

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. For more information or to send your posting, email 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 or 407-930-4263.

Contents

Part 1: Church Information

Part 4: Leadership Expectations

Part 2: Financial/Church Campus Information

Part 5: Church History

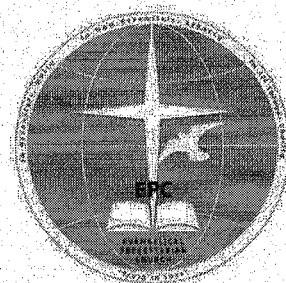
Part 3: Church Characteristics

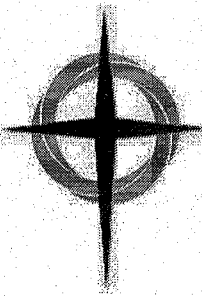
Part 6: Other Information

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



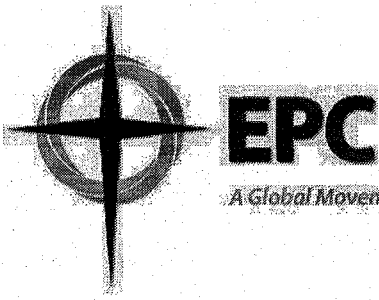
**EPC**

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CHURCH INFORMATION FORM**Part 1: Church Information**1. Church Name Grace Community FellowshipAddress 38 South Last Chance Gulch Room 201Helena MT 59601Telephone (406) 502-1107 Fax () E-mail info@gcfhelena.org Website gcfhelena.org2. Presbytery of the WestPresbytery Ministerial Committee Liaison Fred Lian3. Search Committee Chairman Kari KalousAddress 3144 Weathland DrHelena Mt 59602E-mail klkalous@yahoo.comTelephone (406) 461-3104

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

<u>Worship Leader</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Ministry Assistant Service</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Bookkeeper</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u> </u>	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u> </u>	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u> </u>	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u> </u>	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u> </u>	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u> </u>	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u> </u>	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time



A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

5. List all key volunteer positions

Youth Group Leaders (2), Youth Group Food (1)
 Sound Board (2)
 Worship Team
 Announcements
 Pro-Presenter
 Lay Prayer Leader
 Greeters
 Sunday School Teachers
 Coffee Service

6. List all vacant positions

Position Available Pastor Date of Vacancy 10/10/2022

Position Available _____ Date of Vacancy _____

Position Available _____ Date of Vacancy _____

7. Membership (state approximate numbers and percentages)

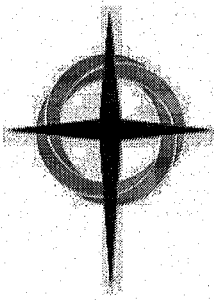
	Five years ago	Currently
A. Number of church members	<u>93</u>	<u>48</u>
B. Number of family units	<u>68</u>	<u>34</u>
C. Worship attendance	<u>93</u>	<u>36</u>

8. Community Growth ☒ Increasing ☐ Static ☐ Declining

9. Profile of church members

A. Age:

4 % 0-11 6 % 12-18 1 % 19-24 _____ % 25-34
6 % 35-49 17 % 50-64 66 % 65+

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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM**B. Occupation:**

5 % Business 25 % Professional _____ % Trades
_____ % Agriculture _____ % Stay-at-Home Parent 70 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

0 % some high school 5 % high school 70 % college 25 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 6 %
5 years or less _____ %
6-10 years 12 %
10 years or more 82 %

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

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

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

.7 % African-American .8 % Asian 91.7 % Caucasian _____ % Hispanic
1.2 % Other (Specify) Native American

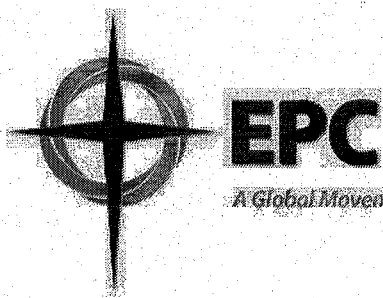
11. Community Setting (check as many as apply):**Location**

☐ Rural ☒ Small Town ☐ Metropolitan ☐ Suburban ☐ Inner City

Function

☐ Industrial ☒ Agricultural ☒ Recreational ☒ Military ☒ College/University

Approximate population of community: 53,058



A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>10:00 am</u>	<u>36</u>	<u>mixed</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

B. Frequency of communion celebration: 14 per year

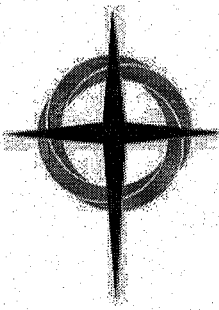
C. How are members involved in planning and participation in the liturgy/worship?
The Session oversees all worship, Our Director, who is staff, and the Worship Committee implement all aspects of Worship. Cordination is done by the Worship Director who assigns lay leadership involment in music, prayers, greeters, praise team, technology of sound, live video, ProPresenter, and decorating of the sanctuary.

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

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

13. Ministry Programs

A. Average attendance in Church School (under 18 years):	<u>15</u>
B. Average attendance in Adult Education (Sunday):	<u> </u>
C. Average involvement in Small Groups:	<u>20</u>

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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM**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		5	bi monthly	2
Finance		5	Quarterly	3
Administration		7	as needed	3
Worship		6	monthly	4
Elder Nominating		5	monthly	3
Pastor Search		6	monthly	3
Children Education		5	as needed	2

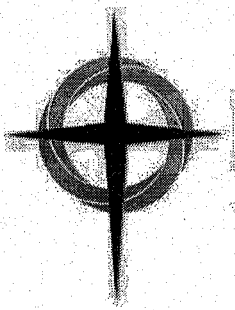
*Indicate leadership role expected by using the number below:

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: \$ Base+needs Last year's annual budget: \$ 174,087
(Attach a copy of current budget)

2. Percentage of income received toward budget: 100.00 %

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CHURCH INFORMATION FORM**3. Amount contributed for year (most recent complete reporting year)**

- A. EPC Percentage of Income \$ 0
- B. EPC World Outreach Global Workers \$ 0
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking/Percentage of Income \$ 0
- E. Other Missions/Missionaries \$ 9,518

4. Property owned by church**A. Describe buildings and property (other than manse), including condition.**

Currently rent a worship space. The space includes a worship sanctuary, a nursery space, a meeting hall, and Sunday school classrooms.

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

☒ Yes ☐ No

- C. Is a building program or capital project projected?**
If yes, describe what, when, and projected cost

☐ Yes ☒ No

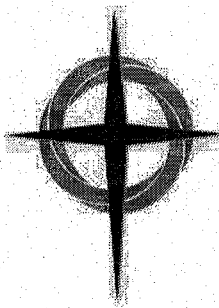
- D. Does the church own a manse?**

☐ Yes ☒ No

Condition: ☐ Good ☐ Fair ☐ Poor # of Bedrooms

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

☒ Other Flexible between church and home office

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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM**5. Compensation:****A. The salary range we are prepared to offer:**Position: Pastor \$ 73,300-85,000

Position: _____ \$ _____

Position: _____ \$ _____

B. The average annual increase over the past three years is:Position: Pastor \$ 0 or _____ %Position: Worship Director \$ 0 or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing☒ Housing Allowance☐ Manse Only☐ Either of the Above**D. Benefits and expenses**10% Retirement Plan (minimum 10% gross effective salary)

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

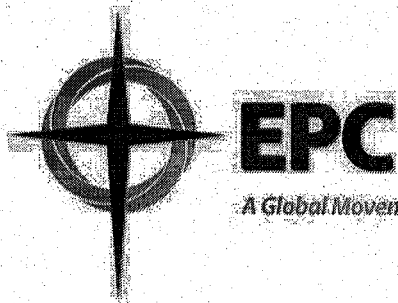
_____ Life insurance

Yes Social SecurityYes Travel/mileageYes Book allowanceYes Study leave allowance (minimum 2 weeks)Yes 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



A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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 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 checked="" type="checkbox"/> 2	<input 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 type="checkbox"/> 1	<input checked="" 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 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 checked="" type="checkbox"/> 1	<input 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

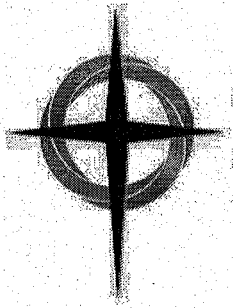
16. How are elders and deacons initially trained and equipped for ministry?

Elders must be nominated by the nominating committee and elected by a vote of the congregation.

Newly elected elders are then examined by the rest of the Session -- examined on their faith, their theology, and sense of calling.

Post examination, newly elected elders must complete EPC church leadership program.

GCF does not currently have deacons.



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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?

-- Session meets every other week and alternates between prayer meetings and business meetings.

Session also meets as needed for pressing issues.

Session provides monthly updates to the congregation. Session members also frequently preach on Sundays, especially in the absence of a pastor.

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

Congregation members often participate in community-wide faith events, such as:

- Governor's Prayer Breakfast
- Will Graham Crusade
- Pregnancy Resource Center Gala

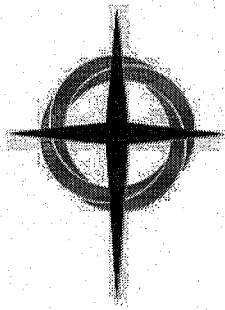
19. Describe the strengths of your congregation.

We have a very close family of Christ followers who are passionate about supporting one another through the ups and downs of life.

Our church believes passionately in the power of prayer, maintaining corporate prayer time in every service and meeting for prayer together nearly every weekend.

We prioritize relationships and a spirit of generosity with how we engage with one another and with the larger Helena community.

We place high emphasis on sound biblical teaching that aligns with the seven essentials of the EPC.



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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

20. List specific problems with which your congregation struggles.

We are finding our way forward from the loss of our senior pastor, who was asked by Presbytery to resign in late 2022 after some protracted leadership challenges and discord. This resulted in a significant fracturing of the church and reduction in our membership.

We now find ourselves humbled and re-committed to the core calling of Grace Community Fellowship, that we are a family of broken sinners pursued by Christ to share His love with each other and demonstrate His grace and truth to the world.

We are in a time of transition and are looking not just at how we care for each other but also how we operate as an organization, including our committees, structures, and processes. Although we are small in number, we are flexible and committed to doing the work alongside a new teaching elder.

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

Although the past year has been challenging and humbling for our congregation, we now find ourselves with a strong and committed volunteer core who is looking to come alongside our next teaching elder as a pastor and peer in caring out God's call for our church. We are a congregation with significant resources, experience, and opportunity to do great things in Helena, Montana.

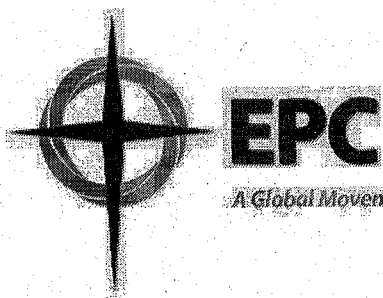
We believe we have an opportunity not just to develop the spiritual health and vitality of our current members, but to grow as a haven for those seeking Jesus Christ. We aren't seeking growth for growth's sake, but rather as a natural output of each member living out their calling in their community. We are seeking to produce fruit for the Kingdom.

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



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 4/2013

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

Vision Statement

Committed to a passionate, Biblical, Christ-centered life

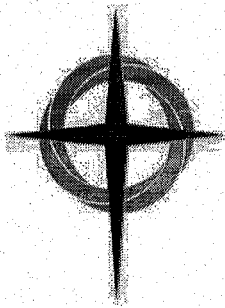
Connected as a family in unified purpose

Called to respectfully serve and unashamedly influence the world for Christ

Mission Statement

Through authentic living, we are going, creating, teaching and baptizing disciples for Christ.

We are a family of broken sinners pursued by Christ to share His love with each other and demonstrate His grace and truth to the world.



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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?

The ability to preach the Word faithfully on Sunday mornings.

The ability to develop and work with teams.

To be in relationship with members and to live a life of love and care in community with the rest of the body.

True believer with a solid faith in God that has been tested and found true.

A confident leader who is able to both lead from the front and come alongside to empower others.

Integrity and consistency in communicating with diverse groups of people.

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

A solid understanding of God's word and the ability to share it in relevant ways.

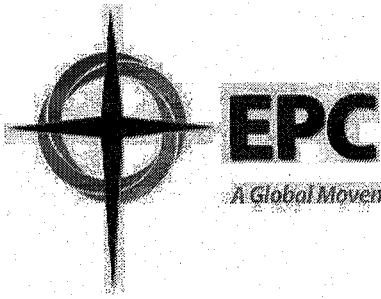
The ability to discern gifts, provide opportunities and support for using those gifts, and to help members gain confidence in living out their calling.

Prayer-filled and spirit-filled life

The ability to shape the onboarding process in such a way that it helps team members to internalize the culture of the church so they can extend the mission of the church into the ministries in which they participate.

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

Attached.



Part 5: Church History

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

Grace Community Fellowship was founded in 2012 as a result of many members -- and the senior pastor -- leaving a PC(USA) church in town over doctrinal issues. This galvanized the newly founded congregation and gave it a clear direction and calling -- to rest on the infallible word of God and live out from that foundation.

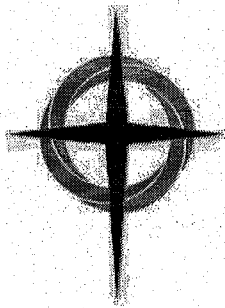
In 2015, after the founding senior pastor retired, GCF made the next major transition as it called its next senior pastor. This milestone event, moving from the founding pastor to the next leader, continued the growth and evolution of the congregation into something lasting and able to continue God's call for our community.

Throughout the life of GCF, the outreach work of the congregation has found itself focused on youth and families. Early in the church's history, the organization began providing a fall vacation bible school during a planned school break and has continued with its creation of a middle school youth group and Sunday school. All of these activities have primarily been attended by children and youth that aren't members and that don't attend church on Sundays.

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

As is the case for so many churches and institutions, the COVID-19 pandemic proved challenging for GCF. There were the process and system challenges (virtual worship, social distancing), emotional burdens (increased isolation), and literal losses of members who passed away during the pandemic.

The leadership challenges that began during the pandemic progressed in its wake and led to some hardened hearts and non grace-filled dynamics between the pastor and lay leaders. This is what ultimately led to the resignation of the senior pastor and a significant fracturing of the membership in late 2022. As was stated before, these events have left the current leaders and members of GCF humbled, leaning on the grace of God and His call for the future of the church.



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CHURCH INFORMATION FORM

Part 6: Other Information

1. List the last three individuals who held this position

Name

Dates of Service

Iain Boyd

4/2016

to

10/2022

Jim Fiedler

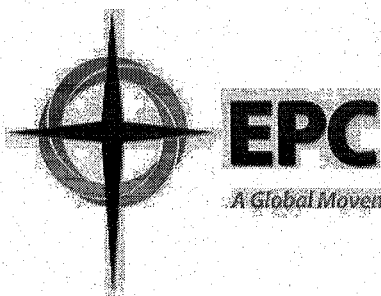
10/2012

to

7/2015

to

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



A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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

1/9/24

Search Committee Chair

Date

1-9-2024