



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.

### *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](mailto:info@epc.org)







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5. List all vacant positions

Position Available Lead Pastor - Part-time Date of Vacancy 2/20/2022

Position Available Worship Director - Part-time Date of Vacancy 5/22/2022

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

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>95</u>	<u>50</u>
B. Number of family units	<u>70</u>	<u>26</u>
C. Worship attendance	<u>100 / In-person</u>	<u>35; on-line-15</u>

7. Community Growth  Increasing  Static  Declining

8. Profile of church members

A. Age:

\_\_\_\_\_ % 0-11    \_\_\_\_\_ % 12-18    \_\_\_\_\_ % 19-24    \_\_\_\_\_ % 25-34  
\_\_\_\_\_ % 35-49    10 % 50-64    90 % 65+

B. Occupation:

18 % Business    25 % Professional    11 % Trades  
0 % Agriculture    3 % Stay-at-Home Parent    35 % Retired  
8 % Other (Please Specify) Students

C. Educational level of adults

10 % some high school    20 % high school    52 % college    18 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 4 %  
5 years or less 4 %  
6-10 years 20 %  
10 years or more 72 %



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**CHURCH INFORMATION FORM**

9. Racial/Ethnic composition of:

A. **Congregation**

2 % African-American 0 % Asian 94 % Caucasian 4 % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

5 % African-American 5 % Asian 80 % Caucasian 10 % 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 (Commuter/bedroom) 90,000-100,000

11. Church Programming—Worship

A. **Worship Time**

10:00 AM

**Average Worship Attendance**

35-40

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Frequency of communion celebration: 52 times per year

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

Set up; Take down; Order of worship; Hospitality; Signage



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**CHURCH INFORMATION FORM**

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

Mix of traditional and contemporary

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

Mix of traditional and contemporary

**12. Church Programming—Sunday School**

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

B. Average attendance in Adult Education (Sunday) 0

**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	Spiritual leadership/governing	5	Monthly	2
Missions Committee	Disbursement/coordination	5	Monthly	3
Deacon Board	Congregation & community care	5	Monthly	3
Prayer Ministry Team	Prayer	4	Monthly	2
Women's Ministry	Fellowship / Bible study	20	Weekly	2
Youth Ministry	NA	3	Weekly	N/A
Fellowship groups	Home groups / Summer e	30	Various	3
Pastoral Search Committee	Recruiting pastor	3	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.



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**Part 2: Financial/Church Campus Information**

1. Current annual budget: \$ 200,000 Last year's annual budget: \$ 270,000  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 91% %

3. Amount contributed for year 2021 (most recent complete reporting year)

A. EPC Per Member Asking \$ 0

B. EPC World Outreach Global Workers \$ 0

C. EPC Special Projects \$ 0

D. Presbytery Per Member Asking \$ 0

E. Other Missions/Missionaries \$ 26,400

4. Property owned by church

A. Describe buildings and property (other than manse).

We own no property. We rent our worship space. We use facilities, homes, or public spaces for other meetings.

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

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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**CHURCH INFORMATION FORM**

6. Compensation:

A. The salary range we are prepared to offer:

Position: Lead Pastor - Part-time \$ Negotiable

Position: Worship Director - Part-time \$ \_\_\_\_\_

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

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

Position: Lead Pastor \$ \_\_\_\_\_ or N/A %

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

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

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

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

Pension (minimum 10% gross effective salary)

Medical insurance

\_\_\_\_\_ Life insurance

\_\_\_\_\_ Social Security

\_\_\_\_\_ Travel/mileage

\_\_\_\_\_ Book allowance

\_\_\_\_\_ Study leave allowance (minimum 2 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)

Other (Specify: Discretionary allowance for travel, books, etc.)



**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 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
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 type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. 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	<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 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
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 type="checkbox"/> 2	<input checked="" 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 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
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 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





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

- Shared Good Friday service
- Engagement in Evergreen Christian Outreach
- Engagement in other local ministries we support

16. Describe the strengths of your congregation.

- |  |                                  |                        |                     |
|--|----------------------------------|------------------------|---------------------|
| Real   | Generous                         | Compassionate          | Loving              |
| Non-judgemental                              |                                  | Willing to help others | Biblically centered |
| Faithful                                     | Confident in the power of prayer |                        | Prayer warriors     |
| Winsome fellowship                           |                                  | Willing to praise God  |                     |
| Willing to use our gifts to the glory of God |                                  |                        |                     |
| God & Gospel-centered preaching              |                                  |                        |                     |

17. List specific problems with which your congregation struggles.

- Attracting new members due to our size, location, generation

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

- Need to reverse declining attendance and grow congregation to achieve viability.



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**CHURCH INFORMATION FORM**

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.

Approximately 14 years ago our Pastor was removed from his position and stripped of his ordination in the EPC due to unorthodox teaching regarding Christo-centric universalism.

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

Yes     No

If yes, Date completed Developing mission statement

If yes, attach copies of each statement or strategic plan the church has completed.



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**CHURCH INFORMATION FORM**

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

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

1. Be a committed and mature follower of Jesus Christ with a consistent and deep life of prayer and time spent in God's Word, who is continually growing and developing in personal faith.
2. Be a skilled and passionate preacher / teacher of God's Word.
3. Be a visionary goal-oriented leader
4. Possess the pastoring skills required to motivate and guide members toward a closer walk with Christ.
5. Be an able administrator, capable of overseeing the primary functional areas of church operations.



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**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?

1) 49 years ago, Lookout was formed by a group of people, some still with us, which broke away from Rockland Community Church due to the immoral behavior of the pastor.

2) The departure of the lead pastor 14 years ago due to unorthodox teaching, and the church split which followed.

3) The loss of our building in 2010 due to financial inability to pay the mortgage, which led to us becoming a mobile 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?

The COVID pandemic



**Part 6: Other Information**

1. List the last three individuals who held the position of Lead Pastor

Name	Dates of Service	
<u>Curtis Brophy</u>	<u>Nov 2016</u>	<u>to Feb 2022</u>
<u>William Senyard</u>	<u>July 2009</u>	<u>to Dec 2015</u>
<u>Peter Hiatt</u>	<u>Nov 1992</u>	<u>to Nov 2007</u>

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

Even though we are an older congregation, we still have a lot of passion, commitment and energy, not just for ourselves, and nurturing and caring for our own church community, but also for making an impact for Christ on the world around us.

We have defined the Lead Pastor role as a part-time one due to the small size of our congregation and limited budget

The Associate Pastor of Congregational Care, who has been a LOMCC church member for 20+ years and a staff member for 8 years, is a key member of the Church and Session leadership team. The Lead Pastor must be ready to work with her constructively in this capacity.

Clerk of Session Doreen McHugh Date June 2022

Search Committee Chair Jeff Buckwalter Date June 2022

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)

<b>Lookout Mountain Community Church Budget Summary</b>	<b>2022 Budget</b>
<b>Income</b>	
Total 4001 · General Fund	200,000.00
<b>Expense</b>	
5100 · Staff and Pastor	
Pastor Expenses	15,000.00
Pastor Salary	61,800.00
Total Pastor	76,800.00
Staff Salary	34,980.00
Other Related Salary Expenses	4,400.00
Total Staff	39,380.00
Total 5100 · Staff & Pastor	<b>116,180.00</b>
Total 6000 · Missions/Int. Outrch/Benevolenc	<b>20,000.00</b>
7000 · Facility Expenses	
Total · Rental of Church building	21,500.00
Total · Common building Expenses	5,800.00
Total 7000 · Facility Expenses	<b>27,300.00</b>
8000 · Operations	
Total 8100 · Church Programs	21,000.00
Total 8200 · Community Life	1,050.00
Total 8300 · Office Administration	5,470.00
Total 8000 · Operations	<b>27,520.00</b>
<b>Total 5000 · All Expenses</b>	<b>191,000.00</b>
<b>Net Income</b>	<b>9,000.00</b>