



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

A Global Movement of Evangelical Presbyterian Churches

Part 1: Church Information

1. Church Name Lake Forest Church Evangelical Presbyterian Church

Address 8519 Gilead Rd.

Huntersville, NC 28078

Telephone (704) 948-3232 Fax (_____) _____

E-mail cgreenberg@lakeforest.org Website https://lakeforest.org

2. Presbytery Central Carolinas

Presbytery Ministerial Committee Liaison Robert Howard

3. Search Committee Chairman Jack Cathey

Address 8519 Gilead Rd.

Huntersville, NC 28078

E-mail jmcathy@uncc.edu

Telephone (_____) _____

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

Pastor of spiritual formation Full time Part time

Missions Pastor Full time Part time

Lead Pastor Full time Part time

Worship Director Full time Part time

Worship Team Leader Full time Part time

Worship Arts Creative Full time Part time

Communications Manager Full time Part time

Children's ministry director Full time Part time

Youth Ministry Director Full time Part time

Youth Ministry Asst Full time Part time



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

5. List all key volunteer positions

Children's Ministry, youth ministry, greeters ministry, worship team.

6. List all vacant positions

Position Available Youth Pastor Date of Vacancy 8/1/2023

Position Available Youth Director Date of Vacancy 9/1/2023

Position Available Church Planter/Lead Pastor Date of Vacancy 9/1/2023

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>1,800</u>	<u>2,000</u>
B. Number of family units	<u>600</u>	<u>700</u>
C. Worship attendance	<u>2,500</u>	<u>3,000</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

na % 0-11 na % 12-18 na % 19-24 na % 25-34

na % 35-49 na % 50-64 na % 65+



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

B. Occupation:

15 % Business 50 % Professional 10 % Trades
_____ % Agriculture 10 % Stay-at-Home Parent 15 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 10 % high school 80 % college 10 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 10 %
5 years or less 15 %
6-10 years 50 %
10 years or more 25 %

10. Racial/Ethnic composition of:

A. Congregation

5 % African-American _____ % Asian 85 % Caucasian 5 % Hispanic
_____ % Other (Specify) _____

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

12 % African-American _____ % Asian 80 % Caucasian 8 % 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: 200



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
9:30	1,500	modern
11:05	1,500	modern

B. Frequency of communion celebration: 8 per year

C. How are members involved in planning and participation in the liturgy/worship?
Weekly Worship Planning Meeting

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)
modern music and ancient/future liturgy

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

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 415
- B. Average attendance in Adult Education (Sunday): 0
- C. Average involvement in Small Groups: 500



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		9	monthly	2
finance Team		5	monthly	2
Personnel Team		5	monthly	2
Church Multiplication Team		6	monthly	2
Mission Team		5	monthly	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: \$ 5,000,000 Last year's annual budget: \$ 4,800,000
(Attach a copy of current budget)
2. Percentage of income received toward budget: 100.00 %



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 \$ 36,616
- B. EPC World Outreach Global Workers \$ 15,000
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking/Percentage of Income \$ 39,800
- E. Other Missions/Missionaries \$ 650,000

4. Property owned by church

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

2 large church campuses (20 & 40 acres respectively) and 1 small church campus that is a community center on 1 acre. All new.

B. Are your buildings adequate for your present program? Yes No

If no, please explain:

No two need to expand the building in the next 3 years.

C. Is a building program or capital project 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 _____



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

5. Compensation:

A. The salary range we are prepared to offer:

Position: Youth Direct/Pastor \$ 40k - 70K

Position: Church Planter \$ 50K-70K

Position: _____ \$ _____

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

Position: All positions \$ _____ or 6.00 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

yes Retirement Plan (minimum 10% gross effective salary)

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

YES Life insurance

YES Social Security

YES Travel/mileage

yes Book allowance

YES Study leave allowance (minimum 2 weeks)

YES Annual vacation days (minimum 4 weeks)

MULTIPLE Number of worship services per year for which pastor is provided relief (in addition to vacation and study leave)

YES Sabbatical frequency and length 7 YEARS, 12 WEEKS

_____ 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. Is engaged in evangelism	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
7. 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
8. Has a spirit of unity	<input checked="" type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Uses members' gifts in worship	<input checked="" type="checkbox"/> 1	<input 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 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?

Elder training class annually.



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?

Prayer and study in our meetings

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

Our pastors are in several local and metropolitan networks of diverse pastors.

19. Describe the strengths of your congregation.

1. Strong in both evangelism and discipleship - we are a both/and church.
2. Disciple making at the grade school and teenage level is strong currently.
3. We highly value missions and are a church-planting church.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

20. List specific problems with which your congregation struggles.

Leading people from being attenders into actually belonging in Christian community.

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

1. Plant our next church in the adjoining town of Concord NC
2. Direct more of our mission giving to unreached peoples.

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 12/2009

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

Mission: Love people as they discover and live out their role in God's story.
Vision: Acts 1:8 Reach One More Person in our Jerusalem, Serve One More Neighborhood in our Samaria, Plant One More Church in our Judea, Samaria and to the ends of the earth.
Core Values:
Love like Jesus, with grace and truth.
Journey like Jesus, doing life together.
Live like Jesus, always on the Missio Dei.
Lead like Jesus, toward more and better disciples, leaders, and churches.



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?

[See the position description](#)

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

[Excellent Biblical communicator. Able to cast effective vision. A self-starter. Able to start new ministry from scratch. Able to disciple other people.](#)

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

[See attached position description](#)



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?

Founded in a roller-skating rink in 1998.

Had first worship service on Easter 2006

In 2010 decided to become a church-planting church.

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

Dealing with Covid-19



EPC

A Global Movement of Evangelical Presbyterian Churches

Part 6: Other Information

1. List the last three individuals who held this position

Name

Dates of Service

It's a new position

_____ to _____

_____ to _____

_____ to _____

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

n/a



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 Chad Lacy Date 8/28/2023

Search Committee Chair Jack Cathey Date 8/28/2023