



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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**Part 1: Church Information**

1. Church Name Bellevue Presbyterian Church

Address 810 Newport Ave, Gap, PA 17527

Telephone ( 717 ) 442-4077 Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail office@bellevueepc.org Website bellevueepc.org

2. Presbytery East

Presbytery Ministerial Committee Liaison Scott Redd

3. Search Committee Chairman Tim Dougherty

Address 74 Saddler Drive

Christiana, PA 17509

E-mail tdoc.rt@gmail.com

Telephone ( 484 ) 653-7276

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

- |   |   |   |
|---|---|---|
| <u>Pastor and Head of Staff</u>                             | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Director of Children &amp; Youth Min - Kevin Wenrich</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Office Manager - Faith Cooke</u>                         | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Office Assistant - Susan Houck</u>                       | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Music Director &amp; Choir Director</u>                  | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Building Cleaner - Lena Riehl</u>                        | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Groundskeeper - Roland Berthoud</u>                      | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>**Future budgeted Assistant to next Pastor</u>           | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>**Job duties to be determined by Pastor and Session</u>  | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time            |
| _____   | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time            |



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5. List all key volunteer positions

Choir, Youth Ministry Leaders, Children's Ministry Leaders, Eat N' Meet Community Meal, Building Coordinator, Sound Board Team, Tech Support Team, Ushers, Welcome Center Team, Offering Counters, Nursery Helpers, Cemetery Coordinator, Funeral Luncheon Team, Sunday School Teachers

6. List all vacant positions

Position Available Music Director/Accompanist Date of Vacancy 1/1/2024

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>271</u>	<u>230</u>
B. Number of family units	<u>148</u>	<u>131</u>
C. Worship attendance	<u>190</u>	<u>117</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

8 % 0-11   7 % 12-18   8 % 19-24   6 % 25-34  
9 % 35-49   18 % 50-64   44 % 65+



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**B. Occupation:**

27.4 % Business      14.8 % Professional      6.5 % Trades  
0.4 % Agriculture      4.8 % Stay-at-Home Parent      35.7 % Retired  
10.4 % Other (Please Specify) students and unknown

**C. Educational level of adults**

1.7 % some high school      44.9 % high school      49.1 % college      4.3 % graduate school

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

Less than one year 2.2 %  
5 years or less 10.9 %  
6-10 years 22.6 %  
10 years or more 64.3 %

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

**A. Congregation**

0.4 % African-American      0.0 % Asian      99.6 % Caucasian      0.0 % Hispanic  
0.0 % Other (Specify) \_\_\_\_\_

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

2 % African-American      0.0 % Asian      88 % Caucasian      5 % Hispanic  
4 % Other (Specify) 2 or more races

**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: 10,400





**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	Leadership	9	monthly	1
Deacons	Service	8	monthly	3
Facilities	Maintenance	3	as needed	3
Christian Ed	Education	9	bi-monthly	3
Missions	Global work	8	bi-monthly	3
Fellowship	Fellowship/events	6	bi-monthly	3
Worship Support	Worship support	7	bi-monthly	2
Finance	Financial oversight	3	as needed	3
Personnel	Personnel oversight	3	as needed	3
Safety Awareness	Property Safety	4	as needed	3
Vision Team	Create/implement Vision	7	as needed	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: \$ 403,000 Last year's annual budget: \$ 388,000  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 85.30 %



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

- A. EPC Percentage of Income \$ 4,040
- B. EPC World Outreach Global Workers \$ 8,800
- C. EPC Special Projects \$ \_\_\_\_\_
- D. Presbytery Per Member Asking/Percentage of Income \$ 3,172
- E. Other Missions/Missionaries \$ 32,100

4. Property owned by church

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

Main Building- good condition  
 Church - 1823, Education wing - 1963, Office wing - 2002  
 2 maintenance sheds - good condition  
 20 acres of land - excellent condition  
 Cemetery - good 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

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: Pastor (total compensation pkg) \$ 92,000 - 112,000

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

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

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

Position: Pastor (2020,2021,2022) \$ 2,808 or 2.87 %

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

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

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

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

X Retirement Plan (minimum 10% gross effective salary)

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

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

X Social Security

X Travel/mileage

\_\_\_\_\_ Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

28 days 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)

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

X Other (Specify: Continuing Education)

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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
6. Is engaged in evangelism	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4

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

At Bellevue we use the EPC Leadership Training Guide for elders and deacons prior to installation. The training consists of two parts:  
 Part One: What is the Church? The Church's Foundation and Task, The Church's History, Worship and the Sacraments, and The Church's Call to Know God:  
 Part Two: What is Church Leadership? The Calling and Task of Elders and Deacons and Presbyterian Polity.



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

In previous years the Session has read through books such as "The Shepherd Leader" and "Church Elder" but in recent years we have not continued this practice. This is an area we look to improve upon for both Elders and Deacons.

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

Bellevue does not currently participate in any ecumenical activities as we have in years past but we do open our church building to local community meetings such as Alcoholic Anonymous.

19. Describe the strengths of your congregation.

Bellevue's leadership and congregation possess a high level of Biblical literacy and fidelity to our ministries. Our leaders preach the Word of God from a sound reformed theological foundation, and our congregation holds leadership to this high standard of Biblical preaching. Many generations comprise our church community, and we readily share our love of God by responding to needs through financial and volunteer support, sharing excellent food during fellowship gatherings, and providing a warm family atmosphere that welcomes all.



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20. List specific problems with which your congregation struggles.

Weakness in evangelism and discipleship ministries have been identified through a SWOT assessment. Also a Church Life Cycle Assessment was considered during a Vitality Seminar conducted as part of the transitional pastoral process. Ways to lead the congregation toward strengthening these weaknesses have started to be implemented by our Vision Team and the Session through the congregation to our community.

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

Our goal is to implement the Great Commission Matrix across the Ministries and members of the church. Fostering an alignment of ministry structure and people to focus and grow towards Serving Neighbors with the Love of Christ. Evangelizing to those we have built relationships with and equipping all to become disciples and make disciples.

UPDATE Dec 2023:

Since creating the Vision statement in June of 2023 we have implemented the following in the last 6 months.

- Met with committees to start the realignment of ministries.
- Started Reevaluating programs that don't match our Vision.
- Met with other community ministries to find ways to walk together
- Started community prayer walks.
- Implemented a weekly "Eat N Meet" .....Wednesday community meal.
- Estimated 500 people at our annual Fall Fest.
- Building relationships with many neighboring residents.
- Partnered with Bridges of Hope and walking with homeless families.
- Started engaging more existing members of our congregation.

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 6/2023

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

Vision Statement-

**SERVING NEIGHBORS WITH THE LOVE OF CHRIST**

- Meeting neighbors where they are, both physically and spiritually
- Loving and serving with a purpose to build a relationship
- Becoming a recognizable and available people of Christ
- Intentionally serving our local community
- Showing and sharing the Gospel
- Praying together for individuals and our community
- Leaning on the church body for support, equipping and accountability

All so the neighbor becomes our friend and a follower of Jesus Christ.



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## **Part 4: Leadership Expectations**

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

**Humility** - Humbly obeying God and submitting to God's authority. Being self controlled, a team player.

**Integrity** - Lead by honest, authentic example; being accountable, dependable, and adhering to moral and biblical principles, commitment to persevering in holiness.

**Compassion** - Shepherding of God's flock with kindness, patience, wisdom, and respect. Being empathetic to the concerns and sufferings within the congregation and the community.

**Enthusiasm** - Passion and zeal for teaching and imparting God's word. Inspiring others to grow in their faith. Being eager and joyful to serve with whole heartedness. (Romans 12:11)

**Commitment** - Standing firm in the faith, demonstrating love and devotion to the church, dedicated to God's service and doing it all for His glory.

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

**Discernment** - Believing God loves you, listening to the Spirit, and responding in trust. The ability to perceive, understand, and judge things clearly. (Proverbs 2:3-6)

**Leadership** - An ability to inspire God's people to accomplish God's purposes for His Glory. A skilled communicator and organized administrator.

**Evangelism** - Passion for reaching into the community and communicating the gospel. Lovingly sharing the truth - the "Good News" of Jesus Christ with a focus on training and mentoring his followers.

**Preaching/teaching** - Compelling doctrinal preaching. Interpreting scripture, exhorting, admonishing, comforting, and encouraging the congregation.

**Relational** - Love for pastoral care and shepherding all from senior saints to the youngest (1 Peter 5:2). Experienced in neighborhood community relationship building.

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

See attached Job Description



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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?

2002 - Bellevue added an addition to the current church. This provided an expansion to the sanctuary, added a friendship area for fellowship, more office space for staff, additional bathrooms, a more modern kitchen, and a large multipurpose room. This addition was paid for completely through faithful giving and fundraising. No loan was taken out to pay for the addition. The congregation, through the grace of God, worked together to complete this goal.

2011 - Bellevue moved from PCUSA to EPC

2016 - Congregation struggled over egalitarian and complementarian beliefs

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

As was the case with many churches worldwide, our biggest challenge in the past three years was the Covid-19 pandemic. Determining the best course of action between in person meeting, online sermons, masks or not, and many other hurdles was a difficult challenge for the staff, session and congregation. That being said, it allowed us to not only experiment with alternative ways of worship but also forced us to reassess our current online presence. Along with more recent online changes during this transitional period, those inside and outside of our church now have better access to Bellevue's weekly worship services. Our prayer is that with continued online changes it will also lead to a stronger outreach to our community.



## Part 6: Other Information

### 1. List the last three individuals who held this position

Name	Dates of Service	
<u>Jim Farrell (Transitional Pastor)</u>	<u>11/2022</u>	to <u>2/2024</u>
<u>JT Holderman</u>	<u>6/2016</u>	to <u>9/2022</u>
<u>Bud Davies</u>	<u>10/1976</u>	to <u>6/2016</u>

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

Bellevue Church has recognized the importance of seeking guidance and assistance during a crucial time of pastoral transition. With the departure of our previous pastor, the church session made a unified commitment to secure an EPC trained Transitional Pastor through the EPC Church Health Gospel Priority.

By participating in the Transitional Pastor Program, we have embraced Five Phases of Church Revitalization Process.

Phase 1, Aligning Perception - SWOT analysis, Motivational Models, Missional Posture, and Church Lifecycle Assessment.

Phase 2, Aligning Vision - Vitality Seminar, appointed Vision Team, created Vision statement, elected a Pastoral Search Committee.

Phase 3, Aligning Strategy - involves interpreting and promoting the Vision statement to the congregation and developing a comprehensive plan to implement that vision through Bellevue's various ministry committees and groups

Phase 4, Aligning Structure - supporting the strategy and ensuring the church's organizational structure and staff aligns with the vision and goals.

Phase 5, Aligning People - focuses on staffing and manning the structured plan.

We are currently (Jan 2024) operating in Phase 3 - Aligning Strategy as we interpret and promote the vision and develop strategies to bring our church's ministry committees/groups and organizational structure into alignment with our vision. For example, in October 2023, we started a new Eat N Meet dinner/fellowship time before our Kingdom Kids program, and many neighborhood families as well as church members attend. We are excited to build new relationships and follow God's lead.

Bellevue Church seeks a pastor who is committed to our ministry vision and who is willing to equip us to continue the Church Health Process for Revitalization and fulfill the Great Commission in our neighborhood and beyond.

Throughout this process, Bellevue's Session and congregation have approached each phase prayerfully, while remaining hopeful, optimistic, and fully committed to making necessary changes to align more closely with God's calling. We are strongly committed to revitalize and strengthen our congregation for the future, for the making of disciples, and for the glory of God.



### 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 John Perella Date 7/9/2023

Search Committee Chair Tim Dougherty Date 7/9/2023