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**

<table>
<thead>
<tr>
<th>Part 1: Church Information</th>
<th>Part 4: Leadership Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 2: Financial/Church Campus Information</td>
<td>Part 5: Church History</td>
</tr>
<tr>
<td>Part 3: Church Characteristics</td>
<td>Part 6: Other Information</td>
</tr>
</tbody>
</table>

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
**Part 1: Church Information**

1. Church Name: Kirk of the Hills Evangelical Presbyterian Church
   
   Address: 4102 E 61st Street, Tulsa, OK
   
   Telephone: 918-494-7088
   Fax: 918-494-4178
   
   E-mail: info@thekirk.com
   Website: www.thekirk.com

2. Presbytery: Great Plains
   
   Presbytery Ministerial Committee Liaison: Kent Mathews

3. Search Committee Chairman: Aaron Elmore
   
   Address:
   
   E-mail: aelmore@thekirk.com
   Telephone: 918-494-7088

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

   - Full time
   - Part time

   - Full time
   - Part time

   - Full time
   - Part time

   - Full time
   - Part time

   - Full time
   - Part time

   - Full time
   - Part time

   - Full time
   - Part time

   - Full time
   - Part time

   - Full time
   - Part time
5. List all vacant positions

<table>
<thead>
<tr>
<th>Position Available</th>
<th>Date of Vacancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Pastor</td>
<td></td>
</tr>
<tr>
<td>Middle School Ministry Director</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

6. Membership (state approximate numbers and percentages)

<table>
<thead>
<tr>
<th>A. Number of church members</th>
<th>Five years ago</th>
<th>Currently</th>
</tr>
</thead>
<tbody>
<tr>
<td>1524</td>
<td></td>
<td>1322</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Number of family units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>600</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Worship attendance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>884</td>
<td>700</td>
</tr>
</tbody>
</table>

7. Community Growth

- Increasing
- Static
- Declining

8. Profile of church members

A. Age:

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11</td>
<td>5%</td>
</tr>
<tr>
<td>12-18</td>
<td>10%</td>
</tr>
<tr>
<td>19-24</td>
<td>10%</td>
</tr>
<tr>
<td>25-34</td>
<td>15%</td>
</tr>
<tr>
<td>35-49</td>
<td>25%</td>
</tr>
<tr>
<td>50-64</td>
<td>25%</td>
</tr>
<tr>
<td>65+</td>
<td></td>
</tr>
</tbody>
</table>

B. Occupation:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>40%</td>
</tr>
<tr>
<td>Professional</td>
<td>25%</td>
</tr>
<tr>
<td>Trades</td>
<td></td>
</tr>
<tr>
<td>Agriculture</td>
<td>10%</td>
</tr>
<tr>
<td>Stay-at-Home Parent</td>
<td>25%</td>
</tr>
<tr>
<td>Retired</td>
<td>25%</td>
</tr>
<tr>
<td>Other (Please Specify)</td>
<td></td>
</tr>
</tbody>
</table>

C. Educational level of adults

<table>
<thead>
<tr>
<th>Level</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some high school</td>
<td>25%</td>
</tr>
<tr>
<td>High school</td>
<td>50%</td>
</tr>
<tr>
<td>College</td>
<td>25%</td>
</tr>
<tr>
<td>Graduate school</td>
<td></td>
</tr>
</tbody>
</table>

D. Percentage of members belonging to the congregation

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than one year</td>
<td>5%</td>
</tr>
<tr>
<td>5 years or less</td>
<td>18%</td>
</tr>
<tr>
<td>6-10 years</td>
<td>14%</td>
</tr>
<tr>
<td>10 years or more</td>
<td>63%</td>
</tr>
</tbody>
</table>
9. Racial/Ethnic composition of:

A. **Congregation**
   
   ____ % African-American  ____ % Asian  ____ % Caucasian  ____ % Hispanic
   
   ____ % Other (Specify) _____________________________________________

B. **Community** (within 5-mile radius of church)
   
   ____ % African-American  ____ % Asian  ____ % Caucasian  ____ % Hispanic
   
   ____ % Other (Specify) Native American & Other __________________________

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

   Location
   
   - [ ] Rural
   - [ ] Small Town
   - [x] Metropolitan
   - [x] Suburban
   - [ ] Inner City

   Function
   
   - [ ] Industrial
   - [ ] Agricultural
   - [ ] Recreational
   - [ ] Military
   - [ ] College/University

   Approximate population of community ________________________________

11. Church Programming—Worship

   A. Worship Time | Average Worship Attendance
   
   9:00 __________ | __________________________
   
   10:30 __________ | __________________________
   
   __________________ | __________________________
   
   __________________ | __________________________
   
   __________________ | __________________________
   
   __________________ | __________________________

   B. Frequency of communion celebration: ____________ per year

   C. How are members involved in planning and participation in the liturgy/worship?
   
   Choir, reading scripture, serving communion, ushering, greeting, praying

---

**Note:** worship attendance is Hills location, only
D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)

We have both a traditional and contemporary service

E. Type of music used in worship (e.g., traditional, contemporary, variety)

Both

12. Church Programming—Sunday School
A. Average attendance in Church School (under 18 years) 75-100
B. Average attendance in Adult Education (Sunday) 500 in small groups incl. SS

13. Church Programming—Organizations/Committees
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>Spiritual Leadership</td>
<td>12</td>
<td>Monthly</td>
<td>2</td>
</tr>
<tr>
<td>Deacons</td>
<td>Ministry Leadership</td>
<td>Varies</td>
<td>Quarterly</td>
<td>2</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Financial Oversight</td>
<td>12</td>
<td>Monthly</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: Financial/Church Campus Information

1. Current annual budget: $3,149,424  Last year's annual budget: $4,488,353
   (Attach a copy of current budget)  Reduction in budget reflects Kirk Crossing becoming an independent church

2. Percentage of income received toward budget: ______________________________ %

3. Amount contributed for year 2018 (most recent complete reporting year)
   A. EPC Per Member Asking  paid $24,585
   B. EPC World Outreach Global Workers  paid $5,000
   C. EPC Special Projects  paid $11,475
   D. Presbytery Per Member Asking  18% - paid $619,612
   E. Other Missions/Missionaries

4. Property owned by church
   A. Describe buildings and property (other than manse).
      Kirk of the Hills Church, 4102 E 61st St., Tulsa OK 74136

   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  ________________________________________________
6. **Compensation:**

   **A. The salary range we are prepared to offer:**
   - **Family Pastor**
     - Position: ____________________________  $ 60,000-80,000
     - $ ____________________________
     - $ ____________________________
     - $ ____________________________

   **B. The average annual increase over the past three years is:**
   - **Family Pastor**
     - Position: ____________________________  $ _____________ or ___ %
     - $ _____________ or ___ %
     - $ _____________ or ___ %
     - $ _____________ 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
   - Travel/mileage
   - Book allowance
   - Study leave allowance (minimum 2 weeks)
   - 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)
   - Medical Reimbursement
   - Other (Specify:______________________________________________ )
### Part 3: Church Characteristics

*Check the box that most closely describes the current congregation characteristics and future goals*

<table>
<thead>
<tr>
<th>Our congregation...</th>
<th>Currently</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agree</td>
<td>Disagree</td>
</tr>
<tr>
<td>1. Supports the pastor.</td>
<td>[ ] 1</td>
<td>[ ] 2</td>
</tr>
<tr>
<td>2. Readily shares their gifts with the rest of the congregation.</td>
<td>[ ] 1</td>
<td>[ ] 2</td>
</tr>
<tr>
<td>3. Places a high priority on sound biblical preaching.</td>
<td>[ ] 1</td>
<td>[ ] 2</td>
</tr>
<tr>
<td>4. Gladly welcomes visitors and new members.</td>
<td>[ ] 1</td>
<td>[ ] 2</td>
</tr>
<tr>
<td>5. Is involved in local evangelistic ministries.</td>
<td>[ ] 1</td>
<td>[ ] 2</td>
</tr>
<tr>
<td>6. Is often found living their faith in their communities.</td>
<td>[ ] 1</td>
<td>[ ] 2</td>
</tr>
<tr>
<td>7. Has a spirit of unity.</td>
<td>[ ] 1</td>
<td>[ ] 2</td>
</tr>
<tr>
<td>8. Cares about each other.</td>
<td>[ ] 1</td>
<td>[ ] 2</td>
</tr>
<tr>
<td>9. Looks to its Session for leadership.</td>
<td>[ ] 1</td>
<td>[ ] 2</td>
</tr>
<tr>
<td>10. Ministers well to members who are hurting.</td>
<td>[ ] 1</td>
<td>[ ] 2</td>
</tr>
<tr>
<td>11. Uses members’ gifts in its worship.</td>
<td>[ ] 1</td>
<td>[ ] 2</td>
</tr>
<tr>
<td>12. Contains people willing and able to lead the congregation.</td>
<td>[ ] 1</td>
<td>[ ] 2</td>
</tr>
<tr>
<td>13. Is capable of change when and where appropriate.</td>
<td>[ ] 1</td>
<td>[ ] 2</td>
</tr>
<tr>
<td>14. Is spiritually alive.</td>
<td>[ ] 1</td>
<td>[ ] 2</td>
</tr>
</tbody>
</table>
15. In what ways does your church participate in ecumenical activities?
The Kirk has a strong missions program that works with many local churches and Christian organizations through missionary support, financial support of the organization and shared outreach projects. We continue to host the men's BSF ministry, work with other churches in combined youth service projects and invite the community into the church for VBS and other outreach events. Our pastors also meet with local pastors to share ideas and provide support for one another.

16. Describe the strengths of your congregation.

The Kirk is generous, we value biblical teaching, we embrace international missions

17. List specific problems with which your congregation struggles.

Country club mentality, struggle with unity, aversion to change, critical spirit

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

See Vision Statement (attached)
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.
Moral failure of a Senior Pastor over 30 years ago.

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

☐ Yes  ☐ No

If yes, Date completed ________________________________

Yes, 2018

If yes, attach copies of each statement or strategic plan the church has completed.
Part 4: Leadership Expectations

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

   Team Leader
   Love for Families
   Ability to teach and encourage
   Ability to disciple college students and young adults
   Pastoral heart and care
Part 5: Church History

1. What do you consider to be the three most important events in the history of your church?
   Building a missions program
   Leaving PCUSA
   Launching and later releasing a second campus to become an independent 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?
   Combining services at Hills
   Kirk Crossing building dispute
   Pastor transition
   Vision casting (refining vision, adding values, setting goals)
Part 6: Other Information

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Elmore - soon to be next Lead Pastor</td>
<td>Aug 2019 to Present</td>
</tr>
</tbody>
</table>

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

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
Kirk Staff Directory

Pastors
Wayne Hardy – Senior Pastor – whardy@thekirk.com
Dan Bair – Discipleship Pastor – dbair@thekirk.com
Aaron Elmore – Family Pastor – aelmore@thekirk.com

Discipleship Ministry Team
Dan Bair – Discipleship Pastor, Discipleship Team Leader – dbair@thekirk.com
Shano Raranje – Care Director – sraranje@thekirk.com
Carrie Lund – Connections Director – clund@thekirk.com
Megan Ward – Discipleship Coordinator – mward@thekirk.com
Tammy Gill – Small Groups Administrator (PT) – tgill@thekirk.com

Family Ministry Team
Aaron Elmore – Family Pastor, Family Team Leader – aelmore@thekirk.com
Katelyn Adams – Kirk Students Director (7th-12th) – kadams@thekirk.com
Jon Adams – Kirk Kids Director (1st-6th) – jadams@thekirk.com
Bonnie Connor – Kirk Kiddos Director (PT) (Birth – K) – bconnor@thekirk.com
Crystal Fulda – Community of Friends Director (Volunteer) – cfulda@thekirk.com

Worship Ministry Team
Meridith Matson – Worship Director, Worship Team Leader – mmatson@thekirk.com
Ed Tackett – Choir Director (PT) – etackett@thekirk.com
Terry Cast – Organist (PT) – tcast@thekirk.com

Ministry Operations Team
Jera Holder – Operations Director, Operations Team Leader (PT) – jholder@thekirk.com
Tammy Gill – Human Resources Director (PT) – tgill@thekirk.com
Jamye Ryan – Communications Director – jryan@thekirk.com
Beth Atkinson – Communications Coordinator – batkinson@thekirk.com
DiAnna Harp – Finance Director – dharp@thekirk.com
Aubrey Bell – Finance Assistant (PT) – abell@thekirk.com
Barbara Bond – Receptionist/Family Ministry Assistant – bbond@thekirk.com
Brian McKee – Facilities Director – bmckee@thekirk.com
Myron Patrick – Facilities Team Member – mpatrick@thekirk.com
Alex Blackwell – Facilities Team Member – ablackwell@thekirk.com

Preschool Ministry
Marybeth Alley – Preschool Director – malley@thekirk.com
Erin Whitehead – Preschool Ministry Assistant (PT) – ewhitehead@thekirk.com
WE ARE A CHURCH TRANSFORMED BY CHRIST TO TRANSFORM THE WORLD

VALUES & MEASURES

WORSHIP CENTERED
Demonstrated by placing personal and corporate devotion to God at the center of life
How am I expressing devotion to God this week?

PRAYER SATURATED
Demonstrated by increasing dependence on God’s direction and provision through a prayer saturated life
What am I talking with God about these days?

BIBLE GROUNDED
Demonstrated by grounding everything that we believe, say and do on God’s authoritative Word
What Scripture is guiding my thoughts today?

RELATIONSHIP FOCUSED
Demonstrated by focusing environments on developing healthy, God-honoring relationships
Who am I helping grow spiritually?

GOSPEL DRIVEN
Demonstrated by a driven passion to have gospel conversations with people who are disconnected from God and the church.
With whom did I have a recent gospel conversation?

GENEROSITY FILLED
Demonstrated by an overflowing desire to give time and money to the life and mission of the church
How am I investing time and money in God’s work?

MISSION MOBILIZED
Demonstrated by lives compelled to go and participate in sharing Christ locally and globally
Where am I going to do Kingdom work?

By 2022, The Kirk will be a vibrant, growing church that is transforming our community through the gospel of Jesus Christ. We will mobilize 1000 members, using their gifts to serve in the church and our community. We will celebrate 100 people per year who make a decision to follow Christ. We will multiply our vision and passion 10 times over through developing 5 new leaders for vocational ministry and launching 5 new churches through added locations, planting or revitalization.