



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





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Part 1: Church Information

1. Church Name Twin Tiers Evangelical Presbyterian Church

Address 8 Canal St. PO Box 261

Big Flats, NY 14814

Telephone (607) 542-9590 Fax ()

E-mail Website www.ttepc.org

2. Presbytery: Presbytery of the East

Presbytery Ministerial Committee Liaison Ken Buck

3. Search Committee Chairman Patty Drake

Address 28 Green Valley Dr.

Big Flats, NY 14814

E-mail pepperi431@gmail.com

Telephone (607) 562-3858

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

Pastor



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Full time	<input type="checkbox"/>	Part time	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Full time	<input type="checkbox"/>	<input type="checkbox"/> Part time	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Full time	<input type="checkbox"/>	<input type="checkbox"/> Part time	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Full time	<input type="checkbox"/>	<input type="checkbox"/> Part time	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/> Full time	<input type="checkbox"/>	<input type="checkbox"/> Part time	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Full time	<input type="checkbox"/>	<input type="checkbox"/> Part time	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Full time	<input type="checkbox"/>	<input type="checkbox"/> Part time	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Full time	<input type="checkbox"/>	<input type="checkbox"/> Part time	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Full time	<input type="checkbox"/>	<input type="checkbox"/> Part time	<input type="checkbox"/>	<input type="checkbox"/>



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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>59</u>	<u>38</u>
B. Number of family units	<u>34</u>	<u>19</u>
C. Worship attendance	<u>51</u>	<u>25 in person</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

2 % 0-11 5 % 12-18 2 % 19-24 5 % 25-34
11 % 35-49 34 % 50-64 38 % 65+

B. Occupation:

15 % Business 5 % Professional 5 % Trades
0 % Agriculture 8 % Stay-at-Home Parent 45 % Retired
22 % Other (Please Specify) Engineers, Education, Non-Profit, Students

C. Educational level of adults

7 % some high school 40 % high school 37 % college 16 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 6-10 years
5 years or less 10 years or more



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 0 %

 21 %

 79 %

 0 %



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9. Racial/Ethnic composition of:

A. **Congregation**

2 % African-American 2 % Asian 96 % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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

0.8 % African-American 2.0 % Asian 95.2 % Caucasian 1.8 % Hispanic
0.2 % Other (Specify) two or more races

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 7,800 (80 to 90,000 in region)

11. Church Programming—Worship

A. **Worship Time**

9:30am

Average Worship Attendance

25 in person
+ 3 to 8 on-line

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

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

Preaching, Worship, Music, Communion, Reading Scripture, AV, etc...



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 - Check us out on YouTube

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) ---

B. Average attendance in Adult Education (Sunday) 4 to 6

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, preaching	4	monthly	1
Deacons	pray & care for congregants needs	3	monthly	2
Trustees	Corp. legal board under state law	3	1x year	3
Worship Team	organize, run details of worship	9	as needed	2
Nominating Committee	nominate elders,deacons,trustees	5	yearly(3x)	3
Small Group Bible Study	study & fellowship	5+non	weekly	3
Mens Bible Study	study & fellowship	4-6	weekly	3
Womens Bible Study	study & fellowship	3	weekly	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: \$ 83,000 Last year's annual budget: \$ 90,000

(Attach a copy of current budget)

2. Percentage of income received toward budget: 92% (Revenue exceeds Spending) %

3. Amount contributed for year ending 5/31/22 (most recent complete reporting year)

A. EPC Per Member Asking \$ 1,173

B. EPC World Outreach Global Workers \$ 1,300 General Missions

C. EPC Special Projects \$ 1,260 EPC Engage 2025

D. Presbytery Per Member Asking \$ 741

E. Other Missions/Missionaries \$ 11,800

4. Property owned by church

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

In 2015 refurbished the historic sanctuary, wing with meeting room, Sunday School room, nursery, store room, and office. In 2019 renovated a full kitchen. Own 3 bedroom, 2 bath manse next door in good shape, plus partially-finished basement.

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

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



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Other _____



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6. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ 50K-65K salary & benefits

Position: _____ \$ Commensurate w/ education & experience.

Position: _____ \$ _____

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

Position: Pastor \$ C.O.L. + or _____ %

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)

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



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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 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
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 type="checkbox"/> 2	<input checked="" 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 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
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 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
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. Provide monthly volunteers for "Community Kitchen" program feeding homeless and less fortunate community members in Elmira, NY
2. Work with nearby church in Big Flats on community and mission projects 2 or 3 times per year. Support local Big Flats Food Bank with donations.
3. Participate in Big Flats Community Days yearly providing ice cream & church tours.
4. Support Southern Tier Pregnancy Resource Center fund drives.
5. Praise & Worship concerts in our sanctuary, open to the public.
6. Prior to the pandemic, we actively participated in community events, "Hope of Christmas" and a multi-church urban ministry program, "Love Your City."

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 often experience a powerful presence of the Holy Spirit.
4. Strong fellowship supported by events such as a popular monthly potluck.
5. Session members taking turns preaching, running worship services.
6. Have added streaming and YouTube posting of Sunday services.

17. List specific problems with which your congregation struggles.

1. We had a burst of new members when we formed and moved into our current location. Since the pandemic we have seen a decrease in visitors to our services.
2. Our desire is to share our faith in Christ yet, we need coaching and local opportunities. We are still working to determine intentional ways to achieve these.
3. We want to appeal to young families and see more children in our midst.
4. We do not currently have a music/worship team leader. Our former pastor was musically talented and led our worship team and our most recent pianist moved away.
5. We struggle to define and direct our local-mission efforts.

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

1. To deepen our walk with Jesus and each other. We focus on five discipleship themes: prayer, worship, scripture, faith-sharing, and service.
2. To host more fellowship and missional meals in our new kitchen.
3. To encourage our members to volunteer in local mission opportunities that add hands-on experience to our Christian walk.
4. To improve our community footprint, impact, and visibility across Big Flats for Jesus.
5. To grow and thrive together as we embark on the next chapter of our church's journey.



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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 most recently updated January 2023

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?
 1. A deep love and knowledge of Scripture with the ability to foster spiritual growth.
 2. Possesses an active prayer life and can help us in this discipline.
 3. Congregational leadership skills and a heart for shepherding the flock.
 4. Ability to develop teams with a commitment to delegate.
 5. Seeks to reach out to the community and beyond with the good news of Christ



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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?

1. The day that 20 of us walked out of a contentious meeting in our former denominations church and determined to become an EPC congregation. This involved many steps and much dedication on the part of key individuals in our leadership. God planted a vision in our hearts and provided the power of His Spirit to accomplish it.
2. Buying the building we've now occupied for 8 years. 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.
3. 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 worshiping 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?

Adapting to Covid just after our first pastor retired has been challenging, but we have been led through it by the Holy Spirit. The session has stepped up to shepherd the church through continuing the worship services uninterrupted while continuing the life of the church in the face of the pandemic protocols. The session has taken on the responsibility of preaching. As the pandemic has calmed down, the session has engaged a Transitional Pastor to help us prepare for calling a new pastor, and continues to take responsibility for preaching, leading, and shepherding the congregation.



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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