



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.

Contents

Part 1: Church Information

Part 2: Financial/Church Campus Information

Part 3: Church Characteristics

Part 4: Leadership Expectations

Part 5: Church History

Part 6: Other Information

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 Pastor Date of Vacancy April 2022

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>22</u>	<u>23</u>
B. Number of family units	<u>15</u>	<u>17</u>
C. Worship attendance	<u>24.1</u>	<u>20</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

0 % 0-11 0 % 12-18 0 % 19-24 22 % 25-34
9 % 35-49 17 % 50-64 52 % 65+

B. Occupation:

4 % Business 33 % Professional 35 % Trades
4 % Agriculture 4.4 % Stay-at-Home Parent 30.6 % Retired
0 % Other (Please Specify) _____

C. Educational level of adults

0 % some high school 39 % high school 57 % college 4 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 0 %
5 years or less 13 %
6-10 years 4.4 %
10 years or more 82.6 %



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

9. Racial/Ethnic composition of:

A. **Congregation**

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

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

_____ % African-American _____ % Asian _____ % Caucasian _____ % Hispanic
50 % Other (Specify) Amish

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 1,500

11. Church Programming—Worship

A. **Worship Time**

10:30 a.m.

Average Worship Attendance

20

B. Frequency of communion celebration: 4/quarterly per year

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

Ruling Elders participate in lay leadership every Sunday.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 0 due to COVID-19 has not resumed

B. Average attendance in Adult Education (Sunday) 5

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*
Bible study	to learn more from the Bible/personal faith growth	6	every Tues at 7 p.m.	2
Young Couples	Future leadership growth	8	every other month	1
Vision Team	cultivating the mission and vision of	7	monthly	1
	WREPC through outreach and other efforts			
We are thankful for 3	additional Bible study attendees.			

*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.



EPC

A Global Movement of Evangelical Presbyterian Churches

Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 42,500.00 Last year's annual budget: \$ 40,700.00
(Attach a copy of current budget)

2. Percentage of income received toward budget: 73 %

3. Amount contributed for year 2020 (most recent complete reporting year)

- A. EPC Per Member Asking \$ 483
- B. EPC World Outreach Global Workers \$ 500
- C. EPC Special Projects \$ 850
- D. Presbytery Per Member Asking \$ 273
- E. Other Missions/Missionaries \$ 8,042.08

4. Property owned by church

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

Sanctuary built in 1988, attached Fellowship room/bathroom/kitchen additions in 1970s and 1990s. Shelter house off parking lot. Narrow 1 acre lot, parking limited for large events. Sanctuary holds 75 comfortably.

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 _____



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

6. Compensation:

A. The salary range we are prepared to offer:

Position: Part time Pastor \$ _____

Position: see last page for details \$ _____

Position: _____ \$ _____

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

Position: Part time Pastor - 2000 \$ 5,000.00 salary or _____ %

Position: Part time Pastor -2019 \$ 4,000.00 salary or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

_____ Pension (minimum 10% gross effective salary)

_____ Medical insurance

_____ Life insurance

_____ Social Security

1,000 Travel/mileage

_____ Book allowance

2 Study leave allowance (minimum 2 weeks)

4 Annual vacation days (minimum 4 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 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 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
6. Is often found living their faith in their communities.	<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
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 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



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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

Boot Camp is a program of the Adams County Sheriff Department that works with at-risk youth for 2 nights and 1 morning in each of our communities. Our church has worked at the West Union and Peebles' camps.

Brotherhood is a group of EPC, PCUSA and ECO churches in Adams and Brown Counties that meets once monthly for 9 months to fellowship and listen to a speaker to enrich our spiritual lives.

Support the Adams County Pregnancy Resource Center financially and by raising up volunteers to serve their clientele.

16. Describe the strengths of your congregation.

The sense of family within our church and our sense of ministry to the community, particularly at times of loss and tragedy (Love Offerings).

For a small, rural church, we have a large percentage of young adults and their children ages 1-12 years of age.

17. List specific problems with which your congregation struggles.

Our community reach is limited by the large percentage of Amish in the community. Our rural area distances households from one another - lack of a central "hub" or gathering place in Oliver Township. There is a strong desire of privacy that is upheld, and some express anger when they feel infringed upon during past canvassing efforts. Not all school-age children attend the same school, ex: some attend North Adams, West Union, or Peebles, which are all under the umbrella of the Adams County/Ohio Valley Local School District. Some are home-schooled and are associated with a local co-op organization.

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

1. Reaching out to families with young children.

2. Helping others with specific needs, particularly the elderly and infirmed. This may also take the form of financial assistance. At other times, members have worked on specific projects e.g. building a ramp, leaf blowing, exterior house work, or cooking meals or providing transportation to/from medical appointments.

3. Since Jan 2021, providing a home-cooked meal the first Wednesday of each month from 6-7 p.m. that can be given as a drive-thru option or a sit-down at the picnic tables under the pavilion. Each meal includes a Bible track and a Devotional to read.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 4: Leadership Expectations

1. What five key characteristics, gifts, and/or skills should a person bring to the position?

1. A strong Biblical foundation and knowledge.
2. Leadership skills.
3. Some experience or interest with community outreach to the unchurched.
4. Ability to interact with a wide range of ages and personalities within a rural community.
5. Ability to work with the Session leadership, within the goals set by Session, and to encourage and appreciate the role of the Ruling Elders have in Worship services.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 5: Church History

1. What do you consider to be the three most important events in the history of your church?

1. Separating from the PCUSA in 2012 and joining the EPC in 2013.
2. 1988 - celebrating the 100th Anniversary of our church.
3. Late 1970's: church split over Cincinnati Presbytery not recognizing Reverend Vic Ports as a minister since his ordination was with the UMC. Several left Wheat Ridge to attend/join the Dunkinsville United Methodist Church, which is about 3 miles from Wheat Ridge EPC. Our church attendance has remained consistent since.
4. After Lay Pastor Lewis Wittman left Wheat Ridge, the Ruling Elders had to truly step to the plate to answer any calls or needs for the congregation/community. The Ruling Elders provided lay leadership at the beginning of every Worship service, and continue to do so. The Ruling Elders and others who participate in lay leadership have been and continue to serve this church passionately to provide a genuine quality to this small rural 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?

Wheat Ridge has been significantly impacted by COVID-19 in many ways.

1. Worship service on-line (Facebook). Facebook or internet not available to all in the congregation.
2. Suspending Sunday school or weekly Bible study, or any face-to-face meetings, e.g. Session, Vision Team, Young Couples, and LINK Mentoring Board meetings.
3. Suspending The Lord's Supper. Session meetings were conducted via Zoom as organized by Pastor Larry Hoop.
4. Suspending church events: VBS, church meals/celebrations like Mother's Day or Father's Day, Thanksgiving/Christmas holiday meal.
5. Social distancing was a great challenge as many in our church seek to shake hands or give/receive hugs.
6. Unable to visit those who were shut-ins or in a hospital setting.
7. Staying connected to the congregation and others in our community setting.



Part 6: Other Information

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

Name	Dates of Service	
<u>Larry Hoop</u>	<u>April 2014</u>	<u>to present</u>
<u>Pulpit supply: Joe Stenger and Delmar Smith</u>	<u>July 2004</u>	<u>to April 2014</u>
<u>Lewis Wittman - PCUSA lay pastor</u>	<u>June 1996</u>	<u>to July 2004</u>

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

cont'd from 15:

LINK Mentoring- 3 from Wheat Ridge serve on its Board of Directors, to work on strategies to secure Mentors to work with at-risk youth in Adams County.

Sponsoring 2 children through Compassion International.

Financially support Adams County Ministerial Association - food baskets at Thanksgiving and Christmas time.

Pastor compensation package:

Currently, Pastor Larry Hoop provides an average of 10 hrs/week to our church life. His contract approves a salary of \$5,600.00 per year, \$1,000.00 travel/miscellaneous allowance, \$2,800.00 housing, 2 weeks paid study leave, and 4 weeks paid vacation leave. His contract runs through April 2022, with the last Sunday in August 2022 as his last available date to provide pastoral services to the Wheat Ridge EPC flock.

Wheat Ridge will seek to meet anywhere from 10-20 hours/week pastoral service, that is compensatory to the schedule set forth. Prayerfully, the Lord will provide the resources in which to secure the pastor He has in place for Wheat Ridge EPC.

Clerk of Session Tina Lightcap Date _____

Search Committee Chair Tina Lightcap 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