



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 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.

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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





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Part 1: Church Information

1. Church Name Eastminster Church

Address 1958 N Webb Rd

Wichita, Kansas 67206

Telephone (316) 634-0337 Fax (316) 634-1496

E-mail jgarrett@eastminster.org Website eastminster.org

2. Presbytery Great Plains Presbytery

Presbytery Ministerial Committee Liaison Kent Mathews

3. Search Committee Chairman Susan Lear

Address 220 N Armour St

Wichita, Kansas 67206

E-mail susanlear@cox.net

Telephone (316) 734-0125

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

Transitional Pastor Full time Part time

Associate Pastor Full time Part time

Assistant Pastor (Discipleship) Full time Part time

Chief Administration and Finance Officer Full time Part time

Director of Accounting & Database Management Full time Part time

Communications & Technology positions (4 people) Full time Part time

Kids Director, HS Director, MS Director (3 people) Full time Part time

Connections Director, Assistant Worship Director (2 people) Full time Part time

Interim Missions Director, Assistant Missions Director (2 people) Full time Part time

6 Additional Full Time Staff and 4 Part Time Office Staff Full time Part time



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5. List all key volunteer positions

- Board of Deacons
- Session (Seated Elders)
- Board of Trustees
- Session Committee Members
- Volunteer front Desk Receptionists
- Sunday School Teachers
- Small Group Leaders
- High School and Middle School Youth Leaders
- Youth Retreat Cooks
- Prayer Ministry
- Bus Ministry
- Communion Preparation and Clean up Teams
- Ushers and Greeters
- Choir
- Worship Team (Band and Vocalists)
- Volunteer Tech Team

6. List all vacant positions

Position Available Lead Pastor Date of Vacancy 1/15/2024

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>1,484</u>	<u>900</u>
B. Number of family units	<u>900</u>	<u>550</u>
C. Worship attendance	<u>750</u>	<u>570</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

0 % 0-11 6.7 % 12-18 11 % 19-24 14 % 25-34

11.8 % 35-49 17.3 % 50-64 39.2 % 65+



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B. Occupation:

25 % Business 25 % Professional 5 % Trades
 % Agriculture 20 % Stay-at-Home Parent 25 % Retired
 % Other (Please Specify) _____

C. Educational level of adults

1 % some high school 29 % high school 60 % college 10 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 3 %
5 years or less 14 %
6-10 years 22 %
10 years or more 61 %

10. Racial/Ethnic composition of:

A. **Congregation**

1 % African-American 1 % Asian 97 % Caucasian 1 % Hispanic
 % Other (Specify) _____

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

9 % African-American 3 % Asian 79 % Caucasian 8 % Hispanic
1 % Other (Specify) Native American

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: 400,000



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12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>8:00 AM</u>	<u>53</u>	<u>Traditional (no choir)</u>
<u>9:30 AM</u>	<u>255</u>	<u>Traditional (w/choir)</u>
<u>11:00 AM</u>	<u>266</u>	<u>Contemporary</u>
<u>Online</u>	<u>350</u>	<u>Livestream</u>
<u> </u>	<u> </u>	<u> </u>

B. Frequency of communion celebration: 10 per year

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

Members serve in the choir, worship team, as greeters and ushers for a worship service.

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)

Traditional and Contemporary

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

8:00 - traditional with hymns; 9:30 - traditional with hymns and choir; 11:00 - contemporary with band

13. Ministry Programs

A. Average attendance in Church School (under 18 years): 105

B. Average attendance in Adult Education (Sunday): 95

C. Average involvement in Small Groups: 200



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*
(see attached)				

*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: \$ 3,814,434 Last year's annual budget: \$ 3,762,098
(Attach a copy of current budget)

2. Percentage of income received toward budget: 100.00 %



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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	Seated Ruling Elders and Teaching Elders	20	Once a month	2
Deacon Board	Oversees the ministry of caring for church members, serving the sick, homebound, bereaved, and members away from home.	33	Once a month	3
Board of Trustees	Administer Church Property	5	Quarterly	3
Eastminster Church Foundation		8	Quarterly	3
Coordinating Team	Council lead ruling elders, Senior Pastor, CAFO	10	Monthly	2
Worship	Support the Senior Pastor by facilitating corporate worship-related activities to the glory of God and by encouraging prayer in the councils and congregation.	9	Weekly and as needed	2
Ministry Support	To support all aspects of conducting and funding church activities, including communications/technology, facilities, finance, governance, and personnel in an orderly and transparent fashion.	6	Monthly	3
Congregational Life	Church membership. Congregational care and all-church events.	8	Monthly	2
Discipleship, Evangelism & Education	Encourage the congregation to enjoy the fullness of knowing, loving and becoming like Jesus through discipleship ministry by participating in grow groups.	10	Monthly	2

Missions	Local Missions: To nurture and grow the missional heart of our members. Come alongside mission partners in our city, state and nation through encouragement, support and prayer to see lives transformed with the gospel of Jesus Christ. We encourage and equip Eastminster members to actively engage in outreach opportunities.	6	Monthly	2
Missions	World Missions: To nurture and grow the missional heart of our members. Come alongside global mission partners through encouragement, support and prayer to see lives transformed with the gospel of Jesus Christ. Eastminster's vision is to facilitate disciple making movements and the planting of sustainable, Gospel-centered, reproducing churches in strategic regions. The council will pursue this vision by focusing primarily on unreached and unengaged people groups with particular attention to areas influenced by Islam. We strategically partner with EPC missionaries and indigenous leaders whenever possible.	6	Monthly	2
Wichita Christian Forum / Theology for Life	To engage our culture and community with Christian witness by public presentations. (Funded outside of Eastminster's operating and mission budgets.)	10	As needed	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.



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

- A. EPC Percentage of Income \$ 36,200
- B. EPC World Outreach Global Workers \$ 55,000
- C. EPC Special Projects \$ 55,388
- D. Presbytery Per Member Asking/Percentage of Income \$ 18,000
- E. Other Missions/Missionaries \$ 884,665

4. Property owned by church

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

- 1 - Main church building
- 2 - North building
- 3 - 21st & Webb Residential & Commercial Lots

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

Pastor's Office/Study: In Church In Manse Not Provided

Other _____



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5. Compensation:

A. The salary range we are prepared to offer:

Position: Lead Pastor \$ \$125,000 - 175,000

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Lead Pastor \$ _____ or 2.00 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

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 60-120 days in their 7th year
- _____ 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 1 2 3 4
- 2. Demonstrates love for the pastor and his/her family 1 2 3 4
- 3. Readily shares their gifts with the rest of the congregation 1 2 3 4
- 4. Places a high priority on sound biblical preaching 1 2 3 4
- 5. Effectively integrates newcomers 1 2 3 4
- 6. Is engaged in evangelism 1 2 3 4
- 7. Is often found living their faith in their communities 1 2 3 4
- 8. Has a spirit of unity 1 2 3 4
- 9. Cares about each other 1 2 3 4
- 10. Is supportive of the Session and pastoral leadership 1 2 3 4
- 11. Ministers well to members that are hurting 1 2 3 4
- 12. Uses members' gifts in worship 1 2 3 4
- 13. Contains people willing and able to lead the congregation 1 2 3 4
- 14. Is capable of change when and where appropriate 1 2 3 4
- 15. Is connected to and prayerful about what God is doing in the global church 1 2 3 4

16. How are elders and deacons initially trained and equipped for ministry?

Until 2022, officer training was provided by the Lead Pastor for all new elders and deacons. In 2022, Session took responsibility to prepare an 8 week officer training class presented by a team of ruling and teaching elders. Training materials include the EPC Leadership Training Guide, Bob Hopper's EPC training videos, the Westminster Confession of Faith, the Book of Order and the EPC Essentials. Upon completion, new officers are examined by Session before ordination and installation. Officers re-elected to serve are strongly encouraged to participate again in training because Leadership Training is effective not only for orientation in polity but for the development of important relationships across the church's leadership community.



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

None; area for growth.

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

World Impact

Hope Net

Love in Action

Navigators

TUMI

Westminster Woods

I.S.I

Kansans for Life

Wichita Prayer Breakfast

Raise My Head

Washington Elementary

Youth Horizon

Oaks Fellowship

Boy Scout Troop

Perspectives

F.C.A.

Wichita Prayer Movement

Young Life

Union Rescue Mission

World Impact

Embrace

Hope Ranch

Love Them Both

19. Describe the strengths of your congregation.

(see attached)

Question 19. Describe the Strengths of your Congregation:

- We care for our pastors financially, and deep and lasting friendships often develop.
- Eastminster holds a high view of Scripture and Biblical authority.
- Traditionally, Reformed theology has been held in high value and widely understood.
- Enthusiasm for the revived "theology for life" program is encouraging.
- We financially support many effective evangelical ministries locally and globally.
- Supported ministries share the Gospel as a requirement for our financial support.
- Many members live out their faith with integrity vocationally and as volunteers in our communities.
- When individuals share in one-on-one conversations or in small groups, they receive compassion, prayer, understanding, and specific support.
- Those who make their needs known are met with personal presence and prayer.
- There is infrastructure in place to respond with help and prayer for those in need.
- Those with musical talents are utilized in worship. Members also serve as ushers and greeters and small group/class teachers.
- There is a very large pool of gifted leaders in our congregation.
- We equip our children and youth with sound Biblical teaching and programming.
- We are a generous congregation.
- We are engaged with our local and global mission partners. We know our missionaries and they know us.
- We have an excellent worship music ministry.
- We have many long-standing, committed members.
- We are blessed with a strong staff.
- Our transition process is being led by a trained transition pastor.



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20. List specific problems with which your congregation struggles.

(see attached)

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

(see attached)

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

Question 20. List specific problems with which your congregation struggles:

- We have very high expectations of our pastors and have a history of struggle when a deficit becomes apparent.
- Session has sometimes abrogated its leadership responsibilities.
- We are a session-led church, meaning ruling elders and teaching elders co-labor as a team, but we need help understanding the outworking of those particular roles and doing them well.
- We need help communicating opportunities and providing easy and effective “on-ramps” for involvement in the church community.
- Many might say hello in a service, but fail to go the next step--an invitation to lunch or a call or an invitation to serve together, join an event, or ask for prayer.
- Some members are trained and effective in ministries of both word and deed, but we have had few “new believer” baptisms outside of some from student ministries, and we lack adequate focus on evangelism.
- Current structure of worship services (two traditional services and one contemporary service) creates barriers to further deepening of community as members struggle to reach outside their particular service “bubbles”.
- There is a lack of maturity and grace towards those who hold differing views amongst staff, session, and congregants.
- We care about what we know about, but it's hard to know about everything. A lack of effective communication hinders us from caring as well as we could for one another. Many members do not feel they know Session or fully trust Session.
- The congregation has room for growth in its understanding of Reformed distinctives including Reformed theology, Reformed worship and Presbyterian polity.
- We need greater effectiveness engaging younger generations and an enhanced understanding of how to share authentically the truths of the Gospel with them.

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

- Transformation by the Holy Spirit, characterized by lives that demonstrate the fruit of the Spirit.
- Salvation decisions and baptisms as a result of members sharing the Gospel and their faith with friends and family.
- Call and receive a new Lead Pastor and support him faithfully.
- Gladly welcome visitors and intentionally seek to grow membership as we grow spiritual vitality.
- Re-create and implement a leadership/governance structure that is well understood by the church with a robust degree of member participation and lay leadership.
- Develop future generations of spiritual church leadership.
- Find new ways to engage more people within the congregation in missional lives of service.

(This list reflects our #1 prioritized goals)

Question 23. Has there ever been disciplinary action taken against an elder or deacon of your congregation?

Yes No

Over the same period as for the pastor discipline question above, Eastminster has had many elders and deacons faithfully serve the Lord and the congregation. We have had church officers resign from the respective boards primarily due to job relocation issues, but we have also experienced resignations due to unresolved conflict based upon spiritual and theological differences. These officers have counseled with pastors and have concluded their resignations were in the best interest of all parties.



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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 1/2018

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

Updated the Vision statement June 2024
(see attached)

Question 24. Have you completed a mission statement, vision statement and/or a strategic plan for your congregation?

Yes (initial study in 2018/ revised March 2023 and June 2024) No

**MISSION, VISION, VALUES and DISTINCTIVES, STRATEGY
AND MARKS OF DISCIPLESHIP**

Mission Statement

To encourage people to enjoy the fullness of knowing, loving, and becoming like Jesus.

The Vision

To see Eastminster glorify God by creating and nurturing disciples in spiritual growth to proclaim the Gospel among friends and family, in our neighborhoods, to the end of the street and to the ends of the earth.

We All Go

- *We are representatives of Christ wherever we go, demonstrating his love and ready to share the message of his hope*
- *As demonstrated by Giving, sending and going to take this gospel to the ends of the earth, especially in those places we are uniquely called*
- *Scripture: Acts 1:8, John 4:35*

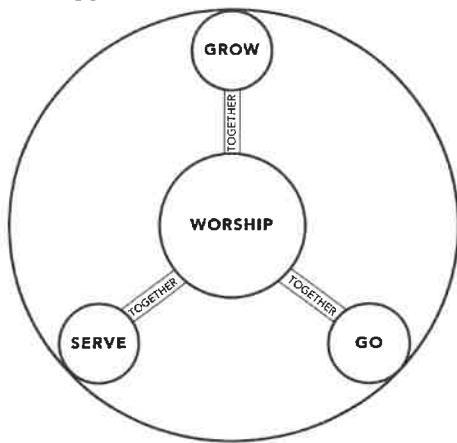
Values:

- *God above All – We are determined that all we do and every decision we make bring God glory. We desire that our worship be pleasing to God and exalt Him in all ways.*
- *Ministry for Transformation – We preach, teach, and model the gospel of Jesus Christ for transformation of the heart and renewal of the mind. We proclaim the word of God from a reformed understanding. We emphasize discipleship through study of the Word and authentic relationship with other believers. We seek to live lives filled and in fellowship with the Holy Spirit. Our teaching should provide not only head knowledge but equip us to live what we learn. We promote transformative, lifelong learning.*
- *High Grace – High Truth – Our interactions, conversation, and collaboration must be clothed in Grace at all times and always be based on truth and the love of Christ. We will never shy away from truth but ensure that it is always marked by compassion and love.*
- *Generation to Generation -- We value intergenerational relationships and an intergenerational church. We seek to equip parents to make the home the center of discipleship and our youth to participate in the full life of the church.*
- *Generosity and Responsibility -- God has blessed our church with significant material resources. We intend to exercise prayerful wisdom in the use of those resources and pursue abundant generosity with our time, talent, and treasures.*
- *We All Go -- We represent Christ wherever we go and rejoice in sending representatives of Christ to the end of the street and the ends of the earth, especially those places to which we are uniquely called.*

Distinctives:

- High View of Scripture -- We celebrate, protect, preach, and teach the word of God for the infallible treasure and authority that it is.
- Reformed Faith -- Eastminster has always valued and propagated a reformed understanding of the Christian faith.
- Discipleship -- Eastminster emphasizes and pursues the active discipleship of its members toward mature and transformative relationship with Jesus Christ.
- Call to Mission -- God called this church generations ago to the passionate support of world and local mission activities.
- Evangelism -- Eastminster desires to work with the Holy Spirit in the presentation of the gospel and conversion of people to faith.
- Resources -- Eastminster is mindful that God has blessed it with significant resources which it dedicates to the use of the Kingdom.

Strategy



Marks of Discipleship

- I Revel in the Father's Grace
- I Connect Daily with Jesus in Word and Prayer
- I Respond to the Spirit as He Leads
- I Do Life with Others who point me to Jesus
- I desire Jesus More than Sin
- I Pursue Justice, Show Mercy, Walk Humbly
- I am Investing in Someone Far from God

IMMEDIATE AND MID-TERM VISION

The following reflects our church's aspirational vision to continue, expand, and invigorate our ministries which have built and sustained us since inception.

- 1. Support the leadership and ministerial structure necessary to guard the mission and vigorously implement God's purposes for Eastminster.**
 - Foster and continuously emphasize a culture of godly communication and collaboration between staff and Session characterized by personal humility, grace, confession, and repentance.
 - Provide for the personal and spiritual well-being of Eastminster staff and their families.
 - Reduce the size of Session and establish an efficient and collaborative committee structure.
- 2. Advance a culture of discipleship which develops hearts, minds, and relationships with all ministries of the church and grow groups with special attention to intergenerational ministry.**
 - Recognize that many people in our church carry a heavy burden that can only be addressed and healed through a personal or needed relationship with Jesus and deep care from the body of Christ.
 - Develop opportunities that celebrate the centrality and wonder of scripture and our heritage in the reformed faith (e.g., Theology for Life)
 - Empower staff to pursue prayerfully, creatively and collaboratively all of the above.
- 3. Honor the power and centrality of prayer as the lifeblood for our ministry.**
 - Create opportunities that explain the biblical imperative for prayer and the desire that Eastminster be known as a house of prayer.
 - Openly admit, study, discuss, and engage in the spiritual warfare that plagues our church, our community, our nation and our world.
- 4. Promote the imperative of evangelism and the need for presenting the Gospel of Jesus Christ within our spheres of influence. (e.g., through preaching and teaching about relationship evangelism)**
 - Personally mentoring new converts and believers onto a path of discipleship.
- 5. Continue to leverage Eastminster's passion for and history with missions.**
 - Expand programming for our own church mission. (e.g., Family retreats, relationship building events.)
 - Continue to seek God's call for missionary efforts in the U.S. and the world.
 - Continue to pursue strategic relationships and our church's own internal programs with missionaries and missionary organizations to maximize impact for the Kingdom.
- 6. Live in Gratitude. Eastminster is a gift. It belongs to God.**



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Part 4: Leadership Expectations

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

- Christlike humility
- Above reproach - life consistent with his ordination vows
- Hospitable, a lover of good, self-controlled, upright, holy, and disciplined (Titus 1:8)

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

1. Christ-like humility
2. Grounded and unifying visionary
3. Spirit-led, empowered, and fruit-bearing
4. Preaches the Word with empathy and conviction
5. Shepherds with High Grace and High Truth
6. Able to give instruction in sound doctrine and also to rebuke those who contradict it. (Titus 1:9)

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

(Position Description attached)



ENCOURAGING PEOPLE TO ENJOY THE FULLNESS
OF KNOWING, LOVING AND BECOMING LIKE JESUS.

LEAD PASTOR

PURPOSE

To provide a balanced ministry of preaching, teaching, pastoral care, and organizational leadership that encourages people of the church and the broader community to enjoy the fullness of knowing, loving, and becoming like Jesus.

POSITION PRIORITY

The Lead Pastor of Eastminster Presbyterian Church serves in a Godly partnership with Session to provide spiritual leadership and vision to the congregation, ensures the health and stability of the congregation through organizational direction and administrative oversight, and sees that the needs of the congregation are met through the various ministries of the church. The Lead Pastor will have a heart for people, and the desire to engage with them in meaningful ways that encourage full participation in the life of the church and a deeper walk with the Lord.

ACCOUNTABLE TO

The Lead Pastor of Eastminster Presbyterian Church shall be accountable to the Presbytery through the Session of the church.

PRIMARY RESPONSIBILITIES

- Preach, teach, celebrate and protect the Word of God.
- Lead the congregation in worship through Word-centered preaching, administering the sacraments, and determining the order of worship and music in all services.
- In partnership with Session:
 - oversee the administration of the programs of the church by supervising all pastoral staff and ministry directors.
 - nurture the faith and spiritual development of the congregation through fervent teaching of reformed theology and discipleship.
 - discern and implement the purposes God has ordained for Eastminster Presbyterian Church, stewarding its mission and assets.
- Develop, nurture and mentor staff in their spiritual, administrative and professional growth.

DUTIES

- Promote the development of small group fellowships within the body and delegate the responsibility to an appropriate staff person.
- Encourage a culture of congregant engagement.
- Conduct and oversee or delegate the assimilation of new members into the life of the church.
- Provide limited pastoral counseling, referring most of it to appropriate staff members or outside counseling sources.

Interested candidates can submit resumes to Lead Pastor Search Committee at susanlear@cox.net

Additional information can be found at <https://www.eastminster.org/employment/>

Eastminster Church • 1958 N. Webb Rd • Wichita, Kansas 67206

Tel. 316.634.0337 • www.eastminster.org

- Conduct weddings and funerals, sharing and delegating these responsibilities with other ministry staff.
- Inspire creativity among the staff to ensure that ministries are relevant, relational and effective.
- As the Head of Staff, oversee the selection and hiring of staff, filling major departmental or program positions as spelled out in the Employee Handbook.
- Moderate the Session, developing with elders the vision and annual goals of the church and communicating to the congregation a clear sense of direction.
- Work with appropriate committees and teams in implementing the vision and direction of the church.
- Work with the Personnel Committee and Business Administrator in developing and maintaining job descriptions, personnel policies, procedures and performance evaluations for employees of the church.
- Participate in developing the budget and lead stewardship initiatives as needed.
- Nurture and coach the pursuit of pastoral careers among the staff and congregants.
- Pursue appropriate participation within the Evangelical Presbyterian Church and ecumenical organizations in the community.
- Schedule periods of time for study, reflection and sabbath to develop and-maintain-personal spiritual growth.
- Appropriately care for marriage, family and personal health.

REVIEW OF PERFORMANCE AND COMPENSATION

Annually, a review of compensation and performance shall be conducted by the Personnel Committee, with any changes in the terms of the call approved by the Session and the congregation.

QUALIFICATIONS

Masters of Divinity or equivalent -
 EPC ordained Minister of the Word and Sacrament (preference)
 Minimum of 5 years experience in ordained ministry
 Superior verbal and written skills
 Good organizational skills and the ability to multi-task
 Extensive experience in teaching scripture
 Superior interpersonal skills

CHARACTER & GIFTS

Christ-like humility
 Grounded and unifying visionary
 Spirit-led, empowered, and fruit-bearing
 Preaches the Word with empathy and conviction
 Shepherds with High Grace and High Truth
 Able to give instruction in sound doctrine and also to rebuke those who contradict it (Titus 1:9)
 Above reproach – life consistent with ordination vows

CLASSIFICATION

Full-time, salaried, exempt.



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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?

- February 4, 1976 Project Light
(details on attached)

- Pastoral Changes and Congregational Response
(details on attached)

-Denominational move from PCUSA to EPC (October 2012)
(details on attached)

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

(see attached)

Part 5: Church History

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

- **February 4, 1976 – Project Light**

Eastminster has a rich history of generosity as seen in its decision in 1976 to delay its own building project to rebuild Presbyterian churches destroyed by an earthquake in Guatemala. This shows the heart of Eastminster, its generosity to those in need, and the passion of a church dedicated to missions locally and globally.

- **Pastoral Changes and Congregational Response**

A steady change in Senior Pastors, Interim Pastors and Associate Pastors in the years between Bob Henley and Stan Van Den Berg led to a lack of confidence in church leadership. This was not one single event, but a series of transitions that confused those directly involved in leadership even as it forced those serving in leadership to confidentially deal with difficult and sensitive matters. Compounding those challenges, three young staff members in key leadership roles left Eastminster to begin a new church. This was a sudden and unsettling blow to many in our congregation. A group of about 40 young families who were very involved in the life of our church left with the staff. There were hurt feelings and lots of misunderstandings as a result. There were staff members who felt blindsided by this change. To this day, there remains a significant effect from those years.

- **Denominational move from PCUSA to the EPC (October 2012)**

The change of Eastminster from the PCUSA to the EPC was important in the life of our church. The decision highlighted the church's theological unity and energized the congregation as lay leaders on Session spearheaded the transition with the assistance of EPC interim pastor Bob Hopper. The commitment of the church to Scripture and sound Biblical teaching was appreciated and celebrated as we moved into a new denomination and established a new Presbytery of the Great Plains.

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

- The initial COVID disruption precipitated additional stressors in the life of Eastminster Church. Online church presented a mixed blessing. Community life was challenged and fellowship disrupted. A painful pastoral disagreement and resulting efforts at reconciliation introduced sadness, confusion, and suspicion into the congregation. This caused church attendance to decline, including the departure of longtime, deeply involved, and dearly loved church members, which further exacerbated the situation. Following the retirement of the Lead Pastor, a Transition Pastor was called by Session and is shepherding Eastminster as it prepares for the calling of its new Lead Pastor.



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CHURCH INFORMATION FORM

Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Stan Van Den Berg</u>	<u>3/2014</u>	to <u>1/2024</u>
<u>Steven Marsh</u>	<u>7/2006</u>	to <u>11/2010</u>
<u>Philip Keevil</u>	<u>9/2002</u>	to <u>12/2004</u>

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



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CHURCH INFORMATION FORM

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 Geri McFall Date 9-24-24

Search Committee Chair Susan Lear Date 9-24-24