



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 Faith Presbyterian Church

Address 11373 E. Alameda Ave.

Aurora, CO 80012

Telephone (303) 364-7271 Fax (303) 361-6725

E-mail shill@faithpc.org Website www.fai thpc.org

2. Presbytery Presbytery of the West

Presbytery Ministerial Committee Liaison Jim Lewien

3. Search Committee Chairman Mike Nelson

Address 11373 E. Alameda Ave.

Aurora, CO 80012

E-mail Mike Nelson, Chair, Search Team mjnkem5@gmail.com

Telephone (303) 364-7271 x229 Steve Hill, Church Office Administrator

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

Transitional Pastor  Full time  Part time

Church Administrator  Full time  Part time

Director of Music & Worship  Full time  Part time

Director of Children's Ministries  Full time  Part time

Children's Ministries  Full time  Part time

Sound Tech  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time



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5. List all key volunteer positions

- Food ministry
- Womens' ministry
- Mens' ministry
- Deacons
- Elders
- Bell Choir
- Groundkeepers

6. List all vacant positions

Position Available Pastor Date of Vacancy immediate

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>380</u>	<u>175</u>
B. Number of family units	_____	_____
C. Worship attendance	<u>180</u>	<u>130</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

2.5 % 0-11      \_\_\_\_\_ % 12-18      2.5 % 19-24      5 % 25-34  
5 % 35-49      20 % 50-64      65 % 65+



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**B. Occupation:**

10 % Business                      10 % Professional                      5 % Trades  
\_\_\_\_\_ % Agriculture      \_\_\_\_\_ % Stay-at-Home Parent      75 % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

\_\_\_\_ % some high school   40 % high school   50 % college   10 % graduate school

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

Less than one year \_\_\_\_\_ %  
5 years or less                      10 %  
6-10 years                              20 %  
10 years or more                      70 %

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

**A. Congregation**

\_\_\_\_\_ 3 % African-American      \_\_\_\_\_ 2 % Asian      \_\_\_\_\_ 93 % Caucasian      \_\_\_\_\_ 2 % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

\_\_\_\_\_ 20 % African-American      \_\_\_\_\_ 5 % Asian      \_\_\_\_\_ 20 % Caucasian      \_\_\_\_\_ 50 % Hispanic  
\_\_\_\_\_ 5 % Other (Specify) Russian, Central & South American, African, Arab \_\_\_\_\_

**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: 390,000



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
10AM	130	Traditional
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: 12 per year

C. How are members involved in planning and participation in the liturgy/worship?

Staff produces the bulletin by Thursday for Sunday’s service and then folks are recruited as needed. Choir does sing a few Sundays a month and that is handled by our music minister along with the Elders do setup communion on the first Sunday of every month. The Elders also get the donations collected from the boxes and count for deposit. Everything else done by pastor and staff.

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

Variety, leans toward traditional

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

Blended, leans towards hymns and Maranatha-based praise music

13. Ministry Programs

A. Average attendance in Church School (under 18 years): 0

B. Average attendance in Adult Education (Sunday): 0

C. Average involvement in Small Groups: 30%



**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*
Session	Church leadership	6	monthly	2
Deacons	Parish ministry to members	15	monthly	3
Womens' Bible Study	Ministry to women	30	weekly	3
Mens' Bible Study	Ministry to men	8	seasonal	2
Food Bank	Food ministry to community	10	weekly	3

\*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: \$ 629,309 Last year's annual budget: \$615,014  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 86 %



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

- A. EPC Percentage of Income \$ 1,250
- B. EPC World Outreach Global Workers \$ \_\_\_\_\_
- C. EPC Special Projects \$ \_\_\_\_\_
- D. Presbytery Per Member Asking/Percentage of Income \$ 1,250
- E. Other Missions/Missionaries \$ 56,550

4. Property owned by church

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

Three buildings: Main Sanctuary Bldg (Main Sanctuary, Fellowship Hall/Gym, church offices), Chapel & Adult Education Bldg, Children's Ministry Bldg.

Total Facility: 65,000 square feet

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

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 \$ 85K-90K plus benefits listed below

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

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

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

Position: Pastor \$ none/vacant or \_\_\_\_\_%

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 allowance

Study leave allowance (minimum 2 weeks)

Annual vacation days (minimum 4 weeks)

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

\_\_\_\_\_ Sabbatical frequency and length \_\_\_\_\_

\_\_\_\_\_ Other (Specify: \_\_\_\_\_)

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 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 type="checkbox"/> 3	<input checked="" 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 type="checkbox"/> 2	<input checked="" 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 checked="" type="checkbox"/> 1	<input 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 type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
15. Is connected to and prayerful about what God is doing in the global church	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

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

**Elders:** by the pastor in a personal meeting before coming on board. On-going training during the session meetings monthly.

**Deacons:** At least one elder attends the deacon's monthly meeting and is the vice moderator. At the meetings the deacons' notebook is walked through and updated as needed. That notebook is the main training for the deacons.



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

Session is comprised of the elders. They are reaching out to their deacons (3 or 4 each) quarterly.

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

Not currently involved.

19. Describe the strengths of your congregation.

Our congregation cares deeply for one another and enjoys friendships, fellowship and bible studies with each other. They will sacrifice time, effort and financial resources to address one another's needs. They are committed to sound Biblical preaching. Giving is fairly consistent and will respond if challenged. They respect each other and respect the church facilities as well as volunteering their time to fix and maintain the facility. Our congregation is welcoming to visitors and has a heart for those who are hospitalized, hurting or need assistance. We have a long history of supporting local and global Missions.



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20. List specific problems with which your congregation struggles.

Our congregation tends to reminisce and long for the 'glory days' when the church was booming and had thousands of members. They will also see things through the lens of past church accomplishments, methods and paradigms. They also tend to not accept change well, but are improving in this area. Approximately five years ago, our congregation recently went through the loss of a Senior Pastor (with 25 years of tenure) due to a moral failure. We have been in the process of healing and are now looking towards the future.

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

Coming out of the healing phase from our recent Pastor and transitioning into the next phase God has in store for us.

Vision – a new statement of vision (ASAPH) has been accepted during the middle of August 2023 and are in the process of working within it to further the Kingdom

Search – beginning the process of finding the next Pastor who will take us into the future God has planned for us



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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

If you answered "Yes" to either 22 or 23, please explain.

1971 – TE Pastor Pete Brewer asked to step down due to marital infidelity

1985 – TE Dean Wolf asked to resign after divorcing his wife

1993 – Charges brought against TE James Morrison for adultery and financial misappropriation

2018 – Charges brought against TE Douglas Klein for immorality

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

Yes     No

If yes, Date completed August 13<sup>th</sup>, 2023

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

See attachment for ASAPH



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

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

Preaching skills

Heart for evangelism

Multi-generational and multi-ethnic ministry skills (esp for youth)

Humble servant

Strong interpersonal skills

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

- a) Biblical preaching – teaching directly from God’s Word along with His interpretation given to the congregation
- b) Humble leadership – an authentic faith reflected in his/her life, including his personal life with his/her spouse and children (if they have children)
- c) Heart for evangelism – able to reach out to our community around the church and other areas to draw folks to the church, especially young people
- d) Collaborative skills – solid communications and administrative skills used for lead us forward in Gods’ plan. Able to motivate us, keeping our vision before us while moving forward
- e) Approachable – someone with a heart for our church, God’s direction and willing to listen to the ideas the members present (including session and the deacons) and come to Godly decisions in order to lead us in His paths.

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

See attached 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?

- a) Dr. Dean Wolf accepting the position of Senior Pastor in 1971 and leading Faith Church into becoming a 4,000+ member mega church in the 1970's and the early 1980's.
- b) TE James Morrison's extra marital affair with a staff member in 1993 and the leadership, staff and congregational schism that occurred shortly thereafter.
- c) The loss of our Senior Pastor in 2018 due to an emotional affair and the RE's having to lead the church for a year before hiring a Transitional Pastor.
- d) Interim Pastor, Dr. Erik Ohman has led the church since mid-2019 and has instituted and accomplished the Healing Phase. We are ready to move forward into God's future Vision of gathering, healing and protecting. As well, this current Search phase has the church excited about God's future for Faith 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?

- a) COVID
- b) Previous leadership decisions being corrected by current strong Pastor along with Session
- c) Not having a youth program / Sunday school program



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**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service
<u>Doug Klein</u>	<u>1993 to 2018</u>
<u>Jim Morrison</u>	<u>1985 to 1993</u>
<u>Dean Wolf</u>	<u>1971 to 1985</u>

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

Looking for a strong experienced leader with a loving spouse, both of whom love the Lord along with being wonderful parents (if they have children).



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 Julie Moore Date September 27, 2023

Search Committee Chair Mike Nelson Date September 27, 2023