number of worship services per year for which pastor is provided relief
      (in addition to vacation and study leave)
      ________ Other (Specify: ________________________________ )
### Part 3: Church Characteristics

*Check the box that most closely describes the current congregation characteristics and future goals*

<table>
<thead>
<tr>
<th>Our congregation...</th>
<th>Currently</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agree</td>
<td>Disagree</td>
</tr>
<tr>
<td>1. Supports the pastor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Readily shares their gifts with the rest of the congregation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Places a high priority on sound biblical preaching.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Gladly welcomes visitors and new members.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Is involved in local evangelistic ministries.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Is often found living their faith in their communities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Has a spirit of unity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Cares about each other.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Looks to its Session for leadership.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Ministers well to members who are hurting.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Uses members’ gifts in its worship.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Contains people willing and able to lead the congregation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Is capable of change when and where appropriate.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
15. In what ways does your church participate in ecumenical activities?
Fair Oaks/Orangevale Food Bank

16. Describe the strengths of your congregation.
Many long-time members
Many newer members
Young Senior Pastor
Generous membership
Fairly new facilities, almost all owned free and clear

17. List specific problems with which your congregation struggles.
Two different worship styles at 9:00 and also at 10:30

18. List major goals that the congregation has set for itself.
Minister to the next generation
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.

One deacon disciplined for his personal business practices

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

☐ Yes  ☐ No

If yes, Date completed 2018

If yes, attach copies of each statement or strategic plan the church has completed.
Part 4: Leadership Expectations

1. What five key characteristics, gifts, and/or skills should a person bring to the position?

A healthy, growing relationship with Jesus Christ.
Not intimidated at the idea of leading a church of 1000 - 2000, as well as leading a campus staff.
A dynamic leader, team-builder and team player that can create a healthy team culture.
A leader of leaders, and a winsome attractional personality.
Experienced in recruiting, developing, motivating and empowering others.
An excellent communicator.
Able to deliver relevant, Biblical messages in a variety of settings/groups.
A self-starter but thrives in collaboration with others as a team.
Focused, reliable, attentive to detail and follow through.
Hard-working, but loves to have fun.
Disciplined in pursuit of spiritual health and personal/professional development.
Able to prioritize and model a healthy work-life balance for the good of the church and personal family.
Passionate about evangelism and reaching the unchurched people with the good news of Jesus Christ.
Part 5: Church History

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

Fair Oaks Church has a rich history of God leading generations of people to follow Jesus Christ since 1952. It has always been a Jesus church, proclaiming the life-giving message of Christ and seeing generations of lives transformed by His grace. Since 2009, Fair Oaks has belonged to the EPC. Our church is a unique, multi-generational church family that values investing in the next generation. Fair Oaks Church wholeheartedly follows Jesus, striving to cultivate a community of love. Josh Hall is our fourth Senior Pastor in 68 years, and he is still under forty-years-old. Josh became Senior Pastor in January 2018.

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

Fair Oaks Church voted to hire a thirty-seven-year-old Senior Pastor after our then-current Senior Pastor retired at the end of 2017.
Part 6: Other Information

1. List the last three individuals who held the position of [Executive Pastor]

Name                  Dates of Service
NA                    __________________________
_________________________ to _______________________
_________________________ to _______________________
_________________________ to _______________________ 

2. Describe any significant factors about the church not covered in previous questions.
Fair Oaks Church has only a $1.6 million balance to pay off on our new Kids & Youth Building in order to be completely debt-free.

Clerk of Session ___________________________________________ Date ________________

Search Committee Chair ______________________________________ Date ________________

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