



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 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.

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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 Buffalo Prairie Evangelical Presbyterian Church

Address PO Box 25 Buffalo Prairie, IL 61237

Telephone (309) 537-3113 Fax () _____

E-mail bpchurchoffice@gmail.com Website www.buffaloprairiechurch.org

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)

- | | | |
|---------------|---|------------------------------------|
| <u>Pastor</u> | <input checked="" 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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| _____ | <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 vacant positions

Position Available Pastor Date of Vacancy June 2019

Position Available _____ Date of Vacancy _____

Position Available _____ Date of Vacancy _____

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>162</u>	<u>159</u>
B. Number of family units	<u>110</u>	<u>99</u>
C. Worship attendance	<u>64</u>	<u>56</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

 % 0-11 4 % 12-18 7 % 19-24 14 % 25-34
 16 % 35-49 30 % 50-64 29 % 65+

B. Occupation:

 20 % Business 10 % Professional 8 % Trades
 40 % Agriculture 2 % Stay-at-Home Parent 2 % Retired
 % Other (Please Specify) _____

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 %



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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.)

Name	Purpose of Group	Number of members	Frequency of meetings	Leadership Role*
Session	Leadership	6	Monthly	2
Trustees	Monies and grounds	5	Monthly	3
Missions Committee	Missional	5	Quarterly	3
Women's Association	Org. special functions	12	Monthly	3
Sunday School committee	Sunday School planning	4	Quarterly	3
Worship & Music Committee	Worship planning	8	as needed	2

*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.



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Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 99,891 Last year's annual budget: \$ 96,823
(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



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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

2 wks Study leave allowance (minimum 2 weeks)

4 wks 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)

Other (Specify:)



Part 3: Church Characteristics

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

Our congregation...	Currently				Goal			
	Agree		Disagree		Agree		Disagree	
1. Supports the pastor.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
2. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
3. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
4. Gladly welcomes visitors and new members.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Is involved in local evangelistic ministries.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
7. Has a spirit of unity.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Cares about each other.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Looks to its Session for leadership.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
10. Ministers well to members who are hurting.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Uses members' gifts in its worship.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
13. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
14. Is spiritually alive.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4



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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.



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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.



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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.



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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?

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 r 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.



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Part 6: Other Information

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

Name	Dates of Service	
<u>Marc Shefleton</u>	<u>2/2015</u>	to <u>6/2019</u>
<u>Jeffrey Jahn</u>	<u>5/2007</u>	to <u>6/2013</u>
<u>Jon Evans</u>	<u>8/2004</u>	to <u>4/2005</u>

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 lead 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