



A Global Movement of Evangelical Presbyterian Churches

## CHURCH INFORMATION FORM

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 pastor and the congregation, this is an opportunity for self-study and evaluation of current ministry and goals. This calls for honesty, effort, and open communication.

This Church Information Form (CIF) presents the local congregation’s history, challenges, and goals. It is our hope that this will help facilitate the search process by assisting both the church in focusing on future directions and applicants in gaining some sense of the nature and uniqueness of this congregation.

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](mailto:info@epc.org).

Guidance for church-based human resources questions such as background checks, personnel policy manuals, and more is available at the Office of the General Assembly by contacting Marti Ratcliff at [marti.ratcliff@epc.org](mailto:marti.ratcliff@epc.org) or 407-930-4263.

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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](mailto:info@epc.org)





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**Part 1: Church Information**

1. Church Name First Presbyterian Church

Address 551 South Wood Street

Mora, MN 55051

Telephone ( 320 ) 679-1969 Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail moraepc@gmail.com Website fpcmora.org

2. Presbytery Rivers and Lakes Presbytery

Presbytery Ministerial Committee Liaison Zach Hopkins, TE

3. Search Committee Chairman Brad Rooney, RE

Address 2529 Olympic St.

Brook Park, MN 55007

E-mail claybradley@gmail.com

Telephone ( 320 ) 364-9574

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

- |                         |   |   |
|-------------------------|---|---|
| <u>Pastor</u>           | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Secretary</u>        | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Custodian</u>        | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Organist/Pianist</u> | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| _____                   | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time            |
| _____                   | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time            |
| _____                   | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time            |
| _____                   | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time            |
| _____                   | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time            |
| _____                   | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time            |



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5. List all key volunteer positions

- Treasurers
- Youth Leader
- Sound Room Operator
- Funeral Coordinator

6. List all vacant positions

Position Available Pastor Date of Vacancy 9/30/2024

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

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

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>62</u>	<u>41</u>
B. Number of family units	<u>21</u>	<u>29</u>
C. Worship attendance	<u>45</u>	<u>50</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

\_\_\_\_\_ % 0-11    \_\_\_\_\_ % 12-18    \_\_\_\_\_ % 19-24    2 % 25-34  
 \_\_\_\_\_ % 35-49    25 % 50-64    73 % 65+



**B. Occupation:**

9 % Business      5 % Professional      12 % Trades  
       % Agriculture      2 % Stay-at-Home Parent      70 % Retired  
2 % Other (Please Specify) disability

**C. Educational level of adults**

1 % some high school      65 % high school      32 % college      2 % graduate school

**D. Percentage of members belonging to the congregation**

Less than one year 4 %  
5 years or less 4 %  
6-10 years 12.5 %  
10 years or more 79.5 %

**10. Racial/Ethnic composition of:**

**A. Congregation**

       % African-American             % Asian      100 % Caucasian             % Hispanic  
       % Other (Specify) \_\_\_\_\_

**B. Community (within 5-mile radius of church)**

1 % African-American      1 % Asian      90 % Caucasian      7 % Hispanic  
1 % Other (Specify) \_\_\_\_\_

**11. 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: 3,900





**14. Organizational Structure**

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	Leadership	5	monthly	2
Board of Deacons	Service	5	bi-monthly	3
Funeral Committee	Serving Meals	4	as needed	3
Building & Grounds	Maintenance	4	as needed	3
Missions Committee	Giving	5	bi-monthly	3
Auditor Committee	Tax purposes	3	yearly	3
Women's Circle	Study & Fellowship	3	weekly	3
Christian Ed.	Youth	2	bi-weekly	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.
4. A staff person takes primary initiative and responsibility.

**Part 2: Financial/Church Campus Information**

1. Current annual budget: \$ 136,872 Last year's annual budget: \$ 131,268  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 100.00 %



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

- A. EPC Percentage of Income \$ 1,269
- B. EPC World Outreach Global Workers \$ 0
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking/Percentage of Income \$ 611
- E. Other Missions/Missionaries \$ 2,906

4. Property owned by church

A. Describe buildings and property (other than manse), including condition.

Brick & masonry church built in 1968, with addition built in 2003. Approximately 5500 sq. ft. on both main and lower levels (11,000 sq. ft. total). Church sits on corner city lot with large parking lot and large recreational lawn and playground area. Church is in good condition, well cared for. Description of rooms on page 15. Parking lot will need upgrade in future.

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

- C. Is a building program or capital project 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 3-4

Pastor's Office/Study:  In Church  In Manse  Not Provided

Other \_\_\_\_\_



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5. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ 36,000-40,000

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

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

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

Position: Pastor \$ \_\_\_\_\_ or 5.00 %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

yes Retirement Plan (minimum 10% gross effective salary)

yes Medical insurance (EPC medical coverage required for full-time TEs)

no Life insurance

no Social Security

yes Travel/mileage

yes Book allowance

yes Study leave allowance (minimum 2 weeks)

yes Annual vacation days (minimum 4 weeks)

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

\_\_\_\_\_ Sabbatical frequency and length \_\_\_\_\_

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

E. The church participates in the EPC's medical benefits plan  Yes  No

F. The church participates in the EPC's retirement plan  Yes  No





**Part 3: Church Characteristics**

*Check the box that most closely describes the current characteristics of the congregation.*

Our congregation...	Agree		Disagree	
1. Is spiritually vibrant	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
2. Demonstrates love for the pastor and his/her family	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
3. 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
4. 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
5. Effectively integrates newcomers	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. Is engaged in evangelism	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
7. 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
8. Has a spirit of unity	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Cares about each other	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
10. Is supportive of the Session and pastoral leadership	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Ministers well to members that are hurting	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Uses members' gifts in worship	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
13. Contains people willing and able to lead the congregation	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
14. 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
15. Is connected to and prayerful about what God is doing in the global church	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

16. How are elders and deacons initially trained and equipped for ministry?

Guidance from pastor and former & current elders and deacons. Elder candidates are examined by current session.



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17. What is the Session's current practice regarding the ongoing discipleship of elders and deacons?

Devotionals and prayer

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

-Our pastors have been part of the Kanabec County Ministerial Association (KCMA).

-Members are volunteers for Crisis Pregnancy Center, Meals on Wheels, One More Time thrift store, and Grindstone Lake Bible Camp.

-Church is community drop site for Operation Christmas Child.

-We support local food pantries and Gideons.

-We occasionally have combined church services with One Degree Church, who rents building space from us.

-Pastor performs Sunday afternoon services at local nursing home on rotational basis.

19. Describe the strengths of your congregation.

-Sound, Christ focused, Biblical teaching.

-Regular church attendance

-Prayerful congregation

-Unified church family

-Strong faith of congregants

-Welcoming, loving & caring

-Strong session leadership



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20. List specific problems with which your congregation struggles.

- Getting a larger portion of members to volunteer and help out. We have many bystanders.
- Aging congregation
- Bringing in young families is a struggle
- Shy and reserved congregation
- Outreach

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

- Finding our next pastor
- Shepherding our elderly members
- Establish consistent community outreach

22. Has there ever been disciplinary action taken against a pastor of your congregation?

- Yes     No

23. Has there ever been any disciplinary action against an elder or deacon of your congregation?

- Yes     No



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If you answered “Yes” to either 22 or 23, please explain.

A previous pastor/teaching elder was placed on suspension, with consideration for release, for having an emotional affair with a church member, and how he conducted himself with relation to some members during the process.

The pastor was required to attend personal and marital counseling in relation to this.

24. Have you completed a mission statement, vision statement, and/or a strategic plan for your congregation?

Yes     No

If yes, Date completed 9/2018

If yes, enter each statement or strategic plan (or attach copies if space below is limited).

We are a prayerful family that desires to please God by being the hands and feet of Jesus through serving others and teaching the Word.



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#### **Part 4: Leadership Expectations**

1. What are some key character strengths a person should bring to this position?

Strong, Biblically based beliefs  
Focus on the gospel of grace  
Love of God and His Word  
Christ centered  
Compassionate  
Sense of humor  
Integrity  
Sincerity  
Welcoming

2. What are five key gifts/skills/abilities a person should bring to this position?

1. Is an effective preacher, teacher, and speaker in the true Word of God.
2. Shepherds the congregation with compassion and caring.
3. Is a person who cultivates a close, devotional relationship with God and motivates others to grow in their spiritual walk.
4. Demonstrate a passion for people, life, and the love of Christ.
5. An effective administrator and team player.

3. What are the primary pastoral duties for the position? (Attach a position description)

Plan & lead worship - Administer sacraments  
Lead Bible study and classes  
Visiting members & congregants, including homebound.  
Train & guide leadership of the church (elders, deacons, etc.)  
Providing pastoral presence for those in crisis situations.  
Perform funerals, weddings, baptisms, and confirmations.  
Participation in Rivers & Lakes Presbytery meetings/functions.  
Cultivate community relationships.



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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?

1. 1898 - Establishment of the church (Celebrated 125 years in 2023!)
2. Current building was built in 1968 due to large growth of congregation.
3. 2013 - Leaving the PCUSA, at high cost, and joining the EPC.

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 interesting event in the last three years was planning and celebrating the church's 125th anniversary.

There have been no challenging events in the last three years, other than normal church operation. We are a healthy congregation whose main challenge remains growing the church.



**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service	
Dr. Gus Schill	1/2021	to 9/2024
Rev. Richard Marcy	3/2014	to 4/2020
Dr. Duane Fowler	10/2002	to 9/2013

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

Church facility: Upper level: Sanctuary, choir area at the head of the Sanctuary, Narthex, Fireside Room (meeting and Bible studies), three offices, library, overflow loft, bathroom, nursery adjacent to the Sanctuary, and an elevator to service the lower level. Lower level: six classrooms, kitchen, fellowship hall, bathrooms, boiler room, and storage rooms.

There is currently no Sunday School or Adult Sunday School. Bible studies have been held on Wed. evenings at 6:30 p.m. With youth activities at the same time.

On page 7, #3, EPC and Presbytery Percentages of Income were paid in the form of Per Member Asking for 2023.



### Statement of Acknowledgment

The EPC believes that honesty and a commitment to open communication are critical to building the body of Christ. In that spirit, please confirm your agreement to the following statements by your signatures below.

1. We attest that the information contained in this Church Information Form is true and complete to the best of our knowledge.
2. We authorize applicants for the position(s) listed herein to make inquiries regarding all statements contained in this Church Information Form.
3. We authorize the Office of the Stated Clerk to circulate, distribute, and otherwise share this Church Information Form with potential candidates for the position(s) listed herein.
4. We acknowledge the Medical Plan and Retirement Plan services offered by the EPC's Benefit Resources, Inc., exist to serve EPC churches and their staff members. We also acknowledge the EPC's Book of Order requirement that EPC churches provide medical insurance to ordained staff members through BRI as mandated by the following Acts of the General Assembly:
  - 81-04 Terms of call for any minister of member churches shall provide for participation in the denominational hospitalization and disabilities programs. (*Minutes of the 1st General Assembly, 1-32*)
  - 81-06 The denominational group insurance plan providing health, disability, and life coverage shall be mandatory for all ministers within member churches. (*Minutes of the 1st General Assembly, 1-36*)
  - 88-08 Assembly amends participatory requirements for group health insurance plan by requiring participation of all ministers on the rolls of presbyteries with the exception of:
    1. Missionaries laboring in cooperative agreements with mission agencies;
    2. Ministers laboring in institutional agencies providing their own group insurance plan;
    3. Ministers afforded group insurance coverage as part of retirement benefits from a previous employer;
    4. Ministers without call, and ministers laboring less than 20 hours in a place of ministry. (*Minutes of the 8th General Assembly, 8-24*)

For information about EPC benefits through BRI, see [www.epc.org/benefits](http://www.epc.org/benefits), email [benefits@epc.org](mailto:benefits@epc.org), or call 407-930-4267.

Clerk of Session Rosemary Nelson Date 11/11/2024

Search Committee Chair Brad Rooney Date 11/11/2024