



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 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 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)





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**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)

- |                                    |   |   |
|------------------------------------|---|---|
| <u>Senior Pastor</u>               | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Executive Assistant</u>         | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Next Gen Pastor</u>             | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Congregational Care Pastor</u>  | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Teaching Pastor</u>             | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Serve Director</u>              | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Operations Director</u>         | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Contemporary Worship Leader</u> | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Classic Worship Leader</u>      | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Choir Director</u>              | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |



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5. List all vacant positions

Position Available Executive Pastor Date of Vacancy 4.1.20

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>1200</u>	<u>1000</u>
B. Number of family units	<u>700</u>	<u>550</u>
C. Worship attendance	<u>880</u>	<u>1075</u>

7. Community Growth  Increasing  Static  Declining

8. Profile of church members

A. Age:

5 % 0-11    5 % 12-18    5 % 19-24    15 % 25-34  
20 % 35-49    20 % 50-64    30 % 65+

B. Occupation:

25 % Business    25 % Professional    10 % Trades  
\_\_\_\_ % Agriculture    10 % Stay-at-Home Parent    30 % Retired  
\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

C. Educational level of adults

5 % some high school    20 % high school    55 % college    20 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 5 %  
5 years or less 20 %  
6-10 years 35 %  
10 years or more 40 %



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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
<u>9:00 Classic</u>	<u>402</u>
<u>9:00 Modern</u>	<u>231</u>
<u>10:30 Classi</u>	<u>75</u>
<u>10:30 Moder</u>	<u>163</u>
<u>Kids</u>	<u>134</u>
<u>Youth</u>	<u>70</u>

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.)

Name	Purpose of Group	Number of members	Frequency of meetings	Leadership Role*
Session	Governing	14	Monthly	1
Worship Commission	Oversee Worship	8	Monthly	2
Personnel Commission	Oversee Personnel	6	Monthly	2
Finance Commission	Oversee Finance	8	Monthly	3
Buildings and Grounds	Oversee Facilitie	3	Monthly	2
Youth Commission	Oversee Youth	6	Monthly	2
Kids Commission	Oversee Kids	6	Monthly	2
Missions Commission	Oversee Missions	6	Monthly	2

\*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.



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**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 Worshi & 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 \_\_\_\_\_



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6. Compensation:

A. The salary range we are prepared to offer:

Position: Executive Pastor \$ 85,000 - \$100,000

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

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

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

Position: NA \$ \_\_\_\_\_ 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*

Our congregation...	Currently				Goal			
	Agree		Disagree		Agree		Disagree	
1. Supports the pastor.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
2. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
3. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
4. Gladly welcomes visitors and new members.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Is involved in local evangelistic ministries.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
7. Has a spirit of unity.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Cares about each other.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Looks to its Session for leadership.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
10. Ministers well to members who are hurting.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Uses members' gifts in its worship.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
13. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
14. Is spiritually alive.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4





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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



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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.



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**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 attractational 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.



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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?

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.



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**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](http://www.epc.org/mso). For more information or to send your posting, email [info@epc.org](mailto:info@epc.org)