



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.

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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





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Part 1: Church Information

1. Church Name The Neighborhood Church

Address 3601 W. Belleview Ave.

Littleton, CO 80123

Telephone (720) 7986658 Fax (_____) _____

E-mail TNCPastorSearch@gmail.com Website www.tnclittleton.org

2. Presbytery Presbytery of the West

Presbytery Ministerial Committee Liaison Mike Wright

3. Search Committee Chairman Bob Byerly

Address _____

E-mail TNCPastorSearch@gmail.com

Telephone (_____) _____

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

Dan Lillpop, Worship Leader Full time Part time

Dave Messerve, Transitional Pastor Full time Part time

Krystal Budde, Childrens Pastor Full time Part time

_____ Full time Part time

_____ Full time Part time

_____ 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

Care Committee, Outreach committee, Greeter, Technology, worship, connection (food).

6. List all vacant positions

Position Available Lead Pastor Date of Vacancy 6/1/2022

Position Available Pastoral Intern Date of Vacancy 5/1/2022

Position Available _____ Date of Vacancy _____

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>60</u>	<u>60</u>
B. Number of family units	<u>21</u>	<u>20</u>
C. Worship attendance	<u>35</u>	<u>35</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

25 % 0-11 5 % 12-18 _____ % 19-24 5 % 25-34
35 % 35-49 25 % 50-64 5 % 65+



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B. Occupation:

30 % Business 50 % Professional _____ % Trades
_____ % Agriculture 10 % Stay-at-Home Parent 10 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 25 % high school 50 % college 25 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 10 %
5 years or less 10 %
6-10 years 30 %
10 years or more 50 %

10. Racial/Ethnic composition of:

A. Congregation

_____ % African-American _____ % Asian 100 % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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

5 % African-American _____ % Asian 70 % Caucasian 25 % 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: 45



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>9-11</u>	<u>35</u>	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: 52 per year

C. How are members involved in planning and participation in the liturgy/worship?
We frequently ask for volunteers to form committees to plan worship services and special events. Members serve communion, participate in worship team, greet, handle set up and tear down and streaming of services.

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)
Contemporary with consistent liturgical elements.

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

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 8
- B. Average attendance in Adult Education (Sunday): 0
- C. Average involvement in Small Groups: 15



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	Guide church	6	1/Mn	3
Children	Childrens ministry	4	1/Qrt	3
Care Team	Congregational Care	3	1/qrt	3
Missions	Missional Involvement	1	1/qrt	3
Set up / Tear Down	Set up / tear down	11	NA	3
TNC Connection	Snacks & Coffee for service	6	NA	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: \$ 180,000 Last year's annual budget: \$ 200,000
(Attach a copy of current budget)

2. Percentage of income received toward budget: 83.00 %



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

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

4. Property owned by church

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

None

- B. Are your buildings adequate for your present program? Yes No

If no, please explain:

We rent space through St. James Presbyterian church and have a good partnership with them for this and a handful of activities or services throughout the year.

- 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: Lead Pastor (Part time) \$ 40k - 50K based on experience

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Approximately 3% \$ _____ 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)

500/Month Medical insurance (EPC medical coverage required for full-time TEs)

_____ Life insurance

_____ Social Security

_____ Travel/mileage

_____ 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 _____

_____ 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 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 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 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 type="checkbox"/> 3	<input checked="" type="checkbox"/> 4
7. Is often found living their faith in their communities	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 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 type="checkbox"/> 1	<input checked="" 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 checked="" type="checkbox"/> 1	<input 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 role on session two at a time for a three year cycle. Currently we do not have formal training, but have prepared binders with relevant information in the past. We do not have Deacons at this time.



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

The community is very integrated. Members are primarily responsible for their own spiritual health and work through it within the community. Session usually begins with a devotional to set the tone for the meeting.

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

We occasionally partner with other churches or ministries for events e.g. Youth group participating with other church youth group. partnering in service with St James (where we currently meet). We shared pastors across several churches over a period of one month. Hosting a jointly led lent, holy week and Good Friday services with three churches.

19. Describe the strengths of your congregation.

Prioritize relationships, interested in deepening our faith journey, focus on spiritual disciplines, prayer, value biblical teaching/study, wholistic faith and worldview, commitment to intentional worshipful liturgy.



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20. List specific problems with which your congregation struggles.

Volunteering for church work, missionally confused, clear identity, lack of numerical growth, lack of ownership over our community, loss of key members of community, lack of systems.

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

Clear identity as to who God created us to be:

-Community outreach.

-Balance between missional and relational

Numerical growth

Intentionality about staff and structure

Maintain pastoral internships.

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 5/2001

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

Please see: <https://tnclittleton.org/about/#vision>



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Part 4: Leadership Expectations

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

Collaborative, heart for the community, detail oriented, willing to delegate and include others in the process.

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

1. Not a pastor Centric Church-Congregationally lead/ collaborative.
2. Effective and challenging preaching and teaching
3. Congregational care oriented to the size and nature of the community
4. Heart for the community/ service/local and global missions
5. Commitment to building leadership in others.

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?

Move from a chapel to a high school for worship. Cofounding pastors leaving within 6 months of one another. Losing our 2nd pastor, Children's minister, and intern all within a month, and also losing the building where we worshiped.

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

COVID was very tough but God led us through it. Secondly, we had our lead pastor leave (along with his wife who was operating as our children's pastor), along with our pastoral intern who was very involved in managing the day to operations, along with unexpectedly losing our worship space within about a 30 day period. We were down to a staff of one - our worship leader.



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Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Brandon Addison</u>	<u>7/2017</u>	to <u>6/2022</u>
<u>Mike Klassen</u>	<u>1/2008</u>	to <u>6/2015</u>
<u>Eugene Scott</u>	<u>1/2008</u>	to <u>12/2015</u>

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

We are currently worshipping in the building of another church. This is a recent development over the last year, but has been fruitful and we have developed a good relationship with this church.



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 Mark Brackney Date _____

Search Committee Chair Bob Byerly Date _____