

**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

## Introduction

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.

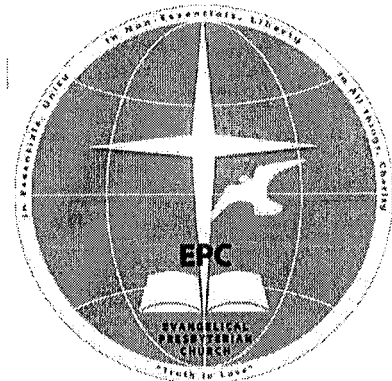
The Church Information Form presents the local congregation’s history, challenges, and goals. It is our hope that this will be of help in facilitating the search process, assisting the church in focusing on future directions and pastors in gaining some sense of the nature and uniqueness of this congregation.

## Contents

Part 1 Church Information	Part 4 Leadership Expectations
Part 2 Building/Financial Information	Part 5 Church History
Part 3 Church Characteristics	Part 6 Other Information

Please return the completed document to:

Office of the Stated Clerk  
Evangelical Presbyterian Church  
17197 N. Laurel Park Drive, Suite 567  
Livonia, MI 48152-7912  
Phone: (734) 742-2020 Fax: (734) 742-2033  
E-mail: [epchurch@epc.org](mailto:epchurch@epc.org)



**Part 1: Church Information**

1. Name: Highline Community Church

Address: 6160 South Wabash Way, Greenwood Village, Colorado 80111

Telephone: ( 303 ) 730-1874 Fax: (        )                     

E-mail:                                      Website: highlinecc.org

2. Presbytery: Presbytery of the West

Presbytery Ministerial Committee Liaison: Jeff Wood and Diane Wonhof

3. Search Committee Chairman: Buzz Hill

Address:                                     

Telephone: (        )                      E-mail: gfhill2@aol.com

4. List all paid staff positions

- |  |   |   |
|--|---|---|
| <u>Senior Pastor</u>                                   | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Associate Pastor</u>                                | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Executive Director</u>                              | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Worship Pastor</u>                                  | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Administrator (Office Manager &amp; Bookkeeper)</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Family Pastor</u>                                   | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Youth Pastor</u>                                    | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Woman's Pastor</u>                                  | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>                                    </u>            | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time            |

Position Available: Senior Pastor Date of Vacancy: 6-1-2018

Position Available:                                      Date of Vacancy:                                     

5. Membership (please state approximate numbers and percentages)

	<u>Five years ago</u>	<u>Currently</u>
A. Number of church members	<u>400</u>	<u>325</u>
B. Number of family units	<u>350</u>	<u>275</u>
C. Worship attendance	<u>360</u>	<u>250</u>

D. Profile of church members

(1) Age:

2% 0-11   2% 12-18   2% 19-24   3% 25-34   9% 35-49  
32% 50-64   50% 65+

(2) Occupation:

35% Business    15% Professional    15% Trades    3% Stay-at-home parent  
   % Agriculture    32% Retired       % Other (Specify: \_\_\_\_\_)

(3) Educational level of adults

5% some high school    20% high school    58% college    17% graduate school

(4) Percentage of members belonging to the congregation:

Less than one year 10%  
5 years or less    10%  
6-10 years        20%  
10 years or more 60%

(5) Racial/Ethnic composition of congregation

2% Asian    1% Hispanic    2% African American    95% Caucasian  
   % Other / Specify: \_\_\_\_\_

6. Worship

A.	Time	Average Attendance
	<u>10:30</u>	<u>250</u>
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

B. Frequency of communion celebration: 12 per year

C. How are members involved in planning and participation in the liturgy/worship?  
Very little in the planning. Member participation includes worship (music) team, and in special events such as advent candle lighting, readings, etc.

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

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

7. Church/Sunday School

A. Average attendance in Church School (under 18 years) 10

B. Average attendance in Adult Education (Sunday) 25

8. Community Setting (check as many as apply):

- | <u>Location</u>                              | <u>Function</u>                             | <u>Growth</u>                              |
|--|---|--|
| <input type="checkbox"/> Rural               | <input type="checkbox"/> Industrial         | <input type="checkbox"/> Growing           |
| <input type="checkbox"/> Small town          | <input type="checkbox"/> College/University | <input checked="" type="checkbox"/> Static |
| <input type="checkbox"/> Metropolitan        | <input type="checkbox"/> Agricultural       | <input type="checkbox"/> Declining         |
| <input checked="" type="checkbox"/> Suburban | <input type="checkbox"/> Recreational       |  |
| <input type="checkbox"/> Inner City          | <input type="checkbox"/> Military           |  |

Approximate population of community 100,377

Racial/Ethnic composition of community:

3% Asian    7% Hispanic    3% African American    87% Caucasian  
     % Other (Specify: \_\_\_\_\_)

9. Program Information: 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	Leadership	9	1/mo	1
Woman's Group	Learning/Fellowship	60	1/wk	3
Friday Men's Group	Learning/Fellowship	12	1/wk	3
Wednesday Men's Group	Learning/Fellowship	12	1/wk	2
OPUS (Old People Up to S)	Learning/Fellowship	9	2/Mo	3
Sunday Adult Education	Learning/Fellowship	15	1/wk	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.

**Part 2: Building/Financial Information**

1. Current annual budget: \$ 1,088,792 Last year's annual budget: \$ 973,791

*(Please attach a copy of current budget)*

2. Percentage of income received toward budget: 86 %

3. Amount contributed for (last complete reporting year: \_\_\_\_\_):

A. EPC per member contribution \$ \_\_\_\_\_

B. EPC World Outreach Missionaries \$ \_\_\_\_\_

C. EPC Benevolence Askings \$ \_\_\_\_\_

D. Presbytery giving \$ \_\_\_\_\_

E. Other Missions/Missionaries \$ 35K (\$60K in 2019)

4. Property owned by church

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

Building located at 6160 South Wabash Way, Greenwood Village, Colorado 80111

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 and when and projected cost:

We are enlarging our current kitchen, but no "building program" per se is projected. To save costs, the build out will not include cooking facilities. We have acquired a food truck to provide on-premises cooking capability and for outreach activities. Funds are on hand to accomplish this construction (approx \$130,000).

D. Does the church own a manse?

Yes  No

Condition:  Good  Fair  Poor  Number of bedrooms: \_\_\_\_\_

Office/study:  In Church  In Manse  Not provided  Other: \_\_\_\_\_

6. Compensation:

A. The salary range we are prepared to offer:

Position: Senior Pastor \$ 85-95K (including housing)

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

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

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

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

C. Housing

Housing allowance

Manse only

Either of the above

D. Benefits and expenses:

Included in salary Pension (minimum 10% gross effective salary)

No Medical insurance

No Life insurance

Yes Social Security

Negotiable Travel/mileage

Negotiable Book allowance

2 weeks Study leave allowance

3 weeks Annual vacation

Approx 8 Number of worship services (in addition to vacation and study leave)  
for which pastor is provided relief (per year)

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

**Part III: Church Characteristics**

*Circle the number that most closely describes the current congregation characteristics and future goals:*

Our congregation...	<u>Currently</u>				<u>Goal</u>			
	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 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
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 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 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
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 checked="" type="checkbox"/> 1	<input 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 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 type="checkbox"/> 2	<input checked="" 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

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

We offer office space to a young non-EPC church (Lifegate) which does not have its own building, and we conduct joint services from time to time. We offer office space and support to para-church ministries. We participate with Love Inc. in projects periodically; prison ministries; National Day of Prayer breakfast with other churches participating; neighboring AAA office holding bible studies during week; and "Hot Dog Thursdays" ministry providing free lunches to surrounding office workers.

16. Describe the strengths of your congregation:

Maturity in knowledge of the scriptures.

Emphasis on fellowship as a group, including sharing brunches and picnics periodically.

Generosity.

Highly visible location on I-25 in Denver Tech Center.

17. List specific problems with which your congregation struggles:

Average age of congregation makes attracting young families difficult.

Emphasis on in-depth teaching rather than preaching style does not necessarily attract seekers and less mature Christians.

18. List major goals that this congregation has set for itself:

Our vision for Highline is to remain a Christ-centered body which - (a) continues to minister to our mature congregation, by providing Bible centered preaching, church-wide fellowship and service opportunities; (b) attracts people of all ages who seek to know the Lord, by providing excellent teaching from the pulpit, worship experiences that deepen our experience of Christ, Bible classes (with fellowship around the Word) that foster intimacy with each other and with Christ, and youth and children's programs which allow them to meet and grow in Christ; and (c) creates smaller internal communities for fellowship and service activities that foster intergenerational relationships and service opportunities/outreach efforts that serve our fellow man – all to the end that we are a community of believers we were intended to be.



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:

We understand that disciplinary action may have been taken against Mel Conant, our Senior Pastor between approximately 1999 and 2009. The Presbytery should have more information on this.

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

Yes    Date: In process -see attached     No

If yes, please attach copies.

## **Part 4: Leadership Expectations**

22. What five key characteristics/gifts/skills should a person bring to the position?

Recognizing it is more than five, the characteristics we seek are:

1. Solid pulpit preacher/teacher (bible-based preaching)
2. Minimum of a Bachelor's Degree plus an MDiv or equivalent.
3. Ordained in EPC or eligible to be ordained in EPC, and therefore able to affirm the essential principles of the Westminster Confession of Faith.
4. Preferably have pastored a church.
5. Visionary leader
6. Management ability/team builder
7. Able to retain existing congregation and attract seekers of all ages.

## **Part 5: Church History**

1 What do you consider to be the three most important events in the history of your church?

1. Created as church-plant of Greenwood Community Church.
2. Moving to interim building which was too large, having plans for use of building by multiple ministries, and not being able to achieve financial commitment necessary, thus losing members and momentum.
3. Moving "home" to our current building

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

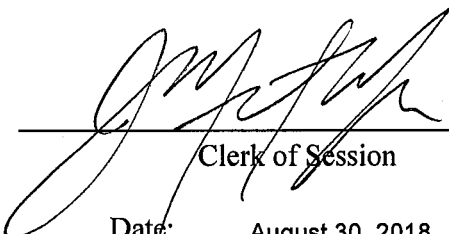
Having our unique and iconic Senior Pastor step down due to family medical issues, and resulting need to re-cast vision of church and find new Senior Pastor to implement that vision.

**Part 6: Other Information**


1. List the last three persons in this position: Position: Senior Pastor

<u>Name</u>	<u>Dates of Service</u>
<u>Bob Beltz</u>	<u>6-1-09</u> to <u>6-1-18</u>
<u>Mel Conant</u>	<u>10-1-99</u> to <u>3-1-09</u>
_____	_____ to _____

2. Other significant factors about our church not covered in previous questions:  
Highline is a community of believers who are characterized by our desire to better know and live the scriptures, by our generosity and internal fellowship. We have been blessed in resources, including our building and its visible location. But perhaps because of our relative maturity (both in the age of members and our desire to dive deeply into the scriptures) we have not been entirely successful in our efforts to attract younger members and those who are seeking to follow Jesus. We seek a Senior Pastor to not only serve or current congregation, but to lead us in those efforts.



\_\_\_\_\_  
Clerk of Session  
Date: August 30, 2018



\_\_\_\_\_  
Chair, Search Committee  
Date: August 30, 2018

We encourage churches to list their openings on the EPC Ministry Staff Opportunities List ([www.epc.org/mso](http://www.epc.org/mso)). For more information or to send your posting e-mail [epchurch@epc.org](mailto:epchurch@epc.org).

**Vision for Highline Community Church**

Senior Pastor Search Committee

**August 30, 2018**

Our vision for Highline is to remain a Christ-centered body which -

(a) continues to minister to our mature congregation, by providing Bible centered preaching, church-wide fellowship and service opportunities;

(b) attracts people of all ages who seek to know the Lord, by providing excellent teaching from the pulpit, worship experiences that deepen our experience of Christ, Bible classes (with fellowship around the Word) that foster intimacy with each other and with Christ, and youth and children's programs which allow them to meet and grow in Christ; and

(c) creates smaller internal communities for fellowship and service activities that foster intergenerational relationships and service opportunities/outreach efforts that serve our fellow man -

all to the end that we are a community of believers we were intended to be, by loving God with our whole heart, mind and soul, and loving our fellow man because we know and understand how much Jesus loves us.