



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.

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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





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5. List all vacant positions

Position Available Custodian Date of Vacancy March 2020

Position Available Choir Director/Organist Date of Vacancy November 2019

Position Available _____ Date of Vacancy _____

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>325</u>	<u>250</u>
B. Number of family units	_____	_____
C. Worship attendance	<u>100</u>	<u>70 Before Covid</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

1 % 0-11 4 % 12-18 10 % 19-24 10 % 25-34
25 % 35-49 25 % 50-64 25 % 65+

B. Occupation:

15 % Business 55 % Professional 10 % Trades
_____% Agriculture 10 % Stay-at-Home Parent 10 % Retired
_____% Other (Please Specify) _____

C. Educational level of adults

1 % some high school 9 % high school 75 % college 15 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 5 %
5 years or less 10 %
6-10 years 25 %
10 years or more 60 %



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9. Racial/Ethnic composition of:

A. **Congregation**

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

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

12 % African-American 3 % Asian 75 % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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 19,488

11. Church Programming—Worship

A. **Worship Time**

10:00 AM Sunday

7:00 PM Thursday

Average Worship Attendance

70

15

B. Frequency of communion celebration: 10 per year

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

Music, Technology, Liturgy, Greeters, Ushers, Communion



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

Traditional and Contemporary

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

Traditional and Contemporary

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 12

B. Average attendance in Adult Education (Sunday) 12

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/Trustees		7	<small>Time per month/More if need</small>	2
Worship Committee	Worship Planning and Church Preparation	5	One time a month	2
Christian Education Committee	Sunday School, Connect Groups, Education	3	<small>One Time Per Month</small>	2
Personnel Committee	Hiring and Evaluating	4	As needed	3
Implementation Team	Implementing Church Vision	6	As needed	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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Part 2: Financial/Church Campus Information

1. Current annual budget: \$ Please see attached Last year's annual budget: \$ _____
(Attach a copy of current budget)

2. Percentage of income received toward budget: _____ %

3. Amount contributed for year _____ (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 \$ _____

4. Property owned by church

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

Church/Sanctuary; Gymnasium, Large Industrial Kitchen, Small Kitchen, Fellowship Hall, Library, Educational Wing, Handicapped Lift, Electronic Sign, Preschool, Full Attic and Storage Area, Nursery, 3 Offices, Tech Area, Balcony, Choir Loft

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 _____

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

Other _____



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6. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ 50,000.00 to \$65,000.00

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: _____ \$ _____ or 0 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

Yes Pension (minimum 10% gross effective salary)

Yes Medical insurance

_____ Life insurance

_____ Social Security

Yes Travel/mileage

Yes Book allowance

Yes Study leave allowance (minimum 2 weeks)

Yes 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)

_____ 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 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
2. 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	<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 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
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 checked="" type="checkbox"/> 1	<input 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 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
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 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
10. Ministers well to members who are hurting.	<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
11. Uses members' gifts in its worship.	<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
12. 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	<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 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
14. Is spiritually alive.	<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



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

Community Good Friday Service
Allegheny Valley Association of Churches Christmas Concert
Hunger Walk

16. Describe the strengths of your congregation.

Youth Ministry
Connect Groups
Community Service/Local Mission

17. List specific problems with which your congregation struggles.

The church struggles with the same people doing all of the work. In addition, the church as part of their vision has made outreach a priority. We need to do more of this daily/weekly/monthly. We struggle with effective communication as well as overall spiritual growth.

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

Please see the Church Vision document.



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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

If yes, Date completed November 2019

If yes, attach copies of each statement or strategic plan the church has completed.



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Part 4: Leadership Expectations

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

As a proclaimer of God's word, the next pastor of Natrona Heights Presbyterian Church will preach biblically-based sermons, rooted in Reformed theology that are applicable to Christian life. He or she will be multi-faceted in terms of gifts and personality and understanding the dynamics involved in families, having a strong family background in his or her own right. With a strong spiritual life, the pastor will lead by example in terms of demonstrating the spiritual disciplines. The candidate will be inspired to move the church through the revitalization process, thereby causing members to grow in their own faith practices.

The pastor should combine leadership qualities with a strong gift of administration. This will translate into the ability to see the big picture in terms of NHPC's Church Life and Ministry Vision, to motivate members to join in that vision, and be able to design processes and procedures that will make the vision a reality for ministries in the church, including Adult and Youth Connect Groups. While designing processes and procedures the ability to delegate responsibility and build in accountability will be important.

With a specific outreach focus for the church on youth and their families as articulated in the Church Life and Ministry Vision, the pastor should have a heart to get involved in the community, demonstrating a deep love of people and a heart for the lost. While doing this, he or she will also be attentive to the multi-generational nature of current church membership.

We are prayerful that this individual will be led to live in and make a commitment to the the community, serving as a shepherd to this flock.



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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?

Move of church to current location from Natrona Location
Separation from the PCUSA
Retirement of 30 Year Minister during Transition Process
Youth Ministry

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

Transition to EPC from PCUSA
Pastor Retirement at the same time of Transition after 30 years



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Part 6: Other Information

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

Name	Dates of Service	
<u>Rev. Camerson Malcolm IV</u>	<u>August 1988</u>	to <u>August 2017</u>
<u>Rev. Alfred Deemer</u>	<u>1962</u>	to <u>1987</u>
<u>Rev. David Walker</u>	<u>1956</u>	to <u>1962</u>

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

Clerk of Session Debra L. Lehew Date 9/29/2020

Search Committee Chair Debra L. Lehew Date 9/29/2020

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