



EPC

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.

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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



**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****Part 1: Church Information**

1. Church Name North Park Evangelical Presbyterian Church

Address 600 Ingomar Road

Wexford, PA 15090

Telephone (412) 367-5000 Fax (412) 367-9032

E-mail _____ Website www.northparkepc.org

2. Presbytery Alleghenies

Presbytery Ministerial Committee Liaison Rick Stauffer

3. Search Committee Chairman Philip Van Sickel

Address 318 Forestwood Drive

Gibsonia, PA 15044

E-mail phvansickel@gmail.com

Telephone (412) 953-9525

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

<u>Senior Pastor</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Associate Pastor</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Music & Worship Director</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Administration & Connection Director</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Children's Ministry Director</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Youth Ministry Director</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Media Director</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Office Director</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Ministry Engagement Director</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Custodian</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****5. List all key volunteer positions**

Elders, Deacons, Mission Committee, A&P committee, Finance Committee, Compass Team, SS teachers, Youth Group Leadership Team, Childrens Leadership team, Building Team, Security Team, Womens Ministry, Mens Ministry, Worship Team, Audio Visual Team

6. List all vacant positions

Position Available Senior Pastor Date of Vacancy 10/1/2023

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>348</u>	<u>283</u>
B. Number of family units	_____	_____
C. Worship attendance	<u>356</u>	<u>267</u>

8. Community Growth ☐ Increasing ☐ Static ☐ Declining

9. Profile of church members

A. Age:

20 % 0-11 12 % 12-18 9 % 19-24 5 % 25-34
12 % 35-49 17 % 50-64 26 % 65+



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B. Occupation:

10 % Business 45 % Professional 5 % Trades
 % Agriculture 5 % Stay-at-Home Parent 25 % Retired
 % Other (Please Specify) _____

C. Educational level of adults

 % some high school 5 % high school 75 % college 20 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 3 %
5 years or less 18 %
6-10 years 25 %
10 years or more 54 %

10. Racial/Ethnic composition of:

A. Congregation

<5 % African-American <5 % Asian 90 % Caucasian <5 % Hispanic
 % Other (Specify) _____

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

1.5 % African-American 3.2 % Asian 95 % Caucasian <1 % Hispanic
 % Other (Specify) _____

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: 18,000



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12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>10:15</u>	<u>267</u>	<u>Mixed</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: 12 per year

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

- Planning (4)
- emcee (1)
- prayer / scripture (1)
- ministry highlight (1-2)
- worship team (~7)

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

Variety

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

Variety

13. Ministry Programs

A. Average attendance in Church School (under 18 years):	<u>60</u>
B. Average attendance in Adult Education (Sunday):	<u>100</u>
C. Average involvement in Small Groups:	<u>150</u>

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****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*
see attached				

*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: \$ 1,223,250 Last year's annual budget: \$ 1,188,500
(Attach a copy of current budget)
2. Percentage of income received toward budget: 95.00 %



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

- | | |
|--|-------------------|
| A. EPC Percentage of Income | \$ <u>12,000</u> |
| B. EPC World Outreach Global Workers | \$ <u>25,200</u> |
| C. EPC Special Projects | \$ <u>7,000</u> |
| D. Presbytery Per Member Asking/Percentage of Income | \$ <u>7,548</u> |
| E. Other Missions/Missionaries | \$ <u>121,961</u> |

4. Property owned by church

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

Debt free 42,000sq-ft facility over 5 floors upon a 12-acre campus situated near county park. Worship Center, Office, 3-story Education wing, Multi-purpose room, Kitchen, etc.

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

Our community Center (Blue Room) needs remodeled and an elevator installed for handicap access from the sanctuary. Projected budget is \$1.2 million.

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 _____

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****5. Compensation:****A. The salary range we are prepared to offer:**Position: Low end of the range \$ 90,000Position: High end of the range \$ 120,000

Position: _____ \$ _____

B. The average annual increase over the past three years is:Position: 2022-3 \$ 4,320 or 4.00 %Position: 2021-2 \$ 2,116 or 2.00 %Position: 2020-1 \$ 2,264 or 2.20 %

Position: _____ \$ _____ or _____ %

C. Housing☒ Housing Allowance☐ Manse Only☐ Either of the Above**D. Benefits and expenses**11000 Retirement Plan (minimum 10% gross effective salary)18000 Medical insurance (EPC medical coverage required for full-time TEs)

_____ Life insurance

Yes Social Security

_____ Travel/mileage

500 Book allowance2 weeks Study leave allowance (minimum 2 weeks)4 weeks Annual vacation days (minimum 4 weeks)4 Number of worship services per year for which pastor is provided relief
(in addition to vacation and study leave)

_____ Sabbatical frequency and length _____

_____ Other (Specify: _____)

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

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****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 checked="" type="checkbox"/> 1 | <input 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 checked="" type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| 6. Is engaged in evangelism | <input type="checkbox"/> 1 | <input checked="" type="checkbox"/> 2 | <input 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 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 checked="" type="checkbox"/> 1 | <input 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?

The training course consists of six 90 minute long sessions led by the Senior Pastor covering Reformed Theology, EPC history and governance. Materials involved include the EPC Book of Church Order and GI Williamson's Study Guide version of the WCF.



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

- Elders attend a yearly retreat where we focus on the health of the church and longer range directional plans. We spend this retreat also doing devotions and training.
- Each session meeting starts with devotions.
- Session invites deacons twice a year to share their work and communicate mission and vision goals.
- All officers are required to be part of a small group or care group where they are actively engaged in ministry.

But, We do not have a formal discipling program for our Elders and Deacons

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

- Our church hosts Community Bible Study weekly attended by over 350 women and 87 children from many different church backgrounds
- We host Blackburn Study Center (a home school study center) who meets twice a week providing a Christian classical education to over 100 students from many different churches
- Bible Study Fellowship meets weekly
- Our church partners with a local independent church on mission trips
- We encourage our members to get involved in many para church ministries, Pro Life, Street missions, Prison Fellowship, College ministries, etc.

19. Describe the strengths of your congregation.

- Vibrant worship
- Focused on the Scriptures
- Faithful servant-leaders in the laity
- Substantive adult and children's education in Biblical studies
- More than 50% of church members are engaged in ministry (not an 80/20 church)
- Majority of church engaged in small groups
- 41% of the people provided 84% of financial support in 2022
- A welcoming environment to visitors
- Strong children's and youth discipleship ministries



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20. List specific problems with which your congregation struggles.

- We have a tension in the church over how to deal with cultural issues such as COVID, race relations, and other cultural issues. It is not divisive but it is not as healthy as we would like. We would like to allow for differences of approach and be able to agree to disagree, to engage in healthy debate, or to come to a better understanding.
- To attract and engage young adults
- To disciple new believers

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

- To have a greater impact in our local community (outreach, evangelism, service) both corporately and individually
- To continue to pursue unity in the gospel and the mission of Christ
- To be a place where new Christians and unbelievers can safely explore Christianity and grow in their faith
- To attract and retain young adults in their 20s-30s

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.

- Ruling elder renounced jurisdiction when confronted with marital unfaithfulness- 1990s
- Assistant pastor defrocked by Presytery after marital unfaithfulness- 2015

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

☒ Yes ☐ No

If yes, Date completed 7/2013

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

Mission Statement:

Making disciples of Jesus who WORSHIP God passionately, CONNECT with each other in caring community, & IMPACT the world through word and deed.

Core Values are

1. CHRIST – Jesus is preeminent, the One from whom, through whom and unto whom are all things.
2. TRUTH - God's word is powerful and is to be learned, loved and lived.
3. DEPENDENCE – God is the Source of all our strength, wisdom and love; therefore we pray.
4. THE LOST – Both near and far, unbelievers matter to God and to us.
5. FAMILIES – healthy marriages and children are vital to God's mission in the world.

See attached plan from 2015



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Part 4: Leadership Expectations

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

Honest, Trustworthy, Faithful, Steadfast, Prayerful, Wise, Spiritually tested, Courageous

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

Preaching, Teaching, Apologetics, Shepherd, Biblical Scholar, Servant Leader

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

- Serve as the primary large-group preacher, occupying the pulpit a minimum of 40 Sundays per year
- Collaborate with ministry staff to prepare a thoughtful and reformed worship service inclusive of songs, prayers, exposition of the Word, and administering the Sacraments
- Lead the church staff of eight full-time and part-time employees. Direct reports include:
 - Associate Pastor
 - Director of Music & Worship
 - Director of Administration & Connection
 - Director of Ministry Engagement
- Moderate and provide leadership of Session, including up to nine Ruling Elders and one Teaching Elder to jointly develop and execute vision and strategy for the church's mission
- Oversee, in general, all the ministries of the church as something of a chief executive officer
- Actively engage in developing leaders from within the congregation
- Perform various pastoral duties (e.g., weddings, funerals, visitation, etc.)
- Teach adult classes at various times throughout the year
- Provide counseling services on a limited, selective basis
- Other duties as customary to a Senior Pastor and as discussed with Session



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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?

1. Founding. The founding of North Park EPC as we left a church body over the issue of the deity of Christ. Bought a sportsmen's club to begin meeting in. (Morrison/Stauffer- 1982)
2. Worshiping. Launching a contemporary worship service, building a sanctuary, planting a church. (Lacich/Woodworth- 1990)
3. Discipling. Investing in Christian education, construction, planting a church. (Hopper/Stauffer- 2002)
4. Persevered through significant trials 2014-2017

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

Pursuing and faithfully following Christ; focusing on our PBJ initiative (Pray-Bless-Jesus) (HendleyBurkholder- 2019)



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Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Dan Hendley</u>	<u>1/2009</u>	to <u>10/2023</u>
<u>Bob Hopper</u>	<u>1/1996</u>	to <u>12/2007</u>
<u>Dan Lacich</u>	<u>1/1987</u>	to <u>12/1995</u>

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

- We are complementarian in our view of Teaching and Ruling elders. We encourage female leadership in all others areas of our church life.
- Only the financial secretary (One Person) knows how much people contribute to NPC. The senior pastor, elders and finance committee do not have this information.



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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 David Pinkerton Date 11/20/2023

Search Committee Chair Philip Van Sickle Date 11/20/2023