Introduction

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.

Contents

Part 1 Church Information                  Part 4 Leadership Expectations
Part 2 Building/Financial Information      Part 5 Church History
Part 3 Church Characteristics             Part 6 Other Information

Please return the completed document 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

1. Name: Middle Sandy EPC
   Address: 4306 Homeworth Road, PO Box 153
   Homeworth, OH 44634
   Telephone: (330) 525-7840    Fax: (_____) ____________________
   E-mail: middlesandy@frontier.com    Website: https://middlesandychurch.org/index.html

2. Presbytery: Alleghenies
   Presbytery Ministerial Committee Liaison: Bob Stauffer

3. Search Committee Chairman: RE Scott Mason
   Address: 3640 South Union Ave.
   Alliance, OH 44601
   Telephone: (330) 823-1055    E-mail: masonss@mountunion.edu

4. List all paid staff positions
   - Pastor    [✔] Full time    [ ] Part time
   - Custodian    [ ] Full time    [✔] Part time
   - Secretary    [ ] Full time    [✔] Part time
   - Organist    [ ] Full time    [✔] Part time
   - Treasurer    [ ] Full time    [✔] Part time
   Position Available: Pastor    Date of Vacancy: 9/1/2019
   Position Available:                 Date of Vacancy: ____________

5. Membership (please state approximate numbers and percentages)
   - A. Number of church members
     Five years ago: 128    Currently: 108
   - B. Number of family units
     Five years ago: 72    Currently: 61
   - C. Worship attendance
     Five years ago: 82    Currently: 50
   - D. Profile of church members
     (1) Age:
     4% 0-11    6% 12-18    6% 19-24    9% 25-34    12% 35-49
     28% 50-64    35% 65+
(2) Occupation:
  _18% Business  _15% Professional  _10% Trades  _3% Stay-at-home parent
  _3% Agriculture  _36% Retired  _15% Other (Specify: Student___________)

(3) Educational level of adults
  ___% some high school  ___% high school  ___% college  ___% graduate school

(4) Percentage of members belonging to the congregation:
  Less than one year  __3% 
  5 years or less     ___20% 
  6-10 years        _10% 
  10 years or more  __67%

(5) Racial/Ethnic composition of congregation
  _2% Asian  ___% Hispanic  ___% African American  _98% Caucasian
  __% Other / Specify: ____________________________________________________________

6. Worship
A. Time Average Attendance
   10:30a  ___50___
   _______  _______
   _______  _______
   _______  _______
   _______  _______
   _______  _______

B. Frequency of communion celebration: _____12_____ per year

C. How are members involved in planning and participation in the liturgy/worship?
   The worship committee is responsible for planning special services and is involved in the
   planning of the typical service. Congregation members fill the pulpit when the pastor is on leave.

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

E. Type of music used in worship (e.g., traditional, contemporary, variety):
   Mainly traditional
7. Church/Sunday School
   A. Average attendance in Church School (under 18 years) ________ 2 ________
   B. Average attendance in Adult Education (Sunday) ________ 25 ________

8. Community Setting (check as many as apply):

   Location          Function          Growth
   ✔ Rural           □ Industrial      □ Growing
   ✔ Small town      □ College/University □ Static
   □ Metropolitan    ✔ Agricultural    ✔ Declining
   □ Suburban        □ Recreational
   □ Inner City      □ Military

   Approximate population of community ________ 481 ________

   Racial/Ethnic composition of community:
   ___% Asian       ___% Hispanic   ___% African American   ___% Caucasian
   ___% Other (Specify: ______________________________________________________)

9. Program Information: List major boards, committees and organizations that are part of your church and frequency of meetings (monthly, weekly, etc.):

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose of Group</th>
<th>Number of members</th>
<th>Frequency of meetings</th>
<th>*Leadership role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Provide spiritual and earthly</td>
<td>7</td>
<td>monthly</td>
<td>1</td>
</tr>
<tr>
<td>Christian Education</td>
<td>Provide the educational prog</td>
<td>6</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Finance</td>
<td>Financial responsibility</td>
<td>4</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Missions</td>
<td>Plan mission giving</td>
<td>3</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Pastoral Concerns</td>
<td>Provide aid to needy</td>
<td>5</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Property</td>
<td>Maintenance of church</td>
<td>5</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Worship</td>
<td>Planning worship services</td>
<td>6</td>
<td>monthly</td>
<td>2</td>
</tr>
<tr>
<td>Nominating</td>
<td>Nominate prospective officer</td>
<td>6</td>
<td>as needed</td>
<td>3</td>
</tr>
</tbody>
</table>

*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: Building/Financial Information

1. Current annual budget: $1,508,191.00  
   Last year’s annual budget: $1,542,291.00
   
   (Please attach a copy of current budget)

2. Percentage of income received toward budget: 85%

3. Amount contributed for (last complete reporting year: 2018):
   A. EPC per member contribution $1,465.00
   B. EPC World Outreach Missionaries $1,500.00
   C. EPC Benevolence Askings $__________
   D. Presbytery giving $__________
   E. Other Missions/Missionaries $12,471.00

4. Property owned by church
   A. Describe buildings and property (other than manse).
      
      The church consists of the sanctuary (built in 1963) and the educational wing (built in 1997). The sanctuary seats approximately 250. The sanctuary portion of the building also contains 1 classroom, the pastor’s study and the church office, a fellowship hall with a newly remodeled kitchen and a storage room. The education wing holds 4 classrooms, the church parlor and the nursery. The property encompasses 7.25 acres, including a pavilion and baseball field.
   
   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 and when and projected cost:

   D. Does the church own a manse?
      ☐ Yes   ✔ No
      Condition:   ☐ Good   ☐ Fair   ☐ Poor   ☐ Number of bedrooms: _______
      Office/study:  ✔ In Church   ☐ In Manse   ☐ Not provided   ☐ Other: ________________
6. Compensation:
   A. The salary range we are prepared to offer:
      
      Position: Pastor $40000+ (depending on experience)
      Position: ___________________________ $___________________

   B. The average annual increase over the past three years is:
      
      Position: Pastor $1000 or _____
      Position: ___________________________ $___________________ or _____

   C. Housing
      
      ☑ Housing allowance
      ☐ Manse only
      ☐ Either of the above

   D. Benefits and expenses:
      
      4000___________ Pension (minimum 10% gross effective salary)
      12000___________ Medical insurance
      ________________ Life insurance
      ________________ Social Security
      3000___________ Travel/mileage
      100___________ Book allowance
      600___________ Study leave allowance
      4 weeks_________ Annual vacation
      4___________ Number of worship services (in addition to vacation and study leave)
                    for which pastor is provided relief (per year)
      ________________ Other (Specify: ________________________________)
### Part III: Church Characteristics

*Circle the number that most closely describes the current congregation characteristics and future goals:*

<table>
<thead>
<tr>
<th>Our congregation…</th>
<th>Currently Agree</th>
<th>Disagree</th>
<th>Goal Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Supports the pastor.</td>
<td>☑️ 1</td>
<td>☐️ 2</td>
<td>☐️ 3</td>
<td>☐️ 4</td>
</tr>
<tr>
<td>2. Readily shares their gifts with the rest of the congregation.</td>
<td>☐️ 1</td>
<td>☑️ 2</td>
<td>☐️ 3</td>
<td>☐️ 4</td>
</tr>
<tr>
<td>3. Places a high priority on sound biblical preaching.</td>
<td>☑️ 1</td>
<td>☐️ 2</td>
<td>☐️ 3</td>
<td>☐️ 4</td>
</tr>
<tr>
<td>4. Gladly welcomes visitors and new members.</td>
<td>☐️ 1</td>
<td>☐️ 2</td>
<td>☑️ 3</td>
<td>☐️ 4</td>
</tr>
<tr>
<td>5. Is involved in local evangelistic ministries.</td>
<td>☐️ 1</td>
<td>☐️ 2</td>
<td>☑️ 3</td>
<td>☐️ 4</td>
</tr>
<tr>
<td>6. Is often found living their faith in their communities.</td>
<td>☑️ 1</td>
<td>☐️ 2</td>
<td>☑️ 3</td>
<td>☐️ 4</td>
</tr>
<tr>
<td>7. Has a spirit of unity.</td>
<td>☑️ 1</td>
<td>☑️ 2</td>
<td>☐️ 3</td>
<td>☐️ 4</td>
</tr>
<tr>
<td>8. Cares about each other.</td>
<td>☑️ 1</td>
<td>☑️ 2</td>
<td>☐️ 3</td>
<td>☐️ 4</td>
</tr>
<tr>
<td>9. Looks to its Session for leadership.</td>
<td>☑️ 1</td>
<td>☑️ 2</td>
<td>☑️ 3</td>
<td>☐️ 4</td>
</tr>
<tr>
<td>10. Ministers well to members who are hurting.</td>
<td>☑️ 1</td>
<td>☑️ 2</td>
<td>☑️ 3</td>
<td>☐️ 4</td>
</tr>
<tr>
<td>11. Uses members’ gifts in its worship.</td>
<td>☑️ 1</td>
<td>☑️ 2</td>
<td>☐️ 3</td>
<td>☐️ 4</td>
</tr>
<tr>
<td>12. Contains people willing and able to lead the congregation.</td>
<td>☑️ 1</td>
<td>☑️ 2</td>
<td>☐️ 3</td>
<td>☐️ 4</td>
</tr>
<tr>
<td>13. Is capable of change when and where appropriate.</td>
<td>☑️ 1</td>
<td>☑️ 2</td>
<td>☑️ 3</td>
<td>☐️ 4</td>
</tr>
<tr>
<td>14. Is spiritually alive.</td>
<td>☑️ 1</td>
<td>☑️ 2</td>
<td>☑️ 3</td>
<td>☐️ 4</td>
</tr>
</tbody>
</table>
15. In what ways does your church participate in ecumenical activities?

1. We are involved with local ministry groups (Acts II, Singspiration, West Branch Ministerial Association).
2. We have joint services/activities with the Reading Church (Easter sunrise, Bible School)
3. We work with other churches to support the Alliance Pregnancy Center, Christina House (for battered women) and the Tobin Center (youth prison ministry).
4. We share a mission trip with Damascus United Methodist Church.
5. We run a week-long local mission opportunity called SHINE, which repairs local homes.

16. Describe the strengths of your congregation:

1. Middle Sandy is a praying church. We have seen the Lord work in amazing ways through the power of prayer.
2. We are a mission minded congregation, supporting both local and global missions.
3. We have a strong Biblical base, supported by both a strong Sunday School program and Biblically sound preaching.
4. We are blessed with an excellent music ministry. We have many talented musicians in our congregation who share their talents with others.
5. The congregation cares for those in need, both within and outside of the church family.

17. List specific problems with which your congregation struggles:

1. Middle Sandy struggles to get younger people to join.
2. We struggle with change and supporting new ideas.
3. We have had difficulties reaching out to inactive members and members of the local community.
4. The congregation can be “cliquey” which can lead to communication issues.

18. List major goals that this congregation has set for itself:

1. Become the center of the Homeworth community. Have the congregation take an active role in doing more in this local area.
2. Build stronger children’s and youth programs. This would tie into the first goal as it would bring more families to the church.
3. Improving communication among the Church members.
4. Develop better stewardship programs, encourage tithing.
5. Continue the spiritual growth of the church family, not simply a membership growth.
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    Date: ________________    ☐ No

If yes, please attach copies.
Part 4: Leadership Expectations

22. What five key characteristics/gifts/skills should a person bring to the position?

1. Effective preaching from Scripture.
2. Pastoral care for the elderly and shut-ins.
3. Strong leadership
4. Ability to be visible and active in the community.
5. Encourages others to develop their spiritual gifts.
Part 5: Church History

1. What do you consider to be the three most important events in the history of your church?
   3. The anniversary celebrations for 150 and 175 years…. (and soon for 200 years in 2021!)

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

   We began a local mission activity called SHINE. It involves repairing homes in the local community for those in need. The church raises the money throughout the year and organizes teams to go out to the sites. This occurs one week in the summer. In the past three years, we have redone roofs, sided houses, repaired steps, painted, stained and landscaped.
Part 6: Other Information

1. List the last three persons in this position: Position: Pastor

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rev. Tracy Edwards</td>
<td>2015 to 2018</td>
</tr>
<tr>
<td>Rev. Thomas Sawyer</td>
<td>1995 to 2015</td>
</tr>
</tbody>
</table>

2. Other significant factors about our church not covered in previous questions:

Carolyn Slingerland  
Clerk of Session

Date: 8/18/2019

Scott Mason
Chair, Search Committee

Date: 8/18/2019

We encourage churches to list their openings on the EPC Ministry Staff Opportunities webpage at www.epc.org/mso. For more information or to send your posting, email info@epc.org.