



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





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5. List all vacant positions

Position Available Pastor (solo) Date of Vacancy immediate

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>127</u>	<u>119</u>
B. Number of family units	<u>50</u>	<u>52</u>
C. Worship attendance	<u>82</u>	<u>88</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

4 % 0-11 4 % 12-18 3 % 19-24 14 % 25-34
22 % 35-49 8 % 50-64 41 % 65+

B. Occupation:

22 % Business 8 % Professional _____ % Trades
14 % Agriculture 16 % Stay-at-Home Parent 18 % Retired
6 % Other (Please Specify) Education

C. Educational level of adults

_____ % some high school 5 % high school 75 % college 20 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 1 %
5 years or less 20 %
6-10 years 14 %
10 years or more 65 %



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9. Racial/Ethnic composition of:

A. Congregation

_____ % African-American 1 % Asian 99 % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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

75 % African-American 1 % Asian 20 % Caucasian 4 % 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 9700

11. Church Programming—Worship

A. Worship Time

11am

Average Worship Attendance

88

B. Frequency of communion celebration: 7 per year

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

Pastor leads liturgy. Members lead music.



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

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years)²⁰

B. Average attendance in Adult Education (Sunday) ⁵⁰

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*
Session	oversee	7	quarterly	2
Diaconate	care/maintanance	6	quarterly	3
Circle	fellowship/Bible study	15	monthly	3
Men of the Church	prayer/fellowship	40	monthly	3
Women of the Church	ministry/decorations	20	quarterly	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: Financial/Church Campus Information

1. Current annual budget: \$ 411,600 Last year's annual budget: \$ 387,900
(Attach a copy of current budget)

2. Percentage of income received toward budget: 115 %

3. Amount contributed for year 133,107 (most recent complete reporting year)

A. EPC Per Member Asking \$ 3000

B. EPC World Outreach Global Workers \$ 4500

C. EPC Special Projects \$ 7000

D. Presbytery Per Member Asking \$ 2000

E. Other Missions/Missionaries \$ 116,607

4. Property owned by church

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

Roughly 5 acre property in the middle of the town of Tunica. Sanctuary: 70 years old; 150 capacity. Educational Bldg: 70 years old; 8 classrooms plus nursery. Fellowship Hall: 3 years old; kitchen & large open space for gatherings. Cemetery

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 3-4

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 \$ Commensurate with experience.

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Pastor \$ 2400 or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

X _____ Pension (minimum 10% gross effective salary)

X _____ Medical insurance

_____ 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)

_____ 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 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 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 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 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 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 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?

- Community VBS, RYM summer camp, youth Bible studies, Easter egg hunt
- Community worship services (Thanksgiving, Easter, Christmas)
- Local mission with Southern Baptist and multi-racial churches
- Crisis Pregnancy fund raising
- FCA support
- Women's Bible study

16. Describe the strengths of your congregation.

FAITHFUL TO THE BIBLE

- Committed to the inerrancy of God's Word

COMPASSIONATE

- Genuinely care for one another

MISSION-MINDED

- Able to support many ministries/missionaries domestic and abroad

17. List specific problems with which your congregation struggles.

- We are blessed with many roughly retirement-aged members and many young families. Our multi-generations care for one another deeply, but this generation gap leaves room for improvement concerning communication and working together.

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

- Remain faithful to the preaching/teaching of God's Word
- Find new ways to reach the unchurched in our community with the Gospel and welcome them in to our church body
- Revitalize youth program



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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 1985

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?

- 1) Beliefs - Committed to Reformed Theology as defined in the Westminster Confession of Faith and the Larger & Shorter Catechisms
- 2) Preaching - Effectively communicates truths from Scripture with a view towards application
- 3) Leadership - Able to work with the Session to execute/oversee ministry plans with a focus towards UNITY of the body
- 4) Pastoral Care - Visits the lonely/sick; engages well with youth and adults
- 5) Community Involvement - Ability to work with leadership from other churches for the advancement of the Gospel

VISION STATEMENT: "To know Christ and make Him known"



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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. Our church was founded in 1887.

2. Pastoral hiring - our church has been blessed with many fine pastors, but specifically 2 long-serving beloved pastors (T.T. Williams 1918-1964; Paul E. Husband 1988-2022).

3. Due to a lack of commitment to Scripture along with some overreach by the leadership of the PCUSA, our church left the PCUSA to join the EPC in 1991.

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

Like many churches, the COVID-19 outbreak has been a challenge. We were unable to have in-person worship for a period of time in 2020 and have had to suspend many other gatherings.

One blessing of these challenges is the video & IT advances that we have been forced to undertake.



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Part 6: Other Information

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

Name	Dates of Service	
<u>Paul E. Husband</u>	<u>1988</u>	to <u>2022</u>
<u>Michael Swain</u>	<u>1984</u>	to <u>1987</u>
<u>Bill Jarvis</u>	<u>1974</u>	to <u>1983</u>

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

Clerk of Session T. Michael Sides Date 3/9/22

Search Committee Chair T. Michael Sides Date 3/9/22

We encourage churches to list their vacancies on the Ministry Staff Opportunities webpage at www.epc.org/mso. For more information or to send your posting, email info@epc.org