



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.

### *Contents*

Part 1: Church Information	Part 4: Leadership Expectations
Part 2: Financial/Church Campus Information	Part 5: Church History
Part 3: Church Characteristics	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](mailto:info@epc.org)





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A Global Movement of Evangelical Presbyterian Churches

**Part 1: Church Information**

1. Church Name Yokena Presbyterian Church in conjunction with First Presbyterian Church, Port Gibson, MS

Address 10499 Hwy 61 South

Vicksburg, MS 39180

Telephone ( 601 ) 529-2728 Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail shtaylor28@gmail.com Website acebook:Yokena Presbyterian Church

2. Presbytery of the Gulf South

Presbytery Ministerial Committee Liaison TE Shawn Keating

3. Search Committee Chairman Steve Sones

Address 7125 Russum Westside Road

Port Gibson, MS 39150

E-mail bobbysones@yahoo.com

Telephone ( 601 ) 831-5421

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

Pastor  Full time  Part time

Organist  Full time  Part time

Cleaning service  Full time  Part time

Lawn service  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



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

5. List all key volunteer positions

Treasurer  
Adult and Children Sunday School Teacher(s)

6. List all vacant positions

Position Available Pastor Date of Vacancy 2/29/2024

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>25</u>	<u>20</u>
B. Number of family units	<u>11</u>	<u>9</u>
C. Worship attendance	<u>20</u>	<u>18</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

1 % 0-11    \_\_\_\_\_ % 12-18    \_\_\_\_\_ % 19-24    \_\_\_\_\_ % 25-34  
4 % 35-49    25 % 50-64    70 % 65+



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

**B. Occupation:**

\_\_\_\_\_ % Business    25 % Professional    \_\_\_\_\_ % Trades  
\_\_\_\_\_ % Agriculture    \_\_\_\_\_ % Stay-at-Home Parent    75 % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

\_\_\_\_\_ % some high school    \_\_\_\_\_ % high school    100 % college    \_\_\_\_\_ % graduate school

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

Less than one year 0 %  
5 years or less    10 %  
6-10 years    20 %  
10 years or more    70 %

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

**A. Congregation**

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

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

30 % African-American    \_\_\_\_\_ % Asian    68 % Caucasian    2 % Hispanic  
\_\_\_\_\_ % 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: 4,800





**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	Church policies	3	quarterly	2
Choral group	special music	7	as needed	3
Spring/Fall outing	community outreach	16	semi-annual	2

\*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: \$ 39,777 Last year's annual budget: \$ 26,535  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 75.00 %



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

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

- A. EPC Percentage of Income \$ 368
- B. EPC World Outreach Global Workers \$ 0
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking/Percentage of Income \$ 256
- E. Other Missions/Missionaries \$ 12,320

4. Property owned by church

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

*Sees attached sheet.*

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

*Other than normal yearly maintenance.*

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 Manse in conjunction with First Presbyterian Church, Port Gibson, MS



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

5. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor/Minister \$ \$12,000

Position: \_\_\_\_\_ \$ in conjunction with FPC, Port Gibson, MS

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

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

Position: In conjunction with FPC, Port Gibson, MS \$ \_\_\_\_\_ or \_\_\_\_\_ %

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

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

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

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

X \_\_\_\_\_ Retirement Plan (minimum 10% gross effective salary)

X \_\_\_\_\_ Medical insurance (EPC medical coverage required for full-time TEs)

X \_\_\_\_\_ Life insurance

X \_\_\_\_\_ Social Security

X \_\_\_\_\_ Travel/mileage

X \_\_\_\_\_ Book allowance

X \_\_\_\_\_ Study leave allowance (minimum 2 weeks)

X \_\_\_\_\_ Annual vacation days (minimum 4 weeks)

4 \_\_\_\_\_ 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 checked="" type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 1	<input 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
13. 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
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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

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

All elders were instructed using the EPC Leadership Training Guide. In addition, discussion and support during Session meetings.



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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

During Session meetings we have discussion of our own personal relationship with the Lord. In addition, we have intimate in depth discussion during Sunday School with regard to our walk with God and our congregation.

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

We support EPC church plants; Grace Christian Counseling, Vicksburg, MS; River City Rescue Mission, Vicksburg, MS; Vicksburg Food Pantry; Haven House, Vicksburg, MS; Palmer Home for Children, Starkville, MS; Crisis Pregnancy Center, Vicksburg, MS; and direct community charity in times of emergency need to members of the community.

19. Describe the strengths of your congregation.

Yokena Presbyterian Church is a Christian congregation serving the Vicksburg community and seeking, engaging, and encouraging others through a life-changing Christian journey. We seek to be a loving, friendly community that worships God, and serves others. We place a high priority on teaching from the Bible and following the example of Jesus. Our vision is to impact and renew Vicksburg and beyond with the transforming message of Jesus Christ through words and actions. "Come as you are--we'd love to get to know you."



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

20. List specific problems with which your congregation struggles.

We hope to encourage our members to participate in fellowship and service in addition to worship on Sunday. We also lack outreach programs for our shut-ins. Our wish is to grow in these areas and be better examples in our Christian walk. Our location on Hwy 61 South, between Vicksburg and Port Gibson, is a beacon and we should do better.

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

Pulling our community into our church, increase website exposure, increase advertising in local businesses, and be better disciples for the church.

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



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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

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

Yes     No

If yes, Date completed 12/2023

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

Find fellowship with God in sound biblical teaching of God's word.

Our vision is to impact and renew Vicksburg and beyond with the transforming message of Jesus Christ through words and actions.



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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

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

First and foremost a deep sense of faith and spirituality as preaching requires a sincere belief in the message being conveyed. Additionally, empathetic with people on an emotional level. Patience is essential as preaching often involves guiding others through personal struggles and challenges. Integrity is non-negotiable, as ministers must be trustworthy, and authentic in their words and actions. Lastly communication skills, including the ability to articulate complex ideas clearly and passionately, are vital for delivering sermons that inspire and resonate with listeners. These character strengths, when combined, empower ministers to effectively lead, counsel, and uplift our community.

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

A deep understanding of theology and scripture; empathy and compassion; good leadership skills; adaptability to address a variety of topics in grace and wisdom; a strong prayer life and the ability to lead the congregation in deep spiritual growth; and the ability to properly balance work and family life is essential with the willingness to ask for help when needed.

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

Leading worship and provide Biblical teaching; administering sacraments; planning and leading weddings and funerals; mentoring and disciple individuals to help them grow in their faith and become active members in the church and community; moderate session meetings; home and hospital visits to the shut-in and sick and providing emotional and spiritual support to those individuals and families facing challenges such as grief and personal crisis; represent the congregation during Presbytery and General Assembly meetings; leading congregational prayer providing spiritual connection and helping individuals deepen their relationship with God.



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

### **Part 5: Church History**

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

We became a congregation on March 30, 1884, formed by leading families in the community and many founding descendants are still attending today.

We left the PCUSA and joined the EPC in 2008.

We recently celebrated 140 years of continuous service in the community.

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 church building was saved from demolition in the 1970's when the highway was to be widened by the Department of Transportation.

The changes in the church having to adapt to COVID.

Losing Rev. Michael Herrin.



**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service	
Rev. Michael Herrin	10/2009	to 2/2024
Rev. David Daniels	11/1965	to 10/2009
Rev. R. G. Duhs	1/1960	to 9/1965

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

We sit squarely between Vicksburg and Port Gibson, Mississippi. We are in a unique relational situation between Yokena Presbyterian Church and First Presbyterian Church of Port Gibson being close in proximity with our locations, and our relationship is bound in over 100 years of Christian fellowship. We have shared births, deaths, weddings, denominational challenges, and have held steadfast with our faith and fellowship with each other.



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, email benefits@epc.org, or call 407-930-4267.

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

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