



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 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 Associate Pastor for Youth and Families Date of Vacancy New Position

Position Available Organist Date of Vacancy 9/1/2021

Position Available Facility Manager Date of Vacancy 6/1/2022

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>407</u>	<u>397</u>
B. Number of family units	<u>162</u>	<u>153</u>
C. Worship attendance	<u>156</u>	<u>102-C, 52-V</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

4 % 0-11 4 % 12-18 7 % 19-24 9 % 25-34
15 % 35-49 19 % 50-64 42 % 65+

B. Occupation:

18 % Business 20 % Professional 9 % Trades
1 % Agriculture 10 % Stay-at-Home Parent 42 % Retired
____ % Other (Please Specify) _____

C. Educational level of adults

10 % some high school 35 % high school 35 % college 20 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 1 %
5 years or less 5 %
6-10 years 12 %
10 years or more 82 %



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9. Racial/Ethnic composition of:

A. **Congregation**

1 % African-American _____ % Asian 99 % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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

58 % African-American 1 % Asian 40 % Caucasian 1 % 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 Darlington County: 62,755

11. Church Programming—Worship

A. **Worship Time**

11am

Average Worship Attendance

102-S, 52-V (138 pre COVID)

B. Frequency of communion celebration: 15 per year

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

Pastor and Music Director with Worship Committee



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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)

Traditional with Some Blended

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 16

B. Average attendance in Adult Education (Sunday) 55

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*
Christian Edu.	Programming	11	Qtr	2
Administrative	HR and Admin	8	Qtr	2
Property	Maintenance	13	Qtr	3
Worship	Music	13	Qtr	2
Fellowship	Events	14	Qtr	3
Evangelism	Outreach	6	Qtr	2
Stewardship	Budget	7	Qtr	2
Mission and Service	Mission Support	9	Qtr	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: \$ 768,000 Last year's annual budget: \$ 765,000
(Attach a copy of current budget)

2. Percentage of income received toward budget: 96.8 %

3. Amount contributed for year 2022 (most recent complete reporting year)

- A. EPC Per Member Asking \$ 10,098
- B. EPC World Outreach Global Workers \$ 42,544
- C. EPC Special Projects \$ 7,599
- D. Presbytery Per Member Asking \$ 11,957
- E. Other Missions/Missionaries \$ 60,555

4. Property owned by church

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

The Church has a beautiful, updated facility with four sections: Sanctuary, Education Building, Office Area, and a newly expanded Fellowship Hall.

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: Associate Pastor \$ 42,000-55,000 (negotiable w/experience)

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Staff 2019 \$ _____ or 5 %

Position: Staff 2020 \$ _____ or 5 %

Position: Staff 2021 \$ _____ or 5 %

Position: Staff 2022 \$ _____ or 5 %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

4200-5500 Pension (minimum 10% gross effective salary)

5220-10440 Medical insurance

_____ Life insurance

1/2 Social Security

3000 Travel/mileage

1000 Book allowance

2000 Study leave allowance (minimum 2 weeks)

28 Annual vacation days (minimum 4 weeks)

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

2448-4208 Other (Specify: 1/2 FICA)



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 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
2. 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	<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 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
5. Is involved in local evangelistic ministries.	<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
6. Is often found living their faith in their communities.	<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
7. Has a spirit of unity.	<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
8. Cares about each other.	<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
9. Looks to its Session for leadership.	<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
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 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
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 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
14. Is spiritually alive.	<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



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

- Christmas Candlelight Service on the City Square
- Memorial and Veterans Day Services
- Monthly Pastor's Prayer for the Community and Nation
- Cooperative Mission Endeavors (The Lord Cares, Free Medical Clinic, Kid's Closet)
- Occasional Community Worship Services
- Annual Maundy Thursday Service with Methodist Church
- Annual Turkey Giveaway
- Raceway Ministries Outreach and Darlington NASCAR races

16. Describe the strengths of your congregation.

- Loving, caring, and encouraging congregation within our church family and with those in the community.
- Mission oriented congregation supporting both local and world missions.
- Love for Christ and praying congregation.
- Strong Christian education that stresses truth of the Bible and living accordance to God's Word.
- Strong and willing vounteers who consistently support our ministries.
- Dedicated teachers who prepare our youth for the outside world utilizing outstanding curriculum.

17. List specific problems with which your congregation struggles.

- Inactive members
- Attracting younger members.
- Developing stronger youth ministry, especially outreach to youth.

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

- Hiring Associate Pastor to strengthen our outreach to the next generation and youth.
- Pastors and Church Officers to equip members to make disciples of Jesus Christ.
- Identifying intergenerational mission opportunities inside and outside our community.



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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 2018

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?

- Ordained or willing to work toward ordination in the EPC
- Enthusiasm for reaching youth and families as well as new members of our church
- Mission oriented with a passion for reaching the lost or unchurched, with an emphasis on youth and families
- Team player who works well with staff, church officers and the congregation
- Strong faith and communication skills.



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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. In 2012, our church joined the EPC to align with a denomination that has a passion for making disciples of Jesus Christ, who share our conviction that the Bible is the Word of God, clearly affirm the Reformed Faith, and seek to fulfill God's mission for the Church in our community and world.
2. Annual Loyalty Day Service, established to acknowledge GOd's faithfulness in paying off the Chruch's mortgage during the Great Depression.
3. Providing initiative and leadership in organizing through mission outreaches in our community: The Lord Cares (an ecumenical food ministry), the Kid's Closet (a clothing ministry for disadvantaged youth), and the Free Medical Clinic (provides health care assistance to those without insurance)

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

In the past three years, we have had the challenge of both expanding and updating our facilities (Fellowship Hall and Handicap accessibility) as well as navigating our way through the COVID pandemic. We are grateful that we had already been livestreaming our service since 2011. We shared many other challenges, as other congregations did, to discern the right strategies and define policies and procedures for moving forward in our ministry and mission during this time.



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Part 6: Other Information

1. List the last three individuals who held the position of New Position

Name	Dates of Service
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

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

Clerk of Session *James Wharton* Date 2/21/2023

Search Committee Chair *Bill Fleming* Date 2/21/2023

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