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
Part 1: Church Information

1. Church Name Union Presbyterian Congregation of Colerain
   Address 5637 Street Road, Kirkwood, PA 17536
   
   Telephone (717) 529-2000 Fax (____)  
   E-mail upc@epix.net  Website unionpres.com

2. Presbytery: East  
   Presbytery Ministerial Committee Liaison Rev. Daniel Moore

3. Search Committee Chairman Joint Chairs - Arlene Hastings, Dwight Wallace, & Ken Beiler
   Address Union Presbyterian Church c/o Pastoral Search Committee
   5637 Street Rd  
   Kirkwood, PA 17536
   
   E-mail unionpresbyterianepcpastor@gmail.com
   Telephone (717) 529-2000

4. List all paid staff positions (use additional sheet if necessary)
   Pulpit Supply ☐ Full time ☑ Part time
   Administrative Assistant ☐ Full time ☐ Part time
   Organist ☐ Full time ☐ Part time
5. List all vacant positions

Position Available: ____________ Date of Vacancy: 1/2018

Position Available: ____________ Date of Vacancy: ____________

Position Available: ____________ Date of Vacancy: ____________

6. Membership (state approximate numbers and percentages)

<table>
<thead>
<tr>
<th></th>
<th>Five years ago</th>
<th>Currently</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Number of church members</td>
<td>135</td>
<td>111</td>
</tr>
<tr>
<td>B. Number of family units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Worship attendance</td>
<td>108</td>
<td>40-45</td>
</tr>
</tbody>
</table>

7. Community Growth
   - [ ] Increasing
   - [✓] Static
   - [ ] Declining

8. Profile of church members

A. Age:
   - 1% 0-11
   - 1% 12-18
   - 10% 35-49
   - 88% 65+
   - 1% 19-24
   - 2% 25-34
   - 0% 50-64

B. Occupation:
   - 4% Business
   - 2% Professional
   - 2% Trades
   - 2% Agriculture
   - 90% Stay-at-Home Parent
   - 10% Retired
   - 0% Other (Please Specify)

C. Educational level of adults
   - 90% some high school
   - 0% high school
   - 10% college
   - 0% graduate school

D. Percentage of members belonging to the congregation
   - Less than one year: ___%
   - 5 years or less: ___%
   - 6-10 years: ___%
   - 10 years or more: 95%
9. Racial/Ethnic composition of:
   A. **Congregation**
      
      1 % African-American 7 % Asian 99 % Caucasian 4 % Hispanic
      _____ % Other (Specify)

   B. **Community** (within 5-mile radius of church)
      
      4 % African-American 1 % Asian 90 % Caucasian 5 % Hispanic
      _____ % Other (Specify) *includes large population of Amish

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 3,800 within 5 miles. We have regular worshipers that drive 10 miles or more.

11. Church Programming—Worship

   A. Worship Time Average Worship Attendance
      10:00am 40-45
      
      
      
      
      
      
      
      
      
      
      

   B. Frequency of communion celebration: 4 or 5 per year

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

      We have a worship assistant, a two member worship committee, a choir director, and an organist that assist the minister.
D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)

Mostly traditional occasionally some contemporary.

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

Mostly traditional occasionally some contemporary.

12. Church Programming—Sunday School
   A. Average attendance in Church School (under 18 years) 0-3
   B. Average attendance in Adult Education (Sunday) 16

13. Church Programming—Organizations/Committees
   List major boards, committees, and organizations that are part of your church and frequency of meetings (monthly, weekly, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose of Group</th>
<th>Number of members</th>
<th>Frequency of meetings</th>
<th>Leadership Role*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Church governance</td>
<td>6</td>
<td>monthly</td>
<td>2</td>
</tr>
<tr>
<td>Deacons</td>
<td>Minister to the community and congregation</td>
<td>6</td>
<td>monthly</td>
<td>2</td>
</tr>
<tr>
<td>Trustees</td>
<td>Property maintenance</td>
<td>6</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Womens Association</td>
<td>Bible study &amp; service to the church</td>
<td>24</td>
<td>monthly</td>
<td>3</td>
</tr>
</tbody>
</table>

The Womens Association - is a group of women from the congregation that meet for bible study and perform service to the church. Some of their service include, sewing quilts each winter, hosting fellowship receptions and meals, coordinating the food for post funeral gatherings for the families of members, and decorating the sanctuary for Christmas, Easter, and special services & events.

*Indicate leadership role expected by using the number below:
1. Pastor takes primary initiative and responsibility.
2. Pastor and laity share responsibility.
3. Laity takes primary initiative and responsibility.
Part 2: Financial/Church Campus Information

1. Current annual budget: $106,050.00  Last year’s annual budget: $ 95,959.00  
   (Attach a copy of current budget)

2. Percentage of income received toward budget: 100% 

3. Amount contributed for year 2018* (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  $  
   E. Other Missions/Missionaries  $  

   *Not yet in EPC $12,387 in benevolences for 2018
   New to EPC

4. Property owned by church  
   A. Describe buildings and property (other than manse). 
   Original church has a large second floor sanctuary and lower level meeting rooms. 
   New addition has three offices, full size kitchen, gym/fellowship hall, five classrooms 
   and a large basement level activity room. 
   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 
      Big addition was completed 15 years ago. Some HVAC approaching life 
      expectancy. 

   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
6. Compensation:
   A. The salary range we are prepared to offer:
      
      Position: Full-time or Part-time Pastor $ Negotiable with successful candidate
      Position: ___________________________ $ __________________
      Position: ___________________________ $ __________________

   B. The average annual increase over the past three years is:
      
      Position: Has been vacant two years $ ____________ or ____ %
      Position: ___________________________ $ ____________ or ____ %
      Position: ___________________________ $ ____________ or ____ %
      Position: ___________________________ $ ____________ or ____ %

   C. Housing
      - [ ] Housing Allowance
      - [ ] Manse Only
      - [x] Either of the Above

   D. Benefits and expenses
      - TBD Pension (minimum 10% gross effective salary)
      - TBD Medical insurance
      - TBD Life Insurance
      - TBD Social Security
      - TBD Travel/mileage
      - TBD Book allowance
      - 2 wks Study leave allowance (minimum 2 weeks)
      - 4 wks Annual vacation days (minimum 4 weeks)
      - 2+ Number of worship services per year for which pastor is provided relief
        (in addition to vacation and study leave)
      - Other (Specify: ** All negotiable with successful candidate **)
Part 3: Church Characteristics

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

<table>
<thead>
<tr>
<th>Our congregation...</th>
<th>Currently</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agree</td>
<td>Disagree</td>
</tr>
<tr>
<td>1. Supports the pastor.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>2. Readily shares their gifts with the rest of the congregation.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3. Places a high priority on sound biblical preaching.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>4. Gladly welcomes visitors and new members.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>5. Is involved in local evangelistic ministries.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>6. Is often found living their faith in their communities.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>7. Has a spirit of unity.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8. Cares about each other.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>9. Looks to its Session for leadership.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>10. Ministers well to members who are hurting.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>11. Uses members’ gifts in its worship.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>12. Contains people willing and able to lead the congregation.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>13. Is capable of change when and where appropriate.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>14. Is spiritually alive.</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
15. In what ways does your church participate in ecumenical activities?

Community outreach programs including but not limited to annual events; A Christmas program, quilt donations, Strawberry social, yard sale, and Homecoming. Community outreach groups; New Hope thrift shop and counseling services, the Solanco Ministerium food pantry and emergency heat, Christ Home, local fire and ambulance services. Domestic and international missions.

16. Describe the strengths of your congregation.

Deacons visit shut-ins and minister to the congregation members
Meals are provided to shut-ins
Members are very dedicated, contributing deliberately well financially and with their talents

17. List specific problems with which your congregation struggles.

Attendance of young families and youth
Large selection of area churches competing for worshipers
A lack of transparency in the past is being actively addresses

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

Growth with focus on youth and diversity
Greater emphasis on prayer and bible study
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.

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

☑ Yes  ☐ No  

(Anticipate evaluating then adjusting or reaffirming to create our path forward with the new Pastor)

If yes, Date completed

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

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

* Pastoral teaching from the Bible.
* Helping with the comfort of infirmed members.
* Need of stability and ability to organize and use member's strengths yet attract youth.
* Respect older members yet attract young members and youth.
* Bring a vision for our congregation.
Part 5: Church History

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

   203 years of history with strong multi generational congregation until recently
   Past expansion of property and building that meets both current and future needs
   The move from PCUSA to EPC - Biblical principals are the key to spiritual growth

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

   * PC(USA) to EPC
   * Attendance of 145 to 50 in 5 years.
   * Budget of $260,000 to $120,000.
   * Keeping congregation informed.
   * World Vision event
### Part 6: Other Information

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rev. Gregory Wiest</td>
<td>1998 to 2003</td>
</tr>
<tr>
<td>Rev. Dr. David Clark</td>
<td>2006 to 2013</td>
</tr>
<tr>
<td>Rev. Scott Szabo</td>
<td>2013 to 2017</td>
</tr>
</tbody>
</table>

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

We have a desire to move forward with God's direction.

---

Clerk of Session **Barbara Whyte**

Search Committee Chair

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)