



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 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](mailto:info@epc.org)







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5. List all vacant positions

Position Available Pastor Date of Vacancy 10-13-2022

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

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

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>40</u>	<u>32</u>
B. Number of family units	<u>18</u>	<u>19</u>
C. Worship attendance	<u>42</u>	<u>45</u>

7. Community Growth  Increasing  Static  Declining

8. Profile of church members

A. Age:

8 % 0-11    10 % 12-18    1 % 19-24    1 % 25-34  
33 % 35-49    2 % 50-64    35 % 65+

B. Occupation:

\_\_\_\_\_ % Business    20 % Professional    \_\_\_\_\_ % Trades  
\_\_\_\_\_ % Agriculture    20 % Stay-at-Home Parent    60 % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

C. Educational level of adults

\_\_\_\_\_ % some high school    10 % high school    90 % college    \_\_\_\_\_ % graduate school

D. Percentage of members belonging to the congregation

Less than one year 5 %  
5 years or less \_\_\_\_\_ %  
6-10 years 5 %  
10 years or more 90 %



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9. Racial/Ethnic composition of:

A. **Congregation**

2 % African-American \_\_\_\_\_ % Asian 98 % Caucasian \_\_\_\_\_ % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

2 % African-American \_\_\_\_\_ % Asian 98 % 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 13,630 in the County

11. Church Programming—Worship

A. **Worship Time**

11  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Average Worship Attendance**

45  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Frequency of communion celebration: 4 per year

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

Playing the Piano, Reading Scripture



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

Traditional

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

Traditional, Piano, Organ

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 15

B. Average attendance in Adult Education (Sunday) 10

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*
Women of the Church	Bible Study	10	monthly	3
Catechism Class	Education	17	weekly	2
Adult Bible Study	Education	6	weekly	1

\*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: \$ \_\_\_\_\_ Last year's annual budget: \$ 80,000  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 100 %

3. Amount contributed for year 80,000 (most recent complete reporting year)

A. EPC Per Member Asking \$ \_\_\_\_\_

B. EPC World Outreach Global Workers \$ \_\_\_\_\_

C. EPC Special Projects \$ \_\_\_\_\_

D. Presbytery Per Member Asking \$ \_\_\_\_\_

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

4. Property owned by church

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

Our Church building is registered as a national historic building. In our sanctuary, we have pews (220 Capacity) with a choir loft, platform and stainglass windows. We also have 4 Sunday school classrooms, fellowship hall, kitchen, and prayer garden.

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 \_\_\_\_\_



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6. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ 58,000 Total

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

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

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

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

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

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 (minimum 2 weeks)

\_\_\_\_\_ 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)

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



**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 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
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 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
5. Is involved in local evangelistic ministries.	<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
6. Is often found living their faith in their communities.	<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
7. Has a spirit of unity.	<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
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 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
10. Ministers well to members who are hurting.	<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
11. Uses members' gifts in its worship.	<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
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 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
14. Is spiritually alive.	<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





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

For the last 10 years, we have participated in the Community Thanksgiving Service with 10 other Churches. This has always been well attended in the community. Our church is the host every other year. Since our community is a tight knitted christian community, our church building hosts a family reunion which brings in many folks from the community and surrounding areas. Our church is considered an anchor in the community. For our 100th anniversary, the newspaper wrote an article about us entitled, "Steeple of Strength." Lastly, we also host an Easter Sunrise service in our prayer garden which is supported by our community.

16. Describe the strengths of your congregation.

By far, the greatest strength of our congregation is our unity and our love for one another. It only grew tighter through the decision to leave the PCUSA. Everybody helps everybody. We also have a lot of children in our congregation which is encouraging for the future of our church. They bring us a lot of joy.

17. List specific problems with which your congregation struggles.

Even though the process drew us tighter together, the transition from PCUSA was difficult. For one, we had to say bye to our pastor of 13 years. So, we desire a pastor because we value having a shepherd.

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

First, we want to glorify God and enjoy him. Second, we want to get a Pastor. Third, we want to educate our next generation in the things of God. Fourth, we want to grow in our missional commitment locally and internationally by involvement and giving financially.



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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 \_\_\_\_\_

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



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

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

First, we want a pastor who is a good leader and organized. Second, we want a pastor who preaches the Bible exegetically and faithfully. Third, we want a pastor who is friendly and kind who is approachable because we want to strengthen our presence in our community. Fourth, we want a pastor who loves us and who is patient as we seek to be faithful. Fifth, we also want a pastor who values evangelism because we want to be evangelistic in our community. We have a significant opportunity to reach the unchurched.



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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?

First, the organization of our church. The Vernal Presbyterian Church was organized on Saturday, February 28, 1880. On Sunday, February 24th, the first worship service was held and the sacrament of the Lord's Supper was administered. Before and after the organization of the church, the people worshipped under an arbor and later in the Vernal Male and Female Academy. The dedication of the first building was held on August 27, 1882. The current building that we worship in was dedicated in 1908.

Second, the decision to leave the PCUSA in 2022 because we no longer wanted our young people raised with the compromised beliefs increasingly being expressed in that denomination..

Third, the decision to seek to join 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 and challenging event would be the process of leaving the PCUSA.



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**Part 6: Other Information**

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

Name	Dates of Service	
Rev. Judy Stanley	2000	2001
		to
Rev. H.J. Hedgepeth	2003	2007
		to
Rev. Phillip Williams	2009	2022
		to

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

From November 2001 to 2003, Mr. Bruce Puckett, an elder from Ocean Springs Presbyterian Church, filled our pulpit. On communion Sundays, Dr. Rev. Bob Wilson, a pastor from Ocean Springs Presbyterian Church, came to administer communion. During this time the rotation of officers began and the first lady officers were elected, ordained and installed.

Clerk of Session Frances M Forsyth Date 11-10-2022

Search Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

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)