



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 pastor and the congregation, this is an opportunity for self-study and evaluation of current ministry and goals. This calls for honesty, effort, and open communication.

This Church Information Form (CIF) presents the local congregation’s history, challenges, and goals. It is our hope that this will help facilitate the search process by assisting both the church in focusing on future directions and applicants in gaining some sense of the nature and uniqueness of this congregation.

We encourage churches to list their vacancies on the Ministry Staff Opportunities webpage at [www.epc.org/mso](http://www.epc.org/mso). For more information or to send your posting, email [info@epc.org](mailto:info@epc.org).

Guidance for church-based human resources questions such as background checks, personnel policy manuals, and more is available at the Office of the General Assembly by contacting Marti Ratcliff at [marti.ratcliff@epc.org](mailto:marti.ratcliff@epc.org) or 407-930-4263.

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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](mailto:info@epc.org)







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5. List all key volunteer positions

- Sound Booth Tech (2 to 3)
- Maintenance for Small Repairs (1)
- Children & Youth Group on Sunday mornings and Wednesday evenings (1 to 2)
- Fellowship Committee: Plans and sets up for game nights and social events (3 to 4)
- Session Members (6)

6. List all vacant positions

Position Available Teaching Pastor Date of Vacancy April 15, 2024

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>100</u>	<u>79</u>
B. Number of family units	<u>50</u>	<u>40</u>
C. Worship attendance	<u>45</u>	<u>45</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

10 % 0-11    1 % 12-18    0 % 19-24    5 % 25-34  
4 % 35-49    10 % 50-64    70 % 65+



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**B. Occupation:**

30 % Business      30 % Professional      5 % Trades  
5 % Agriculture      1 % Stay-at-Home Parent      27 % Retired  
2 % Other (Please Specify) Student

**C. Educational level of adults**

     % some high school      30 % high school      60 % college      10 % graduate school

**D. Percentage of members belonging to the congregation**

Less than one year 5 %  
5 years or less      10 %  
6-10 years      20 %  
10 years or more      65 %

**10. Racial/Ethnic composition of:**

**A. Congregation**

2 % African-American      0 % Asian      93 % Caucasian      5 % Hispanic  
     % Other (Specify) \_\_\_\_\_

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

4 % African-American      1 % Asian      70 % Caucasian      12 % Hispanic  
13 % Other (Specify) Pacific Islanders

**11. 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: 50,000





**14. Organizational Structure**

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	Oversees Business	6	mo	1
Worship Committee	Worship Planning	5	mo	2
Mission Committee	Disbursements	5	qtrly	2
Fellowship	Dinners/Parties	3	qtrly	3
Building & Grounds	Fix Facility as needed	1	mo	3
Discipleship	Spiritual	4	as needed	3
Personnel	Communications	1	mo	2
Finance	Reports/Budget	2	annual	3
Search	Hire New Pastor	6	weekly	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.
4. A staff person takes primary initiative and responsibility.

**Part 2: Financial/Church Campus Information**

1. Current annual budget: \$ 245,000 Last year's annual budget: \$ 313,000  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 100 %



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

- A. EPC Percentage of Income \$ \_\_\_\_\_
- B. EPC World Outreach Global Workers \$ \_\_\_\_\_
- C. EPC Special Projects \$ \_\_\_\_\_
- D. Presbytery Per Member Asking/Percentage of Income \$ 1,545
- E. Other Missions/Missionaries \$ 50,000

4. Property owned by church

A. Describe buildings and property (other than manse), including condition.

Acquired present church property April, 2019

- B. Are your buildings adequate for your present program?  Yes  No  
 If no, please explain:

Modifications needed for education wing and fellowship hall

- C. Is a building program or capital project 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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5. Compensation:

A. The salary range we are prepared to offer:

Position: Lead Pastor \$ 60,000 - 90,000 based on qualifications

Position: \_\_\_\_\_ \$ \_\_\_\_\_

Position: \_\_\_\_\_ \$ \_\_\_\_\_

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

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

Retirement Plan (minimum 10% gross effective salary)

Medical insurance (EPC medical coverage required for full-time TEs)

\_\_\_\_\_ Life insurance

\_\_\_\_\_ Social Security

Travel/mileage

Book allowance

\_\_\_\_\_ Study leave allowance (minimum 2 weeks)

Annual vacation days (minimum 4 weeks)

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

\_\_\_\_\_ Sabbatical frequency and length \_\_\_\_\_

\_\_\_\_\_ Other (Specify: \_\_\_\_\_)

- E. The church participates in the EPC's medical benefits plan  Yes  No
- F. The church participates in the EPC's retirement plan  Yes  No





**Part 3: Church Characteristics**

*Check the box that most closely describes the current characteristics of the congregation.*

Our congregation...	Agree		Disagree	
1. Is spiritually vibrant	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
2. Demonstrates love for the pastor and his/her family	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
3. 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
4. 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
5. Effectively integrates newcomers	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. Is engaged in evangelism	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
7. 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
8. Has a spirit of unity	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Cares about each other	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
10. Is supportive of the Session and pastoral leadership	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Ministers well to members that are hurting	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Uses members' gifts in worship	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
13. 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
14. Is capable of change when and where appropriate	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
15. Is connected to and prayerful about what God is doing in the global church	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

16. How are elders and deacons initially trained and equipped for ministry?

The current Pastor meets with potential elders every week before church for 8 weeks and counsels them and equips them to be effective leaders and session members. The candidates come before the congregation to profess their faith and commit to serving the congregation to the best of their abilities.



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17. What is the Session's current practice regarding the ongoing discipleship of elders and deacons?

The Session is comprised of trained elders. There are 6 Session members who serve for a 3 year term (or more if needed). No ongoing training or discipleship is in place at this time.

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

We currently have an annual Easter Egg Hunt for neighborhood kids. We have an ice cream truck come to our church parking lot on the first day of school for free ice cream for the nearby grade school. We have participated in a Grill Walk, partnering with our homeless ministry to provide free hamburgers to neighbors and invite them to attend our church. We host a Fall Festival in our church parking lot with outdoor carnival games for neighborhood kids. We are the area drop-off for (and enthusiastic participant) of the Samaritan's Purse Christmas Boxes for children around the globe.

In the past, we have participated in the Cherokee Strip Parade and handed out bottled water on a very hot Saturday in September.

19. Describe the strengths of your congregation.

The core of our congregational family has been together for well over 100 years. In 2011, we faced the painful decision to walk away from our church building and seek a new place for worship (we made use of a funeral home for awhile, then rented from a Seventh Day Adventist Church for 7 1/2 years). These first steps bolstered our faith in God and assured us we were doing the right thing. We needed the additional love and support of a new denomination. These were found with EPC in 2012. We are a close Bible-believing group who knows God is watching over us and our hope is to share this belief with our community and the ongoing missions we have supported faithfully since 2011. We are financially strong. We are a warm, welcoming, and inviting church.



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20. List specific problems with which your congregation struggles.

Westminster needs an ordained pastor who needs a congregation! We have faced challenges with growth. A lot had to be learned fast with our online presence. We realized technology is our friend and we have updated our equipment. We yearn for a strong youth program and the happy sounds of children in our midst. Young families will bring more energy, more focus, and more meaning to our church. We need to communicate better with our congregation and take care of members that are in need. Many of our struggles have strengthened us.

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

We seek an ordained minister who is ready to harness the energy of this congregation. We seek growth! Young families, empty nesters, and retirees! We welcome a time when we can have more fellowship dinners, more small prayer groups, more neighborhood gatherings with child-friendly activities, an active youth program, and busy Sunday School roster to reach out to our members, both young and old. With more knowledge and confidence in our virtual presence, we have every intention of that continuing as well. We need a pastoral care team. We want to be God's messengers who will share and the there for those in need.

22. Has there ever been disciplinary action taken against a pastor of your congregation?

Yes  No

23. Has there ever been any disciplinary action against an elder or deacon of your congregation?

Yes  No



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If you answered “Yes” to either 22 or 23, please explain.

24. Have you completed a mission statement, vision statement, and/or a strategic plan for your congregation?

Yes     No

If yes, Date completed 1/2021

If yes, enter each statement or strategic plan (or attach copies if space below is limited).



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#### **Part 4: Leadership Expectations**

1. What are some key character strengths a person should bring to this position?

We seek an individual who is spirit-filled and delivers sermons that biblically sound and a M.Div would be beneficial. We hope to find an individual who enjoys a multi-generational church. We would like this individual to lead us, guide us, encourage us, share the ministry and challenge us in the process.

We have learned that communication skills are important. Organizational skills are equally important as well. These both would help us move forward to be as vibrant church as we can be.

We don't expect our pastor to fix every problem that turns up. We have become somewhat self-propelled since forming Westminster. We hope to be part and parcel of a congregation ready to help our fellow beings and to show how large our heart for service can be.

2. What are five key gifts/skills/abilities a person should bring to this position?

1. Leadership Skills
2. Organizational Skills
3. Interesting Bible based preaching.
4. A caring heart to attend the needs of the elderly or anyone in need.
5. A desire to be part of our community, to be among them, and encourage them to want to be a part of what we are doing at Westminster.

3. What are the primary pastoral duties for the position? (Attach a position description)

Preaching on Sunday morning and at any other time as needed for special services.

Teaching (Sunday school classes, small groups, youth - as needed).

Counseling, caring for and visiting anyone who is in need.

Working with the administrative assistant to prepare what is needed for events, emails, Sunday services, and any other needs for special events.

Officiating for weddings and funerals as needed.



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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?**

The three most important events reflect "the worst of times and the best of times."

The hardest time, for those of us who left First Presbyterian Church of Enid, was leaving where many of us and our children were baptized and married and where we had the funerals of our loved ones.

The best of times: God provides! He helped us find a roof to shelter our heads. God sent a series of early pastors who were caring, sympathetic, and helped us reconcile with our new reality. We felt very quickly that we had made the correct decision. All would be well and has been.

The current times: In April, 2019, we did a capital campaign and were able to pay cash for our own church property, one that we had considered almost from the very beginning. With His providence, it has become a reality. Since the original purchase, we have remodeled the stage to better accommodate the musicians, added new lighting, upgraded the sound and video systems, and added a coffee bar for fellowship time. The children's classrooms were updated and are continually improving.

### **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 changed life as we knew it three years ago. What remains the same? The love of Christ and our love for each other.

Our church has met every challenge with courage, determination, and a strength that has been admirable. Our Session has stayed the course and kept us together and are to be commended for their sheer grit, at times. Their job has not been for the faint of heart. The road has not always been smooth; learning the ins and outs of being online has tried the patience of our most saintly, but we are now thriving in the new tech world. And as we persevere..."For all things are possible with God" - Matthew 17:20



Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
Roland Slater - Teaching Elder	4/2021	to 4/2024
Tim Palmer - Ruling Elder	7/2018	to 10/2020
Phil Wilson - Interim	7/2017	to 6/2018

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

The best thing about our Westminster church family is that it is just that - A FAMILY.

This congregation has its roots in the rough and tumble start of Enid, Oklahoma. It is a town that sprang up on the prairie overnight in 1893. The years that followed the Land Run were drought-ridden, hard scrabble, and only those who had faith that things would get better, stayed and they didn't sell out and leave. And so it was. The first Presbyterians were formally organized in January of 1894.

In the years since, Enid has become a center for agriculture, oil, and gas exploration. A community of friendly people who know right from wrong and the importance of a good education. There is a college campus on the east side of town and two colleges with satellite campuses. A fairly new grade school and several other updated grade schools, that have remarkable improvements because of bond issues that were passed. A new performing arts center and competitive gym at the high school. Our vocational school offers many valuable degrees and recently opened a restaurant where culinary school students get to show off their talents. Enid has an appreciation for a strong medical community, with two hospitals and many physicians in all fields. There are golf courses, city parks, annual celebrations, the oldest symphony orchestra in the state of Oklahoma, a community theater (Gaslight Theater) which offers 6-7 great productions every year showcasing local talent, biking trails, dog parks, a skate board park, a world class children's museum (Leonardo's), Cherokee Strip Regional Heritage Center (museum), a great YMCA, and there's even a Railroad Museum. We are home to Vance Air Force Base, where the best pilots in the world are trained. We have new restaurants opening on a regular basis, and lots of quaint boutiques. We have a new state of the art soccer complex hosting may tournaments and events for all ages. Plans are being finalized for a modern movie theater complex that will provide entertainment for the old and young alike, including Duck Pin bowling and more than 100 arcade games for kids. Close enough to Oklahoma City, Tulsa, and Wichita that you can have the convenience of a more metropolitan area but not the headaches! Enid is a great community and it's affordable.



### Statement of Acknowledgment

The EPC believes that honesty and a commitment to open communication are critical to building the body of Christ. In that spirit, please confirm your agreement to the following statements by your signatures below.

1. We attest that the information contained in this Church Information Form is true and complete to the best of our knowledge.
2. We authorize applicants for the position(s) listed herein to make inquiries regarding all statements contained in this Church Information Form.
3. We authorize the Office of the Stated Clerk to circulate, distribute, and otherwise share this Church Information Form with potential candidates for the position(s) listed herein.
4. We acknowledge the Medical Plan and Retirement Plan services offered by the EPC's Benefit Resources, Inc., exist to serve EPC churches and their staff members. We also acknowledge the EPC's Book of Order requirement that EPC churches provide medical insurance to ordained staff members through BRI as mandated by the following Acts of the General Assembly:
  - 81-04 Terms of call for any minister of member churches shall provide for participation in the denominational hospitalization and disabilities programs. *(Minutes of the 1st General Assembly, 1-32)*
  - 81-06 The denominational group insurance plan providing health, disability, and life coverage shall be mandatory for all ministers within member churches. *(Minutes of the 1st General Assembly, 1-36)*
  - 88-08 Assembly amends participatory requirements for group health insurance plan by requiring participation of all ministers on the rolls of presbyteries with the exception of:
    1. Missionaries laboring in cooperative agreements with mission agencies;
    2. Ministers laboring in institutional agencies providing their own group insurance plan;
    3. Ministers afforded group insurance coverage as part of retirement benefits from a previous employer;
    4. Ministers without call, and ministers laboring less than 20 hours in a place of ministry. *(Minutes of the 8th General Assembly, 8-24)*

For information about EPC benefits through BRI, see [www.epc.org/benefits](http://www.epc.org/benefits), email [benefits@epc.org](mailto:benefits@epc.org), or call 407-930-4267.

Clerk of Session Bruce Jackson Date 3/12/24

Search Committee Chair Bruce Jackson Date 3/12/24