



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.

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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 Fremont Presbyterian Church

Address 5770 Carlson Drive

Sacramento, CA 95819

Telephone ( 916 ) 452-7132 Fax ( 916 ) 452-2160

E-mail info@fremontpres.org Website www.fremontpres.org

2. Presbytery Pacific Southwest

Presbytery Ministerial Committee Liaison Mark Eshoff (mark@epcpops.org)

3. Search Committee Chairman Tim Aust

Address 9935 Kapalua Lane

Elk Grove, CA 95624

E-mail FremontPST@gmail.com

Telephone ( 916 ) 838-1650

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

- Pastor  Full time  Part time
- Associate Pastor for Congregational Life  Full time  Part time
- Assistant Pastor for Mission and Evangelism  Full time  Part time
- Executive Minister  Full time  Part time
- Minister of Music & Worship Arts  Full time  Part time
- Minister of Modern Music / Media Coordinator  Full time  Part time
- Minister to Students and Families  Full time  Part time
- Minister to Children and Families  Full time  Part time
- Coordinator of Jr. High Ministry  Full time  Part time
- Church Administrator  Full time  Part time

FREMONT PRESBYTERIAN CHURCH

**Additional Staff Positions**

	<b>Full time</b>	<b>Part time</b>
Communications Director	X	
Executive Assistant / Accounting Supervisor	X	
Worship Program Assistant		X
Organist		X
Technical Team Leaders (2)		X
Media Technicians (4)		X
College Ministry Associate		X
Student Ministries Administrative Assistant		X
Asst. Director of Children's Ministry		X
Nursery School Director	X	
Nursery School Teachers (8)		X
Seniors Coordinator		X
Faith Community Nurse		X
Mission Coordinator		X
Recreation Assistant		X
Coffee Bar Manager		X
Graphics/Website/Creative Content Coordinator		X
Receptionist/Administrative Assistant		X
Giving Secretary		X
Accounting Clerk		X
IT Manager		X
Facility Manager	X	
Facility Use Coordinator		X
Lead Custodian	X	
Custodians (2)	X	
Custodians (2)		X



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5. List all key volunteer positions

- Nominating Committee Chair (Session Elder)
- Personnel Team Leader (Session Elder)
- Finance Committee Chair (Session Elder)
- Coordinator of Women's Ministry
- Coordinator of Men's Ministry
- Mission Leadership Team Leader
- Go Global Team Leader
- Local Mission Team Leader
- Adult Education Team Leader
- Children's Ministry Team Leader
- Generosity Team Leader
- Member Involvement Team Leader
- Recreation Team Leader / Upward Director
- All-Church Conference Deans
- Buildings and Grounds Team Leader
- Landscaping Team Leader
- Sanctuary Decorating Team Leader

6. List all vacant positions

- Position Available Pastor Date of Vacancy 01/15/2024
- Position Available Asst. Pastor for Mission and Evange Date of Vacancy 07/01/2018
- Position Available Minister to Students and Families Date of Vacancy 11/01/2023

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>935</u>	<u>805</u>
B. Number of family units	<u>681</u>	<u>550</u>
C. Worship attendance	<u>775</u>	<u>460</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

0 % 0-11    2 % 12-18    3 % 19-24    9 % 25-34  
20 % 35-49    23 % 50-64    43 % 65+



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**B. Occupation:**

23 % Business      23 % Professional      5 % Trades  
0 % Agriculture      10 % Stay-at-Home Parent      39 % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

99 % some high school      98 % high school      85 % college      25 % graduate school

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

Less than one year 6 %  
5 years or less      16 %  
6-10 years      30 %  
10 years or more      48 %

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

**A. Congregation**

1 % African-American      4 % Asian      84 % Caucasian      4 % Hispanic  
7 % Other (Specify) \_\_\_\_\_

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

8 % African-American      10 % Asian      58 % Caucasian      15 % Hispanic  
9 % 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: 2,500,000 (greater Sacramento Area)



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12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
9:00am	160	Traditional
10:30am	300	Contemporary

B. Frequency of communion celebration: 13 per year

C. How are members involved in planning and participation in the liturgy/worship?  
Members and elders often lead different parts of the worship service or are given opportunities to share how God is working in their lives and in ministries in which they are involved.

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

E. Type of music used in worship (e.g., traditional, contemporary, variety)  
Classic: Variety of hymns and praise songs  
Modern: Contemporary worship songs

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 80
- B. Average attendance in Adult Education (Sunday): N/A
- C. Average involvement in Small Groups: 200



**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*
See Attached				

\*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: \$ 2,500,000 Last year's annual budget: \$ 2,550,000  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 93 %

<b>Board or Committee Name</b>	<b>Purpose of Group</b>	<b>Number of Members</b>	<b>Frequency of Meetings</b>	<b>Leadership Role</b>
Children's Ministry	Supports ministry programming and youth education curriculum.	6	Quarterly	4
Deacons	Sets out to serve the congregation and the local neighborhoods through providing congregation care ministries.	23	Monthly	3
Finance Committee	A committee of the Session, works with senior staff to determine and manage the church budget.	9	Monthly	3
Global Mission (Go Global)	Works alongside Mission Coordinator to provide collaborative leadership, support, input, and feedback, including on programming, budget, and vision for global missions and worldwide partnerships.	11	Quarterly	3
Junior High	Sets curriculum for ministry and plans youth group and all activities.	6	Monthly, as needed	3
High School	Sets curriculum for ministry and plans youth group and all activities.	9	Monthly, as needed	3
Local Missions	Works alongside Mission Coordinator to provide collaborative leadership, support, input, and guidance on programming, budget, and vision for local mission partnerships, projects, and support.	8	Monthly	4
Men's Ministry	Plans and coordinates programs and fellowship opportunities for ministry.	5	Quarterly	3
Nominating Committee	Nominates lay leaders to serve as deacons, elders, and nominating committee members for the following calendar year.	9	Weekly, as needed	3
Personnel	A committee of the Session, provides oversight of staff hiring and evaluation, approves job descriptions and salaries, etc.	8	Monthly	3
Session	Sets overall vision, direction, and priorities of the church; approves the hiring of program staff and ministry team leaders; oversees spiritual life of congregation.	12	Monthly	3
Women's Ministry	Plans and coordinates programs and fellowship opportunities for ministry.	3	Bi-Monthly	3





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3. Amount contributed for year (most recent complete reporting year)

- A. EPC Percentage of Income \$ 18000
- B. EPC World Outreach Global Workers \$ 10000
- C. EPC Special Projects \$ \_\_\_\_\_
- D. Presbytery Per Member Asking/Percentage of Income \$ 12000
- E. Other Missions/Missionaries \$ 250000

4. Property owned by church

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

Sanctuary (seats 900), Ministry Center (meeting rooms), Fellowship Hall (seats 250) and Education Wing (classrooms and offices) - built in 1960  
 Chapel (seats 85) - built in 1985  
 Community Life Center (gym - seats 450, Student Ministries rooms, Coffee Bar, kitchen, lounge and meeting rooms) - built in 2004  
 Office Complex - built in 2008

- 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

Capital upgrades/additions/needs have been identified and a capital campaign is projected sometime in the next 5 years.

- 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: Pastor \$ 110,000 - TBD

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

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

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

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or 3.0 %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

10% Retirement Plan (minimum 10% gross effective salary)

Yes Medical insurance (EPC medical coverage required for full-time TEs)

2.5x salary Life insurance

No Social Security

\$3200 Travel/mileage

No Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

4 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 \_\_\_\_\_

\$3,800 Other (Specify: Professional expenses \$1800, study leave \$2000)

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 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 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 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 checked="" type="checkbox"/> 1 | <input 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 type="checkbox"/> 1            | <input checked="" 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 checked="" type="checkbox"/> 3 | <input type="checkbox"/> 4 |

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

After being identified for church office, but prior to election, elders and deacons go through a training course, including intensive study of Biblical sources of authority, roles and responsibilities and church service and governance. An examination prior to ordination/installation concludes the process.



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

Monthly study and prayer time, as well as regular one-on-one meetings with pastoral staff

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

Local - Annual community work projects; Loaves and Fishes; Love Inc., Francis House, Family Promise (homeless ministry); St. John's Program for Real Change; Upward basketball and volleyball leagues

Global - EPC World Outreach; Mission work with Jamaica, Haiti, Dominican Republic, Ethiopia & Mexico; Targeted special offerings for global church needs

19. Describe the strengths of your congregation.

Christ-centered and focused on sound Biblical teaching  
Desire to become a missional church  
Welcoming, loving, and faithful  
Two worship services with different styles of music, buildings, times  
All-Church week-long Summer Conference in Santa Cruz, CA  
Multi-generational programs for all ages (infants, children, youth, college, seniors)  
All-Church midweek discipleship programs on Wednesday afternoon/evening  
Over 150 years of respected partnership with the Sacramento community  
Financial stability and generosity  
Depth and diversity of professional skills  
Strong music programs  
Joint worship services and church community luncheons



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20. List specific problems with which your congregation struggles.

Two services with different styles of worship, music, buildings, times  
Motivating and equipping members to lead and volunteer  
Achieving a devoted missional mindset that is lived out in the world  
Opportunities for singles and young adult ministries  
Difference in racial makeup of the congregation vs. the surrounding community  
Aging portions of the campus facility

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

Transform a desire to be a missional church into a lifestyle of mission  
Establish additional leadership teams and increase lay leadership  
Strengthen discipleship through Biblical teaching and service opportunities  
Bridge relationships between classic and modern worship service attendees  
Churchwide growth in prayer  
Capital improvements and ongoing facility maintenance

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 2015

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

Fremont Presbyterian Mission Statement: At Fremont, we create space for people to become life-long followers of Jesus, and we relentlessly pursue His transformation of our neighborhood, our city and the world.



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

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

Passion for the Gospel reflected in a personal Gospel commitment and a desire for corporate Gospel commitment.

Strong personal devotional life

Humility

Love for people and a warm and welcoming persona

Transparency/honesty

Integrity

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

Strong communication, preaching and teaching gifts

Commitment to expositional preaching (preaching through books of the Bible)

Gospel-based Leadership

Team builder / Collaborator

Discernment

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

See job description.



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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?

Moving from downtown to current location near Sacramento State University  
Leaving PC(USA) and joining EPC  
Responding to the pandemic

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

As God has called key staff to new ministries, the Fremont congregation, Session, and staff have worked together to maintain focus on the mission God has given us.





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**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service	
David Burke	2014	to 2024
Donald Baird	1995	to 2014
Darrell Johnson	1989	to 1993

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

Our most recent Pastor was called into pastor-to-pastor ministry at the close of 2023; the church is currently seeking a new Pastor.



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**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](http://www.epc.org/benefits), email [benefits@epc.org](mailto:benefits@epc.org), or call 407-930-4267.

Clerk of Session *Lynn R. Jordan* Date *3 July 2024*

Search Committee Chair *[Signature]* Date *3 July 2024*