



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. For more information or to send your posting, email 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 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





CHURCH INFORMATION FORM



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CHURCH INFORMATION FORM

5. List all key volunteer positions

- Elders, deacons, sports ministry committee, Sunday School and Bible study teachers, youth staff and committee, worship committee, finance committee, human resources committee, children's staff, men's and women's committees, senior ministry committee, grief group leaders, prayer ministry leaders, Moms in Ministry/ Friendship Circle core group and small group leaders.

6. List all vacant positions

Position Available Senior Pastor Date of Vacancy 3/2015

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>510</u>	<u>380</u>
B. Number of family units	<u>300</u>	<u>250</u>
C. Worship attendance	<u>360</u>	<u>300</u>

8. Community Growth ☐ Increasing ☒ Static ☐ Declining

9. Profile of church members

A. Age:

3 % 0-11 7 % 12-18 15 % 19-24 10 % 25-34
15 % 35-49 25 % 50-64 25 % 65+



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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

B. Occupation:

35 % Business 25 % Professional 5 % Trades
 % Agriculture 15 % Stay-at-Home Parent 20 % Retired
 % Other (Please Specify) _____

C. Educational level of adults

 % some high school 94 % high school 56 % college 38 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 5 %
5 years or less 10 %
6-10 years 10 %
10 years or more 75 %

10. Racial/Ethnic composition of:

A. Congregation

 % African-American 95 % Asian 3 % Caucasian 1 % Hispanic
1 % Other (Specify) _____

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

1 % African-American 25 % Asian 15 % Caucasian 59 % 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: 300,000

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*
Worship Committee	Oversees the worship service	6	monthly	3
Finance Committee	Budget and finance	4	bi-monthly	2
Small Group Committee	Coordinates small groups	2	monthly	2
Sports Ministry Committee	Coordinates all sports ministries	8	monthly	3
Deacon board	Service & care ministries	25	monthly	3
Children's Ministry	Oversees children's ministries	7	monthly	3
Youth Committee	Supports youth director & ministries	6	monthly	3
Men's/Women's Ministries	Nurture spiritual growth & fellowship	7/7	monthly	3
Session	Oversees/shepherds	6	monthly	2
Human Resource Committee	managing employees and their benefits	4	bi-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.
4. A staff person takes primary initiative and responsibility.

Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 1,350,000 Last year's annual budget: \$ 1,400,000
(Attach a copy of current budget)
2. Percentage of income received toward budget: 100 %



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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 \$ 21,052 or 2%
- B. EPC World Outreach Global Workers \$ _____
- C. EPC Special Projects \$ _____
- D. Presbytery Per Member Asking/Percentage of Income \$ 38
- E. Other Missions/Missionaries \$ 122,000

4. Property owned by church

- A. Describe buildings and property (other than manse), including condition.
sanctuary, offices, classrooms, social hall, gymnasium (completed 5/2019). Non-gym square footage: 34,160

- 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
1) A gym was recently built. Programs are underway to secure continued funding.
2) Refurbishment of an older building, depending on funds. Estimated cost: \$500,000.

- 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: Senior Pastor \$ 120K-140K, full benefits & manse

Position: _____ \$ _____

Position: _____ \$ _____

B. The average annual increase over the past three years is:Position: All Staff \$ _____ or 4.00 %

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 allowanceAfter 1 year Study leave allowance (minimum 2 weeks)☒ Annual vacation days (minimum 4 weeks)TBD Number of worship services per year for which pastor is provided relief
(in addition to vacation and study leave)☒ Sabbatical frequency and length up to 10 weeks every 7 years☒ Other (Specify: Housing assistance to purchase or rent a home.)**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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. Is engaged in evangelism	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input 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 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 checked="" type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

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

Elders are trained by the pastoral staff. Traditionally church officer training occurs prior to the ordination and installation of officers where they review and affirm the essential tenets of reformed faith adopted by the EPC and study the qualification of elders from Titus 1:6-9. Recently, they participated in a weekly Bible study where they went through the book, "The Gospel Eldership: Equipping a New Generation of Servant Leaders." They also had two half-day, off site training seminars. Elders were also trained in policy governance through Vital Church Ministries.

Deacons have a training manual, review the biblical role of deacons from Acts 6:1-7 and reserve January for training new deacons.



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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?

The elders are part of or lead a small group or Bible study (1 Timothy 5:17). Elders and deacons have monthly meetings with devotionals, discussion and prayer time. The deacon moderator attends Session meetings to give a report and ensure collaboration between elders and deacons. The elders also meet quarterly for fellowship, teaching and direction.

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

Since 1950 our church has been attending a summer conference at Mt. Hermon, which is in the Santa Cruz Mountains. The Japanese Evangelical Missionary Society, which plans the week-long retreat, is comprised of over 150 churches from across the United States and Japan. At Mt. Hermon more than 20 different Asian American churches join together to experience a spiritual awakening, strengthening, and encouraging one another in faith.

Elders and representatives of our church also attend a yearly presbytery meeting comprised of the 31 churches in the EPC 's pacific southwest region. We eat, pray, fellowship, network, listen to reports and meet candidates going through ordination.

19. Describe the strengths of your congregation.

(See attached)



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

20. List specific problems with which your congregation struggles.

Because our congregation is mainly Japanese American we tend to deal with things passively and try to avoid offending anyone. This has made it hard to resolve conflict and deal with problems in a biblical and timely manner. However, since hiring Vital Church Ministries, we have learned to implement godly practices to deal with and prevent future issues (Matthew 18:15-20). We are in a much better place and strive to please God first and do His will for our church (2 Chronicles 7:14-18).

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

At Wintersburg, with hopeful anticipation, there is the sense that we are on the verge of something new and exciting, where our next Senior Pastor will have the opportunity to help set the direction for our future. We recently participated in redemptive Bible studies, engaging church-wide summits and implemented a policy governance model. These tools have shown us how to love and forgive each other, reminded us to focus on God and His will, and taught us how to run our church effectively and become more missionally minded.

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 10/2023

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

(see attachment)



Part 4: Leadership Expectations

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

1. A demonstrated walk with Jesus (Matthew 22:37)
2. A gifted, Christ-centered and biblical preacher
3. Highly developed relational skills and ability to mentor staff
4. Proven ability to lead and motivate others
5. Leads the elders by example and in a godly way
6. Missionally minded
7. Highly educated and has a Master's in Divinity
8. Ordained or ordainable by the Evangelical Presbyterian Church

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

1. Loves Jesus, prays constantly, regularly reads His word, committed to seeking His will and obeying His ways.
2. A gifted, dynamic and Christ-centered preacher who speaks to the heart with truth, and grace; having a humble approach to sharing scripture and inspiring people to love Jesus.
4. Proven ability to lead and consistently advance a vision. Helping Session to define the “ends” and helping staff as ministry leaders to define the “means” to get there. Understands policy governance, sets forth tangible ministry goals, measures success and modifies accordingly.
5. Leads the elders as an example worth following; treats elders as those with a pastoral calling to share the ministry of the Word, prayer, and shepherding, as well as assisting in administering the sacraments.

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

- Biblical Teaching: Leading the congregation through a focused, intentional and Christ-centered study of Scripture to discover God's will for following Christ.
- Body Life: Provide avenues for building an authentic Christian community through large and small group activity, creating safe, relational environments where people can communicate what they feel and think.
- Ministry Mobilization: Encourage the development of ministries “to equip the saints for works of service” (Ephesians 4:11-12).
- Oversee the pastoral care needs of the congregation and, as necessary, disciple and share duties with other ordained and lay ministers in hospital visitation, home visits, counseling, marriages and funerals.
- Staff & Volunteer Development: Responsible for strategic planning and staff coordination in the execution of the church's purpose.



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?

After being founded in 1904 as a mission to reach Japanese farmers, the mission was finally granted church status in 1930, only to be shuttered after Executive Order 9066 authorized the incarceration of Japanese nationals and Japanese-American citizens. Over 80 elders, pastors, and congregants were incarcerated. Many of Wintersburg's members lost everything in the internment.

Despite this hardship, the members returned after the end of World War II. The church was reopened in October of 1945 and began to rebuild. The church continued to grow and moved into larger quarters twice over the following fifty year period.

In June 2014, the church was graciously and freely dismissed from the PCUSA to ECO due to theological differences. In October 2020, Wintersburg found a home in the EPC.

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

When our senior pastor moved back to his hometown, our executive pastor took over many lead pastor responsibilities. Unfortunately, our executive pastor had critical health conditions and took a medical leave, which also coincided with the beginning of the pandemic. Along with the many challenges due to Covid-19, we also met with obstacles in closing out our gym building project, the challenges of continuing our pastor search, the serious health crisis of our executive pastor, some financial burdens requiring reduction in staff and unresolved conflict.

However, in the midst of these challenges, despite usual human frailty, we have seen the faithfulness and grace of God, exhibited through the sacrifice and love of our staff, Session and members of our congregation. Our elders hired Vital Church Ministries to help provide healing and restitution, suggest godly solutions and best practices, unite us through the common goal of seeking God and teach us policy governance and how to disciple and share the gospel in relevant, contemporary ways. Wintersburg has always believed and acted according to God's word, striving to be like the bride of Christ, washed by His word and presented holy and blameless (Ephesians 5:26-27).



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Ted Esaki</u>	<u>8/2003</u>	to <u>3/2015</u>
<u>Masaya Hibino</u>	<u>7/1990</u>	to <u>6/2001</u>
<u>Abraham Dohi</u>	<u>1/1970</u>	to <u>12/1988</u>

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

All interested candidates must apply through Slingshot Group - <https://slingshotgroup.org/jobs/wintersburg-presbyterian-church-senior-pastor>. Our profile and more detailed descriptions will be provided through Slingshot. Thank you for your consideration and may the Lord bless you.



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 Masaaki Uchida Date 12/2023

Search Committee Chair Ken Wakamoto Date 12/2023