



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.

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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





Part 1: Church Information

- EPC Church Information Form, March 2023 Update



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5. List all key volunteer positions

Treasurer (Disbursing) - Mike McKeel
 Treasurer (Receiving) - Sue Baker
 A/V Room Technician - Jim Powell
 A/V Room Technician - Karin Powell
 A/V Room Technician - Laura Harold
 A/V Room Technician - Scott Harold
 A/V Room Technician - James Smith
 Children's Ministries Coordinator - Barry Parks
 Children's Ministries Coordinator - Cissy Parks
 Worship Presentation Developer - Mike McKeel
 Worship Presentation Developer - Karen Smith
 Worship Presentation Developer - Karin Powell
 Worship Leader - Dr. Karl Rech
 Worship Leader - Mike McKeel
 Greeter - Pat Barnes
 Greeter - Larry Herndon
 Lay Mission Team Leader - Dianna Barbee
 Choices Women's Center - Priscilla Etheridge
 Entertainment and Special Events Coordinator - Jane McKeel

6. List all vacant positions

Position Available Lead Pastor Date of Vacancy 11/1/2022

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>65</u>	<u>52</u>
B. Number of family units	<u>19</u>	<u>15</u>
C. Worship attendance	<u>46</u>	<u>37</u>

8. Community Growth ☒ Increasing ☐ Static ☐ Declining

9. Profile of church members

A. Age:

8 % 0-11 0 % 12-18 8 % 19-24 0 % 25-34
12 % 35-49 16 % 50-64 56 % 65+

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CHURCH INFORMATION FORM**B. Occupation:**

12.5 % Business 12.5 % Professional _____ % Trades
_____ % Agriculture _____ % Stay-at-Home Parent 75 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 100 % high school 60 % college 10 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 10 %
5 years or less 50 %
6-10 years 0 %
10 years or more 40 %

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

_____ % African-American _____ % Asian 94 % Caucasian _____ % Hispanic
6 % Other (Specify) _____

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

48 % African-American 1.6 % Asian 43.2 % Caucasian 7.1 % Hispanic
0.1 % Other (Specify) Native Hawaiian or Pacific Islander

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: 50,377



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12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>10:30am</u>	<u>37</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?

Volunteer for PowerPoint presentation, live stream, Worship Planning, Sound Room (A/V), Biblical reading, music selection, Choir, Elder on Call participates in offertory scripture, and dedicatory prayer

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

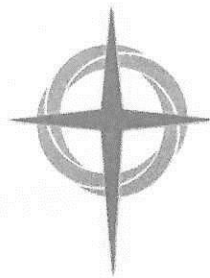
variety

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>2</u>
B. Average attendance in Adult Education (Sunday):	<u>0</u>
C. Average involvement in Small Groups:	<u>30</u>

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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	Administrative and Spiritual Oversight	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: \$ 136,743 Last year's annual budget: \$ 136,743
(Attach a copy of current budget)
2. Percentage of income received toward budget: 95.40 %



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

- | | |
|------------------------------------------------------|----------|
| A. EPC Percentage of Income | \$ 1,104 |
| B. EPC World Outreach Global Workers | \$ 4,800 |
| C. EPC Special Projects | \$ 1,800 |
| D. Presbytery Per Member Asking/Percentage of Income | \$ 1,200 |
| E. Other Missions/Missionaries | \$ 1,800 |

4. Property owned by church

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

Sanctuary - Up to date, current

Fellowship Hall - Up to date, current

Education Wing (includes Pastor's Study) - Up to date, current

Pavillion and Storage Shed - Up to date, current

- B. Are your buildings adequate for your present program?

☒ Yes ☐ No

If no, please explain:

N/A

- C. Is a building program or capital project projected?

☐ Yes ☒ No

If yes, describe what, when, and projected cost

N/A

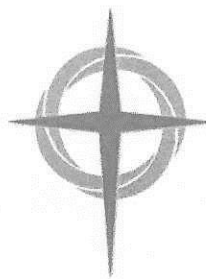
- D. Does the church own a manse?

☐ Yes ☒ No

Condition: ☐ Good ☐ Fair ☐ Poor # of Bedrooms

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

☐ Other _____

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CHURCH INFORMATION FORM**5. Compensation:****A. The salary range we are prepared to offer:**

Position: Lead Pastor \$ \$50-60K
Position: _____ \$ _____
Position: _____ \$ _____

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

Position: Lead Pastor \$ 0 or 0.00 %
Position: _____ \$ _____ or _____ %
Position: _____ \$ _____ or _____ %
Position: _____ \$ _____ or _____ %

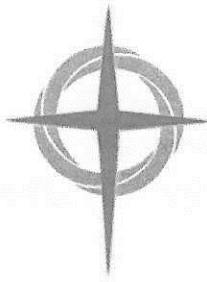
C. Housing

- ☒ 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
No Social Security
Yes Travel/mileage
Yes Book allowance
Yes Study leave allowance (minimum 2 weeks)
Yes Annual vacation days (minimum 4 weeks)
None Number of worship services per year for which pastor is provided relief
(in addition to vacation and study leave)
None Sabbatical frequency and length _____
N/A 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

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

Pastor leads candidates through the Ruling Elder exam handbook and leadership training guide.



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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 do hold each other accountable for their needs and the needs of their sheep during each session meeting. Elders are involved in at least one Bible study per week.

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

We support and have volunteers participating in the Choices Women's Center which has become an ecumenical outreach.

19. Describe the strengths of your congregation.

FHPC is a small, welcoming, friendly, family oriented, and loving church focusing on the Word and Bible teaching. We will not concede Bible teaching. FHCP has a long history of engagement on behalf of the unborn (Choice Womens Center) and support for single mothers in crisis (Embrace Grace).

A congregation that involves itself and egages in the work and needs of the Church.

Has a strong sense of solidarity with those suffering and/or struggling in the Church.

We have created a fund (James 1:27) to help those of the congregation facing financial crises.



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20. List specific problems with which your congregation struggles.

Attracting new members

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

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

Growth, 75-100 new members over 5 years

Assimilate and disciple new members

Grow/revitalize the choir to fulltime presence

Reinstate Sunday school to a fulltime presence

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.

N/A

24. Have you completed a mission statement, vision statement, and/or a strategic plan for your congregation?

☒ Yes ☐ No

If yes, Date completed 7/2023

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

Mission Statement

Come to the Table:
eat, pray, learn, and serve!

Vision Statement

FHPC is a welcoming Christian community grounded in prayer and rooted in Biblical Scripture.



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Part 4: Leadership Expectations

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

A divine calling and heart for God.

Preaching from Bible...and from the heart.

A people person who encourages and strengthens the flock to utilize the gifts they've been given.

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

Able to relate to all ages.

Comfortable with the use of audio visuals and technology.

Interacts with the congregation through open communication.

Able to create and foster community.

Display a ready sense of humor.

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

Spiritual Leadership

Church Administration

Shepherding the Flock

Outreach and Evangelism

Please see attached position description for details.



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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?

Through providence we broke from PCUSA and built FHPC, 1992.

Losing our pastor due to illness after 18+ years of service in 2017.

Through providence we received a large contingent of Methodists in 2018 and joined in 2019.

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

Navigating COVID-19

After a strained relationship and differences of vision, our Pastor left our church and the ministry after only four years of service at FHPC.



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Part 6: Other Information

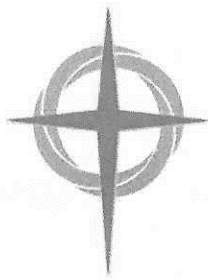
1. List the last three individuals who held this position

Name	Dates of Service	
<u>Chris Greenwood</u>	<u>7/2018</u>	to <u>11/2022</u>
<u>Blaine Hughes</u>	<u>7/2003</u>	to <u>1/2017</u>
<u>Keith Cobb</u>	<u>7/1992</u>	to <u>6/2002</u>

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

Growing tensions between pastor and congregants and between congregants led to volatile exchanges related to a merger discussion of FHPC and another local church.

Throughout the history of FHPC and even strife God's providence has kept this church together for His greater plan.



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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

Mark McNeal

Date

12/5/23

Search Committee Chair

David Thompson

Date

12-3-23