



EPC

A Global Movement of Evangelical Presbyterian Churches

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.

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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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CHURCH INFORMATION FORM

Part 1: Church Information

1. Church Name: Grace Chapel

Address: 27996 Halsted Road, Farmington Hills, MI 48331

Telephone: (248) 488-0151 Fax: N/A

E-mail: info@graceepc.org Website: www.graceepc.org

2. Presbytery: Midwest

Presbytery Ministerial Committee Liaison: Bob Wheelock

3. Search Committee Co-Chairman: John Crissman Julie Folkert

Address:	7908 Bywater West Bloomfield MI 48324	36055 Crompton Circle Farmington Hills MI 48355
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E-mail:	gracepst@graceepc.org	gracepst@graceepc.org
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Telephone:	(248) 672-2685	(248) 345-6829
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4. List all paid staff positions (use additional sheet if necessary)

Pastor	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
Church Administrator/Pastor Assistant.	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Director of Worship and Arts.	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Finance Administrator.	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time



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5. List all vacant positions

Position Available: Pastor

Date of Vacancy 8-18-2019

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	122	82
B. Number of family units	68	56
C. Worship attendance	86	35 (in person) 20 (on-line) 80 pre-COVID

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

5 % 0-11	1 % 12-18	0 % 19-24	7 % 25-34
14 % 35-49	36 % 50-64	37 % 65+	

B. Occupation:

31 % Business	24 % Professional	6 % Trades
0 % Agriculture	1 % Stay-at-Home Parent	27 % Retired
1 % Other (Please Specify) Handicap / Non-Profit Workers		

C. Educational level of adults

2 % some high school 22 % high school 49 % college 27 % graduate school

D. Percentage of members belonging to the congregation

Less than one year	8 %
5 years or less	27 %
6-10 years	11 %
10 years or more	54 %



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9. Racial/Ethnic composition of:

A. **Congregation**

4 % African-American 0 % Asian 93 % Caucasian 3 % Hispanic
0 % Other

B. **Community** (Farmington Hills, roughly 3 mile radius)

20 % African-American 12 % Asian 65 % Caucasian 3 % Hispanic
0 % Other (US Census data 2018)

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 82,000

11. Church Programming—Worship

A. **Worship Time**

10:00 am

Average Worship Attendance

35 in person, 20 on-line and 80 prior to COVID

B. **Frequency of communion celebration:** 12 per year

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

Deacons/Elders serve communion, Worship team, Ushers,
Audio team, Visual team



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

Variety

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

Variety

12. Church Programming—Sunday School (Pre-COVID numbers, in-person resuming Fall 2021)

A. Average attendance in Church School (under 18 years) 16

B. Average attendance in Adult Education (Sunday) 25

13. Church Programming—Organizations/Committees

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	Oversee direction of church	6	monthly	2
Deacons	Oversee church care	9	monthly	3
Pathway leadership team (Children's Ministry)	Oversee ministry, plan curriculum, manage execution	5	quarterly	2/3
Appalachian Impact leadership team	Organize yearly short-term mission trip	5	as needed	3
Global Outreach team	Oversee mission work	5	monthly	3
Food Pantry	Oversee community care	6	monthly	3
Women In-Ministry Team	Care of women of church	5	Monthly	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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Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 327,000. Last year's annual budget: \$ 349,925
(Attach a copy of current budget)

2. Percentage of income received toward budget: 53% (at July 31)

3. Amount contributed for year 2020 (most recent complete reporting year)

- A. EPC Per Member Asking \$ 2185
- B. EPC World Outreach Global Workers \$ 2,200
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking \$ 1235
- E. Other Missions/Missionaries \$ 32,450

4. Property owned by church

A. Describe buildings and property (other than manse).

Church is situated on its own open land, approx 50% of land is presently unused. Multi-purpose room used for worship and other major activities (capacity 300 approx), 13 classrooms, conference room, kitchen, 4 staff offices, plus open staff area, large equipment storage, plus bathrooms and utility rooms.

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



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6. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ negotiable

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

Position: Pastor \$ 0 (This reflects a combination of the Pastor's preference, plus a formal salary review)

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

2 wks Study leave allowance

4wks Annual vacation days

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



Part 3: Church Characteristics

Check the box that most closely describes the current congregation characteristics and future goals

Our congregation...	Currently				Goal			
	Agree		Disagree		Agree		Disagree	
1. Supports the pastor.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
2. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
3. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
4. Gladly welcomes visitors and new members.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Is involved in local evangelistic ministries.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. 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	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
7. Has a spirit of unity.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Cares about each other.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Looks to its Session for leadership.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
10. Ministers well to members who are hurting.	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Uses members' gifts in its worship.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Contains people willing and able to lead the congregation.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
13. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
14. Is spiritually alive.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4



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

Our mission is to transform the world around us, and will readily partner with those of a similar calling.

We are engaged in several cross-denominational activities, such as Young Life, Metro Detroit Church Planting Network, Missionary Support, and have hosted churches of other denominations occasionally in our Short-Term Missions.

16. Describe the strengths of your congregation.

Grace Chapel is a place where everyone is welcome. The love of Jesus can be felt as soon as someone walks through the front door and is greeted with a hug and a smile by our greeters. Members spend time before and after the service catching up with other members and making connections with visitors. Our church family also has intentional opportunities to deepen relationships and to support one another.

- Small groups are in place for members to spend time in the word and prayer together, as well as to support one another through life's celebrations and difficulties.
- The first Sunday of the month we celebrate the Lord's Supper together. After the service, we gather for a lunch hosted by one of our small groups to spend time connecting with one another.

Our members are giving of their time, talents and financial resources and rally to support one another through life events. Whether it's dropping off a meal, helping to fix a broken pipe or sending a card to let a brother /sister in Christ know s/ he is being prayed for, and our members are here for one another.

17. List specific problems with which your congregation struggles.

Within a ten year timeframe, Grace followed God's calling and planted two churches locally. One of the byproducts of sending our members to support the start of these new congregations was a loss of young families with children at Grace Chapel, specifically teenagers. Since that time, the youth ministries have struggled to regain numbers and momentum. Over the past three years, we've increased the number of children from birth through elementary ages. However, we continue to have a limited number of teens and young adults..

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

- Grace Chapel desires to be a church so deeply changed and renewed by the Gospel of Jesus Christ that one would immediately sense something different when interacting with our people.
- To continue to grow the percentage of our budget committed to Local, Regional, and Global Mission.
- Maintain a strong commitment to the Metro Detroit Church Planting Network.



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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: May 2017

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

The Gospel Changes Everything. The gospel is the story of God’s work as He restores a broken world full of broken people through the life, death, and resurrection of Jesus Christ. At Grace Chapel, we believe that our mission is to share this amazing story of redemption, to equip people on their faith journey, and to live life to the fullest in the freedom of God’s grace.

Mission Statement:

Love God, Love People, Make Disciples of Jesus Christ.



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CHURCH INFORMATION FORM

Part 4: Leadership Expectations

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

1.1. Has a relationship with Jesus Christ that is ignited by the Holy Spirit in a way that challenges and grows the congregation in their walk with God.

1.2. Shares God's heart and sees/hears His vision.

1.3. Able to teach; exhorting sound doctrine and refuting false doctrine by adhering to and supporting the word of God with passion and conviction.

1.4. Cultivates community where each individual feels known, loved and included.

1.5. Demonstrates humility personally and professionally.



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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?

- Beginning as a church plant in 1983
- Planting our own churches, and seeing their fruit
- Maturing our vision to move away from what we want to be, to how we want to join God in His work of transforming His creation

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

Our biggest challenge is a lack of balanced representation of young families and singles. While many within this demographic visit, there are few that return.



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Part 6: Other Information

1. List the last three individuals who held the position of Senior Pastor

Name	Dates of Service
Doug Klein	1983 to 1995
Gil Odendaal	1995 to 2001
Doug Walker	2005 to 2019

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

- Grace Chapel has been committed to church planting as a way of extending God’s Kingdom here on earth. We have directly planted two churches and have seen our daughter church plant their own church within the last ten years. While we are not currently pursuing additional plants, we are engaged with a Church Planting Network in metropolitan Detroit.
- For the past ten years we have conducted a short-term mission trip in Menifee County, Kentucky. Each year we send a team that provides educational support for the community by facilitating a week-long STEM camp for first through sixth graders, as well as supporting other residents through a construction/renovation program. Our primary focus is to engage in the local community through relationship building with the desire to continue to return to Menifee County each year to serve within their community.
- We use small group structures to intentionally build discipleship and to deepen relationships. Our small groups also work with the deacons to provide care and support when members of our congregation are in need.
- We are committed to supporting local, regional and global missionaries within the EPC and the greater faith body through prayer and financial giving.

Clerk of Session: Alan Fisk

Date: September, 2021

Search Committee Chair Co-Chairs: John Crissman & Julie Folkert. Date: September, 2021

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