



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





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Part 1: Church Information

1. Church Name Attica-Williamsport Evangelical Presbyterian Church

Address 300 East Main Street

Attica, Indiana 47918

Telephone (765) 585-2317 Fax (_____) _____

E-mail mmason@atticapres.org Website atticapres.org

2. Presbytery Midwest

Presbytery Ministerial Committee Liaison Brently Jordan

3. Search Committee Chairman Barb Ely

Address 2093 W 200 N

Williamsport, Indiana 47993-8061

E-mail green_thumb09@yahoo.com

Telephone (765) 412-6614

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

Pianist Full time Part time

Custodial Full time Part time

_____ Full time Part time



5. List all key volunteer positions

- Adult Sunday school teacher
- Children's Sunday school teachers
- Yard and grounds maintenance
- Preparation of Sunday bulletin
- Publication of church newsletter
- Greeters at worship
- Ushers
- Men's breakfast meal preparation and devotional leader
- Women's breakfast meal preparation and Bible study leader
- Decorating the church for the holiday season
- Audio-visual technician

6. List all vacant positions

Position Available Pastor Date of Vacancy 2/15/2023

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>37</u>	<u>27</u>
B. Number of family units	<u>22</u>	<u>18</u>
C. Worship attendance	<u>42</u>	<u>36</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

6.5 % 0-11 6.5 % 12-18 0 % 19-24 0 % 25-34
9.4 % 35-49 9.4 % 50-64 68.2 % 65+



B. Occupation:

29 % Business 3 % Professional 4 % Trades
0 % Agriculture 3 % Stay-at-Home Parent 61 % Retired
0 % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 48 % high school 29 % college 23 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 0 %
5 years or less 28 %
6-10 years 19 %
10 years or more 53 %

10. Racial/Ethnic composition of:

A. **Congregation**

0 % African-American 0 % Asian 98 % Caucasian _____ % Hispanic
2 % Other (Specify) Nigerian _____

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

0.8 % African-American 0.5 % Asian 96.2 % Caucasian 2.5 % 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: 6,050 _____



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 shepherds, administrators	4	Once/month	1
Board of Deacons	Oversees mercy ministries	2	As needed	3
Worship Committee	Plan worship of the church.	7	Once/month	2
Outreach Committee	Missions of the church	6	Once/quarter	3
Fellowship Committee	Plan fellowship events.	5	Once/month	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: \$ 116,935 Last year's annual budget: \$ 117,999
(Attach a copy of current budget)
2. Percentage of income received toward budget: 102.40 %



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 \$ 805
- B. EPC World Outreach Global Workers \$ 400
- C. EPC Special Projects \$ 400
- D. Presbytery Per Member Asking/Percentage of Income \$ 416
- E. Other Missions/Missionaries \$ 11,200

4. Property owned by church

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

The church is a brick structure built in 1906. It is in good condition considering its age requiring the usual maintenance of a 118 year old building.

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 _____



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CHURCH INFORMATION FORM

5. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ 61,000 -Includes value of manse

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Pastor \$ 2563 or 4.60 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

Yes Retirement Plan (minimum 10% gross effective salary)

Yes Medical insurance (EPC medical coverage required for full-time TEs)

Negotiable Life insurance

Yes Social Security

Yes Travel/mileage

Yes Book allowance

Yes Study leave allowance (minimum 2 weeks)

Yes Annual vacation days (minimum 4 weeks)

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

Negotiable Sabbatical frequency and length _____

Yes Other (Specify: Annual retirement fund supplement in lieu of home ownership equity.)

- 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 type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
6. Is engaged in evangelism	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
7. Is often found living their faith in their communities	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
8. Has a spirit of unity	<input checked="" type="checkbox"/> 1	<input 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 type="checkbox"/> 1	<input checked="" 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?

Elders are trained using the EPC Leadership and Training Guide.
 Deacons have not had special training.



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?

We don't currently have ongoing training for elders and deacons but that is something we are actively looking to improve.

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

Our church is a member of the Attica Ministerial Association. The church participates in joint Thanksgiving and Good Friday services with other churches in the community. We financially support the the Ministerial Association in our church budget.

19. Describe the strengths of your congregation.

We believe we have an advantage in being a small church. Everyone knows each other. We have a family atmosphere as demonstrated by our compassion, connectedness, and generosity in meeting the special needs of the congregation, and the missionaries that we support.

We have a history of financially supporting the ministry of the church.

Although we have limited numbers, we believe the congregation has a good variety of gifts and talents to bring to the ministry of the church.

We are a tithing church. Therefore, we designate over 10 percent of the church budget toward the global mission of the church. We have a history of yearly increasing that percent.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

20. List specific problems with which your congregation struggles.

We have been complacent in the areas of evangelism and discipleship.

We have neither encouraged personal evangelism nor prioritized outreach events.

We have not been intentional in teaching and training new members and new leaders.

Therefore, our congregation has not been growing in strength or numbers.

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

Have conversion growth of at least 2 each year.

Complete a new members class by the end of 2024.

Have an annual membership class for new converts.

Establish outreach events throughout the year that would serve our community, build trust, and establish relationships that would lead to gospel conversations.

Provide training to equip deacons by the end of 2024.

Provide evangelism training classes to members at least once a year that focus on different methods and strategies.

Establish quarterly prayer walks.

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 2/2024

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

Our mission statement is:

"Know Christ Personally, Serve Christ Faithfully, Share Christ Globally"



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CHURCH INFORMATION FORM

Part 4: Leadership Expectations

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

A clear, personal love for Jesus

A deep love and burden for people and souls

A heart for community outreach

A warmth in personality and an approachable attitude that people respond to well

A heart and passion for prayer both personally and corporately

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

Be theologically sound with a biblical world view.

Be a clear and willing communicator

Have the ability to identify member gifts and equip them for suitable ministry.

Have the ability to understand and explain God's Word in a relevant way.

Be skilled in pastoral care, counseling, and visitation.

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

Teaching and preaching the Word

Equipping members for prayer and evangelism

Administering the sacraments

Home and hospital visitations with the help of the elders and deacons

Pastoral care counseling when needed

Cast a vision and lead the spiritual direction of the flock



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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?

Separating from the PCUSA and joining the EPC denomination.

Navigating church life during the COVID-19 pandemic.

We made a conscious decision many years ago that we would pay the pastor first and secondly our mission budget before anything else even if it meant we couldn't pay the light bill. We have always had enough to meet our bills.

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 pastor leaving for another pastorate.



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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>Shawn Carafa</u>	<u>7/2015</u>	to <u>2/2023</u>
<u>Dan Bloesch</u>	<u>2/2004</u>	to <u>8/2013</u>
<u>John DeSanto</u>	<u>10/1996</u>	to <u>7/2002</u>

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



Statement of Acknowledgment

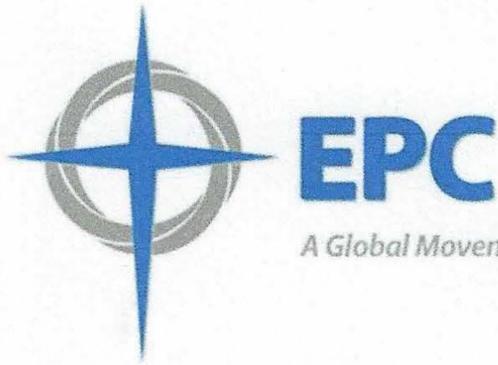
The EPC believes that honesty and a commitment to open communication are critical to building the body of Christ. In that spirit, please confirm your agreement to the following statements by your signatures below.

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 Mark Mason (Signature page follows) Date 5/23/2024

Search Committee Chair Barb Ely (Signature page follows) Date 5/23/2024



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Clerk of Session Mark J. Nason Date 5/23/24

Search Committee Chair [Signature] Date 5/23/24