



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





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Part 1: Church Information

1. Church Name Lookout Valley Presbyterian Church

Address 435 Patten Chapel Road

Chattanooga, TN 37419

Telephone (423) 821-3419 Fax (_____) _____

E-mail seford24@gmail.com Website lookoutvalleypc.com

2. Presbytery EPC

Presbytery Ministerial Committee Liaison Ken Fryar

3. Search Committee Chairman Ken Fryar/Sherrie Ford

Address 435 Patten Chapel Road

Chattanooga, TN 37419

E-mail kfryar@prestigebrokers.net/seford24@gmail.com

Telephone (423) 595-7717/488-6941

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

Pastor Full time Part time

Secretary/Bookkeeper Full time Part time

Director of Music Full time Part time

Accompanist Full time Part time

Nursery worker Full time Part time

_____ Full time Part time

_____ Full time Part time

_____ Full time Part time

_____ Full time Part time

_____ Full time Part time



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- 5. List all key volunteer positions
Ruling Elders, Deacons, Hospitality Committee

- 6. List all vacant positions

Position Available N/A Date of Vacancy _____

Position Available N/A Date of Vacancy _____

Position Available N/A Date of Vacancy _____

- 7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	_____	_____
B. Number of family units	_____	_____
C. Worship attendance	_____	<u>40</u>

- 8. Community Growth Increasing Static Declining

- 9. Profile of church members

A. Age:

_____ % 0-11 _____ % 12-18 _____ % 19-24 _____ % 25-34
5 % 35-49 10 % 50-64 85 % 65+



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B. Occupation:

2 % Business _____ % Professional _____ % Trades
_____ % Agriculture 1 % Stay-at-Home Parent 97 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 15 % high school 85 % college _____ % graduate school

D. Percentage of members belonging to the congregation

Less than one year 2 %
5 years or less _____ %
6-10 years 7 %
10 years or more 90 %

10. Racial/Ethnic composition of:

A. Congregation

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

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

5 % African-American _____ % Asian 95 % Caucasian _____ % 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: _____



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>2 hrs. wkly</u>	<u>40</u>	<u>Traditional</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: 12 per year

C. How are members involved in planning and participation in the liturgy/worship?
Through the 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)
Traditional and some contemporary

13. Ministry Programs

A. Average attendance in Church School (under 18 years): 0

B. Average attendance in Adult Education (Sunday): 75

C. Average involvement in Small Groups: _____



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*
Missions	Work with Missions		1 monthly	
Hospitality	Church Activities	6	as needed	
Search Committee	Pastor Church	7	1 monthly	

*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: \$ _____ Last year's annual budget: \$ _____
(Attach a copy of current budget)
2. Percentage of income received toward budget: _____ %



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

- A. EPC Percentage of Income \$ _____
- B. EPC World Outreach Global Workers \$ _____
- C. EPC Special Projects \$ _____
- D. Presbytery Per Member Asking/Percentage of Income \$ _____
- E. Other Missions/Missionaries \$ _____

4. Property owned by church

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

Main Church Building - Good condition. Currently making needed minor repairs.

- 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

Fellowship building project. - Approximately \$500,000

- 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 _____



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5. Compensation:

A. The salary range we are prepared to offer:

Position: _____ \$ _____

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

_____ Retirement Plan (minimum 10% gross effective salary)

_____ Medical insurance (EPC medical coverage required for full-time TEs)

_____ Life insurance

_____ Social Security

_____ Travel/mileage

_____ Book allowance

_____ Study leave allowance (minimum 2 weeks)

_____ 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)

_____ 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



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 type="checkbox"/> 1 | <input checked="" 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 checked="" type="checkbox"/> 1 | <input 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 checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| 6. Is engaged in evangelism | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input checked="" 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 checked="" type="checkbox"/> 1 | <input 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 checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| 12. Uses members' gifts in worship | <input checked="" type="checkbox"/> 1 | <input 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?

Elders and deacons go through training with the pastor as directed by the EPC. The Book of Order is used as part of this training.



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20. List specific problems with which your congregation struggles.

We are an older demographic with many ill and home bound members. Our congregation has become stagnant. We seem to struggle getting the word out about our sweet church and attracting new members.

We have been unable to attract young adults/families. This is an area where we really need to concentrate. Our church is not growing.

We need to better communicate with the community.

We need to establish a social / digital presence.

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

To find a new pastor.

To grow our church in members of all ages.

To develop Sunday school group programs as well as youth programs.

Work toward finding solutions to the struggles listed in the question above.

We would like to develop an outreach programs to witness and spread the gospel.

We are striving to build a new fellowship hall. While our church is small, we have excellant turn out for our social activities. We need space to continue to grow these activities and the fellowship associated with them. Over the past several years we have acquired and paid for the land behind the church. Our building fund is well on the way to being able to take the next step toward this project.

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.

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

Yes No

If yes, Date completed 4/2024

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

Attach expanded Mission Statement when completed.



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Part 4: Leadership Expectations

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

A love for Jesus. A love for a diverse congregation. A love for people as a whole. Someone who lives the fruit of the spirit - love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Honesty.

An attitude of service, the ability to share the gospel to different types of people / personalities.

Should have wisdom, integrity, humility and compassion.

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

Enthusiasm for and an understanding of the Bible. The ability to teach and explain the Bible. Biblically based teaching and preaching the word of God as it is written.

The ability to make the sermon interesting. A good story teller/ engaging.

The ability to teach and communicate the gospel to different types of people / personalities.

A good leader engages the congregation. They are organized but willing to let others grow in their leadership roles and delegates tasks appropriately.

Willing to visit with members / shut-ins that are not physically able to attend church.

Organized, but also willing to let others grow in their leadership roles and delegate tasks appropriately.

Has good personality and "people skills ", able to listen and engage well with others.

The pastor and his family should be active participants in church services, and related activities.

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

See Job Description



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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?

One member of the congregation said "I believe bringing on Grady Davidson as pastor / preacher 21 years ago was crucial to solid Biblical teaching and stable, loving ministry." Another added "Pastor Grady for over 20 years provided training, great message and spiritual growth for me! I found my home as did my family - salvation for my husband."

In 1992 the church became a member of the EPC denomination and adopted it's doctrine

Our pastor, elders and congregation handled Covid in a very proactive and effecient manner. Several years prior we had constructed a gazebo in a large lot next to the church's parking lot to use for spring and fall outdoor "drive-in" services. When Covid struck we missed one Sunday service. We then moved to having outdoor services at the gazebo with members staying in their car and listening to the sermon and music via a local short-range church radio station. As conditions and the weather improved we stayed outside but gradually moved from the cars to distant spaced yard seating. During this time we were able to provide a means of worship to many community members whose church was closed. As Covid conditions improved we were able to return to the sanctuary in a safe manner with distance seating and well thought out safety steps in mind.

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

Covid restrictions & how our leadership provided for continued fellowship & worship.

An interesting event a little more than 3 years ago was when the property behind the church became available for purchase. The congregation decided to purchase the property, we worked together to remove the dilapidated structures and clear the land. The exciting thing was how quickly the congregation came together to pay off the loan. We are now saving to build our new fellowship hall on the property.

Again this was a little more than 3 years ago, but when our pastor took a sabbatical. It was interesting how the church handled him being gone. We pulled together and supported him and we came out strong. Obviously having our great pastor leave has been challenging but again, we are resilient, loving, understanding, and we go forward waiting to see what the Lord has for us next.



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Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Grady Davidson</u>	<u>2002</u>	to <u>2023</u>
<u>Russ Reagon</u>	<u>1992</u>	to <u>2002</u>
<u>King Counts</u>	<u>1990</u>	to <u>1992</u>

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



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 _____ Date _____

Search Committee Chair _____ Date _____