



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 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





EPC

A Global Movement of Evangelical Presbyterian Churches

Part 1: Church Information

1. Church Name Middle Smithfield Evangelical Presbyterian Church

Address 5205 Milford Road

East Stroudsburg, PA 18302

Telephone (570) 223-8648 Fax (570) 223-7073

E-mail mspc@ptd.net Website https://middlesmithfielddep.wixsite.com/msepc

2. Presbytery: Presbytery of the East

Presbytery Ministerial Committee Liaison Rev. Jose Rodriguez

3. Search Committee Chairman David Roberts

Address 242 Rising Meadow Way

East Stroudsburg, PA 18302

E-mail droberts24@verizon.net

Telephone (646) 210-3979

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

- | | | |
|---------------------------------|---|---|
| <u>Pastor/Head of Staff</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Church Secretary</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Church Nursery Attendant</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>_____</u> | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>_____</u> | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>_____</u> | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>_____</u> | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>_____</u> | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>_____</u> | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>_____</u> | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |



5. List all vacant positions

Position Available Pastor Date of Vacancy 06/01/2023

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>150</u>	<u>55</u>
B. Number of family units	<u>75</u>	<u>18</u>
C. Worship attendance	<u>88</u>	<u>40 (COVID)</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

6 % 0-11 5 % 12-18 1 % 19-24 7 % 25-34
12 % 35-49 34 % 50-64 33 % 65+

B. Occupation:

26 % Business 16 % Professional 17 % Trades
0 % Agriculture 1 % Stay-at-Home Parent 44 % Retired
_____% Other (Please Specify) _____

C. Educational level of adults

2 % some high school 45 % high school 37 % college 16 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 2 %
5 years or less 18 %
6-10 years 5 %
10 years or more 75 %



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

9. Racial/Ethnic composition of:

A. **Congregation**

25 % African-American 1 % Asian 62 % Caucasian 10 % Hispanic
3 % Other (Specify) East Indians/West Indians/Africans

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

14.9 % African-American 3.2 % Asian 68 % Caucasian 18.6 % Hispanic
9.6 % Other (Specify) 2 or more races 0.2% American Indian/Pacific

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 16,107

11. Church Programming—Worship

A. **Worship Time**

10am

Average Worship Attendance

40 (during COVID)

B. Frequency of communion celebration: 12 per year

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

Deacons, praise team and choir



D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)

Mostly Contemporary, but with hymns and traditional choir

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

Contemporary and Traditional

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 5

B. Average attendance in Adult Education (Sunday) 15 Wednesday nights

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	Leadership/Prayer	9	2 X Month	2
Deacons	Helps Ministry	9	monthly	3
Trustees	Finance/buildings	6	monthly	3
Worship	Planning	varies	weekly	1
Administration	Staff oversight	4	monthly	3
Fellowship	Church activities	varies	as needed	2
Dicipleship	planning	2-3	quarterly	2
Outreach/Mission	External Tithing	3	quarterly	2

*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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A Global Movement of Evangelical Presbyterian Churches

Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 206,699 Last year's annual budget: \$ 203,543
(Attach a copy of current budget)

2. Percentage of income received toward budget: 95% %

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

A. EPC Per Member Asking \$ _____

B. EPC World Outreach Global Workers \$ _____

C. EPC Special Projects \$ _____

D. Presbytery Per Member Asking \$ 3,500

E. Other Missions/Missionaries \$ 18,689

4. Property owned by church

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

MSEPC has a sanctuary that seats 400 people; the Fellowship Hall has seating for 200 people.

See Part 6, item #2 for full description of the building and property.

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 3

Pastor's Office/Study: In Church In Manse Not Provided

Other _____



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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

6. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ 33,000 - 35,000

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Pastor \$ 0 or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

10% Housing + Pension (minimum 10% gross effective salary)

8000-12000 Medical insurance

_____ Life insurance

3,000 Social Security

_____ Travel/mileage

_____ Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

4 weeks Annual vacation days (minimum 4 weeks)

Flexible 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 type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input checked="" 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 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
8. Cares about each other.	<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
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 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 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 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
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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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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

1. Participation in joint services such as Good Friday, Thanksgiving and Christmas Eve and community events with Reformed Church of Bushkill
2. Support of other Christian church congregations by allowing the use of our building (Church of God Holy Ground, Inc)
3. Ecumenical soup kitchen participation 1 month per year
4. Community VBS with 1 other area church (Reformed Church of Bushkill)
5. Participates in Samaritans Purse Shoebox ministry
6. Supporting missionaries, and participating in mission work with our sister church in Togo, West Africa

16. Describe the strengths of your congregation.

Specifically, We are a Bible-believing, Jesus-loving church family. It is our goal to fulfill Jesus' commandment to "Go and make disciples." Locally, that means inviting people into the family, and helping them grow in faith and knowledge. Globally, that means supporting missionaries, and participating in mission work with our sister church in Togo, West Africa. We are a richly diverse community of people. We come from a wide variety of cultures, races, and ethnicities. We are in Monroe County; and from New York, New Jersey, Jamaica, Guyana, Puerto Rico, Dominican Republic, India, Korea, Europe and Africa.

17. List specific problems with which your congregation struggles.

The first problem is a small membership. However, we recently have new people attend our services in person who appears interested in joining the church. The secondary problem is similar to the small and limited membership, it is the recruitment of new children/young families into the church. Another struggle is our Outreach. The actual outreach being done is limited and less impactful than we would like. The limited membership affects our outreach as it is the same members who has to volunteer over and over again which affects our vision to establish an impactful, gospel-centered outreach. The COVID-19 Pandemic has compounded these problems.

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

Grow the congregation through ministry and outreach



EPC

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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.

Rev. Harold Rosenberg - adultery 1998 during PC(USA) Tenure

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. Prepare and deliver compelling sermons that are relevant and true to Scripture and the leading of creative worship experiences.
2. Serve as the Lead for preaching in a role that has support from a teaching elder responsible for discipleship.
3. Seek to maintain unity within the congregation and ministry of the church regardless of sex, age, political orientation.
4. Work with Deacons to provide congregational care.
5. Disciple and develop staff and existing church leaders as well as identify new leaders within the church.
6. Work with Session, staff, and lay leadership to implement strategies necessary to align our ministry to the Vision, Mission and Core Beliefs of the church



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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?

The formation of Middle Smithfield Presbyterian Church began in 1759 when William Allen gave five acres of land to be used as a site for a Presterian Church, and a stone church was erected on the land at Shawnee. In 1813 Rev. John Boyd was invited to preach in Smithbiel and to re-organize the old stone meetinghouse. He establish the first Sabbath School. He was the first minister to be ordained by the first Presbytery in America.

In 1990, due to a large increase in membership, the session and church members agreed to expansion. A building fund was started and received sizeable donations. At a Congregational meeting on March 16, 197, the final plans were reviewed and approved. The New Sanctuary was dedicated on September 20, 1998.

In July 2011, at a special Congregational meeting it was unanimously approved that MSPC explore leaving PC(USA) and explore joining the EPC. On November 17, 2012 2012, at church service, the Pastor, Church officers and the congregation were installed into the Evangelical Presbyterian Church The Middle Smithfield Presbyterian Church was reborn as The Middle Smithfield Evangelical Presbyterian 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?

The COVID -19 pandemic made it necessary for the church leadership to think outside the box, beyond our comfort zone, to reach out beyond the churche's walls. Although we did'nt have correct media equipment we had to develop a means of livestreaming our worship services to keep our church viable and alive. We did this by utilizing a cell phone camera, attached to a tripod and streaming the Sunday services and Bible Study via Facebook. We had to subscribe to a Zoom account to hold our Session and othe financial meetings. Although most of members have returned to in-person church service and committee meetings we continue to stream our services and Zoom for those members who still feel that they are not ready to return in person.

The most interesting and remarkable thing happened in the last 3 years is that even though our in-person attendance on any given Sunday has yet reached pre-pandemic numbers, financially, we were/are blessed by God that our members continue their giving, via mail or dropping off their tithes at the church office, and we were/are still able to meet the needs of the church's ministries for the past two years.



Part 6: Other Information

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

Name	Dates of Service	
Rev. Jeffrey L. Brower	2/2000	to Present
Rev. Harold Rosenberg	1978	to 1998
Rev. Thomas MacAdam	1972	to 1977

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

Middle Smithfield Evangelical Presbyterian Church has a sanctuary that seats 400 people; the Fellowship Hall has seating for 200 people. We also have a Pastors office, main church office, finance office, a prayer room and AV room.

MSEPC, also has a Nursery for Sunday services; in the same hallway are 3 Sunday school rooms and 3 Preschool classrooms. There is also a choir room; and a full commercial kitchen that that leads into the Fellowship hall.

As we move down the building form the office, we have a Library. Then our Old Sanctuary and the Sunday School rooms. Our old sanctuary was built in 1814 and seats 280 people. It also has an office area. The Sunday school rooms were built in 1950's. It is currently rented out.

The grounds are approximately 6 acres with a picnic area that is active. Our property has a very old cemetery, but is still active.

The Manse has 3 bedrooms, 1 ½ bathrooms, basement and garage.

Clerk of Session Deborah Richardson Date 10-04-2022

Search Committee Chair David Roberts Date 10-04-2022

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