



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.

Contents

Part 1: Church Information	Part 4: Leadership Expectations
Part 2: Financial/Church Campus 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





EPC

A Global Movement of Evangelical Presbyterian Churches

Part 1: Church Information

1. Church Name Trinity Presbyterian Church

Address 301 W. Broadway

Sparta, IL 62286

Telephone (618) 443-3134 Fax (_____) _____

E-mail _____ Website trinitysparta.church

2. Presbytery Rivers and Lakes

Presbytery Ministerial Committee Liaison David Goetz

3. Search Committee Chairman Melanie Bicket

Address 11418 Holloway Road

Sparta, IL 62286

E-mail tpschair@trinitysparta.church

Telephone (618) 922-4291

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

Pastor Full time Part time

Secretary Full time Part time

Organist Full time Part time

Pianist Full time Part time

Treasurer Full time Part time

_____ Full time Part time



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

5. List all key volunteer positions

- * Clerk of Session
- * Trustees
- * Women's Association
- * Nook Breakfast Ministry Coordinator
- * Committee Chairs: Administration, Worship, Christian Ed, Missions, Nominating
- * Tech Team

6. List all vacant positions

Position Available Pastor Date of Vacancy 4/1/2023

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>80</u>	<u>73</u>
B. Number of family units	<u>44</u>	<u>43</u>
C. Worship attendance	<u>75</u>	<u>60</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

0 % 0-11 3 % 12-18 8 % 19-24 2 % 25-34
20 % 35-49 13 % 50-64 59 % 65+



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

B. Occupation:

5 % Business 10 % Professional 10 % Trades
10 % Agriculture 5 % Stay-at-Home Parent 60 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 40 % high school 10 % college 10 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 5 %
5 years or less 10 %
6-10 years 10 %
10 years or more 80 %

10. Racial/Ethnic composition of:

A. Congregation

2 % African-American _____ % Asian 98 % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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

10 % African-American 2 % Asian 86 % Caucasian 2 % Hispanic
_____ % Other (Specify) _____

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: 4,500



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>10:30 AM</u>	<u>60</u>	<u>Traditional</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u>TOTAL</u>	<u>60</u>	<u> </u>

B. Frequency of communion celebration: 14 per year

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

Members are involved very little in planning the liturgy or worship, however they participate in worship services such as collecting the offering, leading scripture reading, leading responsive reading, operating the audio visual equipment, greeting, and communion.

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)
Traditional/variety (newer hymns, etc, along with traditional hymns)

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 5
- B. Average attendance in Adult Education (Sunday): 30
- C. Average involvement in Small Groups: 20



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	Spiritual Oversight	5	Monthly	1
Trustees	Property, finance	9	Monthly	2
Deacons	Compassion care	7	Monthly	2
Women's Association	Bible Study, Ministry	20	Monthly	3
Nooks Meals	Community Ministry	9	Weekly	3
Clothes Closet	Community Ministry	12	Monthly	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: \$ 170 Last year's annual budget: \$ 168
(Attach a copy of current budget)
2. Percentage of income received toward budget: 82.40 %



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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

- A. EPC Percentage of Income \$ PMA 1,587
- B. EPC World Outreach Global Workers \$3,000.00
- C. EPC Special Projects \$ _____
- D. _____ Percentage of Income \$ 1,173.00
- E. Other Missions/Missionaries \$ 1,000.00

4. Property owned by church

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

Two buildings with an enclosed breezeway connecting, sanctuary (400 capacity), offices, educational space, parlor, large fellowship space and room for clothes closet and Nook ministries downstairs.

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 4

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: _____ \$ _____

Position: _____ \$ _____

Position: _____ \$ _____

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

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 type="checkbox"/> 1	<input checked="" 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 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 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 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 type="checkbox"/> 1	<input checked="" 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 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 type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4

16. How are elders and deacons initially trained and equipped for ministry?
 Potential Elders and Deacons undergo approved training programs to understand the scope of their duties and equip them to carry out the requirements of their service.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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

During their monthly meetings, the Deacons are engaged in an ongoing study of service to the congregation. Each Deacon is also assigned one or more members who are unable to attend services due to illness or other conditions. Each Deacon also has a portion of the congregation that they reach out to and personally invite to the fellowship meals and other events.

Each Elder selects a portion of the congregation and regularly reaches out personally to each of them for any prayer needs or concerns they may have. The Elders also engage in ongoing prayer and development to best serve the members of the congregation and the church as a whole. They have also planned for a training weekend this spring

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

Dinner with Bethel Presbyterian

Food Basket Ministry

Prayer at the Pole (meeting at the local school's outdoor flag pole once a month during the school year to pray)

Holy Week at Westminster Pres

Goals and ideas: 1. Back to school event; 2. Ministerial Alliance(s); 3. Service at the local Fairgrounds with other churches; 4. Sunrise Services with other churches; 5. Music camp/Art Camp with Bethel

19. Describe the strengths of your congregation.

1. Worship -We believe we have a strong and well-structured worship service.
2. Bible Study - Active bible classes and teaching sermons
3. Prayer – Prayer for church Organization & Functions, beginning each event with prayer
4. Ministry- Strong interim pastor, unifying the congregation as we mature
5. Well-structured organization
 - a. Thoughtful and considerate Session
 - b. Hard-working Trustees/Grounds and Maintenance group
 - c. Compassionate Elders and Deacons groups
 - d. Growing Christian Education Department
6. Participation in outreach programs and services (i.e. the "nook" meals, clothes closet, community dinners, food pantries, "prayer at the pole", daily radio testimonial spots, and other activities.
7. Generous with our time, talent, and treasures.
8. Welcoming and amicable with genuine Christianity and a Love for God



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

20. List specific problems with which your congregation struggles.

1. Fellowship outside of church services, both with members of our church and other churches
2. Non-Traditional worship services (Although we see this area as improving with the addition of new elements).
3. Stewardship/Joyful Giving (An area which we believe will grow as the church moves forward with our goals and the installation of our new pastor).
4. Membership, especially with youth
5. Youth Programs; (Our Church Education program has made recent improvements, both in our Sunday School program and other activities, such as "Movie Night". Our young adults are also now involved in serving during our congregational fellowship and community meals
6. Evangelism; (This is an area where we are moving forward with training and tools)
7. Mission participation; (i.e., habitat for humanity, storm clean up, church camp assistance, etc.)
8. Sound technology for services, etc in the sanctuary.

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

1. Engaging in active Evangelism
2. Have a sanctuary filled with people worshipping God
3. Reaching out in Service, both in the local community and beyond
4. Continue to develop a vibrant and growing youth program
5. Fellowship outside the church, (i.e. ice cream socials, Fall hayrides, pic nics)

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



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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 3/2023

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

Please see attached documents.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 4: Leadership Expectations

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

Spiritual Maturity
Family oriented
Integrity
Compassion; a generous and giving spirit
Joyful with the fruit of the spirit
A heart for Evangelism
Unbiased

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

1. Transparency in all things
2. A caring shepherd who is a good listener
3. Having a servants heart
4. Clear communicator, both in preaching and teaching
5. Engaged and connected to the congregation, adaptable in moving our goals as a church forward

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

Preach the word of God
Equip the congregation, delegating as needed with oversight of administration
Keeping regular office hours with an open door policy
Pastoral Care; visits to hospitals, nursing homes, funerals and grieving families
Visitation with the congregation in their homes
Visionary Leadership of the congregation
Being involved in the various fellowship, outreach and evangelistic activities of the church. Work alongside the congregation as a team player in the accomplishment of our goals.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 5: Church History

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

1. The church changed its affiliation from PC USA to the EPC in 2014

The economic downturn in the area with the closure of a main industry, the Comic Book Factory, and the closure of several area coal mines, which led to the following impacts:

2. The end of the associate pastor era (as the church could no longer afford several pastors). This in turn resulted in:

- a. Loss of the choir and eventually a live music program
- b. Reduction in community outreach
- c. Loss of a youth pastor
- d. Cancellation of mission and camp trips

3. The Boynton Fund, a trust set up by Dr. and Mrs. Boynton in the early 1900's, provides an annual monetary benefit to the church. This fund was used toward construction of Trinity's Christian Education Building in 1964 and the new sanctuary in 1971. The economic downturn has dramatically reduced the amount of money the fund has been able to provide.

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

Frustrations:

1. Pandemic
2. Splitting of the church with the departure of the last full time minister
3. Loss of youth group

Interesting:

1. Interim Pastor and his wife, who have provided wonderful ministering, leadership, and teaching
2. Church Services in the park
3. Development of a website, new logo, and an online brochure about our community,

WEBSITE

<https://www.trinitysparta.church/>

BROCHURE

[https://www.canva.com/design/DAFwKDPLILA/azXbHHvw1Q-Uo6-GxdcwDw/edit?](https://www.canva.com/design/DAFwKDPLILA/azXbHHvw1Q-Uo6-GxdcwDw/edit?utm_content=DAFwKDPLILA&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)

[utm_content=DAFwKDPLILA&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton](https://www.canva.com/design/DAFwKDPLILA/azXbHHvw1Q-Uo6-GxdcwDw/edit?utm_content=DAFwKDPLILA&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)



EPC

A Global Movement of Evangelical Presbyterian Churches

Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
<u>David Hoffelmeyer</u>	<u>8/2016</u>	to <u>6/2021</u>
<u>Wayne P Barrett</u>	<u>9/2012</u>	to <u>2/2014</u>
<u>J. David Moody</u>	<u>5/2002</u>	to <u>10/2010</u>

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



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 Melva Bonk Date

Search Committee Chair Melanie Bicket Date