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  Ward Evangelical Presbyterian Church
   Address  40000 Six Mile Rd
   Northville, MI  48168
   Telephone (248) 374-7400 Fax (248) 374-3322
   E-mail  ward.church

2. Presbytery: Midwest
   Presbytery Ministerial Committee Liaison  Rev. David Brown

3. Search Committee Chairman  Rill Currie (Ruling Elder)
   Address  205 Saint Lawrence Blvd., Northville, MI 48168 (Home)
   E-mail  jnrcurrie@aol.com
   Telephone (248) 349-8948

4. List all paid staff positions (use additional sheet if necessary)
   Senior Pastor  □ Full time  □ Part time
   Executive Pastor  □ Full time  □ Part time
   Pastor of Discipleship  □ Full time  □ Part time
   Pastor of Adults 65+  □ Full time  □ Part time
   Visitation Pastor  □ Full time  □ Part time
   Director of Development  □ Full time  □ Part time
   Director of Volunteer Engagement  □ Full time  □ Part time
   Director of Administration  □ Full time  □ Part time
   Director of Campus Services  □ Full time  □ Part time
   Custodian  □ Full time  □ Part time
5. List all vacant positions

Position Available Barista Date of Vacancy 3/22/2020
Position Available Administrative Assistance for Outreach Date of Vacancy 2/1/2020
Position Available Pastor of Spiritual Formation and Care Date of Vacancy new position

6. Membership (state approximate numbers and percentages)

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Five years ago</th>
<th>Currently</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Number of church members</td>
<td>2111</td>
<td>1731</td>
</tr>
<tr>
<td>B. Number of family units</td>
<td>1793</td>
<td>1880</td>
</tr>
<tr>
<td>C. Worship attendance</td>
<td></td>
<td></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>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11</td>
<td>0%</td>
</tr>
<tr>
<td>12-18</td>
<td>8.1%</td>
</tr>
<tr>
<td>19-24</td>
<td>6.19%</td>
</tr>
<tr>
<td>25-34</td>
<td>8.36%</td>
</tr>
<tr>
<td>35-49</td>
<td>10.7%</td>
</tr>
<tr>
<td>50-64</td>
<td>17.09%</td>
</tr>
<tr>
<td>65+</td>
<td>52.15%</td>
</tr>
</tbody>
</table>

B. Occupation:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>11.5%</td>
</tr>
<tr>
<td>Professional</td>
<td>14.2%</td>
</tr>
<tr>
<td>Trades</td>
<td>25%</td>
</tr>
<tr>
<td>Agriculture</td>
<td>4%</td>
</tr>
<tr>
<td>Stay-at-Home Parent</td>
<td>?%</td>
</tr>
<tr>
<td>Retired</td>
<td>?%</td>
</tr>
<tr>
<td>Other (Please Specify)</td>
<td>Education 24.5% and Retail 9.4%</td>
</tr>
</tbody>
</table>

C. Educational level of adults

<table>
<thead>
<tr>
<th>Educational Level</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some high school</td>
<td>4%</td>
</tr>
<tr>
<td>High school</td>
<td>28%</td>
</tr>
<tr>
<td>College</td>
<td>37%</td>
</tr>
<tr>
<td>Graduate school</td>
<td>31%</td>
</tr>
</tbody>
</table>

D. Percentage of members belonging to the congregation

<table>
<thead>
<tr>
<th>Membership Duration</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than one year</td>
<td>3%</td>
</tr>
<tr>
<td>5 years or less</td>
<td>14%</td>
</tr>
<tr>
<td>6-10 years</td>
<td>13%</td>
</tr>
<tr>
<td>10 years or more</td>
<td>70%</td>
</tr>
</tbody>
</table>
9. Racial/Ethnic composition of:
   A. Congregation
      <1% African-American 1% Asian 98% Caucasian <1% Hispanic
      _____% Other (Specify)____________________________________________________
   B. Community (within 5-mile radius of church)
      .54% African-American 2.26% Asian 95.2% 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 Northville Twp 28,452 (2010); City of Northville 5,988 (2017)

11. Church Programming—Worship
    A. Worship Time Average Worship Attendance
       8 am Classic 114
       9:30 am Modern 233
       9:30 am Classic 366
       11 am Modern 298
       11 am Classic 567
       Livestream 302

    B. Frequency of communion celebration: 13_______________________________ per year
    C. How are members involved in planning and participation in the liturgy/worship?
       varies weekly - average 40 ________________________________
D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)

We have 1 Liturgical Classic Service, 2 Classic Services and 2 Modern Services

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) N/A
B. Average attendance in Adult Education (Sunday) 320

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>Spiritual Oversight</td>
<td>15</td>
<td>1 per month</td>
<td>2</td>
</tr>
<tr>
<td>Trustees</td>
<td>Provision</td>
<td>12</td>
<td>1 per month</td>
<td>2</td>
</tr>
<tr>
<td>Deacons</td>
<td>Sympathy &amp; Service</td>
<td>15</td>
<td>1 per month</td>
<td>2</td>
</tr>
<tr>
<td>Ministry Leaders</td>
<td>Ministry Programming</td>
<td>10</td>
<td>2x per month</td>
<td>2</td>
</tr>
<tr>
<td>Celebrate Recovery</td>
<td>Christ-centered recovery</td>
<td>varies</td>
<td>1 per week</td>
<td>3</td>
</tr>
<tr>
<td>Divorce Care</td>
<td>ministry to those who are</td>
<td>varies</td>
<td>2 13-week</td>
<td>3</td>
</tr>
<tr>
<td>Grief Workshop</td>
<td>ministry to those who have lost a loved one</td>
<td>varies</td>
<td>2 8-week</td>
<td>3</td>
</tr>
<tr>
<td>MOPS</td>
<td>ministry to mother’s of preschoolers</td>
<td>varies</td>
<td>2 x per month</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: $5050000 Last year’s annual budget: $5050000
   (Attach a copy of current budget)

2. Percentage of income received toward budget: 96.5 %

3. Amount contributed for year $499,097 (most recent complete reporting year)
   A. EPC Per Member Asking $40,641
   B. EPC World Outreach Global Workers $142,060
   C. EPC Special Projects
   D. Presbytery Per Member Asking $22,971
   E. Other Missions/Missionaries $293,425

4. Property owned by church
   A. Describe buildings and property (other than manse).
      85 acres in Northville Township with a 160,000 sq. ft. facility including a Chapel, Sanctuary, gymnasium (Knox Hall), and dedicated child and student age based spaces.
   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: Pastor of Formation and Care $55-60K

   B. The average annual increase over the past three years is:
      Position: New Position $___________ or ____ %

   C. Housing
      □ Housing Allowance
      □ Manse Only
      □ Either of the Above

   D. Benefits and expenses
      12% Pension (minimum 10% gross effective salary)
      100% Medical insurance
      100% Life insurance
      7.65% Social Security
      IRS Travel/mileage
      Book allowance
      2 wks Study leave allowance (minimum 2 weeks)
      4 wks 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)
      Yes Other (Specify: FSA, EAP, Educational Assistance)
# 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></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?
We’re involved in many partnerships throughout Detroit for the gospel.

16. Describe the strengths of your congregation.
Strong leadership, clear vision, and generous and willing people.

17. List specific problems with which your congregation struggles.
Too much reliance on historic metrics and traditions.

18. List major goals that the congregation has set for itself.
Increase engagement within the church, greater impact within community and city, and fostering spiritual growth and missional involvement for the people.
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 ________________________________

   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?
   Leadership, Empowerment, Management, Counseling, and Adaptability.
Part 5: Church History

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

Founding of the church in the 1960s, moving locations to Northville in the 1990s, and the transition to our senior pastor Scott McKee in the late 2000s.

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 most challenging is the current navigation of leading a church during the global pandemic.
Part 6: Other Information

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Group Life - Pam Dodge</td>
<td>1985 to 2020</td>
</tr>
<tr>
<td>_____________________</td>
<td>_____________________</td>
</tr>
</tbody>
</table>

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

Clerk of Session ____________________________ Date 6/2019

Search Committee Chair ________________________ Date 2/2020

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