



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. For more information or to send your posting, email 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 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





EPC

A Global Movement of Evangelical Presbyterian Churches

Part 1: Church Information

1. Church Name Presbyterian Church of Kennett Square

Address 211 South Broad Street

Kennett Square, PA 19348

Telephone (610) 444-5255 Fax (_____) _____

E-mail office@pcks.org Website https://www.pcks.org/

2. Presbytery Presbytery of the East

Presbytery Ministerial Committee Liaison Rev. Dr. Scott Redd

3. Search Committee Chairman Gregory Deveney

Address 361 Calvert Circle

Kennett Square, PA 19348

E-mail gdeveney@gmail.com

Telephone (610) 731-7137

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

- | | | |
|--------------------------------------|---|---|
| <u>Interim Pastor/Teaching Elder</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Bookkeeper</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Office Staff/Custodial</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Nursery</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Organist</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Children's Ministry Lead</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

5. List all key volunteer positions

- Session
- Deacons
- Finance Committee
- Personnel Committee
- Nominating Committee
- Worship Committee - Choir, Musicians, Sound/Video, Greeters, Prayer Ministry
- Property Committee
- Missions Partnering
- Children's Ministry
- Adult Education
- Ambassadors (Newcomer Outreach)
- Nursery Support
- Growth Groups
- Pastor Nominating Committee

6. List all vacant positions

Position Available Pastor Date of Vacancy 1/1/2023

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>122</u>	<u>89</u>
B. Number of family units	<u>81</u>	<u>63</u>
C. Worship attendance		<u>75</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

5 % 0-11 5 % 12-18 3 % 19-24 6 % 25-34

25 % 35-49 12 % 50-64 44 % 65+



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

B. Occupation:

10 % Business 35 % Professional 10 % Trades
0 % Agriculture 5 % Stay-at-Home Parent 40 % Retired
_____ % Other (Please Specify) **NOTE: best guess here and in C**

C. Educational level of adults

_____ % some high school 25 % high school 50 % college 25 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 3 %
5 years or less 21 %
6-10 years 26 %
10 years or more 50 %

10. Racial/Ethnic composition of:

A. Congregation

4 % African-American 3 % Asian 90 % Caucasian 3 % Hispanic
_____ % Other (Specify) _____

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

5 % African-American 1 % Asian 53 % Caucasian 36 % Hispanic
5 % Other (Specify) Two 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: 6,100



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>10:30</u>	<u>75</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: 52 per year

C. How are members involved in planning and participation in the liturgy/worship?
Worship committee, praise team, communion setup and serving, A/V team, Scripture Reader, coffee fellowship, Elder of the Day (call to worship and prayer of intercession)

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)
Mainly traditional. Occasional contemporary song selection.

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 18
- B. Average attendance in Adult Education (Sunday): 12
- C. Average involvement in Small Groups: 40



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	Elected as the church governing council	8	monthly	1
Deacons	Care for congregational needs	11	every 2 months	3
Finance Committee	Manages the churches finances and budget	5	quarterly	3
Personnel Committee	Oversees staffing	3	yearly	2
Nominating Committee	Builds a slate of officers for the congregation to vote on	5	as needed	3
Worship Committee	Organizes and leads worship	4	quarterly	2
Property Committee	Maintenance/improvement of property	5	4-5/year	3
Missions Partnering	Coordinates with our currently supported missionaries	5	monthly	3
Pastor Nominating Committee	Organizes search for new pastor	8	Every 2 weeks	3
Adult Education	Organizes Adult Sunday School curriculum and Bible studies	2	as needed	3
Youth Ministry	Coordinates Youth education within the church	4	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: \$ 320,000 Last year's annual budget: \$ 322,400
(Attach a copy of current budget)
2. Percentage of income received toward budget: 112.00 %



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

- A. EPC Percentage of Income \$ 2,500
- B. EPC World Outreach Global Workers \$ 500
- C. EPC Special Projects \$ 2,000
- D. Presbytery Per Member Asking/Percentage of Income \$ 1,500
- E. Other Missions/Missionaries \$ 48,000

4. Property owned by church

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

The main church building includes the sanctuary, parlor, classrooms, library, large meeting room, certified kitchen facilities, a choir room, a nursery, and even a nursing mother's room.

The house next door functions as the church office and pastor study.

All facilities are in good condition. The parlor was renovated about 10 years ago to provide an attractive and welcoming place to gather after services.

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 in building next door



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

5. Compensation:

A. The salary range we are prepared to offer:

Position: Senior Pastor \$ 85,000 - 92,000

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Senior Pastor \$ _____ or 1.00 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

15% 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)

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

TBD Sabbatical frequency and length _____

Pls Note Other (Specify: Salary in (A) to be split as desired b/w housing and base salary)

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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 2	<input checked="" 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 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Uses members' gifts in worship	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

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

Prospective leaders are initially recognized by their spiritual maturity and willingness to serve by the pastor, elders and other ministry leaders. They are usually given committee or ministry responsibilities to grow in congregational knowledge and leadership skills.

Formal training uses EPC resources under the guidance of the pastor and members of Session.



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?

Session: the pastor leads the Session in a study time reflecting on a particular book study on leadership skills. The Session has periodic retreats. The pastor meets one-on-one with each Session member between formal Session meetings.

Deacons: The Session and Board of Deacons hold an annual meeting and share a meal and prayer time. The Board of Deacons is led by the Deacon Moderator and opens with a time of prayer and teaching. After discussion of business, the meeting is closed with prayer. Minutes of the monthly deacon meetings, relayed by the Deacon Representative, are reviewed at the monthly Session meeting

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

Within the Presbytery: the pastor regularly attends meetings and serves on various committees as they feel led. Elders are invited to attend meetings and do so for those held locally, which is frequent due to our close proximity to the EPC Presbytery. The pastor and elders are also welcome to attend General Assembly and there are funds budgeted for those attending.

Within the local community: the pastor is expected to be involved in the local Ministerium, an organization of pastors from local churches of various denominations. The vision statement calls for a commitment to this involvement.

19. Describe the strengths of your congregation.

- Strong core of believers as members and leaders
- Strong focus on Biblical teaching
- Care for one another's spiritual and physical needs
- Desire for each other to grow in faith and knowledge from the youngest to the oldest
- Historic building located in the center of the community
- Stable finances



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

20. List specific problems with which your congregation struggles.

- Empowering leaders in certain areas of ministry, which leads to organizational gaps and the challenge of ongoing discipleship and accountability
- Intentional 'passing the baton' in areas of ministry and leadership
- Bringing all members/regular attendees into the life of the church
- Occasional upwellings of interpersonal gossip or division

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

- To be intentionally involved in the life of the Kennett Square community
- Ongoing process to evaluate ministries to discern their effectiveness and if they meet the true needs of the congregation and community
- Develop support structures for both new and existing ministries

To understand more fully our major goals, please see the attached Vision Statement 2024.

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.

It is the understanding of the Pastor Nominating Committee that the former financial administrator of the church wrongfully transferred church funds to his personal accounts over the course of several years. In or around 2014, this became known to Session and staff, and the administrator subsequently was sentenced by the Pennsylvania Justice Department. As a result of this incident, further safeguards have been put in place by the church and Session to minimize such events from occurring in the future.

A former elder was accused of improper conduct related to his employment. The allegations were unrelated to his tenure as an elder and neither the congregation nor the Session were aware of the allegations. Further information about this situation, is available (confidentially) to the candidate(s).

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

Yes No

If yes, Date completed 8/2024

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

See Vision Statement, attached



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?

- A clear, personal love for Jesus.
- Humility to move or not as the Lord leads, to walk in his calling, to have a growth mindset. Striving to win the approval of God rather than human beings.
- Empathy, gentleness, kindness and a love for what is good.
- High personal integrity, wisdom, and motivation.
- A desire to participate in the life of the church, hospitality.
- A willingness to take unpopular opinions, to challenge the status quo AND to also be mediator -- not quarrelsome, but instead motivated by grace.
- Ability to manage their household well; good work/home life balance.
- An awareness of personal strengths and weaknesses and the ability to ask for support where needed.

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

- Preaching and Teaching
Expository and biblically-grounded preaching; the ability to communicate the gospel clearly during sermons as well as one-on-one interactions; having the patient and positive heart of a teacher.
- Strong Leadership
Experience with change management; clear communication; empowerment of others; organized or able to ask for assistance in staying organized.
- Evangelism
Interest in the culture and people of Kennett Square and the greater community; desire to be part of the larger Kennett Square community; growing our gospel outreach beyond our four walls.
- Love for the Body of Christ
Ability to engage with the congregation, including across generational divides.
- Intellectual Curiosity
Lover of books; taking time to further his/her theological training.

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

- Lead the service (sermon and communion) weekly and at various special services
- Perform pastoral duties such as baptisms, marriages, funerals
- Organize new member education
- Moderate the session and act as a mentor to the session and deacons in how to be servants of the church
- Lead the congregation by communicating our vision and by encouraging the church's ministries (Sunday School, growth groups, Children's Ministry, community outreach)
- Participate in the Presbytery and General Assembly meetings
- Engage in individual and collective pastoral care: equip the congregation to do this, with personal availability as well; visits to shut-ins and the sick
- Cultivate relationships with members of the congregation outside the regular service



Part 5: Church History

1. What do you consider to be the three most important events in the history of your church?

We've answered these questions with the following three most significant events our church has undergone during the last approximately twenty to twenty-five years. History previous to our answers is incorporated in what we've reported on here, and we've included a brochure that summarizes earlier PCKS history.

1) As with any church, ours has had periods of growth and decline. PCKS in the late 1990's had been thriving, with a large high school and junior high student ministry, an average weekly attendance of over two hundred, Bible studies and a congregation committed to sound Biblical preaching and instruction. One of our most difficult challenges came almost twenty-five years ago when there was difficulty between the session and the pastor; the session took the difficulty to the presbytery, and in response the session was dismissed in its entirety. This was a damaging event and many families left, attendance declined, and eventually a new pastoral search began. However, core families remained, committed to the goal of seeing PCKS gain new leadership which would be, as always, gospel-driven and Biblically sound.

2) A new pastor, Andrew Smith, was hired in 2010. Not long after that, the session and membership, led by Pastor Smith, agreed that a move from the PCUSA to the EPC would be in keeping with our vision and Biblical values. Under Rev. Smith, our congregation saw a return of a fruitful children's and youth ministry, the introduction of various growth groups, including a men's group, a continued desire to profit from strong Biblical teaching, and a focus on reaching into the community.

3) In undertaking a review of our church history, we noted that long time congregants repeatedly emphasized that there has always been a focus and desire amongst the members to keep solid Bible teaching foremost in our vision. Because of this emphasis, they have been profusely grateful for the solid growth in Christ that they have personally experienced. Current church members refer to this goal of excellent Bible exposition, as that of highest significance. For this reason, we are calling this emphasis on sound Biblical teaching an important recurring "event."

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

Current situation:

We are in the midst of a transitional time and we see this as our current challenge. It is also an exciting time of anticipation, looking forward to the growth God has planned for us individually and in our community. Indeed, the process so far has been edifying and helped us focus more on determining God's calling for us here in our immediate area, and in imagining and shaping authentic church vitality for PCKS. Although we're without a permanent pastor, we have not declined in numbers or become discouraged. We are welcoming new members and adding new growth groups. Our children's ministry and every other ministry is thriving with active membership commitment. We are thankful for this time of joyful flourishing in the church community as we wait for God's direction.



Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
Andrew Smith	8/2008	to 1/2023
Stephen Gutridge	3/1996	to 1/2006
Moses Pope	9/1987	to 9/1994

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

We are blessed to have an international presence in our congregation, with places of origin including Mexico, Greece, France, Lebanon and Rwanda.

Although membership numbers show a decline in the last 5 years, the significant involvement of regularly-attending non-members has kept overall participation at a roughly steady level.



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, email benefits@epc.org, or call 407-930-4267.

Clerk of Session _____ Date _____

Search Committee Chair _____ Date _____