



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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5. List all key volunteer positions

Elders
 Deacons
 Musicians (Pianist, Organist, Flutist)
 Choir Director
 Song Leader
 Praise Team
 Sound Engineer
 Audio-Visual/Streaming
 Technology
 Security
 Facilities
 Women's Ministry Leader
 Men's Ministry Leader
 Sunday School Teacher
 Small Group Leaders
 Librarian

6. List all vacant positions

Position Available Pastor Date of Vacancy 12/31/2023

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>155</u>	<u>111</u>
B. Number of family units	_____	_____
C. Worship attendance	<u>105</u>	<u>60</u>

8. Community Growth ☐ Increasing ☐ Static ☒ Declining

9. Profile of church members

A. Age:

2 % 0-11 4 % 12-18 6 % 19-24 6 % 25-34
19 % 35-49 26 % 50-64 37 % 65+

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****B. Occupation:**

13 % Business 22 % Professional 20 % Trades
1 % Agriculture 2 % Stay-at-Home Parent 32 % Retired
9 % Other (Please Specify) Unknown

C. Educational level of adults

5 % some high school 40 % high school 40 % college 15 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 4 %
5 years or less 5 %
6-10 years 17 %
10 years or more 74 %

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

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

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

4.03 % African-American 0.4 % Asian 91.7 % Caucasian 2.9 % Hispanic
.97 % Other (Specify) American Indian/Alaskan, Pacific Islander

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: 17,244



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**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*
Session	Ruling/Teaching	6	Monthly	2
Deacons	Service	8	Monthly	3
Foundation	Legal/Business	3	As needed	3
Finance Committee	Budget Expense Monitoring	3	As needed	2
Building Use	Assure Appropriate Building Use	3	As needed	2
Missions	Planning	7	As needed	3
Children, Youth & Family	Planning	9	As needed	2
Worship	Planning	8	As needed	2
Women's Association	Bible Study, Prayer, Fellowship	15(avg)	Monthly	3
Men's Fellowship	Bible Study, Prayer, Fellowship	22(avg)	Monthly	3
Security	Providing secure environment	8	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: \$ 254,751 Last year's annual budget: \$ 253,393
(Attach a copy of current budget)
2. Percentage of income received toward budget: 95.00 %



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

- A. EPC Percentage of Income \$ 2,600
- B. EPC World Outreach Global Workers \$ 3,500
- C. EPC Special Projects \$ _____
- D. Presbytery Per Member Asking/Percentage of Income \$ 1,800
- E. Other Missions/Missionaries \$ 17,400

4. Property owned by church

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

Sanctuary & Education Wing (27100 sq ft); Main Street Center/Fellowship Hall & Youth Facility (13000 sq ft); Buildings insured for \$5,127,400.

- 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 _____

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****5. Compensation:****A. The salary range we are prepared to offer:**Position: Pastor \$ 50,000 - 55,000

Position: _____ \$ _____

Position: _____ \$ _____

B. The average annual increase over the past three years is:Position: Pastor \$ _____ or 1.00 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing☒ Housing Allowance☐ Manse Only☐ Either of the Above**D. Benefits and expenses**\$5000 - 5500 Retirement Plan (minimum 10% gross effective salary)\$15,450 Medical insurance (EPC medical coverage required for full-time TEs)\$150 Life insurance

_____ Social Security

Mileage allowance 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 _____

Travel expense 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 2	<input checked="" 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 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?

Newly elected elders and deacons attend a series of sessions with the Pastor to review the materials contained in EPC's officer training manual. Additionally each candidate is interviewed by the Session and approved in advance of the congregational meeting where officers are elected.



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

The pastor uses specific training materials as he deems necessary. This material is studied, discussed and reviewed during special retreats.

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

Collection and distribution of school supplies
Prayer walk at schools in the fall
Men's Fellowship Breakfast
Church members participate in annual community worship service at County Fair
Thanksgiving Meal Outreach
Seasonal activities for children
Women's Association projects
Youth group involvement at community events

19. Describe the strengths of your congregation.

Participates and supports missions
Help as needed in times of crisis
Members willing to use their gifts
People willing & able to lead congregation
Provide a welcome and friendly atmosphere for visitors
Women's and Men's ministries
Deacon service projects



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20. List specific problems with which your congregation struggles.

Very few new converts
Decrease in giving units
Involvement of young and college age members/attenders
Aging congregation
Lack of community involvement

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

Provide members with sound biblical teaching
Provide a friendly, welcoming, and inclusive atmosphere to visitors and new members
Build disciples - Matthew 28
Community outreach
Update website, new church logo, improve member communications and membership directory management.

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.

There have been two different circumstances; an elder divorced and a deacon had some marital problems - both resigned.

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

☒ Yes ☐ No

If yes, Date completed 4/2013

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

First Evangelical Presbyterian Church in Anna, IL exists to glorify and enjoy our Heavenly Father as we worship Him, proclaim the truth of His Word, live our lives in Jesus Christ, and lead people to Him.



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Part 4: Leadership Expectations

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

Strong leader and visionary
Outgoing and people-oriented
Thoughtful and pastoral
Inspiring and challenging preacher and teacher
Passionate about reaching young people and families
Attracts and draws in new members

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

Effective teacher/preacher that is sound in reformed doctrinal essentials and can communicate this doctrine in sermons relevant to the congregation

Knows and shepherds his congregation and helps them to develop a stronger spiritual life that is reflected in their daily lives

Works with the Session and worship team to continually enrich the worship service

Maturity to deal with crisis situations and conflicts while maintaining confidentiality

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

See attached position 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?

Becoming a charter member of the EPC. This took great faith from members who assumed they would lose the church property. The pastor at that time did lose his pension. After a lengthy court battle over the property that ended at the U.S. Appellate Court, the members were able to retain the property. The U.S. Supreme Court declined to hear this case so the Appellate Court ruling stood.

In the 1990's the small number of members felt the need for more classrooms. These members stepped up to the challenge and built an education wing meeting this need.

In or around 2010, the church again felt the need for more classrooms, a fellowship hall and a youth facility. A building committee had been reviewing various plans for a new addition. In 2012 a 13,000 square foot building near the church became available. This building would provide the space needed at a substantial savings over building a new building. The building was purchased and remodeled, the downstairs for a fellowship hall and the upstairs for a youth facility.

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 19 Pandemic

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1. List the last three individuals who held this position

Name	Dates of Service	
David Fischler	6/2017	to 12/2023
Jonathan Whitley	12/2012	to 4/2016
Carl Rand (Randy) Carstens	3/2005	to 5/2012

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

Vacation Bible School - organized and maintained by lay members with many of the attendees being non-members

Men's Prayer Group (MPG) - meets on Sunday afternoons on Main Street, receiving prayer requests from the community, sometimes praying with individuals on site.

Ladie's Meal Ministry - Provides meals for families when illness or other problems occur

Thanksgiving Meal Outreach - a group which often includes non-members, prepare and deliver traditional Thanksgiving meals to shut-in, and anyone that requests them.

Worship services are livestreamed on Facebook, and posted later that day on YouTube.

Our Security Team works to provide a safe environment on Sunday mornings, and other special services including, monitoring members as they exit the building to their vehicles.



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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 Todd Williams Date 11/21/2023

Search Committee Chair Joe Plummer Date 11/21/2023