



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)



**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****Part 1: Church Information**

1. Church Name First Presbyterian Church

Address PO Box 1026

Donalsonville, GA 39845

Telephone ( 229 ) 524-5138 Fax (        )                     

E-mail dvillefpc@gmail.com Website                     

2. Presbytery Southeast

Presbytery Ministerial Committee Liaison                     

3. Search Committee Chairman Hallie Walker

Address 3260 Luanne Circle

Donalsonville, GA 39845

E-mail hallie.walker@seminole.k12.ga.us

Telephone ( 229 ) 254-2083

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

Church Secretary ☐ Full time ☒ Part time

Choir Director ☐ Full time ☒ Part time

Pianist ☐ Full time ☒ Part time

Custodian ☐ Full time ☒ Part time

Bookkeeper ☐ Full time ☒ Part time

Moderator of Session ☐ Full time ☒ Part time

Minister ☒ 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

Church Treasurer  
Sunday School and Wednesday Night Teachers  
Computer and Sound technician  
Sunday morning and Wednesday Night Cooks

### 6. List all vacant positions

Position Available Minister Date of Vacancy 10/29/2023

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>146</u>	<u>145</u>
B. Number of family units	_____	_____
C. Worship attendance	_____	<u>70</u>

8. Community Growth ☐ Increasing ☒ Static ☐ Declining

### 9. Profile of church members

A. Age:

11 % 0-11 20 % 12-18 5 % 19-24 5 % 25-34  
25 % 35-49 20 % 50-64 13 % 65+



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**B. Occupation:**

40 % Business    10 % Professional    \_\_\_\_\_ % Trades  
40 % Agriculture    \_\_\_\_\_ % Stay-at-Home Parent    10 % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

2 % some high school    23 % high school    50 % college    25 % graduate school

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

Less than one year 5 %  
5 years or less    5 %  
6-10 years    10 %  
10 years or more    80 %

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

**A. Congregation**

>1 % African-American    0 % Asian    99 % Caucasian    >1 % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

33 % African-American    \_\_\_\_\_ % Asian    63 % Caucasian    3 % Hispanic  
1 % Other (Specify) Indian

**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: 2,830



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### 12. Worship

- A. Worship Time 11 a.m. Average Worship Attendance 70 Worship Style 80% Traditional  
20% Contemporary
- B. Frequency of communion celebration: 4 per year
- C. How are members involved in planning and participation in the liturgy/worship?  
The worship Committee plans the liturgy/worship service.
- D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)  
traditional
- E. Type of music used in worship (e.g., traditional, contemporary, variety)  
variety

### 13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 15
- B. Average attendance in Adult Education (Sunday): 20
- C. Average involvement in Small Groups: 15

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****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*
mission and outreach		6	monthly	3
building and grounds		3	monthly	3
christian education		7	monthly	3
worship committee		2	monthly	3
elders/session		9	monthly	3
threads of love II		11	weekly	3
men of the church		30	monthly	3
Presbyterian Women		25	monthly	3
Bereavement committee		15	yearly	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: \$ 243,000 Last year's annual budget: \$ 243,000  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 90.00 %



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

- A. EPC Percentage of Income \$ N/A
- B. EPC World Outreach Global Workers \$ N/A
- C. EPC Special Projects \$ N/A
- 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.

All three buildings and properties are in good/satisfactory condition. Church building includes sanctuary, Sunday school rooms, fellowship hall, and kitchen. The trinity center includes a meeting room, caterer's kitchen, and activity room. The church office is in a separate building and is rented from Seminole County.

- B. Are your buildings adequate for your present program?  
If no, please explain:

☒ Yes ☐ No

- C. Is a building program or capital project projected?  
If yes, describe what, when, and projected cost

☐ Yes ☒ No

- 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 Separate Building at a different location



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### 5. Compensation:

#### A. The salary range we are prepared to offer:

Position: Pastor \$ 55,000 Base

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

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

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

Position: Pastor \$ COL or 0.00 %

Position: 0-3 % \$ \_\_\_\_\_ or 3.00 %

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

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

#### C. Housing

☒ Housing Allowance

☐ Manse Only

☐ Either of the Above

#### D. Benefits and expenses

yes Retirement Plan (minimum 10% gross effective salary)

yes Medical insurance (EPC medical coverage required for full-time TEs)

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

yes Social Security

yes Travel/mileage

yes Book allowance

yes Study leave allowance (minimum 2 weeks)

yes Annual vacation days (minimum 4 weeks)

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

N/A Sabbatical frequency and length up to session if needed

\_\_\_\_\_ 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



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### 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 type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 2	<input checked="" 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 checked="" type="checkbox"/> 1	<input 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 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 type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4

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

*In the past, the pastor conducted training for new Elders based on the Book of Order. All current Elders have undergone training using the EPC's Leadership Training Guide.*



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

The church membership is divided up into shepherd lists. Each session member is assigned one of the shepherd lists, and is responsible for occasionally contacting the members on the list to see if they have any needs.

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

We are part of the ministerial association. We also help with food for the SCHS football team. Other ecumenical activities include community Holy Week services, Threads of Love, Friendship House of Jesus, Fellowship of Christian Athletes, Quitman Home, Thornwell Home, Operation Christmas Child, One Great Hour of Sharing, PCUSA Campus Ministry, and Taiwan missionaries.

**19. Describe the strengths of your congregation.**

\*mission focused and willing to serve

\*loving and warm hearted

\*bible based

\*supportive of church leaders as well as each other

\*Church members participate in a wide variety of community activities including: Lion's club, school functions and local government



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20. List specific problems with which your congregation struggles.

- \*lack of growth
- \*lack of attendance
- \*lack of commitment

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

- \*become more active in our community
- \*become more active in our ministry
- \*grow spiritually as a congregation
- \*evangelism growth

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 6-9-2019

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

"The mission of our church family is to worship GOD in Spirit and in truth; to grow as followers of Jesus Christ; and to be led by the Holy Spirit, as we seek to be faithful in sharing the gospel with all."



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## **Part 4: Leadership Expectations**

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

- \*Lover of Jesus
- \*Spiritually mature
- \*Effective preacher and worship leader
- \*Motivator
- \*Enthusiastic
- \*Compassionate
- \*Strong leadership skills
- \*Decision-maker

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

- \*minister to the church body, church members, and others outside of the church walls
- \*deep knowledge of the scripture and the Westminster Confession of Faith
- \*Effective preaching and teaching skills
- \*Compassion for the sick, elderly, and shut-ins
- \*Supporter of church and local youth
- \*Knowledge of the EPC book of Order

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

- \*Lead worship and deliver carefully prepared sermons
- \*Provide weekly children's sermon
- \*Lead weekly Wednesday evening adult Bible study
- \*Lead confirmation classes when needed
- \*Ability to relate to all ages
- \*Be visible in the community
- \*Visit sick and elderly
- \*Provide comfort to families in times of sorrow
- \*Attend Presbytery functions
- \*Participate in local ministerial association meetings
- \*Join local civic group, i.e. Lions Club



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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?

- \*The loss of church members MANY years ago (somewhat of a division in the church)
- \*Leaving the PC USA and Joining the EPC
- \*The death of two actively serving ministers-Roy Lewis (cancer) and Lattie Collins (car accident)

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

- \*Leaving the PC USA
- \*Joining the EPC



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**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Dan Jessop</u>	<u>6/2011</u>	to <u>6/2016</u>
<u>Morgan Whitfield</u>	<u>9/2004</u>	to <u>3/2009</u>
<u>Lattie Collins</u>	<u>8/2000</u>	to <u>1/2003</u>

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



### 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](http://www.epc.org/benefits), email [benefits@epc.org](mailto:benefits@epc.org), or call 407-930-4267.

Clerk of Session Dave Bailey Date 11-3-2023

Search Committee Chair Hallie F. Walker Date 10/29/2023