



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 Russellville Presbyterian Church

Address 115 East Main Street, PO Box 69

Russellville, OH 45168

Telephone (937) 377-4301 Fax (_____) _____

E-mail ww4893@yahoo.com Website www.rvillepc.org

2. Presbytery: Midwest

Presbytery Ministerial Committee Liaison TBD

3. Search Committee Chairman Wade and Margery Paeltz

Address 6141 State Route 125

Georgetown, OH 45121

E-mail m_paeltz@yahoo.com

Telephone (937) 378-3957

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

- | | | |
|-------|------------------------------------|------------------------------------|
| _____ | <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 |



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5. List all vacant positions

Position Available Pastor Date of Vacancy 5/27/18

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>31</u>	<u>19</u>
B. Number of family units	<u>23</u>	<u>16</u>
C. Worship attendance	<u>21</u>	<u>11</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

0 % 0-11 0 % 12-18 0 % 19-24 5 % 25-34
16 % 35-49 11 % 50-64 68 % 65+

B. Occupation:

5 % Business 32 % Professional 5 % Trades
0 % Agriculture 0 % Stay-at-Home Parent 58 % Retired
0 % Other (Please Specify) _____

C. Educational level of adults

0 % some high school 53 % high school 31 % college 16 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 0 %
5 years or less 0 %
6-10 years 16 %
10 years or more 84 %



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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)

1 % African-American 1 % Asian 97 % Caucasian 1 % 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 14,000

11. Church Programming—Worship

A. **Worship Time**

11:00 am

Average Worship Attendance

11

B. Frequency of communion celebration: 12 per year

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

Worship leader, chair



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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 some variety

12. Church Programming—Sunday School

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

B. Average attendance in Adult Education (Sunday) DNA

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	governing body	5	quarterly	2
Friendship Circle (PW)	mission/church support	6	monthly	3
Worship Committee	worship planning	3	as need	2
Vision Team	develop/review vision	7	as need	2
Search Committee	fill pastor vacancy	7	as need	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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NB A new source of funding now supports a long-term budget increase.

Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 174,197.67 Last year's annual budget: \$ 31,957.00
(Attach a copy of current budget)

2. Percentage of income received toward budget: Last year 88% Current 100 %

3. Amount contributed for year 2021 (most recent complete reporting year)

A. EPC Per Member Asking \$ 506.00

B. EPC World Outreach Global Workers \$ 700.00

C. EPC Special Projects \$ 0.00

D. Presbytery Per Member Asking \$ 286.00

E. Other Missions/Missionaries \$ 2,267.00

4. Property owned by church

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

The church building is a solid brick structure built in 1942 for 120 members. In 1957, a Sunday School annex with a pastor's study was added. The facilities now include a full kitchen and fellowship hall (basement) with central HVAC. The building is handicapped accessible with a ramp and an elevator.

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 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: Pastor \$ 40,000 - 55,000

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: _____ \$ DNA or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

 X Pension (minimum 10% gross effective salary)

 X Medical insurance

 X Life insurance

 X Social Security

 X Travel/mileage

 X Book allowance

 X Study leave allowance (minimum 2 weeks)

 X Annual vacation days (minimum 4 weeks)

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

 X Other (Specify: sick leave and personal leave)



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 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 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
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?

Christmas dinner (community gathering)
Christmas Eve Candlelight service (sponsor)
Fall Women's Tea (sponsor)
Ash Wednesday (sponsor)
Church World Service Blanket Sunday (sponsor)
Sunrise service (rotate)
Memorial Day (rotate)
Vacation Bible School (rotate)

16. Describe the strengths of your congregation.

dedicated, persistent
talented musicians
welcomes visitors
cares about each other
shares members' gifts
responds to church needs
prayer chain
mission support

17. List specific problems with which your congregation struggles.

aging membership
loss of membership
death of members
attendance
youth participation

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

call a full-time minister
establish youth ministry identified in the Vision and Mission



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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

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?

faithful follower of Jesus
knowledge of scripture
good listener and other communication skills
rapport with youth
relaxed demeanor
able to "think outside the box"



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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?

See attachment "Keeping the Faith"

1) In the early 1800s, itinerant PC(USA) missionaries planted the Gospel in eastern Brown County. For forty years, Rev. Jesse Lockhart nourished that plant and assisted those seeking to escape from slavery.

2) After several years of controversy within the Cincinnati Presbytery of PC(USA), Russellville Presbyterian Church (RPC) withdrew and affiliated with Evangelical Presbyterian Church in 2012.

3) In 2014 RPC called the Rev. Dr. Larry Hoop as Stated Supply Pastor. During his tenure, Rev. Hoop led the congregation through the process of self-study to develop Vision and Mission statements.

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

Being patient as God worked His plan to liquidate the Earl C. Schatzman Trust.



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Part 6: Other Information

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

Name	Dates of Service	
Jim Faas, CLP, PC(USA), part-time	2008	to 2009
Larry Hoop, Stated Supply, PCA, part-time	4/20/2014	to 10/8/2017
Charles Testas, Interim, EPC, part-time	11/1/2017	to 5/27/2018

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

Clerk of Session Mary Rae Shoultz Date June 7, 2022

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