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 ____________________________
   Address ________________________________
   Telephone ( ) ______________ Fax ( ) ______________
   E-mail __________________________ Website __________

2. Presbytery: ____________________________
   Presbytery Ministerial Committee Liaison ____________

3. Search Committee Chairman ______________________
   Address ________________________________
   E-mail __________________________
   Telephone ( ) ______________

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

   ___________ Pastor
   ___________ Intern
   ___________ Choir/Praise Team Director
   ___________ Custodian
   ___________ Pianist
   ___________ Clerk/Typist

   ___________ Full time ___________ Part time
   ___________ Full time ___________ Part time
   ___________ Full time ___________ Part time
   ___________ Full time ___________ Part time
   ___________ Full time ___________ Part time
   ___________ Full time ___________ Part time

Graceminster Presbyterian Church
  6980 Highway 165N, Monroe, LA 71203
  318 398-0610
  graceminster@bellsouth.net
  www.gpcmonroe.com

John Mabry
Gulf South

Barry Priest
5487 Arrow Ridge Road, Bastrop, LA 71220
toyotalover123456@gmail.com
318 281-7087 (H)
Pastor
Intern
Choir/Praise Team Director
Custodian
Pianist
Clerk/Typist
5. List all vacant positions

Position Available: **Pastor**
Date of Vacancy: **3/1/20**

Position Available: **Secretary**
Date of Vacancy: **3/1/20**

Position Available: __________________________
Date of Vacancy: __________________________

6. Membership (state approximate numbers and percentages)

A. Number of church members

<table>
<thead>
<tr>
<th>Five years ago</th>
<th>Currently</th>
</tr>
</thead>
<tbody>
<tr>
<td>80</td>
<td>71</td>
</tr>
</tbody>
</table>

B. Number of family units

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

C. Worship attendance

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>59</td>
<td>40</td>
</tr>
</tbody>
</table>

7. Community Growth

- Increasing
- Static
- Declining

8. Profile of church members

A. Age:

<table>
<thead>
<tr>
<th></th>
<th>0-11</th>
<th>12-18</th>
<th>19-24</th>
<th>25-34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>35-49</th>
<th>50-64</th>
<th>65+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage</td>
<td>2</td>
<td>24</td>
<td>69</td>
</tr>
</tbody>
</table>

B. Occupation:

<table>
<thead>
<tr>
<th></th>
<th>Business</th>
<th>Professional</th>
<th>Trades</th>
<th>Agriculture</th>
<th>Stay-at-Home Parent</th>
<th>Retired</th>
<th>Other (Specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage</td>
<td>2 (%)</td>
<td>8 (%)</td>
<td>90 (%)</td>
<td>20 (%)</td>
<td>60 %</td>
<td>14 %</td>
<td></td>
</tr>
</tbody>
</table>

C. Educational level of adults

<table>
<thead>
<tr>
<th>Percentage</th>
<th>some high school</th>
<th>high school</th>
<th>college</th>
<th>graduate school</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>26 %</td>
<td>60 %</td>
<td>14 %</td>
<td></td>
</tr>
</tbody>
</table>

D. Percentage of members belonging to the congregation

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than one year</td>
<td>0 %</td>
</tr>
<tr>
<td>5 years or less</td>
<td>11 %</td>
</tr>
<tr>
<td>6-10 years</td>
<td>14 %</td>
</tr>
<tr>
<td>10 years or more</td>
<td>75 %</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)
      
      ______ % African-American   ______ % Asian   ______ % Caucasian   ______ % Hispanic
      ______ % Other (Specify) ______________________________________________________________

10. Community Setting (check as many as apply):
   Location
   
   ______ Rural   ______ Small Town   ______ Metropolitan   ✔ Suburban   ______ Inner City
   
   Function
   ✔ Industrial   ✔ Agricultural   ______ Recreational   ______ Military   ✔ College/University

   Approximate population of community ________________________________
   Monroe - 50,000; Area - 140,000

11. Church Programming—Worship
   A. Worship Time  Average Worship Attendance
      10:3a-11:3a
      ______
      ______
      ______
      ______
      ______
      ______
      ______
      ______
      ______
      ______

   B. Frequency of communion celebration: ________________________________ per year

   C. How are members involved in planning and participation in the liturgy/worship?
      ________________________________
      by Session committees
D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)

Blended

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

Blended

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 4

B. Average attendance in Adult Education (Sunday) 10

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>Bk of Order</td>
<td>5</td>
<td>mo.</td>
<td>3</td>
</tr>
<tr>
<td>Stewardship Comm</td>
<td>financial oversight</td>
<td>5</td>
<td>as need</td>
<td>3</td>
</tr>
<tr>
<td>Nuture/Leadership</td>
<td></td>
<td>4</td>
<td>as need</td>
<td>3</td>
</tr>
<tr>
<td>Bldg/Grounds</td>
<td>maintenance</td>
<td>3</td>
<td>as need</td>
<td>3</td>
</tr>
<tr>
<td>Evangelism/outreach</td>
<td></td>
<td>4</td>
<td>as need</td>
<td>3</td>
</tr>
<tr>
<td>Christian Ed</td>
<td></td>
<td>3</td>
<td>as need</td>
<td>3</td>
</tr>
<tr>
<td>Worship</td>
<td>worship/music</td>
<td>6</td>
<td>as need</td>
<td>3</td>
</tr>
<tr>
<td>2 Circles</td>
<td></td>
<td>4&amp;10</td>
<td></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: $153,209 Last year's annual budget: $141,975
   (Attach a copy of current budget)

2. Percentage of income received toward budget: 73.79 %

3. Amount contributed for year 2019 (most recent complete reporting year)
   A. EPC Per Member Asking $1,500
   B. EPC World Outreach Global Workers $0
   C. EPC Special Projects $2,000
   D. Presbytery Per Member Asking $1,500
   E. Other Missions/Missionaries $10,622

4. Property owned by church
   A. Describe buildings and property (other than manse).
      The square footage for the whole church is 8,887.5 which sits on 5 acres. It sits off a busy highway, surrounded by trees and backs up to the bayou with a large parking lot. It includes a kitchen.

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

   C. Is a building program projected? ☐ Yes ☐ No
      If yes, describe what, when, and projected cost

   D. Does the church own a manse? ☐ Yes ☐ No
      Condition: ☐ Good ☐ Fair ☐ Poor # of Bedrooms ______
      Pastor’s Office/Study: ☑ In Church ☐ In Manse ☐ Not Provided
      ☐ Other ___________________________________
6. Compensation:
   A. The salary range we are prepared to offer:

   Position: ____________________________  $ ____________  or  ____%  
   Position: ____________________________  $ ____________  or  ____%  
   Position: ____________________________  $ ____________  or  ____%  
   Position: ____________________________  $ ____________  or  ____%  

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

   Position: ____________________________  $ ____________  or  ____%  
   Position: ____________________________  $ ____________  or  ____%  
   Position: ____________________________  $ ____________  or  ____%  
   Position: ____________________________  $ ____________  or  ____%  

   C. Housing

   □ Housing Allowance  
   □ Manse Only  
   □ Either of the Above

   D. Benefits and expenses

   □ Pension (minimum 10% gross effective salary)  
   □ Medical insurance  
   □ 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)  
   □ 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 Agree</th>
<th>Currently Disagree</th>
<th>Goal Agree</th>
<th>Goal Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Supports the pastor.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</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>
<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>
<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>
<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>
<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>
<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>
<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>
<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>
<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>
<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>
<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>
<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>
<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>
<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?

None

16. Describe the strengths of your congregation.
   a.) Our church members are very caring and reach out to members of the church and others in the community in time of need.
   b.) Our church is involved in at least nine missions on a regular basis.
   c.) As an outreach effort, we have started holding weekly sewing classes to church members and interested members of the community and getting people involved in our church.

17. List specific problems with which your congregation struggles.
   a.) As the years go by, we are dealing with an ailing and aging congregation.
   b.) As the years have gone by, we have dealt with the loss of young members when they reach adulthood going to college, moving away and or leave their family nest to name a few reasons.
   c.) Since we are competing with nearby churches which have larger youth membership and more programs and "entertainment", it is a struggle to attract and/or keep new and young members.
   d.) As we lose aging members, our church finances are adversely impacted.

18. List major goals that the congregation has set for itself.
   a.) Our church is searching for ways to find and recruit new church members including personally inviting guests.
   b.) We have initiated small group get-togethers led by our Pastor in attempt to recruit new church members.
   c.) Our church Facebook account created in 2018 is continually updated and this social media continually promotes our church events and shares events/activities happening in the community.
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 2002

If yes, attach copies of each statement or strategic plan the church has completed.
Part 4: Leadership Expectations

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

1. Possess effective communication skills. Must be able to communicate with all age groups and willing to listen and give appropriate feedback.
2. Must understand this position is not a job, but a ‘calling’.
3. Must be a leader who is compassionate, understanding, loving and outgoing.
4. Needs to have an working knowledge and understanding of the Book of Order of the Evangelical Presbyterian Church and must follow the decisions made by the Session for the good of the church.
5. Must have the desire and determination to grow the church by bringing in new people and encouraging them to stay, as well as, supporting current members to remain in the church.
Part 5: Church History

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

   1. Merging of Graceminster and Westminster Presbyterian Churches
   2. Building new church complex
   3. Paying off mortgage

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

   Graceminster Presbyterian Church held its first ever, and successful, garage sale in October 2019 raising over $2,500.00 for Missions! With the money raised, we were able to support our ongoing missions for Vera Lloyd Presbyterian Home, Christian Community Missions, Haiti Education Fund, and EPC Samaritan’s Purse.
Part 6: Other Information

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack Phelps</td>
<td>4/1/08 to 11/2009</td>
</tr>
<tr>
<td>Phillip Faris</td>
<td>2/27/10 to 4/22/12</td>
</tr>
<tr>
<td>Bruce Rux</td>
<td>7/8/12 to present</td>
</tr>
</tbody>
</table>

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

Left PCUSA
Received by EPC April 2012

Clerk of Session _Jim Huggins_ Date

Search Committee Chair _Barry Priest_ Date

We encourage churches to list their vacancies on the Ministry Staff Opportunities webpage at [www.epc.org/mso](http://www.epc.org/mso). For more information or to send your posting, email info@epc.org
Part 6: Other Information

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EPC Church Information Form, 2019-09 Update