



A Global Movement of Evangelical Presbyterian Churches

## CHURCH INFORMATION FORM

### Introduction

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 the completed document to:

Office of the Stated Clerk  
Evangelical Presbyterian Church  
5850 T.G. Lee Blvd. Suite 510  
Orlando, FL 32822  
Phone: (407) 930-4239  
Fax: (407) 930-4247  
E-mail: [info@epc.org](mailto:info@epc.org)



**Part 1: Church Information**

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

2. Presbytery: \_\_\_\_\_

Presbytery Ministerial Committee Liaison: \_\_\_\_\_

3. Search Committee Chairman: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

4. List all paid staff positions

_____	Full time	Part time
_____	Full time	Part time
_____	Full time	Part time
_____	Full time	Part time
_____	Full time	Part time
_____	Full time	Part time
_____	Full time	Part time
_____	Full time	Part time
_____	Full time	Part time
_____	Full time	Part time

Position Available: \_\_\_\_\_ Date of Vacancy: \_\_\_\_\_

Position Available: \_\_\_\_\_ Date of Vacancy: \_\_\_\_\_

5. Membership (please state approximate numbers and percentages)

	<u>Five years ago</u>	<u>Currently</u>
A. Number of church members	_____	_____
B. Number of family units	_____	_____
C. Worship attendance	_____	_____

D. Profile of church members

(1) Age:

\_\_\_\_% 0-11    \_\_\_\_% 12-18    \_\_\_\_% 19-24    \_\_\_\_% 25-34    \_\_\_\_% 35-49  
 \_\_\_\_% 50-64    \_\_\_\_% 65+

(2) Occupation:

\_\_\_% Business    \_\_\_% Professional    \_\_\_% Trades    \_\_\_% Stay-at-home parent  
\_\_\_% Agriculture    \_\_\_% Retired    \_\_\_% Other (Specify: \_\_\_\_\_)

(3) Educational level of adults

\_\_\_% some high school    \_\_\_% high school    \_\_\_% college    \_\_\_% graduate school

(4) Percentage of members belonging to the congregation:

Less than one year \_\_\_%

5 years or less \_\_\_%

6-10 years \_\_\_%

10 years or more \_\_\_%

(5) Racial/Ethnic composition of congregation

\_\_\_% Asian    \_\_\_% Hispanic    \_\_\_% African American    \_\_\_% Caucasian

\_\_\_% Other / Specify: \_\_\_\_\_

6. Worship

A.        Time                                  Average Attendance

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

B. Frequency of communion celebration: \_\_\_\_\_ per year

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

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

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

7. Church/Sunday School

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

B. Average attendance in Adult Education (Sunday) \_\_\_\_\_

8. Community Setting (check as many as apply):

<u>Location</u>	<u>Function</u>	<u>Growth</u>
Rural	Industrial	Growing
Small town	College/University	Static
Metropolitan	Agricultural	Declining
Suburban	Recreational	
Inner City	Military	

Approximate population of community \_\_\_\_\_

Racial/Ethnic composition of community:

\_\_\_% Asian      \_\_\_% Hispanic      \_\_\_% African American      \_\_\_% Caucasian

\_\_\_% Other (Specify: \_\_\_\_\_)

9. Program Information: 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

\*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: Building/Financial Information**

1. Current annual budget: \$\_\_\_\_\_ Last year's annual budget: \$\_\_\_\_\_

*(Please attach a copy of current budget)*

2. Percentage of income received toward budget: \_\_\_\_\_%

3. Amount contributed for (last complete reporting year: \_\_\_\_\_):

A. EPC per member contribution \$\_\_\_\_\_

B. EPC World Outreach Missionaries \$\_\_\_\_\_

C. EPC Benevolence Askings \$\_\_\_\_\_

D. Presbytery giving \$\_\_\_\_\_

E. Other Missions/Missionaries \$\_\_\_\_\_

4. Property owned by church

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

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 and when and projected cost:

D. Does the church own a manse?

Yes No

Condition: Good Fair Poor Number of bedrooms: \_\_\_\_\_

Office/study: In Church In Manse Not provided Other: \_\_\_\_\_

6. Compensation:

A. The salary range we are prepared to offer:

Position: \_\_\_\_\_ \$ \_\_\_\_\_

Position: \_\_\_\_\_ \$ \_\_\_\_\_

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

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

\_\_\_\_\_ Annual vacation

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

\_\_\_\_\_ Other (Specify: \_\_\_\_\_)

**Part III: Church Characteristics**

*Circle the number that most closely describes the current congregation characteristics and future goals:*

Our congregation...	<u>Currently</u>				<u>Goal</u>			
	Agree			Disagree	Agree			Disagree
1. Supports the pastor.	1	2	3	4	1	2	3	4
2. Readily shares their gifts with the rest of the congregation.	1	2	3	4	1	2	3	4
3. Places a high priority on sound biblical preaching.	1	2	3	4	1	2	3	4
4. Gladly welcomes visitors and new members.	1	2	3	4	1	2	3	4
5. Is involved in local evangelistic ministries.	1	2	3	4	1	2	3	4
6. Is often found living their faith in their communities.	1	2	3	4	1	2	3	4
7. Has a spirit of unity.	1	2	3	4	1	2	3	4
8. Cares about each other.	1	2	3	4	1	2	3	4
9. Looks to its Session for leadership.	1	2	3	4	1	2	3	4
10. Ministers well to members who are hurting.	1	2	3	4	1	2	3	4
11. Uses members' gifts in its worship.	1	2	3	4	1	2	3	4
12. Contains people willing and able to lead the congregation.	1	2	3	4	1	2	3	4
13. Is capable of change when and where appropriate.	1	2	3	4	1	2	3	4
14. Is spiritually alive.	1	2	3	4	1	2	3	4

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

16. Describe the strengths of your congregation:

17. List specific problems with which your congregation struggles:

18. List major goals that this congregation has set for itself:



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      Date: \_\_\_\_\_      No

If yes, please attach copies.

## **Part 4: Leadership Expectations**

22. What five key characteristics/gifts/skills should a person bring to the position?

## **Part 5: Church History**

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

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

**Part 6: Other Information**

1. List the last three persons in this position: Position: \_\_\_\_\_

<u>Name</u>	<u>Dates of Service</u>
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

2. Other significant factors about our church not covered in previous questions:

\_\_\_\_\_  
Clerk of Session  
Date: \_\_\_\_\_

\_\_\_\_\_  
Chair, Search Committee  
Date: \_\_\_\_\_

We encourage churches to list their openings on the EPC Ministry Staff Opportunities List ([www.epc.org/mso](http://www.epc.org/mso)). For more information or to send your posting e-mail [epchurch@epc.org](mailto:epchurch@epc.org).