



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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Part 1: Church Information

1. Church Name Deerfield Presbyterian Church

Address PO Box 69

Deerfield Street, NJ 08313

Telephone (856) 455-1222 Fax (_____) _____

E-mail presbyteriandeerfield@gmail.com Website www.DeerfieldPres.org

2. Presbytery Presbytery of the East

Presbytery Ministerial Committee Liaison Joe Slesinski

3. Search Committee Chairman Mark H. Weber

Address PO Box 81

Deerfield Street, NJ 083123

E-mail MHWeber111@gmail.com

Telephone (609) 501-5304

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

- | | | |
|--|---|---|
| <u>Pastor</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Director of Music</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Treasurer</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Administrative Assistant</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Youth Director (currently vacant)</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Sexton</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |



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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

5. List all key volunteer positions

6. List all vacant positions

Position Available Pastor Date of Vacancy 1/15/2023

Position Available Youth Director Date of Vacancy 8/1/2020

Position Available _____ Date of Vacancy _____

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>103</u>	<u>76</u>
B. Number of family units	_____	<u>56</u>
C. Worship attendance	_____	<u>75</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

0 % 0-11 0 % 12-18 0 % 19-24 1 % 25-34
8 % 35-49 12 % 50-64 79 % 65+



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

B. Occupation:

_____ % Business _____ % Professional _____ % Trades
_____ % Agriculture _____ % Stay-at-Home Parent _____ % 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 1 %
5 years or less 20 %
6-10 years 17 %
10 years or more 62 %

10. Racial/Ethnic composition of:

A. Congregation

0 % African-American 20 % Asian 80 % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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

25 % African-American 2 % Asian 38 % Caucasian 34 % Hispanic
1 % Other (Specify) Pacific Island and misc.

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: 40,300



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	Ministry and oversight	9	Monthly	1
Christian Education	Sunday school	5	Quarterly	2
Worship Committee	Worship service	8	Quarterly	2
Membership	Fellowship	4	Quarterly	3
Missions/Evangelism	Local/global outreach	10	9+/yr	3
Stewardship	Finances, operations	6	Quarterly	3
Property	Care of property	6	Quarterly	3
Small Groups	Study, service, prayer	varies	varies	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.
4. A staff person takes primary initiative and responsibility.

Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 378,000 Last year's annual budget: \$ 407,000
(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 \$ 2,400
- B. EPC World Outreach Global Workers \$ 2,400
- C. EPC Special Projects \$ 1,200
- D. Presbytery Per Member Asking/Percentage of Income \$ 1,200
- E. Other Missions/Missionaries \$ 92,000

4. Property owned by church

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

- Stone sanctuary in excellent condition.
- Christian education building housing a common hall with commercial kitchen, Church offices, classrooms - in excellent condition.
- Three well-maintained cemeteries and adjacent vacant land.

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

Recently completed multi-year large-scale projects including heating systems, sanctuary roof, re-pointing and painting.

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 In the Christian Education building



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

5. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor minimum \$ 45,000

Position: maximum \$ 60,000

Position: _____ \$ _____

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

Position: Pastor \$ 2,245 or 3.50 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

6,300-8,800 Retirement Plan (minimum 10% gross effective salary)

10-20,000 Medical insurance (EPC medical coverage required for full-time TEs)

_____ Life insurance

6,100-6,400 Social Security

2,500 Travel/mileage

1-2,000 Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

4 weeks Annual vacation days (minimum 4 weeks)

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

_____ Sabbatical frequency and length _____

2,750 Other (Specify: Ministerial expenses and continuing education.)

- 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 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 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 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 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?

[Multi-week training using the EPC Leadership Training Guide.](#)



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?

- Transitional Pastor leads study of leadership.
- Bi-monthly prayer meeting for Elders.

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

- Occasional services with a local Baptist church (eg. Thanksgiving).
- Active leadership and participation in EPC Engage 2025.
- Members' involvement/leadership in non-denominational ministries (eg. Bridgeton Christian School, Cornerstone Women's Resource Center, Urban Promise).
- Extensive missions program that is local, national and international in scope.
- Missions trips to Kenya.
- World Outreach within EPC.
- Outreach to the community through annual recital series featuring renowned artists.

19. Describe the strengths of your congregation.

- Active engagement with the EPC Transitional Program.
- Kairos training to revitalize evangelism and missions.
- Mature, experienced and well-taught congregation leading to stable culture, values and mission/ministry.
- Hunger for biblical preaching and teaching.
- Devotion to biblical authority throughout its history.
- Biblical stewardship of material gifts.
- Financial stability from generous giving and trust and investment income.
- Active and effective Board of Deacons.
- Active music program with choir and pipe organ in worship and community outreach.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

20. List specific problems with which your congregation struggles.

- Ministry to youth, young families and young adults.
- Reengaging members who left during COVID and who may not be attending any church.

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

- Renewed passion for evangelism beginning with the Kairos program.
- Minister to young families.
- Discern God's leading for effective ministry to a very diverse community.
- Support the Vision Team and its recommendations.

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 _____

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

The DPC Vision Team is in the process of creating mission and vision statements.



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?

- Commitment
- Confidence
- Humility
- Discernment
- Compassion
- Integrity
- Leadership

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

- Strong, effective preaching and teaching reflecting a passion for Christ and a commitment to the authority of scripture.
- Gifts of pastoral care and compassion.
- A vision for ministry and application that further engages the congregation in missions and personal outreach.
- Ability to meaningfully engage youth, young families and young adults while continuing to encourage the core group of more mature members.
- Ability to appropriately balance ministerial and administrative responsibilities.
- Some knowledge of Spanish would be desirable.

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

Commitment to the Lord Jesus Christ, the absolute authority of Scripture, and the Essentials of Faith of the EPC

- Preaching (expository).
- Teaching (Sunday School, Bible studies, Prayer groups, etc.).
- Pastoral care.
- Develop spiritual gifts in self and others.
- Commitment to missions and outreach.
- Effectively minister to multiple generations. (Engaging young families and youth, while maintaining ministry to more senior population).
- Administrative gifts (Moderate Session, oversee staff, etc.).



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 1737 and consistently adhering to biblical principles and the authority of scripture throughout its history.
- Prayerfully discerning God's leading in our separation from PCUSA and joining EPC. Witnessing together His hand throughout the process of separation and remaining fully unified as a body.
- Being tested by the effects of the COVID 19 pandemic.

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

- Leaving the PCUSA and joining EPC.



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	
<u>Rev. Roger F. Spence -Transitional Pastor</u>	<u>1/2023</u>	to _____
<u>Rev. Dr. Kenneth C. Larter</u>	<u>6/2002</u>	to <u>1/2023</u>
<u>Rev. Dr. Randall Otto</u>	<u>6/1996</u>	to <u>6/2000</u>

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

We have implemented the EPC Transitional Pastor program which is endorsed and supported by the EPC. We expect to be prepared to welcome our next Pastor to a vibrant and active ministry.



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 Kathy N. Sawamura Date 6/20/2023

Search Committee Chair Mark H Weber Date 6/20/2023