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 individual pastor and the congregation, this is an opportunity for self-study and for evaluation of current ministry and goals. This calls for honesty, effort, and commitment to open communication.

The Church Information Form presents the local congregation’s history, challenges, and goals. It is our hope that this will be of help in facilitating the search process, assisting the church in focusing on future directions and pastors in gaining some sense of the nature and uniqueness of this congregation.

**Contents**

- Part 1: Church Information
- Part 2: Financial/Church Campus Information
- Part 3: Church Characteristics
- Part 4: Leadership Expectations
- Part 5: Church History
- 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  Buffalo Prairie Evangelical Presbyterian Church

Address  PO Box 25 Buffalo Prairie, IL 61237

Telephone (309) 537-3113
E-mail  bpchurchoffice@gmail.com

2. Presbytery:  Rivers and Lakes

Presbytery Ministerial Committee Liaison  Zach Hopkins

3. Search Committee Chairman  Ryan Mueller

Address  1562 Mueller Rd Joy, IL 61260

E-mail  ryanmueller77@icloud.com

Telephone (563) 260-3382

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

Pastor

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time
5. List all vacant positions

Position Available Pastor Date of Vacancy June 2019
Position Available
Position Available

6. Membership (state approximate numbers and percentages)

<table>
<thead>
<tr>
<th>A. Number of church members</th>
<th>Five years ago</th>
<th>Currently</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>162</td>
<td>159</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Number of family units</th>
<th>110</th>
<th>99</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>C. Worship attendance</th>
<th>64</th>
<th>56</th>
</tr>
</thead>
</table>

7. Community Growth
   - Increasing
   - Static ✔
   - Declining

8. Profile of church members
   A. Age:
      - 16% 0-11
      - 30% 50-64
      - 29% 65+
      - 14% 19-24
      - 7% 12-18
      - 4% 25-34
      - 16% 35-49

   B. Occupation:
      - 40% Agriculture
      - 2% Stay-at-Home Parent
      - 2% Retired
      - 20% Business
      - 10% Professional
      - 8% Trades

   C. Educational level of adults
      - % some high school
      - 100% high school
      - 25% college
      - 5% graduate school

   D. Percentage of members belonging to the congregation
      - Less than one year 10%
      - 5 years or less 5%
      - 6-10 years 5%
      - 10 years or more 80%
9. Racial/Ethnic composition of:
   A. Congregation
      _____% African-American  _____% Asian  100% Caucasian  _____% Hispanic
      _____% Other (Specify)
   B. Community (within 5-mile radius of church)
      _____% African-American  _____% Asian  100% Caucasian  _____% Hispanic
      _____% Other (Specify)

10. 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

11. Church Programming—Worship
    A. Worship Time
       10:15
       Average Worship Attendance
       56

    B. Frequency of communion celebration: 13 per year

    C. How are members involved in planning and participation in the liturgy/worship?
       Session appointed worship committee that meets and assists as needed
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

12. Church Programming—Sunday School
   A. Average attendance in Church School (under 18 years) 15
   B. Average attendance in Adult Education (Sunday) 16

13. Church Programming—Organizations/Committees
   List major boards, committees, and organizations that are part of your church and frequency of meetings (monthly, weekly, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose of Group</th>
<th>Number of members</th>
<th>Frequency of meetings</th>
<th>Leadership Role*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Leadership</td>
<td>6</td>
<td>Monthly</td>
<td>2</td>
</tr>
<tr>
<td>Trustees</td>
<td>Monies and grounds</td>
<td>5</td>
<td>Monthly</td>
<td>3</td>
</tr>
<tr>
<td>Missions Committee</td>
<td>Missional</td>
<td>5</td>
<td>Quarterly</td>
<td>3</td>
</tr>
<tr>
<td>Women’s Association</td>
<td>Org. special functions</td>
<td>12</td>
<td>Monthly</td>
<td>3</td>
</tr>
<tr>
<td>Sunday School committee</td>
<td>Sunday School planning</td>
<td>4</td>
<td>Quarterly</td>
<td>3</td>
</tr>
<tr>
<td>Worship &amp; Music Committee</td>
<td>Worship planning</td>
<td>8</td>
<td>as needed</td>
<td>2</td>
</tr>
</tbody>
</table>

*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.
Part 2: Financial/Church Campus Information

   (Attach a copy of current budget)

2. Percentage of income received toward budget: ____________________________ 100 %

3. Amount contributed for year 2018 (most recent complete reporting year)
   A. EPC Per Member Asking $6,320
   B. EPC World Outreach Global Workers $500
   C. EPC Special Projects $
   D. Presbytery Per Member Asking $
   E. Other Missions/Missionaries $11,583

4. Property owned by church
   A. Describe buildings and property (other than manse).
      We have a beautiful addition joining our church and our Christian education building. Our Christian education building contains 5 classrooms and the pastor's office. Skilled congregation members provided many hours of planning and labor to complete the work. Our debt free addition includes a kitchenette and great room, making the entire facility handicapped accessible. Members also work hard at maintaining our 225 seat sanctuary, balcony, and basement with full kitchen and fellowship area.
   B. Are your buildings adequate for your present program? □ Yes □ No
      If no, please explain:
   C. Is a building program 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 .3/4
      Pastor's Office/Study: □ In Church □ In Manse □ Not Provided □ Other .
6. Compensation:
   A. The salary range we are prepared to offer:
      
      | Position: Pastor | $40-60k depending on experience |
      | Position:        | $                |
      | Position:        | $                |

   B. The average annual increase over the past three years is:
      
      | Position: Pastor | $                | or. | 3 % |
      | Position:        | $                | or. | %   |
      | Position:        | $                | or. | %   |
      | Position:        | $                | or. | %   |

   C. Housing
      □ Housing Allowance
      □ Manse Only
      □ Either of the Above

   D. Benefits and expenses
      10 Pension (minimum 10% gross effective salary)
      provided Medical insurance
      through Life insurance
      EPC Social Security
      IRS rate Travel/mileage
      . Book allowance
      . Study leave allowance (minimum 2 weeks)
      . 2 wks Annual vacation days (minimum 4 weeks)
      . 4 wks Number of worship services per year for which pastor is provided relief (in addition to vacation and study leave)
      . Other (Specify: )
**Part 3: Church Characteristics**

*Check the box that most closely describes the current congregation characteristics and future goals*

<table>
<thead>
<tr>
<th>Our congregation...</th>
<th>Currently Agree</th>
<th>Currently Disagree</th>
<th>Goal Agree</th>
<th>Goal Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Supports the pastor.</td>
<td>☐ 1</td>
<td>☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>2. Readily shares their gifts with the rest of the congregation.</td>
<td>☐ 1</td>
<td>☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>3. Places a high priority on sound biblical preaching.</td>
<td>☐ 1</td>
<td>☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>4. Gladly welcomes visitors and new members.</td>
<td>☐ 1</td>
<td>☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>5. Is involved in local evangelistic ministries.</td>
<td>☐ 1</td>
<td>☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>6. Is often found living their faith in their communities.</td>
<td>☐ 1</td>
<td>☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>7. Has a spirit of unity.</td>
<td>☐ 1</td>
<td>☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>8. Cares about each other.</td>
<td>☐ 1</td>
<td>☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>9. Looks to its Session for leadership.</td>
<td>☐ 1</td>
<td>☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>10. Ministers well to members who are hurting.</td>
<td>☐ 1</td>
<td>☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>11. Uses members’ gifts in its worship.</td>
<td>☐ 1</td>
<td>☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>12. Contains people willing and able to lead the congregation.</td>
<td>☐ 1</td>
<td>☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>13. Is capable of change when and where appropriate.</td>
<td>☐ 1</td>
<td>☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>14. Is spiritually alive.</td>
<td>☐ 1</td>
<td>☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
</tbody>
</table>
15. In what ways does your church participate in ecumenical activities?

Fellowship for Christian Athletes
Community Outreach Events
County Line Ministerial Association - Community Lenten and Thanksgiving Services on a rotational basis with 6 area churches of various denominations
Annual Vacation Bible School - Collaboration with Edgington EPC
Women’s Community Bible study - Host and collaborate with all area churches

16. Describe the strengths of your congregation.

We are blessed to have many people in our congregation who are willing and able to take leadership responsibilities within the church.
We have a very energetic young children's Sunday School program.
Our congregation make-up is multigenerational
We are a unified body, grounded in God's word and have been throughout our 137 year history.
Our members are receptive, friendly, outgoing and foster a strong sense of community.
A congregation strong in individualized prayer.

17. List specific problems with which your congregation struggles.

We struggle with regular Sunday School attendance for our older children and adults.
We struggle to reach all age groups through our music ministry during worship.
We realize that our leaders struggle to reach out to our community, specifically the homebound, ill, elderly and inactive members.
We struggle with discipleship.

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

Obtain a full time, bible teaching pastor with energy and leadership capabilities.
Maintain and grow active membership.
Continue to learn more about the EPC missions and how they relate to our church.
19. Has there ever been disciplinary action taken against a pastor of your congregation?

☐ Yes    ☐ No

20. Has there ever been any disciplinary action against an elder or deacon of your congregation?

☐ Yes    ☐ No

If you answered “Yes” to either 19 or 20, please explain.

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

☐ Yes    ☐ No

If yes, Date completed: August 2019

If yes, attach copies of each statement or strategic plan the church has completed.
Part 4: Leadership Expectations

1. What five key characteristics, gifts, and/or skills should a person bring to the position?

   1. An effective preacher, speaker and teacher.
   2. A person who cultivates a close devotional relationship with God as displayed personally and through relationships with others.
   3. A compassionate and caring person who is sensitive to others needs in all age groups.
   4. Strong leadership and organization skills.
   5. Exemplary verbal and written leadership skills.
Part 5: Church History

1. What do you consider to be the three most important events in the history of your church?

Dissolving our relationship with PCUSA and joining EPC in 2013.
Starting in 1984, we made a conscious decision to use financial means in order to object to events occurring within PCUSA.
Our church's structure fire and rebuilding in the 1950's.

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

Our church has hosted a special Christmas event in the past several years. Our “Walk thru Bethlehem” is a huge church family project and also reaches out to other area churches for help, especially as costumed characters. For 6-8 weeks we transform our educational building. With many hours of working side by side with our fellow Christians, Bethlehem comes to life. The children see live animals as they enter the parking area and the curiosity already makes their eyes widen. By the time our guests enter our church they have the feeling that they are being transported back in time to the ancient Bethlehem. The children's faces are in awe as they get dressed in old world costumes for a professional family photo. Music and low lighting make the marketplace come alive as children interact with the marketplace vendors who are dressed in period costumes. The smell of spices and breads fill the air. They continue their journey down a long path to Jerusalem to witness King Herod’s rants about rumors of a new King! They make their way back on the backroads towards Bethlehem and stop into the crowded Inn. They are told to keep an eye out for a couple who are expecting a baby; they were so sad they had to turn away. The children turn the path to find themselves surrounded by a dark, star-filled area with sheep and shepherds and nighttime sounds. Close by the children discover for themselves the King of Kings, is a baby, nestled amongst the animals. It’s Baby Jesus... some young ones don't want to leave the stable! As our guests leave our church after this self-guided journey; expressions have been changed and we pray many hearts have been also. This event is a huge effort for our small congregation but the blessings are also huge.
Part 6: Other Information

1. List the last three individuals who held the position of Pastor.

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marc Shefleton</td>
<td>2/2015 to 6/2019</td>
</tr>
<tr>
<td>Jeffrey Jahn</td>
<td>5/2007 to 6/2013</td>
</tr>
<tr>
<td>Jon Evans</td>
<td>8/2004 to 4/2005</td>
</tr>
</tbody>
</table>

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

In January 2019, the church made a significant investment to participate in the EPC GO Center when Ken Purdy led us through the church revitalization program. This church has always invested in both pastor and congregation growth.

Clerk of Session: Diana Ritter Date: 11/11

Search Committee Chair: Ryan Mueller Date: 11/11

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