



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.

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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](mailto:info@epc.org)





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**Part 1: Church Information**

1. Church Name Wayside Evangelical Presbyterian Church

Address \_\_\_\_\_

8679 Sheriff Watson Rd

Telephone ( 919 ) 499-6413 Fax ( \_\_\_\_\_ ) N/A

E-mail waysideepc@gmail.com Website Not active

2. Presbytery Coastal Mid- Atlantic

Presbytery Ministerial Committee Liaison JT Holderman

3. Search Committee Chairman TBD

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

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

Retired TE

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

Full time  Part time

Full time  Part time

Full time  Part time



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5. List all key volunteer positions

Treasurer-Debbie Honeycutt  
Pianist-Vanessa Eads

6. List all vacant positions

Position Available Part-time retired TE Date of Vacancy 1/5/2025

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>37</u>	<u>35</u>
B. Number of family units	<u>15</u>	<u>10</u>
C. Worship attendance	<u>29</u>	<u>22</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

0 % 0-11    1 % 12-18    3 % 19-24    3 % 25-34  
2 % 35-49    5 % 50-64    21 % 65+



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**B. Occupation:**

20 % Business      \_\_\_\_\_ % Professional      20 % Trades  
\_\_\_\_\_ % Agriculture      \_\_\_\_\_ % Stay-at-Home Parent      60 % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

\_\_\_\_\_ % some high school    100 % high school    40 % college    1 % graduate school

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

Less than one year 1 %  
5 years or less      17 %  
6-10 years          17 %  
10 years or more    65 %

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

**A. Congregation**

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

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

5 % African-American    \_\_\_\_\_ % Asian    80 % Caucasian    15 % 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: 12,500





**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	govern the church	6	monthly	2
Women	Bible study & hospitality	10	monthly	3
Food Ministry	Donations	22	monthly	4

\*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: \$ 70,661 Last year's annual budget: \$ 71,789  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 63.00 %



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

- A. EPC Percentage of Income \$ 1,748
- B. EPC World Outreach Global Workers \$ 3,847
- C. EPC Special Projects \$ \_\_\_\_\_
- D. Presbytery Per Member Asking/Percentage of Income \$ 63
- E. Other Missions/Missionaries \$ \_\_\_\_\_

4. Property owned by church

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

Sanctuary & fellowship hall(full kitchen) up to date  
2 Classrooms  
Office  
Playground

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

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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5. Compensation:

A. The salary range we are prepared to offer:

Position: Retired TE \$ 15,000

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

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

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

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

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

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

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

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

no Retirement Plan (minimum 10% gross effective salary)

no Medical insurance (EPC medical coverage required for full-time TEs)

no Life insurance

no Social Security

yes Travel/mileage

no Book allowance

yes Study leave allowance (minimum 2 weeks)

yes Annual vacation days (minimum 4 weeks)

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

0 Sabbatical frequency and length \_\_\_\_\_

0 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 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 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 type="checkbox"/> 1	<input checked="" 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?

Elders go through training with the pastor as directed by the EPC. The Book of Order and the Leadership Training Guide are used as part of this training.



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

As there is not a structured practice for the ongoing discipleship of the elders, they hold each other accountable for their needs and the needs of their sheep.

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

Pastor & Session connect with local EPC churches in our area with shared ministry and support each other. Food donations to the Five N Two.

19. Describe the strengths of your congregation.

Love & supportive to each other.  
Monthly food donations to Five N Two  
Joy Gift bags for shut-ins at Christmas  
Donations to the Helping Hand Clinic in Sanford.  
Giving in the Operation Christmas Child Shoeboxes  
Giving to World Church Services a blanket offering the month of September.  
Supportive of sending Easter & Christmas cards to our troops



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20. List specific problems with which your congregation struggles.

An aging congregation

No youth

Attracting new members

Expanding community outreach and evangelism, especially in reaching younger generations.

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

Hiring a retired teaching elder

Growing 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



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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 1/2000

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

**Mission statement:**

**Our Mission is to Worship, Witness and Work in the name of Jesus Christ**



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

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

Knowledge of the Bible through seminary  
Wisdom, integrity, enthusiasm, humility, compassion and commitment

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

Compelling doctrinal preaching  
Organized leader  
Pastoral care  
Shepherding  
Comfortable with the use of audio visual and technology

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

##### **Pastoral Duties**

The Pastor will provide part-time pastoral leadership and shall be responsible for the following:

- 15 hours per week
- Available 24/7
- Preaching and leading the worship of the Church
- Officiating at baptisms, weddings and funerals as requested
- Visitation of the sick, shut-ins and counseling members as requested
- With Presbytery approval, serve as Moderator of the Session and congregation
- Provide leadership and training for members, including self-study, future planning, membership outreach and stewardship
- Represent the church in the community and remain active in the Presbytery and General Assembly of the Evangelical Presbyterian Church



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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?

Leaving PCUSA to join EPC  
Death of several members in one year  
Pianist/member for many years moved  
Current Pastor's notification of leaving after seven years

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

Covid  
Death of several members in one year  
Pastor's notification of dissolution



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**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Dr. Mark Carver</u>	<u>1/2018</u>	to <u>12/2024</u>
<u>Pastor Robert Johnson (PCUSA)</u>	<u>6/2014</u>	to <u>12/2018</u>
<u>Rev. Betty Sherrod</u>	<u>1/2000</u>	to <u>5/2013</u>

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



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 Donna Kennedy Date 10/28/2024

Search Committee Chair Date