



EPC

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 Living Waters Evangelical Presbyterian Church

Address 821 East Main

Wendell, Idaho 83355

Telephone (208) 536-6270 Fax (_____) _____

E-mail LivingWatersWendell@gmail.com Website livingwaterswendell.org

2. Presbytery Presbytery of the Pacific Northwest

Presbytery Ministerial Committee Liaison Zach Washburn

3. Search Committee Chairman David Zook: david@gocenter.works

Address Search Committee Chairman: Karrie Jayo, 845 Visitors Road

Twin Falls, Idaho 83301

E-mail karriejayo@gmail.com

Telephone (208) 539-1456

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

- | | | |
|--------------------------------|------------------------------------|---|
| <u>Treasurer</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Communications Director</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Cleaning</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Clerk of Session</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Nursery Attendant</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |



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- 5. List all key volunteer positions
 - Building and Grounds
 - Youth

- 6. List all vacant positions

Position Available Pastor Date of Vacancy 11-01-2024

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>91</u>	<u>87</u>
B. Number of family units	_____	_____
C. Worship attendance	<u>71</u>	<u>75</u>

- 8. Community Growth Increasing Static Declining

- 9. Profile of church members

A. Age:

10 % 0-11 1 % 12-18 3 % 19-24 6 % 25-34

5 % 35-49 31 % 50-64 44 % 65+



B. Occupation:

11 % Business 36 % Professional 30 % Trades
11 % Agriculture 10 % Stay-at-Home Parent 57 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

3 % some high school 31 % high school 49 % college 10 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 5 %
5 years or less 26 %
6-10 years 27 %
10 years or more 42 %

10. Racial/Ethnic composition of:

A. Congregation

0 % African-American 1 % Asian 99 % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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

_____ % African-American _____ % Asian 57 % Caucasian 40 % Hispanic
3 % Other (Specify) Native American

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: 3010



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>10:30</u>	<u>75</u>	<u>casual/liturgical</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

B. Frequency of communion celebration: 13 per year

C. How are members involved in planning and participation in the liturgy/worship?
We have a Worship Elder who helps with the planning, and we currently have a team who chooses the music for each Sunday. In addition, the worship team leads music. A worship leader helps the Pastor lead the Call to Worship.

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)
Variety
Our style is liturgical, yet we are also a bit laid back and not formal at all.

E. Type of music used in worship (e.g., traditional, contemporary, variety)
We have a blend of hymns and worship songs. We have a bass guitar and an acoustical guitar with an occasional back up of two electrical guitars. There is a piano on the stage, but right now there is not anyone who plays.

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 5
- B. Average attendance in Adult Education (Sunday): 25
- C. Average involvement in Small Groups: 30



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*
Building & Grounds	manage/take care of building/property	6	monthly	laity
Children's ministry	planning Sunday School/Kid's Time	2	as needed	laity
Youth ministry	planning Sunday School/5th Quarter/camps	3	as needed	laity
Adult ministry	planning Sunday School	2	as needed	laity
Deacons	care of members (physical/spiritual)	4	bi-monthly	laity
Elders	provide spiritual guidance/taking care of business	5	monthly	Pastor
Fellowship	organize gatherings/potlucks/coffee hour	8	as needed	laity
Missions	partner with 12 missionaries/local missions	5	as needed	laity
Personnel	oversee staff/personnel matters	2	as needed	laity
Worship	works with Pastor	3	as needed	laity/Pastor
Finance	manage contributions/pays bills	5	monthly	laity

*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: \$ 224154 Last year's annual budget: \$ 186693
(Attach a copy of current budget)
2. Percentage of income received toward budget: 100 %



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

- A. EPC Percentage of Income \$ _____
- B. EPC World Outreach Global Workers \$ 0
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking/Percentage of Income \$ 3534
- E. Other Missions/Missionaries \$ 14950

4. Property owned by church

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

Our church building is 20 years old and in excellent shape. It sits on 10 acres and is free of debt. There is also a shed on the property. The church building has a beautiful sanctuary, commercial kitchen, social hall, community room, nursery, prayer room, Pastor's office, and offices/classrooms. In addition, there is an outdoor play area for children and a gazebo and fire pit.

- 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 \$ 42,726 (total pkg=\$94,844)

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Pastor - year 2 \$ _____ or 3 %

Position: Pastor - year 3 \$ _____ or 1.5 %

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)
- 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)
- 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 type="checkbox"/> 1	<input checked="" 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 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 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 type="checkbox"/> 1	<input checked="" 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 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 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?

We provide Biblical training for our Elders and Deacons; the Biblical criteria is shared with potential Elders and Deacons and they meet with current Session. Session focuses on how the Bible says we should be ministering to and praying for our congregation. Each meeting starts out with a time of taking care of business, then we move to how we can take care of our church family. Our Elders and Deacons serve for 3-4 years then take a year off for a sabbatical; they can come back and serve after that year is over if they want. This provides a lot of consistency and experience.



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

About once a year, we take a time of revisiting what Scripture says about Elders and Deacons. It's mostly a conversation, not a class. If an Elder or Deacon needs a break, that is honored and someone else will fill the vacancy.

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

Living Waters is in partnership with New Life Church to support high school youth (Hub City Collective). We also support Helping Hearts and Hands, which is a local organization that provides assistance to those in need. In addition, we support Stonebridge Assisted Living in Wendell. We also have a Clothing Closet that provides like new clothing for all ages. The local food bank reaches out when there is a need, and we help restock the shelves. Many of our congregation supports children through Compassion and Operation Christmas Child.

19. Describe the strengths of your congregation.

It is very important to the congregation to be Bible-focused and to be Biblically sound. Living Waters is known for being a welcoming, friendly church. There is something special about the congregation. When new people visit, they are welcomed and usually invited to lunch by someone. The congregation is supportive of Session and the Pastor, and even if someone disagrees with a decision, they come together in unity. Even though our congregation is aging, if something needs done, volunteers step up. We love each other well. In addition, we have a very generous congregation. We always make budget, and we like to have a good time, too!



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20. List specific problems with which your congregation struggles.

Our congregation is definitely on the older side, and we don't have many children. That makes it difficult. However, children are loved on and welcomed joyfully.

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

We developed two strategic initiatives that we will accomplish in the next couple of years:

1. For our congregation to pray for those they know, care for them, and share their lives and God with them. We expect that:
 - a. The prayer life of the congregation will strengthen.
 - b. People will know they are cared for.
 - c. God and the gospel will work through our congregation's lives as a testimony, welcoming their friends into God's family.
2. For our congregation to serve the families of the Magic Valley by meeting them where they are emotionally, physically, and relationally. We expect that:
 - a. We will be known as a church that is present in a family's time of worry, loneliness, or anxiety.
 - b. We will be recognized for assisting with the basic needs of families through initiatives addressing clothing and food shortages.
 - c. We will be known for bringing families closer together through shared meals, multigenerational events, and other gatherings that foster connection.

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 2024

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

Vision Statement:

Living Waters is a family united by faith that exists to glorify God by supporting and encouraging the people of Magic Valley as they find the unwavering love of God.

Mission Statement:

To point the way to Jesus Christ, by teaching the Bible, nurturing Christian unity, and serving human need, so people will know, love, and worship God.



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Part 4: Leadership Expectations

1. What are some key character strengths a person should bring to this position?
 - ~The candidate will be patient, reliable, and an involved member of the community as a whole.
 - ~The candidate will embrace the lifestyle of living simply.
 - ~The candidate will be devoted to his family as his family is devoted to him. It will be a model (albeit an imperfect one) for the families of the Magic Valley area.
 - ~The candidate will be marked with humility. Even though he is the Pastor he recognizes that he is the first among equals in relation to the Elders.
 - ~The candidate is willing to let people see him as he is.
 - ~The candidate will exhibit compassion and mercy to the congregation and
2. What are five key gifts/skills/abilities a person should bring to this position?
 - ~The candidate will possess sound theological training in line with ordination requirements.
 - ~The candidate will possess the experience and insight of being a shepherd for a diverse area and group of people.
 - ~The candidate will possess the skill to effectively reach out to neighbors and the community and know how to assimilate people into the church.
 - ~The candidate demonstrates the skill to preach, teach, and apply Scripture.
 - ~The candidate comfortably connects across generations, ethnicities, and socio-economic groups.
3. What are the primary pastoral duties for the position? (Attach a position description)
 - ~Leading worship services and deliver sermons
 - ~Work with the music team to choose songs
 - ~Teaching: lead adult Sunday School classes
 - ~Work with Session
 - ~Meet with the Finance team
 - ~Overseeing ceremonies like baptisms, weddings, and funerals
 - ~Providing pastoral care: counsel, support, and guidance to the congregation in times of need



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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?

1. Building our new church facility
2. Paying off the debt of our new church facility
3. 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?



Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
Shaun Spencer	06/2020	to 11/2024
Kevin Anderson, retired	06/2014	to 05/2019
Jim Keegan	06/2008	to 07/2012

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

Our church grounds were designed to minister to the community in the following ways. We have:

1. A community room with a kitchenette and bathrooms, with outdoor access.
 - a. This space has hosted many community events, such as AA and Divorce Care meetings.
 - b. We plan to use this space for Financial Peace University, Marriage Encounter, and mini-retreats.
2. A gazebo and fire pit
 - a. This area is a favorite hangout for teens during our 5th Quarter events.
 - b. It's an ideal spot for hosting community meals in the spring and summer, as well as for congregational celebrations/potlucks.
3. Facilities for larger events
 - a. For bigger gatherings, we will use our sanctuary, commercial kitchen, classrooms, and social hall.
4. A large parking lot
 - a. Living Waters has hosted 4th of July celebrations (we have a perfect spot for watching Wendell city's fireworks)



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 Diane Henderson Date 12-28-2024

Search Committee Chair Karrie Jayo Date 12-28-2024