



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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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





5. List all vacant positions

Position Available Pastor Date of Vacancy 5/1/2020

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>23</u>	<u>56 (adults)</u>
B. Number of family units	<u>11</u>	<u>34</u>
C. Worship attendance	<u>40</u>	<u>51</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

5 % 0-11 6 % 12-18 10 % 19-24 2 % 25-34
13 % 35-49 27 % 50-64 37 % 65+

B. Occupation:

15 % Business 2 % Professional 4 % Trades
0 % Agriculture 5 % Stay-at-Home Parent 47 % Retired
27 % Other (Please Specify) health, non-profit, education, students

C. Educational level of adults

_____ % some high school 27 % high school 58 % college 15 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 12 %
5 years or less 50 %
6-10 years 38 %
10 years or more 0 %



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9. Racial/Ethnic composition of:

A. **Congregation**

1.8 % African-American 0 % Asian 98.2 % Caucasian 0 % Hispanic
0 % Other (Specify) _____

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

1.1 % African-American 1.3 % Asian 97.5 % Caucasian .3 % Hispanic
0 % Other (Specify) _____

10. 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 7595 (Town of Big Flats, 2018 est.)

11. Church Programming—Worship

A. **Worship Time**

9:30 a.m.

Average Worship Attendance

51

B. Frequency of communion celebration: 13-14 times per year

C. How are members involved in planning and participation in the liturgy/worship?

Members serve as worship assistants, assist with communion, read scripture, participate in music ministry



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

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

12. Church Programming—Sunday School

- A. Average attendance in Church School (under 18 years) 9
- B. Average attendance in Adult Education (Sunday) 20

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	oversee spiritual life of congregation	4	monthly	1
Deacons	pray and care for needs of congregation	3	monthly	2
Trustees	legal board of the corporation under state law	3	once a year	3
Worship Committee	assists Pastor with details of worship	7	as needed	2
Publicity Committee	publicizes church ministry	5	monthly	3
Nominating Committee	nominates elders, deacons and trustees	5	a few times before annual meeting	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: \$ 131,005 Last year's annual budget: \$ 130,234
(Attach a copy of current budget)

2. Percentage of income received toward budget: 100 %

3. Amount contributed for year ending 5/31/20 (most recent complete reporting year)

- A. EPC Per Member Asking \$ 1866
- B. EPC World Outreach Global Workers \$ 1200 general missions
- C. EPC Special Projects \$ 1200 EPC Engage 2025
- D. Presbytery Per Member Asking \$ 663
- E. Other Missions/Missionaries \$ 14,876

4. Property owned by church

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

Refurbished historic sanctuary moved to present location in 1851, wing with meeting room, kitchen, Sunday school room, nursery, store room and office.

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

We just completed a building program to make the classroom wing accessible from the sanctuary, and to add a new kitchen and an accessible rest room.

D. Does the church own a manse? Yes No

Condition: Good Fair Poor # of Bedrooms 3

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: Pastor \$ 50,000

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Pastor \$ _____ or 8 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

10% Pension (minimum 10% gross effective salary)

yes Medical insurance

yes Life insurance

no Social Security

yes Travel/mileage

yes Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

4 weeks Annual vacation days (minimum 4 weeks)

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

yes Other (Specify: expense reimbursement)



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 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
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 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
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 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
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?

1. We take part in an annual Hope of Christmas community event in a downtown Elmira park with 30 local churches. Hundreds attend.
2. At least ten of our members participate in an annual multi-church urban mission trip called "Love Your City", ministering to the disadvantaged within the city of Elmira.
3. Our pastor was on the leadership team of Churches of the Twin Tiers (COTT), a group of area pastors which meet monthly for prayer and hold an annual retreat. They host an annual gathering in downtown Elmira for the National Day of Prayer.
4. We hosted a combined choir concert with members of an African-American congregation and many of us attended their Pastor's anniversary evening service.

16. Describe the strengths of your congregation.

1. Commitment to bearing one another's burdens in prayer, through a lengthy sharing time during Sunday worship and circulation of prayer needs via an email prayer chain.
2. Deep interest in the study of scripture, with strong attendance at bible study groups.
3. Visitors to our services find us friendly and caring, and all who gather have a powerful sense of the presence of the Holy Spirit.
4. Strong fellowship supported by events such as a popular monthly potluck Sunday lunch and a cookout every Thursday in August before Bible study.
5. "Bike Fix-Up and Giveaway" community outreach event.
6. Old, new, young and old members worked together to restore the church and mense

17. List specific problems with which your congregation struggles.

After an initial burst of new members when we moved into our historic building, we don't have many new folks visiting our services. Advertising on local television, newspapers, Facebook and flyers door to door have not brought in many new people. Our desire is to share our faith in Christ with new people and draw them into our fellowship. We're still working to determine intentional ways to achieve this. Of course, we would like to appeal to young families and see more children in our midst. We have some, but we're prepared to serve many more. Our former pastor was musically talented and led our worship team. We expect it will be a challenge to find a new music worship leader.

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

1. To go deeper in our walk of discipleship together. We have focused sermons and Moments for Discipleship on five themes: prayer, worship, scripture, faith sharing and service. Our next step is to do a book study on discipleship essentials.
2. To host more fellowship meals in our new kitchen.
3. To encourage our members to volunteer in local mission opportunities that we've identified to add some hands-on service experience to their Christian walk.
4. To strengthen the efforts of our Marketing Committee to improve our publicity.
5. To grow and thrive together as we seek new pastoral leadership.



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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 5/13/13, revised 3/17/20

If yes, attach copies of each statement or strategic plan the church has completed.



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Part 4: Leadership Expectations

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

- Strong speaking skills – interesting presentation with a strong biblical focus, illustrating scriptural themes with use of stories or characters. A dynamic presence in the pulpit.
- A kind demeanor revealing a “Pastor’s heart” for his flock. A willingness to visit in homes and hospitals and to meet members offsite on occasion.
- A willingness to pray – in the pulpit, in conversations, visits, over the phone, at the start of meetings – anytime.
- A sense of organization and follow-through. A willingness to step up and take care of many things that arise in the life of the congregation, but also the ability to delegate and hold accountable those who have agreed to tasks.
- A willingness to engage with other Pastors and churches to help our members participate in what God is doing in the entire region.



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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?

- The day that 20 of us walked out of a contentious meeting in our former denomination's church and determined to become an EPC congregation. This involved many steps and much dedication on the part of key individuals in our leadership. The statistics for success in such a venture is low but God planted a vision in our hearts and provided the power of His Spirit to accomplish it.
- Buying the building we've now occupied for 5 years. As we've said, the process of refurbishing and beautifying our space has been a great unifying force. The entire community has taken notice that this former eyesore is now a showplace in our neighborhood.
- Calling and installing our first Pastor. We were blessed to find an experienced Minister of Word and Sacrament who has helped us get established in the denomination and has shown us how to function as a worshipping congregation. Our Presbytery has been very supportive in this process. We feel ready to continue under new leadership.

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

The first few years of Twin Tiers EPC were a flurry of exciting events: in 2012 we organized as an EPC mission church; in 2014 we installed our first pastor and purchased, renovated and dedicated our church and manse; and in 2015 we became a local church of the EPC. Following this excitement we settled in to worshipping, studying the Word together through Sunday school and Bible study groups, and financially supporting a growing group of local and world-wide ministries. The Session then sought to discern our next steps as a congregation. They agreed that the focus should be discipleship, a path by which both new and mature believers could grow deeper in their faith, but they struggled to see the outlines of that path. They read books on discipleship, but they weren't getting anywhere. Finally, during a Session retreat one Saturday in 2018 there was a breakthrough that could only have come about through prayer and the intervention of the Holy Spirit. They came up with the outlines of a path of discipleship involving worship, study of scripture, service and faith sharing, all centered in prayer. The Pastor and elders have focused on these disciplines in preaching and moments for discipleship for the past two years. We are seeking to provide our members with opportunities to grow in their relationship with God, especially through serving others directly. One example of this is our participation in the Love Your City annual event, a local multi-church "mission trip" into urban Elmira.

