



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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Part 1: Church Information

1. Church Name Hopewell Presbyterian Church

Address 5314 Old River Rd

Florence, SC 29505

Telephone (843) 665-1308 Fax () _____

E-mail cindyhpc@gmailcom Website www.hopewellflorence.com

2. Presbytery: Coastal

Presbytery Ministerial Committee Liaison Rev. Walter Taylor

3. Search Committee Chairman Matt Lamb

Address 1014 W. Cedar St.

Florence, SC 29501

E-mail matthewsc18@yahoo.com

Telephone (843) 472-8998

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

<u>Pastor</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Pianist</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Secretary</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
_____	<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



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5. List all vacant positions

Position Available Pastor Date of Vacancy April 2022

Position Available _____ Date of Vacancy _____

Position Available _____ Date of Vacancy _____

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>80</u>	<u>33</u>
B. Number of family units	<u>18</u>	<u>14</u>
C. Worship attendance	<u>50</u>	<u>28</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

4 % 0-11 2 % 12-18 2 % 19-24 4 % 25-34
 % 35-49 8 % 50-64 80 % 65+

B. Occupation:

 % Business na % Professional na % Trades
na % Agriculture % Stay-at-Home Parent 80 % Retired
 % Other (Please Specify) _____

C. Educational level of adults

 % some high school 40 % high school 60 % college % graduate school

D. Percentage of members belonging to the congregation

Less than one year 0 %
5 years or less 1 %
6-10 years 1 %
10 years or more 98 %



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9. Racial/Ethnic composition of:

A. **Congregation**

_____ % African-American _____ % Asian 100 % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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

50 % African-American 4 % Asian 40 % Caucasian 6 % 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 5,000

11. Church Programming—Worship

A. **Worship Time**

10:30

Average Worship Attendance

28

B. Frequency of communion celebration: quarterly per year

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

Worship overseen by pastor and session



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)

Blended

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 4

B. Average attendance in Adult Education (Sunday) 18

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*
Worship	Support Worship	6	as needed	3
Education	Oversight	4	3x/yr	3
Missions	encourage missions		as needed	3
Fellowship		5	4x	3
Congregational care		5	3x	3
WIC		3	n/a	3
Moc		3	n/a	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.



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Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 151,000 Last year's annual budget: \$ 149,505.00
(Attach a copy of current budget)

2. Percentage of income received toward budget: 100 %

3. Amount contributed for year 2021 (most recent complete reporting year)

- A. EPC Per Member Asking \$ 25.00
- B. EPC World Outreach Global Workers \$ n/a
- C. EPC Special Projects \$ n/a
- D. Presbytery Per Member Asking \$ 23.00
- E. Other Missions/Missionaries \$ n/a

4. Property owned by church

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

Sanctuary, Fellowship Hall, cemetery, utility building
3 acres

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 (Full Time) \$ _____

Position: Salary Range+Housing: \$ 50,350-55,000

Position: Total Package: \$ 70,977-82,000

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

Position: Pastor \$ _____ 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

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)

2 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
10. Ministers well to members who are hurting.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
12. Contains people willing and able to lead the congregation.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4
13. Is capable of change when and where appropriate.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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?

Wallace Gregg Elementary School
Thornwell Children's Home
Greenwood Food Pantry

16. Describe the strengths of your congregation.

Strong commitment on part of membership
Welcoming
Supportive

17. List specific problems with which your congregation struggles.

Tends to be in-grown
Little or no growth
Outreach
Struggles with need to change

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

Growth
More families with children
More evangelistic
More engagement with the surrounding 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 _____

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?

A sincere love for Christ and His Church

A commitment to the authority of Scripture

A commitment to teaching and preaching the whole counsel of God

A commitment to making disciples

A commitment to evangelism

Outgoing personality

Relational

Consistent lifestyle



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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?

Our separation from the PCUSA in 2020 and our admission to the EPC
The calling of our first pastor in the EPC
Responding to COVID

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

The loss of our pastor in 2022
Congregational participation in The Bible in Ninety Days



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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>karen cartier</u>	<u>April 2020</u> to <u>April 2022</u>
<u>n/a</u>	to _____
<u>n/a</u>	to _____

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

An ageing church population
Location (rural and agricultural)
Leadership

Clerk of Session Monty Enzor Date 10/17/2022

Search Committee Chair Matt Lamb Date 10/17/2022

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