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 2: Financial/Church Campus Information
- Part 3: Church Characteristics
- Part 4: Leadership Expectations
- Part 5: Church History
- 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. Church Name: Warsaw Evangelical Presbyterian Church
   Address: 210 S. High St., Warsaw, IN 46580
   Telephone: (574) 267-7044  Fax: (574) 267-5896
   E-mail: office@warsawpresby.org  Website: www.warsawpresby.org

2. Presbytery: Midwest
   Presbytery Ministerial Committee Liaison: Rob Hock

3. Search Committee Chairman: Jeff Peck
   Address: 302 5th Street, Winona Lake, IN 46590
   E-mail: peckjw55@gmail.com
   Telephone: (574) 268-7669

4. List all paid staff positions (use additional sheet if necessary)
   Andrew Morton, Associate Pastor  [ ] Full time  [ ] Part time
   Judie Meulink, Director of Music  [ ] Full time  [ ] Part time
   Krista Koors, Executive Assistant, Office Manager  [ ] Full time  [ ] Part time
   Ben Essick, Technical Director  [ ] Full time  [ ] Part time
   Hannah Hackenberg, Director of Children's Ministry  [ ] Full time  [ ] Part time
   Jeff Peck, Discipleship Director  [ ] Full time  [ ] Part time
   Kathy Schumacher, Preschool Director  [ ] Full time  [ ] Part time
   DeWayne Busz, Building Manager  [ ] Full time  [ ] Part time
   Linda Rapp, Treasurer  [ ] Full time  [ ] Part time
   Maegan McFarland, Receptionist  [ ] Full time  [ ] Part time
5. List all vacant positions

Position Available ___________________________ Date of Vacancy ____________

Position Available ___________________________ Date of Vacancy ____________

Position Available ___________________________ Date of Vacancy ____________

6. Membership (state approximate numbers and percentages)

<table>
<thead>
<tr>
<th></th>
<th>Five years ago</th>
<th>Currently</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Number of church members</td>
<td>368</td>
<td>346</td>
</tr>
<tr>
<td>B. Number of family units</td>
<td>219</td>
<td>260</td>
</tr>
<tr>
<td>C. Worship attendance</td>
<td>297</td>
<td>318</td>
</tr>
</tbody>
</table>

7. Community Growth

☑ Increasing  ☐ Static ☐ Declining

8. Profile of church members

A. Age:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>9-11</th>
<th>12-18</th>
<th>19-24</th>
<th>25-34</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10%</td>
<td>5%</td>
<td>5%</td>
<td>8%</td>
</tr>
<tr>
<td></td>
<td>8%</td>
<td>24%</td>
<td>43%</td>
<td>65%</td>
</tr>
</tbody>
</table>

B. Occupation:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>23%</td>
</tr>
<tr>
<td>Professional</td>
<td>19%</td>
</tr>
<tr>
<td>Trades</td>
<td>11%</td>
</tr>
<tr>
<td>Agriculture</td>
<td>1%</td>
</tr>
<tr>
<td>Stay-at-Home Parent</td>
<td>1%</td>
</tr>
<tr>
<td>Retired</td>
<td>45%</td>
</tr>
<tr>
<td>Other (Please Specify)</td>
<td></td>
</tr>
</tbody>
</table>

C. Educational level of adults

<table>
<thead>
<tr>
<th>Education</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some high school</td>
<td>7%</td>
</tr>
<tr>
<td>High school</td>
<td>69%</td>
</tr>
<tr>
<td>College</td>
<td>24%</td>
</tr>
</tbody>
</table>

D. Percentage of members belonging to the congregation

<table>
<thead>
<tr>
<th>Membership Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than one year</td>
<td>5%</td>
</tr>
<tr>
<td>5 years or less</td>
<td>16%</td>
</tr>
<tr>
<td>6-10 years</td>
<td>24%</td>
</tr>
<tr>
<td>10 years or more</td>
<td>55%</td>
</tr>
</tbody>
</table>
9. Racial/Ethnic composition of:
   A. **Congregation**
      
      ____ % African-American  ____ % Asian  ____ % Caucasian  ____ % Hispanic
      ____ % Other (Specify)_____________________________________________________
   
   B. **Community** (within 5-mile radius of church)
      
      1< % African-American  1< % Asian  98< % Caucasian  1< % Hispanic
      ____ % Other (Specify)_____________________________________________________

10. Community Setting (check as many as apply):
   
   **Location**
   [ ] Rural  [x] Small Town  [ ] Metropolitan  [ ] Suburban  [ ] Inner City
   
   **Function**
   
   Approximate population of community: 23,000______________________________

11. Church Programming—Worship
   
   A. **Worship Time**
   
   8:30 am  152______________________________
   11:00 am  166______________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________

   B. Frequency of communion celebration: 12 times__________________________ per year

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

   Thematic Worship is our starting point. A Worship Design team builds morning worship around a preaching topic/theme. Sermon topics are planned a year in advance and what happens on Sunday morning ultimately filters through this team.
D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)

Eclectic is the best summary, blending contemporary and traditional. We use liturgy to serve the value of thematic worship. Our style on any given Sunday can be quite different from other Sundays.

E. Type of music used in worship (e.g., traditional, contemporary, variety)

All styles - if it helps us convey that morning’s theme - we use it. Over the course of a year we range from ancient Christian music to popular, contemporary Christian, even secular songs.

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 40
B. Average attendance in Adult Education (Sunday) 65

13. Church Programming—Organizations/Committees

List major boards, committees, and organizations that are part of your church and frequency of meetings (monthly, weekly, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose of Group</th>
<th>Number of members</th>
<th>Frequency of meetings</th>
<th>Leadership Role*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Elder Board</td>
<td>12</td>
<td>monthly</td>
<td>1</td>
</tr>
<tr>
<td>Facilities Team</td>
<td>Oversee Facility Upkeep</td>
<td>9</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Finance Team</td>
<td>Oversee Finances</td>
<td>4</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Worship Design Team</td>
<td>Plan Worship</td>
<td>4</td>
<td>weekly</td>
<td>1</td>
</tr>
<tr>
<td>Christian Growth Team</td>
<td>Educational Ministries</td>
<td>5</td>
<td>weekly</td>
<td>3</td>
</tr>
<tr>
<td>Personnel Team</td>
<td>Oversee Church Staff</td>
<td>4</td>
<td>monthly</td>
<td>2</td>
</tr>
<tr>
<td>Preschool Outreach Team</td>
<td>Evangelism/Fund Raising</td>
<td>9</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Deacons</td>
<td>Congregation Care</td>
<td>13</td>
<td>monthly</td>
<td>3</td>
</tr>
</tbody>
</table>

*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: $871,121  
   Last year’s annual budget: $865,448  
   (Attach a copy of current budget)

2. Percentage of income received toward budget: 104%  

3. Amount contributed for year 2019  
   (most recent complete reporting year)
   A. EPC Per Member Asking  
      $8441
   B. EPC World Outreach Global Workers  
      $13,200
   C. EPC Special Projects  
      $0
   D. Presbytery Per Member Asking  
      $4768
   E. Other Missions/Missionaries  
      $81,900

4. Property owned by church
   A. Describe buildings and property (other than manse).
      Three well-connected buildings for 65,000 sq.ft. facility. 1. Well-maintained, beautiful 100+-year-old sanctuary with other spaces. 2. A 35-year-old offices, fellowship, and kitchen. 3. 16-yr-old gymnasium and classrooms and preschool
   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
      We recently purchased an adjacent property and created additional parking space.
   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 ________________________________
6. Compensation:
   A. The salary range we are prepared to offer:
      | Position: | Salary Range |
      |----------|-------------|
      | Senior Pastor | $75K-$85K |
      | _______________ | $ ______________ |
      | _______________ | $ ______________ |
      | _______________ | $ ______________ |

   B. The average annual increase over the past three years is:
      | Position: | Increase |
      |----------|---------|
      | Senior Pastor | Refused or ____ % |
      | _______________ | $ ______________ or ____ % |
      | _______________ | $ ______________ or ____ % |
      | _______________ | $ ______________ or ____ % |

   C. Housing
      - Housing Allowance
      - Manse Only
      - Either of the Above

   D. Benefits and expenses
      - 10% of Salary/Housing
      - Pension (minimum 10% gross effective salary)
      - Standard EPC pkg
      - Medical insurance
      - Standard EPC pkg
      - Life insurance
      - Standard EPC pkg
      - Social Security
      - $2100 per year
      - Travel/mileage
      - $2100 per year
      - Book allowance
      - 2 weeks plus expenses
      - Study leave allowance (minimum 2 weeks)
      - 4 weeks
      - Annual vacation days (minimum 4 weeks)
      - 4-6 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*

<table>
<thead>
<tr>
<th>Our congregation...</th>
<th>Currently</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agree</td>
<td>Disagree</td>
</tr>
<tr>
<td>1. Supports the pastor.</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
</tr>
<tr>
<td>2. Readily shares their gifts with the rest of the congregation.</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
</tr>
<tr>
<td>3. Places a high priority on sound biblical preaching.</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
</tr>
<tr>
<td>4. Gladly welcomes visitors and new members.</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
</tr>
<tr>
<td>5. Is involved in local evangelistic ministries.</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
</tr>
<tr>
<td>6. Is often found living their faith in their communities.</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
</tr>
<tr>
<td>7. Has a spirit of unity.</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
</tr>
<tr>
<td>8. Cares about each other.</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
</tr>
<tr>
<td>9. Looks to its Session for leadership.</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
</tr>
<tr>
<td>10. Ministers well to members who are hurting.</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
</tr>
<tr>
<td>11. Uses members’ gifts in its worship.</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
</tr>
<tr>
<td>12. Contains people willing and able to lead the congregation.</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
</tr>
<tr>
<td>13. Is capable of change when and where appropriate.</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
</tr>
<tr>
<td>14. Is spiritually alive.</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4</td>
</tr>
</tbody>
</table>
15. In what ways does your church participate in ecumenical activities?
*We adopt a local ministry each calendar year and our people volunteer and financially support them.
*National Day of Prayer Service - our church has leadership in this event
*Assist with soup kitchen run by a local congregation
*Over 30 Stephen Ministers care for people within our congregation and some outside our congregation.
*Host the annual Night to Shine event (Sponsored by the Tim Tebow Foundation)
*Children's Ministry leaders participate in a local network of church children's ministers and directors.

16. Describe the strengths of your congregation.
*Welcoming, hospitable; *Musically talented; involved throughout the community in various music endeavors; *Strong level of volunteerism; *Financially secure;
*Generous, caring; *Preschool of 300+ - "best in town"; *Staff - loyal, team approach, outreach-oriented; *Many mature believers, dedicated to prayer
*Hunger for God's Word; *Committed, high integrity; *Mission oriented; * Extremely supportive of other groups that promote the gospel; *Supportive of the arts

17. List specific problems with which your congregation struggles.
*As an organization we are evangelistic. We need to grow individually in evangelistic fervor.
*Our children's ministry has demographic gaps, along with a gap in the number of adults who would be parents of that age-group. We need to develop programs and strategies to reach those groups (Upper Elementary/Middle School and adults 35-45).
*People are hungry for the Word, but we need growth in understanding our EPC theology. There are many "non-EPC" members in our congregation.

18. List major goals that the congregation has set for itself.
Our Vision statement is: "Being transformed by His grace, we seek to hope only in Christ, to show Him as beautiful, and to bring joy to our city and the world." We include some element of outreach in all events.
We have a two-pronged approach: 1. We adopt a local ministry to assist, we encourage our people to volunteer and give financially (hundreds of hours and over $14,000 last year). 2. We have adopted a Christian school in the Dominican Republic. Any international mission trips focus on this ministry. We have invested significant money (over $34,000 last year) and time into this ministry over the past 5 years.
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 ____________________________

   If yes, attach copies of each statement or strategic plan the church has completed.

   Summer 2019
Part 4: Leadership Expectations

1. What five key characteristics, gifts, and/or skills should a person bring to the position?

1. Preaching - teach us the truth in ways that will inspire us, transform us, make the difficult simple to understand, teach us theology and to love people, motivate us to serve others inside and outside of our church.
2. Leader - by our definition, first a servant, and then a listener, team player, straightforward, able to deal with confrontation
3. Relate well to diverse age groups of people, especially young families, by being approachable and by having a joyful approach to life, friendship, and ministry
4. Humility - share the credit, brag about the team, have plenty of Godly ambition
5. Pastoral care - take the time to love on our hurting, discouraged, and sick.
Part 5: Church History

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

Here are 4:
1. 1984 - Established a Preschool, which now has over 300+ children; hiring a new director in 2019 who is transforming the curriculum and instruction to be intentionally biblical.
2. 2004 - Joining the EPC. That was a struggle, and we still need solid biblical teaching to know "who we are" theologically and "who we should be" if we will reach our community with the gospel
3. 2015 - Implementation of outreach strategies mentioned earlier - Local and International mission adoptions that encourage volunteering and giving.
4. 2017 - Paying off a million dollar mortgage in record time

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

*Mortgage Burning - we did, literally, burn it in the sanctuary with the Fire Department here to put out the fire.
*Spring Hill Camp - hosted this event several summers
*Night to Shine - host this event annually (Sponsored by the Tim Tebow Foundation)
*Dream Team initiative, which led to the outreach strategies of adopting an international ministry (Christian School in the DR) and local ministries (we have especially invested in a local Christian women's rehab facility called All Things New).
**We thought we had hired a new senior pastor in 2019, but he was not ordainable in the EPC. This has been a difficult challenge for our Session, staff, and congregation. This has resulted in this new pastor search.
Part 6: Other Information

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erik Ohman (EPC)</td>
<td>July 2010 to April 2019</td>
</tr>
<tr>
<td>Ron Horgan (EPC)</td>
<td>Nov 2004 to May 2009</td>
</tr>
<tr>
<td>Roger Weir (PCUSA)</td>
<td>June 1993 to June 2003</td>
</tr>
</tbody>
</table>

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

Finances:
We accurately project our income and budget accordingly. We have no debt.
We regularly maintain 90 days working capital.

Staff: Hard workers, creative, team approach, deep and personal walks with Christ
Executive Assistant assigned to the pastor. She will manage your work assignments.

Elders: Mature, able advisors, men and women of prayer, trust the pastor's leadership,
involved in various ministries

Other Ministries: WOW (Winning Over Widowhood) approximately 60 women meet
monthly for teaching, support, and fellowship.
Puppeteers - a puppet ministry, reaching a niche group of kids, performs regularly for
special event and for our Kids Worship time during the service.
Small Groups - weekly meetings for prayer, study, and relationships. Currently 13
small groups with 155 participants.

Other: Recent upgrade of Preschool playground equipment ($60,000); Recent
purchase of property across the street from the church building - now additional
parking spaces.
Numerous children committing their lives to Christ through our various children’s
programs in the past few years.

Clerk of Session  Terry J. Tyler Date 2/4/2020
Search Committee Chair Jeffrey W. Peck Date 2/4/2020

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