



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 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 4	Leadership Expectations
Part 2	Building/Financial 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. Name: Princeville Presbyterian Church

Address: **339 S Santa Fe Ave.**

Princeville, IL 61559

Telephone: **(309) 385-4402** Fax: **(309) 385-4498**

E-mail: **office@princevillepc.org** Website: **www.princevillepc.org**

2. Presbytery: Rivers & Lakes Presbytery

Presbytery Ministerial Committee Liaison: **Zachary Hopkins**

3. Search Committee Chairman: Joyce Basehoar and Julie Bayless

Address: 339 S Santa Fe Ave, Princeville, IL 61559

Phone: Joyce – 309-635-2813 Julie 309-219-1577

Telephone: **see above**

E-mail: **office@princevillepc.org**

4. List all paid staff positions

Pastor	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
Secretary	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Custodian	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Organist/Pianist	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time

Position Available: **Pastor** Date of Vacancy: **3/1/2022**

5. Membership (please state approximate numbers and percentages)

	<u>Five years ago</u>	<u>Currently</u>
A. Number of church members	<u>70</u>	<u>49</u>
B. Number of family units	<u>41</u>	<u>30</u>
C. Worship attendance	<u>50-55</u>	<u>30-35</u>
D. Profile of church members		

(1) Age:

16% 0-11 10% 12-18 0% 19-24 16% 25-34 15% 35-49
13% 50-64 32% 65+

(2) Occupation:

21% Business 31% Professional 0 % Trades 6 % Stay-at-home parent
3 % Agriculture 27% Retired 12% Other (Specify: student, missionary)

(3) Educational level of adults

 % some high school 37% high school 60% college 3 % graduate school

(4) Percentage of members belonging to the congregation:

Less than one year 0 %
2-5 years 20%
6-10 years 10 %
10 years or more 70 %

(5) Racial/Ethnic composition of congregation

4 % Asian 0 % Hispanic 0 % African American 96 % Caucasian
 % Other / Specify: _____

6. Worship

A.	Time	Average Attendance
	<u>10:30 am - Main Worship Service</u>	<u>35</u>
	<u>9:00-10 am - Sunday School</u>	<u>10-15</u>
	_____	_____

B. Frequency of communion celebration: 12 per year

C. How are members involved in planning and participation in the liturgy/worship?

Pastor & Worship Committee – Plan Service
Session Members – Liturgist – Communion
Congregation – Candles, Bell, Offering, Greeters, Responsive Readings

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 of traditional and contemporary

7. Church/Sunday School

A. Average attendance in Church School (under 18 years) **n/a** _____

B. Average attendance in Adult Education (Sunday) **10-15** _____

8. Community Setting (check as many as apply):

- | <u>Location</u> | <u>Function</u> | <u>Growth</u> |
|--|--|--|
| <input checked="" type="checkbox"/> Rural | <input type="checkbox"/> Industrial | <input type="checkbox"/> Growing |
| <input checked="" type="checkbox"/> Small town | <input type="checkbox"/> College/University | <input checked="" type="checkbox"/> Static |
| <input type="checkbox"/> Metropolitan | <input checked="" type="checkbox"/> Agricultural | <input type="checkbox"/> Declining |
| <input type="checkbox"/> Suburban | <input type="checkbox"/> Recreational | |
| <input type="checkbox"/> Inner City | <input type="checkbox"/> Military | |

Approximate population of community **1,651** _____

Racial/Ethnic composition of community:

1% Asian **12**% Hispanic **1**% African American **85**% Caucasian

1% Other (Specify: _____)

9. Program Information: 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	Church Government	4	Monthly	2
Deacons	Sympathy & Service	3	n/a	2
W.O.W. (Women Of the Word)	Biblical & Christian Growth	18	Weekly	3
Fellowship Committee		5	Quarterly	3
Community Outreach		5	Quarterly	3
Men of Iron	Biblical & Christian Growth	12	Weekly	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.

Part 2: Building/Financial Information

1. Current annual budget: \$ 104,012 Last year's annual budget: \$ 102,608

(Please attach a copy of current budget)

2. Percentage of income received toward budget: 100 % (2021)

3. Amount contributed for (last complete reporting year: 2021):

A. EPC per member contribution \$ 0

B. EPC World Outreach Missionaries \$ 0

C. EPC Benevolence Askings \$ 0

D. Presbytery giving \$ 0

E. Other Missions/Missionaries \$ 7,500

4. Property owned by church

A. Describe buildings and property (other than manse).

Church w/attached fellowship hall

Church Farm - 95 acres tillable farmland, 25 acres timber/recreation

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 and when and projected cost:

We completed a basement remodel in 2016.

The remaining balance is \$36,508

We make annual payments in December of approximately \$10,000.

A description of this remodel is answered in part 6, question 2.

D. Does the church own a manse?

Yes No

Condition: Good Fair Poor Number of bedrooms: 3

Office/study: In Church In Manse Not provided Other: _____

6. Compensation:

A. The salary range we are prepared to offer:

Position: **Pastor**

- Option #1 Full-Time - \$38-45,000 (Base Salary + Manse)
\$77,342 calculated total compensation
- Option #2 Full-Time - \$50-57,000 (Base Salary)

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

Position: **Pastor** **1-3%**

C. Housing

- Housing allowance
- Manse only
- Either of the above

D. Benefits and expenses:

10% (Base Salary+Housing+Manse \$12k) Pension (minimum 10% gross effective salary)

\$15,000 Medical insurance

\$210 Life insurance

none Social Security

\$500 Travel/mileage

\$500 Book allowance

2 Weeks Study leave allowance

4 Weeks Annual vacation

As-needed Number of worship services (in addition to vacation and study leave)
for which pastor is provided relief (per year)

Listed below Other (Specify: _____)

\$130.00 LTD

(\$12,000 Manse Rental Value)

Part III: Church Characteristics

Circle the number that most closely describes the current congregation characteristics and future goals:

Our congregation...	<u>Currently</u>				<u>Goal</u>			
	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 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
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 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
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

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

Our Women of the Word (W.O.W.) program is a vital outreach to the women of our community. We have hosted our 2nd annual Easter egg hunt which was open to the community. Last summer we hosted a community back to school program to support community youth returning to school and with supplies. Our church also houses, staffs, and operates the Princeville area food pantry. We also participate and share responsibilities with the other churches in our community for VBS, and a once a year Worship in the Park service (during Heritage Days). In the past, our pastor has been the one to pray at See You at the Pole, as well as gathering with other pastors for the National Day of Prayer. Our church packs about 75 Operation Christmas Child boxes that are sent around the world.

Our Men of Iron, men's bible study restarted in Spring 2023 and has been faithfully meeting weekly since then. We average 10-12 men per week and meet at our church Farm location around a campfire and study and enjoy food and fellowship.

16. Describe the strengths of your congregation:

Our church welcomes those visiting with open arms, hearts, and minds. Our congregation also has an immense compassion for those who are hurting or are in need. Our congregation is involved during the worship service through the acts found in question 6 of Part 1. We rely on a strong biblical teaching which has resulted in a great and steady spiritual growth taking place in our congregation. We also have a great percentage of our members and congregation actively involved in the ministries of our church. As a small church we are seeking ways to grow in the Church and community.

17. List specific problems with which your congregation struggles:

Although many of our members and congregation are actively involved in the ministries, the reality is that we rely on the same group of members repetitively. This leaves a lot of the same people serving in several ministries. We want to encourage involvement without our involvement being burdensome. We desire to grow but must balance our available resources, careful not to strain our small congregation. The Peoria Metro area is about 15-20 minutes from Princeville and offers several large churches able to deliver many opportunities, inviting to families, that we simply cannot. Our post COVID numbers remain slightly lower but are recovering.

18. List major goals that this congregation has set for itself:

Although our church congregation has not set any specific goals, we continue to strive forward in a reformed direction. We vow to stay true to our mission statement of seeking to be a community of love, under the authority of God's Word, centered upon the Gospel, for the glory of God. We place great value on our reformed heritage and will continue to stay Gospel-Centered. The unstated common goals of the church are to grow our membership and serve the local community.

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:

#19. Two senior pastors ago we had hired a person who we found had significant problems which prohibited him from holding the position of Teaching Elder. His contract was terminated. (this occurred more than 10 years ago)

#20 Two Elders have left our church over issues of morality and reformed doctrine. (9 years ago)

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

Yes Date: 11/1/2012 No

We seek to be a community of love, under the authority of God's Word, centered upon the Gospel, for the glory of God.

Part 4: Leadership Expectations

22. What five key characteristics/gifts/skills should a person bring to the position?

We believe that our desires for what we look for in a pastor should be biblically based. While recognizing that we are all sinners and inclined to our fleshly desires, we are seeking someone who will strive to fulfill the role according to Titus 1:6-9 and 1 Timothy 3:1-7; 4:11-16.

Knowing that these biblically based qualifications are essential, we have chosen the following 5 skills/gifts as most important to this position:

- 1. Someone with a gifted preaching and presenting ability.**
- 2. Someone who is passionate about and considers themselves a skilled teacher of the Scriptures.**
- 3. Someone who is willing to counsel our congregation in a variety of situations.**
- 4. A compassionate person willing to tend to the needs of members and attendees that are hurting.**
- 5. We are looking for someone who has a heart for youth ministries.**

Part 5: Church History

1. What do you consider to be the three most important events in the history of your church?
 1. **We moved from the PCUSA to the EPC in the spring of 2012. This move has set our church on a more Gospel-centered path.**
 2. **Over the past 10 years, we have had the honor of having three pastors who taught theologically sound and reformed doctrine. The Lord has worked through them, using the Holy Spirit to create great spiritual growth among our members and congregation.**
 3. **Our church received a generous gift from a member that passed away in the 1980's. This gift gave us the ability to remodel our sanctuary and build the current fellowship hall. She also donated the farmland/timber that is described in question 4 of Part 2. This farm brings a yearly income that provides for some of the monetary needs of the church.**

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 changed several aspects of our worship. This was a challenging time to balance the rapidly changing social guidelines with the needs of our congregation. We learned to stream services via YouTube and Facebook. Our AWANA program, Bible studies, and Sunday School paused as the schools and guidelines recommended limiting large groups.

Part 6: Other Information

1. List the last three persons in this position: Position: **Pastor**

<u>Name</u>	<u>Dates of Service</u>
<u>Chris Carpenter</u>	<u>2/2019</u> to <u>2/2022</u>
<u>Chris Baker - Interim</u>	<u>6/2017</u> to <u>3/2019</u>
<u>Jacob Puckett</u>	<u>2/2012</u> to <u>4/2017</u>

2. Other significant factors about our church not covered in previous questions:

Our church holds fast to the Westminster Confession of Faith and its teachings. This is a very important part of who we are. We teach this in Sunday School, profess it in worship services, and study it in our women’s ministry. We pray that this will be of the same importance to our new pastor.

We look to continue to update our technology as an important way to continue to communicate with our current members and reach out to our community.

Clerk of Session

Date: _____

Chair, Search Committee

Date: _____

We encourage churches to list their openings on the EPC Ministry Staff Opportunities List (www.epc.org/mso). For more information or to send your posting, e-mail epchurch@epc.org.

	2021 Budget	2021 Actual	2022 Budget
<u>Expenses</u>			
House & Grounds			
Boiler	\$200	\$65	\$200
Custodial Supplies	\$350	\$504	\$500
Maintenance	\$1,000	\$1,235	\$1,000
Insurance Church and Manse	\$8,000	\$4,628	\$8,000
Kitchen Supplies	\$50	\$33	\$50
Manse Maintenance	\$1,000	\$769	\$1,000
Pest Control	\$80	\$395	\$400
Utilities - Electric	\$2,900	\$2,550	\$2,900
Utilities - Gas	\$1,800	\$1,962	\$2,000
Utilities - Telephone/Internet	\$1,900	\$1,472	\$1,500
Utilities - Water	\$675	\$920	\$1,000
H&G Totals	\$17,955	\$14,536	\$18,550
Hospitality/Fellowship			
Fellowship Team	\$250	\$0	\$500
Hospitality	\$250	\$135	\$500
Hospitality Totals	\$500	\$135	\$1,000
Basement Remodel	\$9,957	\$10,000	\$10,000
Office			
Accounting Software	\$300	\$364.47	\$300
Office Equipment	\$2,000	\$989	\$1,000
Office Supplies	\$300	\$208	\$200
Postage	\$150	\$55	\$150
Website	\$500	\$698	\$500
Office Totals	\$3250	\$2,426	\$2,150
Programs			
Service Projects	\$0	\$649	\$0
Men of Iron	\$0	\$0	\$50
VBS	\$0	\$89	\$250
W.O.W	\$0	\$35	\$250

Program Totals	\$0	\$773	\$550
Misc. Expenses			
Accountant	\$100	\$10	\$100
Outreach Committee	\$0	\$1238	\$250
Misc. Expense Totals	\$100	\$1248	\$350
Personnel			
Secretary	\$10,400	\$10,300	\$10,400
Custodian	\$5,200	\$5,350	\$5,350
Pastor Development	\$500	\$521	\$500
Pastor Salary	\$38,000	\$38,000	\$6,577
403B Plan (Retirement)	\$5,200	\$3,031	\$3,031
Health Plan	\$15,000	\$14,524	\$2,460
Life Insurance	\$200	\$209	\$35
LTD Insurance	\$150	\$133	\$25
Mileage	\$0	\$463	\$0
Pastor Utilities	\$2,300	\$3,144	\$2,000
Pianist	\$0	\$720	\$500
Pulpit Supply	\$1,000	\$1,750	\$10,000
Work Comp Ins.	\$930	\$906	\$930
Personnel Totals	\$78,880	\$79,050	\$41,257
Worship			
Broadcast and Sound	\$500	\$0	\$0
Bulletins	\$100	\$0	\$100
Communion Supplies	\$250	\$260	\$400
Worship Supplies-CCLI	\$400	\$418	\$400
Worship Totals	\$1,250	\$678	\$900
Farm			
Chemicals/Applications	\$4,200	\$7,5221	\$6,200
Fertilizer	\$2,800	\$0	\$2,800
Land Improvement	\$2,000	\$0	\$0
Misc. Expense	\$300	\$300	\$300
Seed	\$8,000	\$6,152	\$7,500
Insurance	\$575	\$1,205	\$1,205
Repairs	\$300	\$313	\$300

Taxes	\$2,100	\$2,359	\$2,400
Total Farm Expenses	\$20,475	\$17,849	\$20,905
Expense Totals	\$141,317	\$102,608	\$104,013