



A Global Movement of Evangelical Presbyterian Churches

May 6, 2024

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 GracePoint Church

Address 3100 Windsor Ave.

Dubuque, IA 52001

Telephone (563) 583-3929 Fax (_____) _____

E-mail office@gracepointdbq.org Website https://gracepointdbq.org/

2. Presbytery Rivers & Lakes

Presbytery Ministerial Committee Liaison Pastor Zach Hopkins

3. Search Committee Chairman Andy Baumann

Address 2951 Brandywine Park Drive

Dubuque, IA 52001

E-mail andybdbq@yahoo.com

Telephone (563) 580-2168

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

Director of Ministries Full time Part time

Administrative Assistant Full time Part time

Custodian Full time Part time

Praise Team Leader Full time Part time

Administrative Bookkeeper Full time Part time

Financial Secretary Full time Part time

Administrative Assistant Newsletter 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

- Organist/Pianist
- Food Pantry Administrator (Deacon)
- Sound & Media Operators
- Praise Team

6. List all vacant positions

Position Available Praise Team Leader Date of Vacancy 9/1/2019

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>111</u>	<u>85</u>
B. Number of family units	<u>74</u>	<u>55</u>
C. Worship attendance	<u>65</u>	<u>45</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

5 % 0-11 5 % 12-18 5 % 19-24 5 % 25-34
5 % 35-49 10 % 50-64 65 % 65+



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B. Occupation:

15 % Business 10 % Professional 10 % Trades
_____ % Agriculture _____ % Stay-at-Home Parent 65 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 35 % high school 55 % college 10 % 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

_____ % African-American _____ % Asian 95 % Caucasian 5 % Hispanic
_____ % Other (Specify) _____

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

4 % African-American 2 % Asian 90 % Caucasian 4 % 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: 59,000



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
10:45 am	50	blended
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: 12 per year

C. How are members involved in planning and participation in the liturgy/worship?
Worship committee, led by an elder. The Director of Ministries participates.

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): 4
- B. Average attendance in Adult Education (Sunday): 20
- C. Average involvement in Small Groups: 0



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 Government	6	12	2
Deacons	Member Care & Service	7	12	3
Equipping Team	Christian Education	4	8	3
Fellowship Team	Hospitality	4	4	3
Missional Outreach Team	Evangelism	5	6	2
Stewardship/Property	Maintain the Church Property	6	11	3
Stewardship/Finance	Accounting & Budget	4	2	3
Worship Team	Plan Worship Activities	6	12	2
Global Missions Team	Supports our missionaries	6	4	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: \$ 195,100 Last year's annual budget: \$ 182,270
(Attach a copy of current budget)
2. Percentage of income received toward budget: 100.00 %



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

- A. EPC Percentage of Income \$ 1,980
- B. EPC World Outreach Global Workers \$ 9,134
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking/Percentage of Income \$ 1,460
- E. Other Missions/Missionaries \$ 16,064

4. Property owned by church

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

One location, mostly brick, good condition.. Sanctuary. Fellowship Center with kitchen. Multiple classrooms. Separate metal building for community food pantry. Asphalt parking lot in good condition.

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 \$ 49

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: no ordained pastor for 3 years \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

4860 Retirement Plan (minimum 10% gross effective salary)

7200 Medical insurance (EPC medical coverage required for full-time TEs)

0 Life insurance

0 Social Security

350 Travel/mileage

1430 Book allowance

as needed Study leave allowance (minimum 2 weeks)

4 weeks Annual vacation days (minimum 4 weeks)

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

none 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 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. Is engaged in evangelism	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input 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 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 type="checkbox"/> 1	<input checked="" 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input 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 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 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?
[EPC publications](#). [Adult education classes on Sunday morning, also known as GracePath.](#)



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

Nothing formal.

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

Ecumenical sunrise service on Easter.
Ecumenical Good Friday Service.

19. Describe the strengths of your congregation.

Many mature and knowledgeable Christians.
Excellent giving per capita.
Unity on conservative/evangelical theology and authority of scripture.
Caring community of believers.



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20. List specific problems with which your congregation struggles.

Attracting visitors

Converting visitors into members.

Retaining members.

Finding leaders willing to serve as Elders & Deacons.

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

Caring for one another (Soul Care)

Higher attendance.

More community outreach and evangelism.

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 _____

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

GOD'S VISION FOR GRACEPOINT

GracePoint will be a fellowship of people in brokenness embraced by God's extravagant grace, and sent into mission to reclaim the captive, restore the wounded, and redeploy the equipped. As we live and share the gospel of grace, seekers and believers of all ages will become devoted Christ-followers who engage in proclaiming and embodying God's Word, persevering Prayer, passionate Worship, life-changing Fellowship, life-long Equipping, life-encompassing Stewardship, and life-giving Missional Outreach.

We will be a place of grace, a people of prayer, and a partner with God as we love God through...

Passionate WORSHIP, ushering people into God's glorious presence Jn 4:23

God delights in us and desires us to delight in Him. In worship, we come to God with all our sin, sorrow, and struggle and encounter God's forgiving, comforting, and empowering presence. We believe worship is primarily for believers to connect with God.

Persevering PRAYER, partnering with God to manifest God's kingdom Col 4:2

God's power, promises, and kingdom plans are appropriated through fervent prayer. Everything in the Christian life flows out of intimate relationship with the Trinity, and prayer is God's gift to foster such intimacy.

Proclaiming and Embodying GOD'S WORD, shaping who we are and how we live Jn 1:14

Jesus Christ is the Living Word and so truth is relational. Through the Bible, we encounter the Father's heart of love, the Son's gospel of grace, and the Holy Spirit's power so that we may love and worship God, become who we are as God's adopted children, and participate in God's redemptive plans.

We will be a place of grace, a people of prayer, and a partner with God as we love people through...

Life-changing FELLOWSHIP, offering a safe place to belong, believe, and be real 1 Jn 1:3

God's kingdom plan for all creation is to dwell in intimate relationship with the triune God and with one another. We foster a taste of such relationships through small groups and in all aspects of our life together.

Life-long EQUIPPING, empowering people of all ages to live missionally Heb 13:21

God's purpose for the Church is to make passionate, devoted Christ-followers who live and love like Jesus. We engage in discipleship that is comprehensive from conversion to maturity, and encourages and equips believers to live as those called to participate in the mission of God.

Life-giving MISSIONAL OUTREACH, reclaiming God's people and world Mt 28:18-20

Our missionary God's primary activity is "seeking and saving the lost." Thus, Christ calls us to live and proclaim the gospel as the primary thing in all we are and do. We engage in and support local and global outreach demonstrating Christ's love, power, and grace and expanding God's kingdom reign over individuals and society.

Life-encompassing STEWARDSHIP, declaring Christ as Lord over all our life Lk16:10-12

Our creator God has placed the human race as stewards over Earth. We seek to be faithful and trustworthy stewards of all the people, property, and resources God has placed under our care individually and corporately.



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Part 4: Leadership Expectations

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

- Patient
- Strong work ethic
- Servant attitude
- Humble
- Kind
- Faithful
- Loving
- Polite
- Considerate
- Self-disciplined

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

- Organizational skills
- Gift of Encouragement
- Good listener
- Writing skills
- Coachable
- Friendly / Sociable
- Public speaking skills
- Knowledge of Scripture
- Good shepherd

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

- Preaching
- Teaching
- Counseling
- Organizing



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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?

Founding

Built current location on Windsor Ave.

Left PCUSA

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

Dealing with the Covid pandemic.



Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
Christopher English	7/2006	to 12/2019
Dan Thornton	8/2003	to 7/2006
Edwin (Woody) Allabough	7/1990	to 11/2002

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

The elders and pastoral search team decided to require a Master of Divinity Degree for our next pastor.



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 Bob DeMeester Date 5/10/2024

Search Committee Chair Andy Baumann Date 5/10/2024