



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.

### *Contents*

Part 1: Church Information	Part 4: Leadership Expectations
Part 2: Financial/Church Campus Information	Part 5: Church History
Part 3: Church Characteristics	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](mailto:info@epc.org)





**EPC**

A Global Movement of Evangelical Presbyterian Churches

**Part 1: Church Information**

1. Church Name Pine Run Presbyterian Church

Address 1117 White Cloud Road

Apollo 15613

Telephone ( 724 ) 727-2125 Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail pinerunpresby@gmail.com Website \_\_\_\_\_

2. Presbytery Presbytery of the Alleghenies

Presbytery Ministerial Committee Liaison Doug Runyan

3. Search Committee Chairman Maggie Nicholas

Address 120 Virginia Ave

Vandergrift PA 15690

E-mail mjones2122@hotmail.com

Telephone ( 724 ) 448-5538

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

Pastor  Full time  Part time

Secretary  Full time  Part time

Treasurer  Full time  Part time

Pianist / Music Director  Full time  Part time

Custodian  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

- 5. List all key volunteer positions  
Financial Secretary, Assistant Secretary, and Auditors

- 6. List all vacant positions

Position Available Pastor Date of Vacancy 7/1/2023

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>118</u>
B. Number of family units	_____	_____
C. Worship attendance	_____	<u>60</u>

- 8. Community Growth  Increasing  Static  Declining

- 9. Profile of church members

A. Age:

1 % 0-11    1 % 12-18    1 % 19-24    4 % 25-34  
14 % 35-49    16 % 50-64    63 % 65+



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

**B. Occupation:**

3 % Business    24 % Professional    3 % Trades  
0 % Agriculture    3 % Stay-at-Home Parent    67 % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

0 % some high school    43 % high school    40 % college    17 % graduate school

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

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

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

**A. Congregation**

1 % African-American    1 % Asian    98 % Caucasian    \_\_\_\_\_ % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

4 % African-American    4 % Asian    88 % Caucasian    4 % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

**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: 1,300



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>11:00</u>	<u>50</u>	<u>Traditional</u>
<u>                    </u>	<u>                    </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	<u>                    </u>

B. Frequency of communion celebration: 7 per year

C. How are members involved in planning and participation in the liturgy/worship?  
Worship committee advises the pastor. Participants include liturgist, choir, head usher, and greeters.

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

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 10
- B. Average attendance in Adult Education (Sunday): 24
- C. Average involvement in Small Groups: 24



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*
<b>Property</b>	Maintain property	<b>8</b>	<b>1</b>	<b>3</b>
<b>Stewardship &amp; Mission</b>	Mission activities and financial giving	<b>5</b>	<b>4</b>	<b>3</b>
<b>Worship</b>	Plan worship activities	<b>4</b>	<b>4</b>	<b>3</b>
<b>Christian Education</b>	Education outreach	<b>8</b>	<b>2</b>	<b>3</b>
<b>Fellowship &amp; Nurturing</b>	Congregational engagement	<b>7</b>	<b>2</b>	<b>3</b>
<b>Personnel</b>	Manage employees	<b>4</b>	<b>1</b>	<b>3</b>
<b>Nominating</b>	Nominate elders and voluntary staff	<b>5</b>	<b>1</b>	<b>3</b>
<b>Session</b>	Directs the congregation	<b>6</b>	<b>10</b>	<b>1</b>

\*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: \$ 116,000 Last year's annual budget: \$ 129,000  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 100.00 %



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

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

- A. EPC Percentage of Income \$ 1,034
- B. EPC World Outreach Global Workers \$ 750
- C. EPC Special Projects \$ 450
- D. Presbytery Per Member Asking/Percentage of Income \$ 0
- E. Other Missions/Missionaries \$ 1,200

4. Property owned by church

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

Sanctuary, education wing, and fellowship hall. All are in excellent condition

B. Are your buildings adequate for your present program?

Yes  No

If no, please explain:

C. Is a building program or capital project projected?

Yes  No

If yes, describe what, when, and projected cost

Stained glass window restoration project. Projected cost is \$140,000.

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**

5. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ \$70,000 - \$80,000

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

Yes Retirement Plan (minimum 10% gross effective salary)

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

Yes Life insurance

Yes Social Security

Yes Travel/mileage

Yes Book allowance

Yes Study leave allowance (minimum 2 weeks)

yes Annual vacation days (minimum 4 weeks)

Yes 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 type="checkbox"/> 1	<input checked="" 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 checked="" type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 1	<input 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 type="checkbox"/> 1	<input checked="" 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 elders and deacons are trained by the pastor.



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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

On a regular basis, the pastor provides training and guidance to the Session.

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

The church hosts a weekly Women's Bible Study, annual Vacation Bible School, and engages in the Forks Lutheran Church community outreach.

19. Describe the strengths of your congregation.

The congregation's strengths are: music ministry, vacation bible school, community bible study, and a well maintained property. The congregation is united, engaged in the community, and has a robust, active group of volunteers.



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

20. List specific problems with which your congregation struggles.

The congregation is reflective of the demographics of the area (an area in gradual population decline) with a significant proportion of the membership as retirees. The congregation is reluctant to change from its current practices.

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

1. Calling a full time pastor
2. Rebuild ministry to local low income housing develop (Hope Ministries)
3. Expand ministry outreach of Vacation Bible School
4. Expand ministry by through both women's and youth groups

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



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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 6/2024

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

Pine Run Evangelical Presbyterian Church is a family of all ages united in our love for Christ. We are striving to share God's truth and love in our community.



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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

1. What are some key character strengths a person should bring to this position?
  1. The person is to have a strong awareness between error and truth paying close attention to watered down truth.
  2. The person is to have a commitment to studying and understanding scripture in order to be able to clearly make known the Word of God.
  3. The person must live a godly and righteous life.
  4. The person must be able to boldly speak the Word of God.
  5. The person must be totally committed to the calling set before him.
  6. The person should be progressing in his spiritual growth.
  7. The person is to be a prayer warrior.
  8. The person must be able to show humility.
  
2. What are five key gifts/skills/abilities a person should bring to this position?
  1. Preaching the word of God
  2. Loving and caring for people
  3. Builds leadership capacity to train and teach others to lead and to guide.
  4. To be visible and present in the life of the church
  5. A willingness to connect and to serve in the community
  
3. What are the primary pastoral duties for the position? (Attach a position description)



**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. 175th anniversary of the church was celebrated in the autumn of 2022. Five former pastors were present. The congregation is proud that it has been a part of the fabric of the community since 1847.

2. Congregation transitioned from PC-USA to EPC in 2016.

3. Pastor of twenty years retired in June of 2023.

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

The most challenging events during the past three years of the congregation have been the combination of the post-COVID recovery and the loss of a twenty-year pastor due to retirement.



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Doug Runyan (transitional)</u>	<u>7/2023</u>	to <u>11/2024</u>
<u>Lanny Mellinger</u>	<u>2/2003</u>	to <u>6/2023</u>
<u>Clifford Buell</u>	<u>1/1999</u>	to <u>1/2003</u>

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



### 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 Deborah L Spix Date 12/9/2024

Search Committee Chair Margaret Nicholas Date 12/9/2024