



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.

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





Part 1: Church Information

1. Church Name FIRST PRESBYTERIAN EVANGELICAL CHURCH

Address P.O. BOX 189 (303 EAST WASHINGTON STREET)

MONTEZUMA, IOWA 50171

Telephone (641) 623-3275 Fax (_____) _____

E-mail presbych@zumatel.net Website only on Facebook

2. Presbytery Rivers and Lakes Presbytery

Presbytery Ministerial Committee Liaison Zach Hopkins TE

3. Search Committee Chairman Brant Vermeer

Address 501 E. Wood Street

Montezuma, IA 50171

E-mail Brantvermeer44@gmail.com

Telephone (641) 891-1983

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

Pastor Full time Part time

Office Administrator Full time Part time

Christian Education Director Full time Part time

Worship Music Director Full time Part time

Treasurer Full time Part time

Main Campus Janitor Full time Part time

Family Center Janitor Full time Part time

Piano player for service Full time Part time

_____ Full time Part time

_____ Full time Part time



5. List all key volunteer positions

- Greeting Committee members
- Small group leaders
- Sunday school teachers
- After school teachers and workers
- Worship Team members
- Kitchen crew for family life

6. List all vacant positions

Position Available Pastor Date of Vacancy 1/1/2024

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>144</u>	<u>88</u>
B. Number of family units	_____	<u>65</u>
C. Worship attendance	<u>65</u>	<u>85</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

16 % 0-11 11 % 12-18 1 % 19-24 8 % 25-34
18 % 35-49 16 % 50-64 30 % 65+



B. Occupation:

9 % Business 21 % Professional 9 % Trades
8 % Agriculture 7 % Stay-at-Home Parent 40 % Retired
6 % Other (Please Specify) disability, odd jobs

C. Educational level of adults

_____ % some high school 52 % high school 38 % college 10 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 02 %
5 years or less 11 %
6-10 years 40 %
10 years or more 39 %

10. Racial/Ethnic composition of:

A. **Congregation**

_____ % African-American _____ % Asian 99.9 % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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

.05 % African-American _____ % Asian 99 % Caucasian .05 % 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: 3,000



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	Spiritual Care	7	monthly	1
Deacon Board	financial	4	monthly	3
Presbyterian Women	provide for needs of health or death concerns	6	monthly	4
Family Center	oversight of Gym	3	as needed	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: \$ 220,228 Last year's annual budget: \$ 220,400
(Attach a copy of current budget)
2. Percentage of income received toward budget: 95.74 %



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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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

- A. EPC Percentage of Income \$ 1
- B. EPC World Outreach Global Workers \$ 3
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking/Percentage of Income \$ 1
- E. Other Missions/Missionaries \$ 5

4. Property owned by church

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

Main Campus includes Worship Center (seats 250), Fellowship Room with full kitchen, 4 offices and 4 classrooms. Good condition.

Family Center is full size basketball court, racquetball court, weight room with fellowship areas including youth room upstairs. There is also an adjacent grass lot used for outdoor activities. These facilities are in good condition.

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

As an outreach to the community there needs to be some updates in the Family Center. New windows and fresh paint are being applied to areas within the main church property. Pastor's office is great!

- C. Is a building program or capital project projected? Yes No
If yes, describe what, when, and projected cost

HVAC needs replaced, \$100,000 for 3 units, 2024-2026
Windows need replaced, 15 windows, \$20,000 to \$25,000, 2-5 years

- D. Does the church own a manse? Yes No

Condition: Good Fair Poor # of Bedrooms **4**

Pastor's Office/Study: In Church In Manse Not Provided

Other _____



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CHURCH INFORMATION FORM

5. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ Up to \$75,000 Full Package

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: _____ \$ _____ or _____ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

Retirement Plan (minimum 10% gross effective salary)

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

_____ Life insurance

_____ Social Security

_____ Travel/mileage

_____ Book allowance

_____ Study leave allowance (minimum 2 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)

_____ 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 checked="" type="checkbox"/> 1	<input 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 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Uses members' gifts in worship	<input type="checkbox"/> 1	<input checked="" 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 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4

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

Pastoral Devotions for Session is based upon EPC Training Manual.
Deacons need training



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CHURCH INFORMATION FORM

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

Discipleship of Elders is taking place through teaching of Leadership Manual as well as ministry assignments in various areas of Church ministry and outreach.

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

Former Pastor was the president of the local Ministerial Board for many years. Both he and members of the congregation were heavily involved in the life of the community. Pastor George was often referred to as the community pastor by many.

Pastor Next will not need to follow so closely in these footsteps as his gifts may differ. The church has learned to step up and reach out according to our giftedness. While the former Pastor began outreach to afterschool programs, the congregation has stepped up under good Christian ed leadership to increase the outreach. Current interim is there to support and be used as needed, allowing those who are gifted to take to the lead.

19. Describe the strengths of your congregation.

Faith and Spirit-filled worship
Strong commitment to the Word of God; preached, taught and lived out in lives of service.
Strong community presence, especially our afterschool program with children up to sixth grade.
Great leadership: servant minded and teachable. Unafraid of change as we look forward to God's work in our midst in the years to come.
Spiritual growth opportunities
Open to change (all ages)
Need Oriented evangelism
Growth of small group interaction
Growth of congregational members using gifts and talents to serve.
Sincere love for one another and for those in the community
Jesus is at the center of the church in all that we do.
Our values are youth, outreach, discipleship, buildings and church life.
Prayer



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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

20. List specific problems with which your congregation struggles.

The drop in active membership is the result of cleaning the roles after a long decline of such members. (However, note the increase in worship service)
We are working hard to build disciples through small groups ministries.
We also recognize the need to increase interaction with world mission activities.
There has been a drop in financial backing of missions these past few years and this may need to be addressed in overall budget.
Resolving interpersonal conflicts. Work on awareness of others needs
Need to identify hurt feelings and felt needs
Need to help congregational members discover and use spiritual gifts
Clarity as to roles of leadership and committee members
Growth in Biblical truth and application to life
Character of Christ needs to override prejudice, pride, and partiality
Church as a gathering for believers is not always a priority.
Need to make Prayer a way of life in the church

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

Pastor Next
Growth of congregational participation in worship services and weekly ministries
Increased number and variety of small groups
Building a bridge to adults: perhaps the parents / grandparents of the children who come to afterschool programs
Increasing our ability to welcome newcomers through a new welcome committee.
Have at least 20 individuals complete spiritual gift survey and use gifts to serve.
Increase number of active membership
Create better forms of communication.
Increase awareness of evangelistic outreach both in community and around the world.

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.

A few decades back the church faced a sexual indiscretion on part of a popular youth pastor and the church education coordinator. Both were let go. This left broken families in its wake. Many left the church for action taken, and some for not strong enough action taken.

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

Yes No

If yes, Date completed 1/2024

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

Full copy will be attached:

in brief:

PURPOSE: WE EXIST TO GLORIFY GOD

MISSION STATEMENT: TO KNOW JESUS AND MAKE JESUS KNOWN

VISION STATEMENT (2 FOLD)

(1) WE SEE A CHURCH GROWING FULLY DEVOTED FOLLOWERS OF CHRIST

(2) WE SEE A CHURCH MAKING JESUS KNOWN ACROSS THE AISLE, ACROSS THE STREET, ACROSS THE COUNTY LINES AND AROUND THE WORLD.



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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 4: Leadership Expectations

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

A life that reflects love for God, for God's people and a heart to reach those who do not know Jesus Christ.

An ability to adapt to the culture of the community and be excited about God's future for God's people here in Montezuma.

A communicator of God's word with clear teaching and practical application

One who desires to equip members of the church with opportunities and tools needed to pursue God's call through God's Church.

One who has the fruit of humility. One who recognizes the church belongs to Christ and seeks to serve Christ and those who follow Him.

One who has a personality that draws people closer to Christ. Able to build bridges with non-churched in community, and able to connect newcomers to congregation.

One who encourages the growth of small groups, youth ministries and all-age focused ministry.

A pastor who has his eyes on Christ, a desire to grow people, God's way.

A pastor who has a team mentality as he works together with others in the church

A pastor who does not come with his own agenda, but feels called to come alongside the church as the church pursues God's call upon their lives

Willing to work with local church congregations for community outreach.

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

Communication

Organizational

Time management

Team Worker

Servant's Heart

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

Preaching and Teaching

Working with staff and leadership. Ongoing training of Session Members and Deacons.

Visitation / Weddings / funerals.

Become an active member and supporter of church and of community (will work with local church pastors in community outreach)

Be an active member of Rivers and Lakes Presbytery.

Counseling as needed

Provide direction and training for church members as they seek out their spiritual gifts and serve the body of Christ. Come alongside the various ministries with encouragement and serve as needed.



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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?

The building of the current Church structure was a step of faith.
Hiring of Pastor George Salnave (37 years of service)
Leaving PCUSA and joining EPC

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

After 37 years, Pastor George Salnave retired from ministry. He has a servant's heart and was a great shepherd for all those years. Early on, the leaders in the church let George know that he was expected to do everything. Sadly, for all these years, George has done everything with the help of church staff and a few volunteers. This past year the church members have learned the importance of stepping up to do the work of ministry. The fear of this interim time between pastors has melted away as God continues to bless this congregation.



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Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Dr. George M. Salnave</u>	<u>6/1986</u>	to <u>12/2022</u>
<u>Rev. Martin F Gruneich</u>	<u>9/1967</u>	to <u>5/1984</u>
<u>Rev. G. R. Dieken</u>	<u>2/1958</u>	to <u>2/1967</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, email benefits@epc.org, or call 407-930-4267.

Clerk of Session _____ Date _____

Search Committee Chair _____ Date _____