

**EPC**

*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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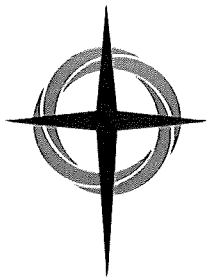
Part 6: Other Information

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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**CHURCH INFORMATION FORM**

**Part 1: Church Information**

1. Church Name First Presbyterian Church

Address 582 Southwood Dr.

Eden, NC 27288

Telephone ( 336 ) 623-3962 Fax (      )                     

E-mail searchteam@fpceden.org Website www.fpceden.org

2. Presbytery: New River Presbytery

Presbytery Ministerial Committee Liaison Rev Cameron Smith

3. Search Committee Chairman Bill Robertson

Address 582 Southwood Dr.

Eden, NC 27288

E-mail searchteam@fpceden.org

Telephone ( 336 ) 623-3962

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

Senior Pastor  Full time  Part time

Bookkeeper/Administrator  Full time  Part time

Music Director  Full time  Part time

Custodian  Full time  Part time

Nursery Director  Full time  Part time

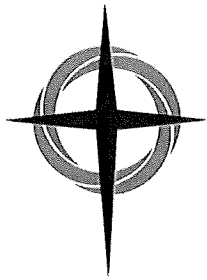
Organist/Accompanist  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time



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5. List all vacant positions

Position Available Senior Pastor Date of Vacancy 07/2021

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>228</u>	<u>140</u>
B. Number of family units	_____	_____
C. Worship attendance	<u>136</u>	<u>110 + (26 online)</u>

7. Community Growth  Increasing  Static  Declining

8. Profile of church members

A. Age:

4 % 0-11    2 % 12-18    6 % 19-24    11 % 25-34  
12 % 35-49    20 % 50-64    46 % 65+

B. Occupation:

15 % Business    16 % Professional    8 % Trades  
0 % Agriculture    2 % Stay-at-Home Parent    59 % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

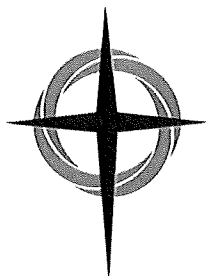
C. Educational level of adults

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

D. Percentage of members belonging to the congregation

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





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

More Traditional

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

Variety - Blended

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 12

B. Average attendance in Adult Education (Sunday) 22

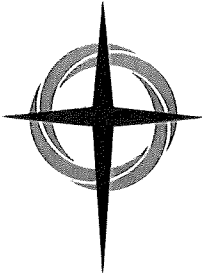
13. Church Programming—Organizations/Committees

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		13	Monthly	2
Operations Committee		6	Monthly	2
Missions & Outreach Com.		6	Monthly	3
Cong Life Committee		8	Monthly	3
Education & Families Com.		6	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.



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**Part 2: Financial/Church Campus Information**

1. Current annual budget: \$ 328,155 Last year's annual budget: \$ 353,886  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 82 %

3. Amount contributed for year 2021 (most recent complete reporting year)

- A. EPC Per Member Asking \$ \_\_\_\_\_
- B. EPC World Outreach Global Workers \$ 2,000
- C. EPC Special Projects \$ \_\_\_\_\_
- D. Presbytery Per Member Asking \$ \_\_\_\_\_
- E. Other Missions/Missionaries \$ 9,046

4. Property owned by church

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

Fellowship Hall/Sanctuary, Gathering area, Large Educational wing, Comercial Kitchen, Parlor, and Church Offices

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

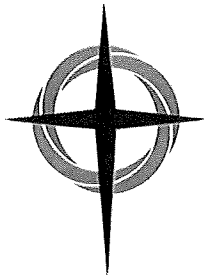
C. Is a building program projected?  Yes  No  
If yes, describe what, when, and projected cost

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: Senior Pastor \$ \$60,000 - \$65,000 (salary & housing)

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

X \_\_\_\_\_ Pension (minimum 10% gross effective salary)

X (see Other) \_\_\_\_\_ Medical insurance

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

15% of Housing \_\_\_\_\_ Social Security

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

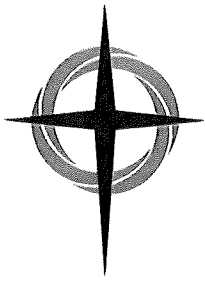
X \_\_\_\_\_ Book allowance

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: EPC Gold or lower Family medical insurance options)



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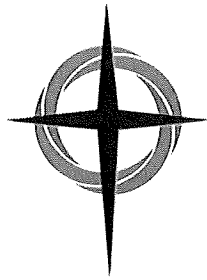
**CHURCH INFORMATION FORM**

**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 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
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 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
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 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 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 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?

Operation Christmas Child drop off location

16. Describe the strengths of your congregation.

Welcoming & friendly

Very supportive of Pastor

Many hard workers in the church

Loving of congregation members during times of sickness and death in family

Supportive of Missions and Missionaries

17. List specific problems with which your congregation struggles.

Low regular attendance and congregational participation

Aging congregation (46% is over 65)

Lacking in outreach to community, especially since COVID

Mortgage debt on building

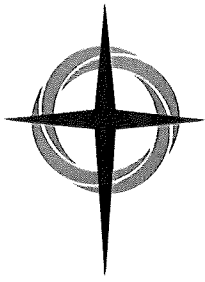
18. List major goals that the congregation has set for itself.

To pay off mortgage debt (never missed a payment)

One day, add a designated Sanctuary space

To engage in more outreach

Re-open Preschool or Christian Academy on campus



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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

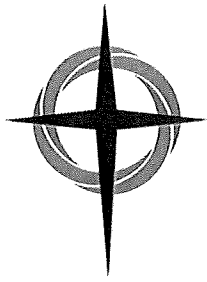
If you answered "Yes" to either 19 or 20, please explain.

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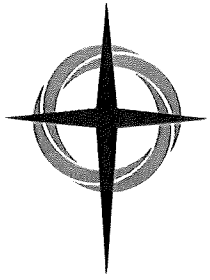
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#### **Part 4: Leadership Expectations**

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

- 1) Clear, engaging, Biblical based preaching
- 2) Pastoral care
- 3) Spirit filled relational and energetic. Good personality
- 4) Heart and desire for outreach into the community & missions
- 5) Strong leader of people, staff, and Session



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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?

Move into our new building (2005)

Leaving PCUSA and joining the EPC (2015)

Abrupt departure of Pastor and eventual discovery of his moral disgressions (2009)

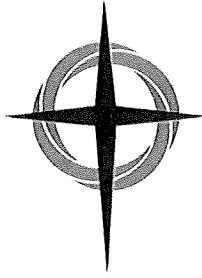
Establish of PreSchool (1972)

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

Building Mortgage Debt

Closure of Pre School (2022)

Retirement of previous Pastor and Music Director



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**Part 6: Other Information**

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

Name	Dates of Service	
<u>Rev. Dr. Eric Bartel (Transitional)</u>	<u>2021</u>	to <u>Present</u>
<u>Rev. Peter Smith</u>	<u>2010</u>	to <u>2021</u>
<u>Rev. Dr. Benjamin Williams (Interim)</u>	<u>2009</u>	to <u>2010</u>

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

Clerk of Session James T Wilson Date 10/21/2022

Search Committee Chair William K Robertson Date 10/21/2022

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)

