



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



Part 1: Church Information

1. Name: Grace Chapel Madison EPC
Address: 307 New Manssdale Road, Madison, MS 39110

Telephone: (601) 856-7223 Fax: (601) 856-7825
E-mail: lori@gracechapelmadison.org Website: www.gracechapelmadison.org

2. Presbytery: Gulf South
Presbytery Ministerial Committee Liaison: Kory Duncan

3. Search Committee Chairman: Dwayne Self
Address: 145 Sanctuary Lane
Canton, MS 39046
Telephone: (601) 668-5628 E-mail: gdwayneself@aol.com

4. List all paid staff positions

<u>Interim Pastor</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Administrative Assistant</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Director of Children's Ministries</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Music Director</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Nursery Director</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Nursery Caregiver</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Nursery Caregiver</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Nursery Caregiver</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>_____</u>	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time

Position Available: Senior Pastor Date of Vacancy: 8/1/18

Position Available: Youth Director Date of Vacancy: 6/1/18

5. Membership (please state approximate numbers and percentages)

	<u>Five years ago</u>	<u>Currently</u>
A. Number of church members	<u>288</u>	<u>169</u>
B. Number of family units	<u>119</u>	<u>62</u>
C. Worship attendance	<u>138</u>	<u>78</u>

D. Profile of church members

(1) Age:

14% 0-11 11% 12-18 5% 19-24 6% 25-34 21% 35-49
24% 50-64 19% 65+

(2) Occupation:

40% Business 20% Professional 8% Trades 2% Stay-at-home parent
 % Agriculture 30% Retired % Other (Specify: _____)

(3) Educational level of adults

100% some high school 100% high school 70% college 15% graduate school

(4) Percentage of members belonging to the congregation:

Less than one year 3 %
5 years or less 11 %
6-10 years 35 %
10 years or more 51 %

(5) Racial/Ethnic composition of congregation

 1% Asian % Hispanic % African American 99% Caucasian
 % Other / Specify: _____

6. Worship

A.	Time	Average Attendance
	<u>10:30</u>	<u>78</u>
	_____	_____
	_____	_____
	_____	_____
	_____	_____

B. Frequency of communion celebration: 13 per year

C. How are members involved in planning and participation in the liturgy/worship?
Serving communion, special music, offering and through committee work and feedback to the Session and pastor

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

7. Church/Sunday School

- A. Average attendance in Church School (under 18 years) 10
 B. Average attendance in Adult Education (Sunday) 40

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

- | <u>Location</u> | <u>Function</u> | <u>Growth</u> |
|--|---|---|
| <input type="checkbox"/> Rural | <input type="checkbox"/> Industrial | <input checked="" type="checkbox"/> Growing |
| <input checked="" type="checkbox"/> Small town | <input type="checkbox"/> College/University | <input type="checkbox"/> Static |
| <input type="checkbox"/> Metropolitan | <input type="checkbox"/> Agricultural | <input type="checkbox"/> Declining |
| <input checked="" type="checkbox"/> Suburban | <input type="checkbox"/> Recreational | |
| <input type="checkbox"/> Inner City | <input type="checkbox"/> Military | |

Approximate population of community 104,618

Racial/Ethnic composition of community:

3.2% Asian 2.8% Hispanic 38% African American 56% 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
Session		6	monthly	2
Diaconate		8	monthly	2
Men's Bible Study			weekly	3
Ladies' Bible Study			weekly	3
Mission Committee			monthly	2
Christian Education Committee			quarterly+	2
Women's Ministry				3
Movie Night for Specials Needs			monthly	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.

Part 2: Building/Financial Information

1. Current annual budget: \$ 447,914 Last year's annual budget: \$ 492,593

(Please attach a copy of current budget)

2. Percentage of income received toward budget: 78 %

3. Amount contributed for (last complete reporting year: 2017):

A. EPC per member contribution \$ 5,100.00

B. EPC World Outreach Missionaries \$ _____

C. EPC Benevolence Askings \$ _____

D. Presbytery giving \$ 3,720.00

E. Other Missions/Missionaries \$ 16,455.12

4. Property owned by church

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

Chapel (seats 200), Administrative Building, Fellowship Hall with Kitchen and Classrooms, Choir Room, Media Room, Playground, Added Acreage (11.6 acres)

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.	<input type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

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

1. Samaritan's Purse
2. MadCAAP
3. Joint Women's' Events
4. Vacation Bible School

16. Describe the strengths of your congregation:

1. Parents and Others Volunteerism with Youth and Children
2. We are EPC Presbyterians
3. Good Age Demographics
4. Traditional Service
5. Educational Programs
6. Active Music Ministry
7. Biblically Knowledgeable
8. Located in a growing community

17. List specific problems with which your congregation struggles:

1. Retaining Young Adults
2. Unity of Members
3. Outreach in the Community
4. Burnout of Leaders
5. Committed Ministerial Relationship
6. Lack of a Church Identity
7. Struggled with a Lack of Strong Leadership

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

1. Youth leadership
2. Youth
3. The process of a new shepherd
4. Reconciliation
5. Refocus Service to the Lord and others

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:

A Deacon was disciplined for a gaming addiction

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

Yes Date: 1/2016 and 6/13-14/08 No

If yes, please attach copies.

Part 4: Leadership Expectations

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

1. Strong, Knowledgeable, Biblically Based Preaching and Teaching
2. Strong Pastoral/Spiritual/Caring Qualities
3. Community/Congregational Outreach
4. Reconciliation
5. A Strong Leader who is a Good Shepherd

Part 5: Church History

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

1. The church was founded in September 1995 when 4 churches came together to pray/support.
2. The sanctuary was constructed in 1998 and education building in 2012.
3. Move to EPC from PCUSA.

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

There has been a significant loss of membership over the last 3 years.

Part 6: Other Information

1. List the last three persons in this position:

Position: Senior Pastor

<u>Name</u>	<u>Dates of Service</u>
<u>Marty Fields</u>	<u>7/2015</u> to <u>7/2018</u>
<u>Steve Bryant</u>	<u>2006</u> to <u>2014</u>
<u>Jim Truesdell</u>	<u>2002</u> to <u>2005</u>

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

We are a group of believers who have chosen to remain steadfast, grounded, and rooted in the Word to give our Lord the opportunity to work in this specific setting to His Glory.

Robert W. Swan
Clerk of Session

Date: 11.04.2018

[Signature]
Chair, Search Committee

Date: 11/4/18

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