



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](mailto:info@epc.org)





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**Part 1: Church Information**

1. Church Name Kishwaukee Community Evangelical Presbyterian Church

Address 8195 Kishwaukee Road

Stillman Valley, IL 61084

Telephone ( 815 ) 965-1940 Fax ( 815 ) 965-2746

E-mail office@kishonline.org Website www.kishchurch.org

2. Presbytery: Rivers and Lakes

Presbytery Ministerial Committee Liaison Zachary Hopkins

3. Search Committee Chairman Gary Miles

Address 7840 N Winding Oak Ln

Stillman Valley, IL 61084

E-mail tech@kishonline.org

Telephone ( 815 ) 209-8710

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

- |                             |   |   |
|-----------------------------|---|---|
| <u>Solo Pastor</u>          | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Admin. Assistant</u>     | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Youth Director</u>       | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Choir Director</u>       | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Praise Team Leader</u>   | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Nursery Director</u>     | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Organist</u>             | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Kitchen Coordinator</u>  | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Housekeeping/Janitor</u> | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>_____</u>                | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time            |



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5. List all vacant positions

Position Available Solo Pastor Date of Vacancy 8/01/2021

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>294</u>	<u>266</u>
B. Number of family units	<u>153</u>	<u>134</u>
C. Worship attendance	<u>186</u>	<u>140</u>

7. Community Growth  Increasing  Static  Declining

8. Profile of church members

A. Age:

5 % 0-11    9 % 12-18    18 % 19-24    8 % 25-34  
13 % 35-49    26 % 50-64    21 % 65+

B. Occupation:

20 % Business    20 % Professional    15 % Trades  
3 % Agriculture    10 % Stay-at-Home Parent    20 % Retired  
12 % Other (Please Specify) Student

C. Educational level of adults

0 % some high school 35 % high school 50 % college 15 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 3 %  
5 years or less 10 %  
6-10 years 24 %  
10 years or more 63 %



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9. Racial/Ethnic composition of:

A. **Congregation**

0 % African-American 0 % Asian 99 % Caucasian 1 % Hispanic  
0 % Other (Specify) \_\_\_\_\_

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

1 % African-American 0 % Asian 90 % Caucasian 6 % Hispanic  
3 % 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 1100 immediate, 7500 within 15 mile radius

11. Church Programming—Worship

A. **Worship Time**

8:30 am

10:00 am

10:00 am

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Average Worship Attendance**

65

50

25 Households Online

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Frequency of communion celebration: 24 per year

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

Volunteers serve as liturgists, ushers, praise team, A/V tech, greeters, and other duties 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)

Both traditional and contemporary

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 13

B. Average attendance in Adult Education (Sunday) 35

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 (ruling elders)	Spiritual oversight and church administration	7	monthly	1
Deacons	Meals to sick, funeral lunches, special events and weekly coffee hour	12	as needed	3
Building and Grounds	Facility maintenance	9	monthly	3
Missions	Facilitate Missions of the Church	7	monthly	3
Men's Ministry	Men's Bible study and devotions with fellowship	12	weekly	3
Women's Bible Study	In-depth Bible study	32	weekly	3
Sr. High Youth Group	Bible study and fellowship	9	weekly	3
Jr. High Youth Group	Bible lesson and fellowship	8	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: Financial/Church Campus Information**

1. Current annual budget: \$ 363,960.00 Last year's annual budget: \$ 442,276.99  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 86 (all expenses covered) %

3. Amount contributed for year 2020 (most recent complete reporting year)

A. EPC Per Member Asking \$ 12,280.08

B. EPC World Outreach Global Workers \$ \_\_\_\_\_

C. EPC Special Projects \$ \_\_\_\_\_

D. Presbytery Per Member Asking \$ \_\_\_\_\_

E. Other Missions/Missionaries \$ 44,896.68

4. Property owned by church

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

A single-level church built in 1996 on 14 acres situated at a high visibility crossroads in a rural setting. The sanctuary seats 300 with up-to-date A/V equipment. Includes a 4000 sq. ft. fellowship hall, kitchen, 12 age-appropriate classrooms and offices.

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 \_\_\_\_\_

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: Solo Pastor \$ Depends on levels of experience and education

Position: \_\_\_\_\_ \$ \_\_\_\_\_

Position: \_\_\_\_\_ \$ \_\_\_\_\_

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

Position: Solo Pastor \$ \_\_\_\_\_ or 5 %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

yes Pension (minimum 10% gross effective salary)

100% Medical insurance

\$50,000.00 Life insurance

7.65% Social Security

IRS allowance Travel/mileage

\$400.00 Book allowance

2 wks Study leave allowance (minimum 2 weeks)

4 wks Annual vacation days (minimum 4 weeks)

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

As Incurred Other (Specify: Business and Study Leave Expenses)



**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 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
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 type="checkbox"/> 2	<input checked="" 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 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
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 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





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

Joint Good Friday Service and Thanksgiving Eve Service with the two other churches in the Stillman Valley Community, The Red Brick Church and Valley Covenant Church. See-You-at-the-Pole for Jr. & Sr. High with other community churches. Bread of Life Pantry supporting the Valley Covenant Church in Stillman Valley. Host, organize, and present Baccalaureate Services for Stillman Valley High School. Participate in Baccalaureate Services for adjacent community, Byron High School.

16. Describe the strengths of your congregation.

Our congregation is a faithful, loving and caring family. Our dedicated Youth Director leads a biblically committed Jr. & Sr. High youth program. We have strong Lay Leadership with a number of Elders willing and capable of filling the pulpit on any Sunday as well as perform all the worship planning for weekly services. Kishwaukee has always been and remains a very strong missions oriented congregation with a number of members growing up in the church and going on to serve in missions. We also have strong adult discipleship programs. Kishwaukee works very hard to love and support our pastors and their families. Above all else, Kishwaukee emphasizes strong biblical teaching and discipleship standing strong for the truth in God's Word.

17. List specific problems with which your congregation struggles.

For many years Kishwaukee had a thriving mid-week program which served in the community as an excellent evangelistic outreach. There were over 100 youth attending, run all by church volunteers and parents, and was well regarded in the community. We recognize there are multiple reasons for change and the ability to support such a program, but the fact remains, our biggest struggle is understanding Christ's plan for Kishwaukee in serving Him and our community with a similar vigor and a strong sense of outreach and discipleship for His Kingdom. It is our prayer that our next Pastor will help us cast a vision for ministry and help to shepherd our congregation in whatever God is calling us to in our church and community.

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

- 1) To continue to grow deeper in our faith in Christ through studying the Word, discipleship, fellowship and worship.
- 2) Living as a gospel-centered, grace-filled congregation that loves and supports each other and ministers to the community.
- 3) Expand our small groups to broaden and deepen relationships within and outside the church.
- 4) Building a sustainable children's/family ministry.



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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 October 8, 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. Word-centered preaching/teaching of biblically sound doctrine that engages the congregation
  2. Passionate about the gospel while cultivating a deeper relationship with Christ and love for others
  3. Effective leader that works well with others and helps others develop leadership abilities
  4. Compassionate, caring and sensitive, humbly ministering to the needs of the congregation and community
  5. A desire to shepherd the congregation, growing alongside us in our faith to further strengthen and build Christ's church



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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?

1. Facilities: Planned, built and moved into a new facility in 1996
2. Programs: 1985 Mid-Week Youth program established (Logos/Cross Training)  
1998 The Alpha Program was established as the new membership program for adults interested in exploring the Christian faith as well as provide the opportunity to join the church.
3. Denomination Change: 2007 Kishwaukee negotiated a departure from the PC (USA) and joined the EPC

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

Apart from the challenges of COVID, it would be walking through, with Eric, the eventual loss of Elizabeth Tonjes, Pastor Eric's wife. She was stricken with terminal cancer which was diagnosed just as he accepted the call to come to our church back in 2016. She passed away in October 2020. Eric openly gave our church the opportunity to back out of the call knowing the road that lie ahead for Elizabeth, Eric, and their family. To this congregation's credit, everyone steadfastly wanted them still to come and share ministry together despite the valley that would, and did, take us through. We have been infinitely enriched through the experience, not in spite of, but because of the challenges to our faith and our trust in God - through the joy and grief over the years and ultimately because we saw Christ shine through the lives Elizabeth and Eric lived out. Not perfect, not artificial, but faithful with eyes returning again and again fixed on Christ through the tumult, through the pain, through the grief, through the death. We all are forever blessed and changed by sharing life with Elizabeth and Eric through this time.



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**Part 6: Other Information**

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

Name	Dates of Service	
Eric Tonjes	Apr 2016	to Jul 2021
Rus Howard	Nov 2010	to Sep 2014
Eric Geil	Nov 2005	to Nov 2009

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

Clerk of Session Pat Bastian Date 08/05/2021

Search Committee Chair Gary Miles Date 08/05/2021

We encourage churches to list their vacancies on the Ministry Staff Opportunities webpage at [www.epc.org/mso](http://www.epc.org/mso). For more information or to send your posting, email [info@epc.org](mailto:info@epc.org)