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: 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

   Address: 7908 Bywater
   West Bloomfield
   MI 48324

   Julie Folkert

   Address: 36055 Crompton Circle
   Farmington Hills
   MI 48355

   E-mail: gracepst@graceepc.org

   Telephone: (248) 672-2685   (248) 345-6829

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

   Pastor  
   Church Administrator/Pastor Assistant.
   Director of Worship and Arts.
   Finance Administrator.

   Full time
   Part time

   □ Full time   □ Part time
   □ Full time   □ Part time
   □ Full time   □ Part time
   □ Full time   □ Part time
5. List all vacant positions

Position Available: Pastor

Date of Vacancy 8-18-2019

6. Membership (state approximate numbers and percentages)

<table>
<thead>
<tr>
<th></th>
<th>Five years ago</th>
<th>Currently</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Number of church members</td>
<td>122</td>
<td>96</td>
</tr>
<tr>
<td>B. Number of family units</td>
<td>68</td>
<td>81</td>
</tr>
<tr>
<td>C. Worship attendance</td>
<td>86</td>
<td>80</td>
</tr>
</tbody>
</table>

7. Community Growth  

☑ Increasing  
☐ Static  
☐ Declining

8. Profile of church members

A. Age:

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Five years ago</th>
<th>Currently</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11</td>
<td>5 %</td>
<td>1 %</td>
</tr>
<tr>
<td>12-18</td>
<td>1 %</td>
<td>2 %</td>
</tr>
<tr>
<td>19-24</td>
<td>0 %</td>
<td>2 %</td>
</tr>
<tr>
<td>25-34</td>
<td>7 %</td>
<td>6 %</td>
</tr>
<tr>
<td>35-49</td>
<td>14 %</td>
<td>36 %</td>
</tr>
<tr>
<td>50-64</td>
<td>36 %</td>
<td>37 %</td>
</tr>
<tr>
<td>65+</td>
<td>37 %</td>
<td>37 %</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Membership Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than one year</td>
<td>8 %</td>
</tr>
<tr>
<td>5 years or less</td>
<td>27 %</td>
</tr>
<tr>
<td>6-10 years</td>
<td>11 %</td>
</tr>
<tr>
<td>10 years or more</td>
<td>54 %</td>
</tr>
</tbody>
</table>
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  Average Worship Attendance
       10:00 am  80
    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
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
   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.)

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

*Indicate leadership role expected by using the number below:
1. Pastor takes primary initiative and responsibility.
2. Pastor and laity share responsibility.
3. Laity takes primary initiative and responsibility.
Part 2: Financial/Church Campus Information

   (Attach a copy of current budget)

2. Percentage of income received toward budget: 3% over target (at June 30)

3. Amount contributed for year 2018 (most recent complete reporting year)
   A. EPC Per Member Asking $2,553
   B. EPC World Outreach Global Workers $2,200
   C. EPC Special Projects $0
   D. Presbytery Per Member Asking $1,443
   E. Other Missions/Missionaries $34,786

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
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

      4 wks 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*

<table>
<thead>
<tr>
<th>Our congregation...</th>
<th>Currently Agree</th>
<th>Disagree</th>
<th>Goal Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Supports the pastor.</td>
<td>☒ 1 □ 2 □ 3 □ 4</td>
<td></td>
<td>☒ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>2. Readily shares their gifts with the rest of the congregation.</td>
<td>□ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
<td>□ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>3. Places a high priority on sound biblical preaching.</td>
<td>☒ 1 □ 2 □ 3 □ 4</td>
<td></td>
<td>☒ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>4. Gladly welcomes visitors and new members.</td>
<td>□ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
<td>□ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>5. Is involved in local evangelistic ministries.</td>
<td>□ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
<td>□ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>6. Is often found living their faith in their communities.</td>
<td>□ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
<td>□ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>7. Has a spirit of unity.</td>
<td>□ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
<td>□ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>8. Cares about each other.</td>
<td>☒ 1 □ 2 □ 3 □ 4</td>
<td></td>
<td>☒ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>9. Looks to its Session for leadership.</td>
<td>□ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
<td>□ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>10. Ministers well to members who are hurting.</td>
<td>☒ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
<td>☒ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>11. Uses members’ gifts in its worship.</td>
<td>□ 1 □ 2 ☒ 3 □ 4</td>
<td></td>
<td>□ 1 □ 2 ☒ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>12. Contains people willing and able to lead the congregation.</td>
<td>☒ 1 □ 2 □ 3 □ 4</td>
<td></td>
<td>☒ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>13. Is capable of change when and where appropriate.</td>
<td>□ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
<td>□ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>14. Is spiritually alive.</td>
<td>□ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
<td>□ 1 ☒ 2 □ 3 □ 4</td>
<td></td>
</tr>
</tbody>
</table>
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.
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 and Vision:
We are a people being thoroughly changed by God’s love and are committed to transforming the world around us by sharing the good news of Jesus Christ, equipping people in their faith journey, and experiencing life to the fullest in the freedom of God’s grace.
Part 4: Leadership Expectations

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

   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.

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

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

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

   5. Demonstrates humility personally and professionally.
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.
Part 6: Other Information

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doug Klein</td>
<td>1983 to 1995</td>
</tr>
<tr>
<td>Gil Odendaal</td>
<td>1995 to 2001</td>
</tr>
<tr>
<td>Doug Walker</td>
<td>2005 to 2019</td>
</tr>
</tbody>
</table>

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 deepen relationships. Our small groups also work with 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: October 13, 2019

Search Committee Chair Co-Chairs: John Crissman & Julie Folkert

Date: October 13, 2019

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