



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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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

5. List all key volunteer positions

Treasurer

6. List all vacant positions

Position Available Pastor Date of Vacancy 10-1-2023

Position Available _____ Date of Vacancy _____

Position Available _____ Date of Vacancy _____

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>220</u>	<u>253</u>
B. Number of family units	<u>135</u>	<u>135</u>
C. Worship attendance	<u>185</u>	<u>230</u>

8. Community Growth ☒ Increasing ☐ Static ☐ Declining

9. Profile of church members

A. Age:

20 % 0-11 8 % 12-18 7 % 19-24 12 % 25-34
22 % 35-49 13 % 50-64 18 % 65+



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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

B. Occupation:

26 % Business 19 % Professional 12 % Trades
1 % Agriculture 18 % Stay-at-Home Parent 20 % Retired
5 % Other (Please Specify) Military / Law Enforcement

C. Educational level of adults

3 % some high school 15 % high school 70 % college 12 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 9 %
5 years or less 31 %
6-10 years 32 %
10 years or more 28 %

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)

1 % African-American 1 % Asian 97 % Caucasian 1 % 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: St. Tammany Parish (Census data 2022)- 273, 000



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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>9:00 am</u>	<u>110</u>	<u>Traditional Reformed</u>
<u>11:00 am</u>	<u>120</u>	<u>Modified Contemporary</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

B. Frequency of communion celebration: 14 per year

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

The Pastor, while advised to consult with the Session, and under the guidance of Scripture, has the duty and responsibility to determine the order, sequence, elements, and proportion of the service that each shall have in public worship. With that said, our members are active in participating in providing music, singing, ushering, welcoming, and running audio/video equipment. We have a volunteer worship band, choir, and childrens choir. Our REs distribute the elements of communion and assist in baptisms.

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

9:00am Traditional Reformed, 11:00am Modified Contemporary.
In our services we follow the RPW. In both services we read, pray, and sing God's word. The reading, preaching, and hearing of God's word is the central focus; everything goes towards and comes from that ministry of God's Word.

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

9:00am Classical hymns led by choir and accompanied by piano.
11:00am Contemporary with mostly hymns, accompanied by a small ensemble.

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 60
- B. Average attendance in Adult Education (Sunday): 90
- C. Average involvement in Small Groups: 50

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****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 of Ruling Elders	Spiritual Care & Oversight	10	monthly	2
Diaconate	Temporal Care	10	monthly	4
Trustees	Corporate oversight	10	biannually	3
Weekday School Committee	School oversight	6	4/year	4
Youth Committee	Youth Ministry	8	4/year	4
Women's Committee	Women's Ministry	4	6/year	4
Nominating Committee	Leadership Calls	8	as needed	4

*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: \$ 766,349.00 Last year's annual budget: \$ 724,462.00
(Attach a copy of current budget)
2. Percentage of income received toward budget: 108.2 %



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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 \$ 900.00
- B. EPC World Outreach Global Workers \$ 13350
- C. EPC Special Projects \$ 3669.00
- D. Presbytery Per Member Asking/Percentage of Income \$ 900.00
- E. Other Missions/Missionaries \$ 63702.00

4. Property owned by church

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

Administrative/fellowship/class rooms built in 1985
320 seat capacity sanctuary built in 1997
School/children's Sunday school built in 2003

- B. Are your buildings adequate for your present program?
If no, please explain:

☒ Yes ☐ No

- C. Is a building program or capital project projected?
If yes, describe what, when, and projected cost

☒ Yes ☐ No

We have completed the initial planning stage to expand our Sunday school capacity.
This project is currently on hold to focus on other current priorities.

- 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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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

5. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ Commensurate on experience

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Pastor \$ _____ or _____ %

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)

_____ Life insurance

Yes Social Security

Incl. Travel/mileage

Incl. Book allowance

2 weeks an Study leave allowance (minimum 2 weeks)

4 weeks an Annual vacation days (minimum 4 weeks)

20-30 Number of worship services per year for which pastor is provided relief
(in addition to vacation and study leave)

_____ Sabbatical frequency and length _____

_____ Other (Specify: _____)

E. The church participates in the EPC's medical benefits plan ☐ Yes ☒ No

F. The church participates in the EPC's retirement plan ☐ Yes ☒ No



Part 3: Church Characteristics

Check the box that most closely describes the current characteristics of the congregation.

Our congregation...	Agree		Disagree	
1. Is spiritually vibrant	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
2. Demonstrates love for the pastor and his/her family	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
3. Readily shares their gifts with the rest of the congregation	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
4. Places a high priority on sound biblical preaching	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Effectively integrates newcomers	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. Is engaged in evangelism	<input type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Has a spirit of unity	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Cares about each other	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
10. Is supportive of the Session and pastoral leadership	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Ministers well to members that are hurting	<input checked="" type="checkbox"/> 1	<input 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 and Deacons have traditionally gone through a discipling and training process with the Pastor, which consists of weekly meetings over 8-12 weeks to work through the EPC Leadership Training Guide, as well as the WCF. Areas covered are theology, church history, church polity/offices, the sacraments, personal testimony, and the book of church order. From there, they are put in front of the session for oral examination where testimony is heard and all areas covered through training are examined. Following the prayerful and careful discernment that the individual is equipped for office, the candidate is put forward in front of the congregation for confirmation and eventually ordination/installation.



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?

The Session meets monthly and engages in devotion and prayer beginning each stated meeting. They also have an annual retreat dedicated to spend time in God's Word, prayer, and strategic direction as a group.

The deacons meet and communicate regularly and have a time of devotion during meetings.

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

New Covenant participates in cooperative efforts to minister to the poor and those in need. Examples would be The Samaritan Center which is a Christian organization offering emergency assistance with food, assistance for utilities, rent/mortgage, transportation, etc. We also provide financial and prayer support for local ministries and missionaries in various locations. We participate with Respite for foster families through a locally based program. We have engaged with a local prison ministry in years past. Our Youth Director meets with other Youth Directors in the area to look for ways to impact the broader community with youth programs and outreach. When natural disasters occur, our church is highly engaged with other local churches for support efforts.

19. Describe the strengths of your congregation.

We are a strong and generous preaching and teaching congregation that warmly welcomes guests. We believe the deeper our faith and trust is in God through His Word the more gracious and loving we will be to one another and those outside the congregation. We have genuine community and great involvement and participation in the life of the church. Our session is very strong with a vast majority of them active in a teaching capacity throughout the congregation. We have a healthy range of age and life experiences in our congregation. We have a good mix of members who have lived in the community all their lives and professionals and military who have moved into the community for a period of time. We also have a non-covenant Christian Montessori school that ministers to the children and families with the saving grace of Jesus Christ.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

20. List specific problems with which your congregation struggles.

We are currently in need of a pastor and are seeking stability in the pulpit and pastoral counseling.

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

1. Continue to preach and teach the gospel faithfully.
2. Continue consistent maturing of hope and faith in Jesus Christ.
3. Continue to develop discipleship and disciplers within the congregation.
4. Increase participation and support in missions.
5. Engage the needs of the community around us.

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 2008

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

New Covenant, a church, is a covenanted body of people who profess and give evidence that they have been saved by God's grace alone, for His glory alone, through faith alone, in Christ alone under the authority of Scripture alone. We are a local, living, and loving collection of people who are committed to Christ and committed to each other. We are joyfully part of the reformed tradition and hold to what has been historically known as Calvinism and we are Presbyterian (ruled and led by elders) in our church government.

The purpose of New Covenant is to glorify and fully enjoy God through His Son Jesus Christ, enabled by His Holy Spirit to live, teach, and prepare all for faith in Christ so they may serve and share the Good News.

We have often summarized our method and model of ministry in the following three points:

1. We exist to establish and strengthen faith in Jesus Christ.
2. What we win them with we win them to; i.e. ordinary means of grace.
3. The way we're justified is the way we're sanctified; faith in Jesus Christ.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 4: Leadership Expectations

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

Meet all qualifications as outlined in 1 Timothy 3:1-7 and Titus 1: 6-9. Has a pastoral heart. Is teachable. Pursues God passionately and personally. Lives a praying life. Is fearful with what is not his and faithful with whom are not his. Is exemplary and circumspect.

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

See attached Pastoral Position Description

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

Primary preacher, administer sacraments, moderator of session, Pastoral care, denominational engagement.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 5: Church History

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

1. Formation in 1979 and continued expansion of facilities
2. Transition from PCUSA to EPC in 2011
3. Mutual dissolution of call for both Senior Pastor and Associate Pastor in 2023

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

1. Covid restrictions
2. Mutual dissolution of call for both Senior Pastor and Associate Pastor in 2023



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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
<u>S. Hunter Gray</u>	<u>8-2011</u>	to <u>10/2023</u>
<u>Gregory M. Cruice</u>	<u>5/2001</u>	to <u>5/2008</u>
<u>James Davis</u>	<u>7/1994</u>	to <u>4/1998</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 _____ Date _____

Search Committee Chair RE Kyle Driscoll Date 12/28/2023