



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 Clifton United Presbyterian Church

Address PO Box 103 183 North Jackson Street Clifton, OH 45316

Telephone (_____) _____ Fax (_____) _____

E-mail _____ Website _____

2. Presbytery: Midwest

Presbytery Ministerial Committee Liaison Aaron Baldauff

3. Search Committee Chairman Dawn Miller

Address 3050 South River Road

Cedarville, OH 45314

E-mail stampingaround2004@yahoo.com

Telephone (937) 207-8503

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

- | | | |
|-------------|------------------------------------|------------------------------------|
| <u>None</u> | <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 |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
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| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |



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5. List all vacant positions

Position Available Solo Pastor/Teaching Elder Date of Vacancy 07/07/2017

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	125 *prior to roll review	<u>40</u>
B. Number of family units	<u>25</u>	<u>20</u>
C. Worship attendance	<u>30</u>	<u>25</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

2 % 0-11 2 % 12-18 5 % 19-24 5 % 25-34
16 % 35-49 40 % 50-64 30 % 65+

B. Occupation:

_____ % Business 20 % Professional 10 % Trades
30 % Agriculture _____ % Stay-at-Home Parent 40 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 100 % high school 50 % college 10 % graduate school

D. Percentage of members belonging to the congregation

Less than one year _____ %
5 years or less _____ %
6-10 years 10 %
10 years or more 90 %



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9. Racial/Ethnic composition of:

A. **Congregation**

5 % African-American _____ % Asian 95 % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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

5 % African-American _____ % Asian 95 % Caucasian _____ % Hispanic
_____ % 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 130

11. Church Programming—Worship

A. **Worship Time**

10:30

Average Worship Attendance

25

B. Frequency of communion celebration: Recently 3-4 due to availability of approved server per year

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

Volunteer lectors -- welcome, call to worship, scripture reading, lead sharing of joys and concerns



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

Mostly traditional -- open to consider new ideas and variety

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

Traditional -- grand piano or pipe organ accompaniment

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 0

B. Average attendance in Adult Education (Sunday) 0

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	Shepherding	6	Mo	1
Deacons	Ministry/Care	5	Mo	2
Trustees	Facility Care	4	Mo	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.



Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 125000 Last year's annual budget: \$ 125000
(Attach a copy of current budget)

2. Percentage of income received toward budget: 50 - 75+ %

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

A. EPC Per Member Asking \$ NA

B. EPC World Outreach Global Workers \$ NA

C. EPC Special Projects \$ NA

D. Presbytery Per Member Asking \$ NA

E. Other Missions/Missionaries \$ NA

4. Property owned by church

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

Historic, picturesque original brick structure constructed 1854. Classrooms/meeting rooms, office, addition in 1974. Sanctuary with walnut pews, side and large center aisles. Seating capacity 200+. Full basement w/kitchen used as social hall.

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 _____

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: Solo Pastor/Teaching Elder \$ 55000 including housing

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: _____ \$ NA or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

\$5500 Pension (minimum 10% gross effective salary)

yes Medical insurance

Negotiable Life insurance

50%pickup Social Security

IRS rate Travel/mileage

\$800 Book allowance

2 wks Study leave allowance (minimum 2 weeks)

4 wks Annual vacation days (minimum 4 weeks)

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

Study Leave Other (Specify: Continuing Education \$2000)



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 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
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 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 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 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
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 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



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

- Local food pantry
- Operation Christmas Child - Franklin Graham Ministries
- Waterstep Shoe Project - international relief effort
- Habitat for Humanity - Clark and Greene Counties
- Bridges of Hope - local homeless shelter
- Collect holiday greeting cards to be re-purposed by St. Jude's Ranch
- Financial, et. al., support of local families

16. Describe the strengths of your congregation.

- Concern and care for sick, needy, injured, those who have suffered loss
- Fellowship
- Faithfulness to Biblical teaching
- Trust of each other
- Variety of vocations, technical skills and abilities
- Non-judgemental, tolerant, accepting
- Strong work ethic
- Traditional rural American conservative values
- No internal conflict/ drama/ strife

17. List specific problems with which your congregation struggles.

Typical issues faced by most similar churches:

- Aging congregation
- Declining membership numbers
- Attraction/Retention of younger members & families

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

- Establish a new pastoral relationship
- Grow congregation and family of faith
- Become more connected to EPC activities and neighboring congregations



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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 2018 -- Inspired by Jesus Christ's gifts of faith, hope, and love, with an open invitation for all, we strive to teach the gospel and carry out its message. _____

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) Worship Leader – Shares the Word of God and contagious love of Christ through sermons that are Biblically-based, motivational, clearly presented, and relatable to lives of congregation members.

2) Advisor – Someone people can trust and turn to for counsel and guidance. A pastor who has empathy for others and advocates for those who need assistance while shepherding God's flock.

3) Communicator – Demonstrates comfortable ease when speaking or preaching in a variety of settings, and has the flexibility to adapt to changing conditions and/or events in the congregation or community.

4) Seeker – Goes out into the surrounding area(s) to connect with other churches and reaches out to community members who do not have a church family.

5) Teacher – Educates the congregation in biblical literacy and worldview. Someone who lives life with us and sets a model for Christian living, loving, and ministry.



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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?

- Founded in 1811 - Established Clifton UP Church as the source of Christian leadership in the community of early settlers.
- Merger in 1972 - United two Presbyterian churches in a village of 150 population.
- Left PCUSA for EPC in 2022 - Upon retirement of long-time pastor and during examination of numerous PCUSA candidates, it became apparent that many of their philosophies, beliefs, and displayed leanings toward secular social issues (and those of prevailing PCUSA hierarchy as well) were not compatible with the Clifton congregation and differed from Clifton's understanding of Biblical teachings.

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

Certainly the most challenging event for Clifton United Presbyterian Church in the last three (nearly six) years has been the ongoing pastoral search which began in July 2017 after the retirement of our pastor who finished his career and had served Clifton for 17 years. Although the congregation had always worked collaboratively, the sudden loss of pastoral leadership was the catalyst that raised the spirit of cooperation to a new level. Session, Deacons, Trustees and congregation members have worked together to continue worship services, maintain the facility, work through COVID-related issues, coordinate mission efforts, and care for (ex: elderly) congregation members. Many congregation members have assumed key leadership roles and responsibilities, as they are able, dealing with the strain of juggling both the needs of the church and the demands of their busy lives. During this journey, Clifton UP congregation members have had time to contemplate 1) what they truly believe 2) what God's plan is for this church and 3) what kind of person they want as pastor. The Clifton UP family has met the challenge, affirmed their beliefs, and forged a new identity throughout this process, and is ready to unite with a pastor who will invigorate and re-energize the congregation to better serve God and enjoy His Glory.



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Part 6: Other Information

1. List the last three individuals who held the position of Pastor/Teaching Elder

Name	Dates of Service	
<u>Arbuth Conn (called)</u>	<u>2000</u>	to <u>2017</u>
<u>Kathleen Splitt (interim)</u>	<u>1998</u>	to <u>2000</u>
<u>Gerald Swaim (called)</u>	<u>1993</u>	to <u>1998</u>

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

Clerk of Session Craig Corry Date 04/01/2023

Search Committee Chair Dawn Miller Date 04/01/2023

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