



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](http://www.epc.org/mso). For more information or to send your posting, email [info@epc.org](mailto: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](mailto:marti.ratcliff@epc.org) or 407-930-4263.

### *Contents*

Part 1: Church Information	Part 4: Leadership Expectations
Part 2: Financial/Church Campus Information	Part 5: Church History
Part 3: Church Characteristics	Part 6: Other Information

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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**Part 1: Church Information**

1. Church Name Faith Presbyterian Church

Address 8816 Poplar Pike

Germantown, TN 38138

Telephone ( 901 ) 754-4840 Fax ( 901 ) 754-4851

E-mail faithgermantown@gmail.com Website faithgermantown.com

2. Presbytery Central South

Presbytery Ministerial Committee Liaison Rev. Waring Porter

3. Search Committee Chairman Cindy Hunter

Address 1090 Helene Drive

Arlington, TN 38002

E-mail fpcgtown.cindy@gmail.com

Telephone ( 901 ) 292-9444

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

Senior Pastor  Full time  Part time

Assistant Pastor  Full time  Part time

Assistant to the Pastor  Full time  Part time

Choir and Administration  Full time  Part time

Pianist  Full time  Part time

Community Service Worship Leader  Full time  Part time

3 Band Members (contract)  Full time  Part time

Organist (contract)  Full time  Part time

Cleaning staff (contract)  Full time  Part time

\_\_\_\_\_  Full time  Part time



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A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

5. List all key volunteer positions

- Sunday School Teachers
- Nursery Workers
- Kitchen Staff for Wednesday Night Dinners
- Choir Members
- Elders and Committee Members

6. List all vacant positions

Position Available Senior Pastor Date of Vacancy 6/30/2025

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>235</u>	<u>184</u>
B. Number of family units	<u>110</u>	_____
C. Worship attendance	<u>130</u>	<u>92</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

1 % 0-11    .5 % 12-18    1 % 19-24    \_\_\_\_\_ % 25-34  
10 % 35-49    18.5 % 50-64    69 % 65+



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A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

**B. Occupation:**

X % Business      X % Professional      \_\_\_\_\_ % Trades  
\_\_\_\_\_ % Agriculture      \_\_\_\_\_ % Stay-at-Home Parent      X % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

\_\_\_\_\_ % some high school      21 % high school      50 % college      29 % graduate school

**D. Percentage of members belonging to the congregation**

Less than one year 1 %  
5 years or less 14 %  
6-10 years 15 %  
10 years or more 70 %

**10. Racial/Ethnic composition of:**

**A. Congregation**

1 % African-American      \_\_\_\_\_ % Asian      98 % Caucasian      \_\_\_\_\_ % Hispanic  
1 % Other (Specify) Pacific Island

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

\_\_\_\_\_ % African-American      \_\_\_\_\_ % Asian      \_\_\_\_\_ % Caucasian      \_\_\_\_\_ % Hispanic  
\_\_\_\_\_ % Other (Specify) Not Available

**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: 41,000



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>10:45</u>	<u>72</u>	<u>Traditional</u>
<u>10:45</u>	<u>20</u>	<u>Contemporary (comm wkly)</u>
<u>10:45</u>	<u>20</u>	<u>Virtual (Trad.)</u>
<u>                  </u>	<u>                  </u>	<u>                  </u>
<u>                  </u>	<u>                  </u>	<u>                  </u>

B. Frequency of communion celebration: 14 per year

C. How are members involved in planning and participation in the liturgy/worship?  
Staff led, members assist with prayers and Bible reading in Contemporary service.

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)  
Traditional/Contemporary concurrently run

E. Type of music used in worship (e.g., traditional, contemporary, variety)  
Traditional (Choir) and Contemporary (Praise Band)

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 7
- B. Average attendance in Adult Education (Sunday): 40
- C. Average involvement in Small Groups: 35



**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*
<b>Session</b>	<b>Govern and Shepherd</b>	<b>9</b>	<b>12 per year</b>	<b>2</b>

\*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: \$ 668,000 Last year's annual budget: \$ 638,000  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 90.00 %



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

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

- A. EPC Percentage of Income \$ 5,000
- B. EPC World Outreach Global Workers \$ 4,800
- C. EPC Special Projects \$ \_\_\_\_\_
- D. Presbytery Per Member Asking/Percentage of Income \$ 4,000
- E. Other Missions/Missionaries \$ 143,000

4. Property owned by church

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

*We have an excellent facility that is in top condition.*

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

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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A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

5. Compensation:

A. The salary range we are prepared to offer:

Position: Senior Pastor \$ Commensurate with experience

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

X Retirement Plan (minimum 10% gross effective salary)

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

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

X Social Security

X Travel/mileage

X Book allowance

X Study leave allowance (minimum 2 weeks)

X 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





**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 checked="" type="checkbox"/> 1	<input 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 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 type="checkbox"/> 1	<input checked="" 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

16. How are elders and deacons initially trained and equipped for ministry?  
 Elders have a training session with the Pastor, reviewing sections of the Book of Order and responsibilities.



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*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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

Monthly devotions and prayer time.

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

Mission work in the city of Memphis  
Short term mission trips

19. Describe the strengths of your congregation.

Family Feel  
Faithful  
Caring - Commitment to one another  
Mission oriented  
Giving



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**CHURCH INFORMATION FORM**

20. List specific problems with which your congregation struggles.

- Outreach to families with children
- Lack of evangelism strategy
- Lack of vision
- Difficulty implementing change

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

- To be faithful followers of the Lord Jesus Christ.
- To continue mission work at home and around the world.

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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*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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 6/2016

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

Mission: Faith Presbyterian Church Germantown strives to bring glory to God through our sustained efforts to lead people to place their faith in Jesus Christ. We provide an environment that encourages people to develop and live their Christian faith through prayer, worship, fellowship, and service while equipping them to contribute to the spiritual well-being and needs of others.



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*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

#### **Part 4: Leadership Expectations**

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

A passion and love for Christ and a commitment to the Great Commission.  
Willing to know the people of FPC and Germantown, and live life together. One who likes people, relationships, and being with others.  
A person of peace who is accessible and approachable  
Responds to others with grace and without judgement  
Enthusiastic, while also being disciplined and productive

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

Visionary Leadership  
Expository Preaching  
Evangelism/Outreach  
Discipleship  
Teaching

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

Serve as the spiritual leader of the church.  
Deliver Biblically rooted, engaging messages that inspire members and staff to action.  
Moderate the Session and inspire the congregation in the creation and implementation of a vision for the church  
Manage full and part time staff members, developing annual goals, conducting annual performance reviews, and ensuring staff compliance with church policies and procedures.  
Conduct weddings, funerals, baptisms, and provide various types of counseling, as needed.  
Perform pastoral visitations as needed.  
Responsible for the building and grounds, facilitating maintenance as required.



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*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

**Part 5: Church History**

1. What do you consider to be the three most important events in the history of your church?

Leaving the PCUSA in 2009

Paying off the mortgage

Expanding pastoral staff and offering two styles of worship

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

Surviving the Covid pandemic

Static growth



**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service	
Greg Darden	3/1995	to 6/2025
Ernest Mellor (interim)	1/1993	to 6/1995
Joe Dorociak	1/1986	to 1/1993

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

Faith holds to an egalitarian view with respect to the the office of Teaching and Ruling Elder. Our Senior Pastor has been with us since March 1995. We are looking forward to expanding God's kingdom under the direction/vision of a new pastor. We have no debt and many resources. Faith's family feel, genuine fellowship, and fantastic facility provide a strong backbone for growth and change.



### 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](http://www.epc.org/benefits), email [benefits@epc.org](mailto:benefits@epc.org), or call 407-930-4267.

Clerk of Session Sharon Lathum Date 6/10/2024

Search Committee Chair Cindy Hunter Date 6/10/2024