



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 Lead Pastor Date of Vacancy 11/24/19

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>69</u>	<u>65</u>
B. Number of family units	<u>20</u>	<u>15</u>
C. Worship attendance	<u>60</u>	<u>43</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

23 % 0-11 6 % 12-18 1 % 19-24 11 % 25-34
11 % 35-49 25 % 50-64 23 % 65+

B. Occupation:

14 % Business 18 % Professional 18 % Trades
0 % Agriculture 18 % Stay-at-Home Parent 32 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

0 % some high school 100 % high school 25 % college 2 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 0 %
5 years or less 5 %
6-10 years 15 %
10 years or more 80 %



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9. Racial/Ethnic composition of:

A. **Congregation**

0 % African-American 0 % Asian 100 % Caucasian 0 % Hispanic
0 % Other (Specify) _____

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

0.2 % African-American 0.2 % Asian 98.1 % Caucasian 0.5 % 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 55 in Mt. Perry; 8,200 in 10 mile radius

11. Church Programming—Worship

A. **Worship Time**

9:30-10:30

10:30-11:30

Average Worship Attendance

Sunday School

43 Worship Service

B. Frequency of communion celebration: 10-12 per year

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

Ranging from 8-10



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)

Traditional with occasional contemporary

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 8-10

B. Average attendance in Adult Education (Sunday) 8

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*
Tuesday Meal	See attached	15	2x mo.	2/3
Clothes Closet	See attached	5	Weekly	3
Helping Hands	See attached	10	Monthly	3
Irene Mae Missionary	See attached	6	Monthly	3
Youth Group	See attached	3	Monthly	2/3
Prayer Groups	See attached	7	Weekly	2/3
Bible Study	See attached	15	Weekly	2/3
Vacation Bible School	See attached	15	Yearly	2/3

*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: \$ 50,850 Last year's annual budget: \$ 48,382
(Attach a copy of current budget)

2. Percentage of income received toward budget: 100 %

3. Amount contributed for year 2019 (most recent complete reporting year)

- A. EPC Per Member Asking \$ 560
- B. EPC World Outreach Global Workers \$ 0
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking \$ 500
- E. Other Missions/Missionaries \$ 3,352

4. Property owned by church

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

3.68 acres

Shelter House, Prayer Garden, playground and basketball court.

Harvest Hall, which has a large open area, kitchen, classrooms, and Pastor's 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

D. Does the church own a manse? Yes No

Condition: Good Fair Poor # of Bedrooms 3-4

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: Lead Pastor \$ \$57,000 to \$60,000

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Lead Pastor \$ _____ or 5 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

Yes Pension (minimum 10% gross effective salary)

Yes Medical insurance

Possible Life insurance

Yes Social Security

Yes Travel/mileage

Yes Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

4 weeks Annual vacation days (minimum 4 weeks)

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

_____ Other (Specify: _____)



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 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
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 type="checkbox"/> 1	<input checked="" 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 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
8. Cares about each other.	<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
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 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 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
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?

- *Food Pantry
- *Vacation Bible School
- *Supporting Salvation Army
- *Northern Local Ministerial Association
- *Until recently, Thanksgiving and Lenten Services

16. Describe the strengths of your congregation.

- *Strong family-feel congregation
- *Very strong core group committed to church goals
- *Clothes Closet and Tuesday Meals
- *Longevity (Have been active since 1804)
- *School supplies and clothing given to local school district (Middle and Elementary)
- *Financially sound with investments
- *Angel Tree
- *Fairview Assisted Living Gifts
- *Irene Mae
- *Missionary Group
- *Support a missionary group in Peru
- *Putting on events to bring in local
- *Being able to do a lot with the little we have

17. List specific problems with which your congregation struggles.

- *Age demographic
- *A smaller percentage of members do most things in the church.
- *Discipleship, spreading the Word and creating followers.
- *Finding members who stay

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

- *Increase membership in general, with a major focus on youth/young adult membership.
- *Continuing to strengthen and encourage discipleship among current members and also continue our current missions.
- *Increase visitation of current members and also non-members.



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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 _____

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.) Teacher
- 2.) Listener and Empathetic
- 3.) Visionary/Idea Person
- 4.) Trustworthy
- 5.) Universally relational



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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.) Building Harvest Hall - Completely changed how we could do outreach and events/activities at the church
- 2.) Putting in the basement - Allowed for more activities and fellowship
- 3.) 200th Anniversary Celebration - Celebrating the longevity of our church

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

COVID - Has changed the way we do everything from outreach to Sunday Service.



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Part 6: Other Information

1. List the last three individuals who held the position of Lead Pastor

Name	Dates of Service	
<u>Bryan Bushong</u>	<u>2015</u>	<u>to Nov 2019</u>
<u>Diana Circelli</u>	<u>2003</u>	<u>to Jul 2013</u>
<u>Joel Morgan</u>	<u>1999</u>	<u>to 2003</u>

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

We are a small, rural community with members coming from different areas throughout the county.

Clerk of Session _____ Date _____

Search Committee Chair _____ Date _____

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