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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</tr>
</tbody>
</table>

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
Part 1: Church Information

1. Church Name: Cedar Springs Presbyterian Church
   Address: 9132 Kingston Pike Knoxville, TN 37922
   Telephone: (865) 693-9331 Fax: (865) 693-6611
   E-mail: torrey@cspc.net Website: cspc.net

2. Presbytery: Presbytery of the Southeast
   Presbytery Ministerial Committee Liaison: Rev. Scott Jackson

3. Search Committee Chairman: Jon Lawler
   Address: 1504 Kenesaw Ave Knoxville, TN 37919
   E-mail: jon@jrlservices.net Telephone: (865) 207-8215

4. List all paid staff positions (use additional sheet if necessary)
   - Senior Pastor
   - Executive Pastor
   - Executive Administrator
   - Director of Global Mission
   - Director of Women's Ministry
   - Director of Student Ministry
   - Director of Choral Ministry
   - Various Ordained pastors serving age groups
     - Full time
     - Part time
5. List all vacant positions

Position Available **Senior Pastor** Date of Vacancy **Early 2020**
Position Available_________________________ Date of Vacancy __________
Position Available_________________________ Date of Vacancy __________

6. Membership (state approximate numbers and percentages)

<table>
<thead>
<tr>
<th></th>
<th>Five years ago</th>
<th>Currently</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Number of church members</td>
<td>3487</td>
<td>3624</td>
</tr>
<tr>
<td>B. Number of family units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Worship attendance</td>
<td>2234</td>
<td>1821</td>
</tr>
</tbody>
</table>

7. Community Growth  
☐ Increasing  ☑ Static  ☐ Declining

8. Profile of church members

A. Age:

- **22** % 0-11  
- **31** % 12-18  
- **4** % 19-24  
- **12** % 25-34  
- **27** % 50-64  
- **60** % 65+

B. Occupation:

- **25** % Business  
- **60** % Professional  
- **15** % Trades  
- **3** % Agriculture  
- **15** % Stay-at-Home Parent  
- **23** % Retired  
- **22** % Other (Please Specify)

C. Educational level of adults

- **85** % some high school  
- **95** % high school  
- **70** % college  
- **15** % graduate school

D. Percentage of members belonging to the congregation

- Less than one year **2** %
- 5 years or less **11** %
- 6-10 years **23** %
- 10 years or more **64** %
9. Racial/Ethnic composition of:
   A. **Congregation**
      _____% African-American _____% Asian 90% Caucasian _____% Hispanic
      _____% Other (Specify)____________________________________________________
   B. **Community** (within 5-mile radius of church)
      17% African-American 2% Asian 75% Caucasian 4% Hispanic
      2% Other (Specify)____________________________________________________

10. Community Setting (check as many as apply):
    Location
    - [ ] Rural
    - [ ] Small Town
    - [ ] Metropolitan
    - [x] Suburban
    - [ ] Inner City
    Function
    - [ ] Industrial
    - [ ] Agricultural
    - [ ] Recreational
    - [ ] Military
    - [x] College/University

    Approximate population of community 450,000

11. Church Programming—Worship
    A. Worship Time          Average Worship Attendance
       8:15 AM                  783
       11 AM                   1038
       __________              __________
       __________              __________
       __________              __________
       __________              __________
       __________              __________

    B. Frequency of communion celebration: 36 per year

    C. How are members involved in planning and participation in the liturgy/worship?
       2
D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)

Soft 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) 400
   B. Average attendance in Adult Education (Sunday) 550

13. Church Programming—Organizations/Committees
   List major boards, committees, and organizations that are part of your church and frequency of meetings (monthly, weekly, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose of Group</th>
<th>Number of members</th>
<th>Frequency of meetings</th>
<th>Leadership Role*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Oversight of Church Body</td>
<td>15</td>
<td>monthly</td>
<td>2</td>
</tr>
<tr>
<td>Global Missions Group</td>
<td>Oversight of all missions</td>
<td>200</td>
<td>bi/monthly</td>
<td>3</td>
</tr>
<tr>
<td>Worship Group</td>
<td>Oversight of all Worship</td>
<td>6</td>
<td>Monthly</td>
<td>1</td>
</tr>
<tr>
<td>Fellowship Group</td>
<td>Oversight of Campus Ministry</td>
<td>8</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Ministry Support Group</td>
<td>Oversight of Operations</td>
<td>8</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Board of Deacons</td>
<td>Oversight of Diaconate</td>
<td>15</td>
<td>monthly</td>
<td>3</td>
</tr>
</tbody>
</table>

*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.
Part 2: Financial/Church Campus Information

1. Current annual budget: $12,076,379
   Last year's annual budget: $11,924,646
   (Attach a copy of current budget)

2. Percentage of income received toward budget: 100% %

3. Amount contributed for year ____________ (most recent complete reporting year)
   A. EPC Per Member Asking $60,000
   B. EPC World Outreach Global Workers __________________________
   C. EPC Special Projects __________________________
   D. Presbytery Per Member Asking __________________________
   E. Other Missions/Missionaries $2,900,000

4. Property owned by church
   A. Describe buildings and property (other than manse).
      Sanctuary, Education Wing (North and South), Reception Hall, Administration Wing, Old Chapel, Gymnasium/family life center including Fellowship Hall, Student Ministry Building, Sports/ballfield
   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
      Yes, but without a future date. Originally, it was discussed to replace older administration wing with a new updated one, but proposed time for that plan hasn't been discussed since the end of the last phase.

   D. Does the church own a manse? ☐ Yes ☐ No
      Condition: ☐ Good ☐ Fair ☐ Poor ☐ Poor # of Bedrooms ______
      Pastor's Office/Study: ☐ In Church ☐ In Manse ☐ Not Provided
      ☐ Other ________________________________________________
6. Compensation:
   A. The salary range we are prepared to offer:
      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
      10% Pension (minimum 10% gross effective salary)
      90% + family Medical insurance
      $60,000 Life insurance
      voluntary Social Security
      Yes Travel/mileage
      Yes Book allowance
      Yes Study leave allowance (minimum 2 weeks)
      21 days 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)
      _______ Other (Specify: _______________________________________________________)
Part 3: Church Characteristics

*Check the box that most closely describes the current congregation characteristics and future goals*

<table>
<thead>
<tr>
<th>Our congregation...</th>
<th>Currently Agree</th>
<th>Disagree</th>
<th>Goal Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Supports the pastor.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Readily shares their gifts with the rest of the congregation.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Places a high priority on sound biblical preaching.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Gladly welcomes visitors and new members.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Is involved in local evangelistic ministries.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Is often found living their faith in their communities.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Has a spirit of unity.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Cares about each other.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Looks to its Session for leadership.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Ministers well to members who are hurting.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Uses members’ gifts in its worship.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Contains people willing and able to lead the congregation.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Is capable of change when and where appropriate.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Is spiritually alive.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
15. In what ways does your church participate in ecumenical activities?

We participate, both locally and globally, alongside churches from many different denominations to further God’s kingdom. Those activities include things like church planting and service-oriented activities. We also offer financial assistance to many ministries outside of our denomination.

Many members of congregation serve on boards of ministries and organizations throughout city and even nationally.

16. Describe the strengths of your congregation.

Our congregation is one that appreciates strong biblical preaching and has grown to expect it from the pulpit. It has historically been a very generous congregation with its financial giving, as well as it serve in the community and globally, much of that being done behind the scene and without much recognition at all. For over the 220+ year history of the church, it has had a heart for missional work and the church is now in a season where it is seeing one of its highest levels of support ever.

The congregation loves Cedar Springs and feels at home here. It is a church where many visitors visit every single week and feel welcomed.

17. List specific problems with which your congregation struggles.

Many of the struggles of CSPC fall on the overall size of the church. Much like any congregation the size of CSPC, many people feel that the church body is hard to get connected and to find authentic relationships. The church has opportunity for unity among all of its ministries working more closer in-line with one another. It has a recent history of each ministry being "siloed" in their actions. Likewise, many of the ministries are heavily led by paid staff members vs. laity. There is a present need for more officer involvement in both service and discipleship opportunities. Much of the congregation is heavily dependent on Sunday mornings and the worship service for the 1 activity or involvement within the church body.

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

Desire for a more widely known congregational vision that binds us all together and ensures the whole body is heading along a similar path.
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 2011

If yes, attach copies of each statement or strategic plan the church has completed.
Part 4: Leadership Expectations

1. What five key characteristics, gifts, and/or skills should a person bring to the position?
   - Must be a gifted, expository teacher with the highest regard of scripture
   - Must lead a life that exhibits his own relationship with Christ that is an example to all
   - Must have a heart for Missions (both locally and globally)
   - Must have strong leadership skills and equipped to lead senior staff and officers well.
   - Must have a sense of humility and know he is broken without our Lord and Savior
Part 5: Church History

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

Around 1963 Rev. Lane Adams was called to CSPC. Up until that time we were a small country church longing for something more. Lane brought with him an enthusiasm for knowing God's word and walking it out in our daily lives. We went from 'going through the motions', to soaking up the teaching of God's word each Sunday.

Around 1976 Rev Don Hoke, a former missionary to Japan, was called to CSPC and our vision for missions became a passion. Dr. Hoke's passion for missions opened up a whole new horizon for us.

In 1981, the congregation withdrew from the Presbyterian Church in the United States to unite with the Presbyterian Church in America.

In 2001, CSPC left the PCA and became a part of the EPC.

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 2016, there was a congregational vote on the ordination of women to the offices of Elder and Deacon. The church was unified in its decision by voting 79.5% in favor of Deacon and 72.5% opposed to Elder. This was a time in our church's history where addressing this issue could have divided our body, but the church was unified and has since moved forward.

Staffing turnover in our Student Ministry (particularly High School) has caused the participation level to drop significantly from a once vibrant ministry for our church. Although some hiring has taken place, the current search process for the next Director of High School is still ongoing as the church sees this as a very important hire for its future. However, the Middle School ministry is growing with a significant participation level so the future is bright for Student Ministry.

The digital age is helping to create a lack of community and communication within the body of the church at CSPC. Becoming digitized is making us more distant if we rely on that alone.

With the usage of TouchPoint (ChMS) it makes announcements and events easier but communication more difficult for putting names and faces together.
Part 6: Other Information

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rev. John M Wood</td>
<td>1990 to 2017</td>
</tr>
<tr>
<td>Rev. Don E Hoke</td>
<td>1978 to 1989</td>
</tr>
<tr>
<td>Rev. Samuel S Cappel</td>
<td>1964 to 1971</td>
</tr>
</tbody>
</table>

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

Clerk of Session ____________________________ Date 12/5/2019

Search Committee Chair ______________________ Date 12/6/2019

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