



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](mailto:info@epc.org)







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5. List all vacant positions

Position Available Pastor Date of Vacancy 01/24/2021

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>44</u>	<u>44</u>
B. Number of family units	<u>21</u>	<u>24</u>
C. Worship attendance	<u>42</u>	<u>42</u>

7. Community Growth  Increasing  Static  Declining

8. Profile of church members

A. Age:

5 % 0-11 5 % 12-18 7 % 19-24 0 % 25-34  
20 % 35-49 18 % 50-64 45 % 65+

B. Occupation:

10 % Business 12 % Professional 12 % Trades  
2 % Agriculture 12 % Stay-at-Home Parent 45 % Retired  
\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

C. Educational level of adults

8 % some high school 52 % high school 30 % college 7 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 5 %  
5 years or less 30 %  
6-10 years 14 %  
10 years or more 48 %



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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)

\_\_\_\_\_ % African-American \_\_\_\_\_ % Asian 100 % 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 3,000

11. Church Programming—Worship

A. **Worship Time**

11:00 AM

**Average Worship Attendance**

42

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Frequency of communion celebration: 4 per year

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

We have members that led prayer and the sound director will help with presentation of sound and visual.



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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

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 6

B. Average attendance in Adult Education (Sunday) \_\_\_\_\_

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*
Trustees	Church property	4	Annual	3
Cemerty	Cemerty property	3	Annual	3
Youth	Youth Program	3	As needed	3
In Reach/Out Reach	Church and community events	5	monthly	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: \$ 28000.00 Last year's annual budget: \$ 28000.00  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 51 %

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

- A. EPC Per Member Asking \$ 20
- B. EPC World Outreach Global Workers \$ 0
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking \$ 0
- E. Other Missions/Missionaries \$ 2250.00

4. Property owned by church

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

Church made up of santucary, fellowship hall containing kitchen, 2 sunday school rooms, office and 2 restrooms. We have a pallivon that includes a storage room. Then we have a cemetry.

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 \$ 12000.00 annually

Position: \_\_\_\_\_ \$ \_\_\_\_\_

Position: \_\_\_\_\_ \$ \_\_\_\_\_

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

Position: Pastor \$ 0 or 0 %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

0 \_\_\_\_\_ Pension (minimum 10% gross effective salary)

0 \_\_\_\_\_ Medical insurance

0 \_\_\_\_\_ Life insurance

0 \_\_\_\_\_ Social Security

0 \_\_\_\_\_ Travel/mileage

0 \_\_\_\_\_ Book allowance

2 days \_\_\_\_\_ Study leave allowance (minimum 2 weeks)

4 days \_\_\_\_\_ 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)

0 \_\_\_\_\_ 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 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
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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Is involved in local evangelistic ministries.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 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 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
8. Cares about each other.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Looks to its Session for leadership.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 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 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 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 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 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?

Prayerful and financial help to local and area as well as foreign missions. Also World wide communion.

16. Describe the strengths of your congregation.

Love for each other and for our Savior and our church and our community.

17. List specific problems with which your congregation struggles.

Need for mejbbers for church and also more young people

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

More Members



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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 1/31/2018

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?

Be a shepard to their congregates.

Interact with congregation within all church relate functions.

Open to be involved in the community.

Be involved in Children's Ministry.

Believes and abides by the EPC Book of Order.



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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?

The consolidation of Nonaburg and Wilson Station joined congregations in 1966.

The turmoil of leaving the PCUSA.

The total cancellation of all programs and church services due 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?

Closing of all church services and activities for months due to COVID.

Pastor's contentious and unexpected resignation.

Encouraging members to return to the church's normal worship services and activities after a decline due to COVID.



**Part 6: Other Information**

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

Name	Dates of Service	
Jarrold Johnson	1/01/2017	to 1/23/2021
Craig Fairall	5/12/2002	to 7/17/2016
Andy Hamilton	1/01/1994	to 12/27/1998

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

Wilson Station is located in a small, rural community in the beautiful mountains of Southeast Tennessee. We have lots of opportunities for hiking, boating, rivers, and streams. We are one hour from Chattanooga, TN and one hour from Knoxville, TN. So anything you cannot find in a small town, then you can find in Chattanooga or Knoxville.

We have good school systems in the area. Also, Tennessee Wesleyan University is about 20 minutes away, located in Athens, TN.

The cost of living is some of the best in the country.

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

Search Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

We encourage churches to list their vacancies on the Ministry Staff Opportunities webpage at [www.epc.org/mso](http://www.epc.org/mso). For more information or to send your posting, email [info@epc.org](mailto:info@epc.org)