



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 Downtown Church (DC)

Address 430 Vance Avenue (the Streets Ministry Building is used for our worship)

Memphis, TN 38126

Telephone (901) 214-5372 Fax (_____) _____

E-mail sirgregory@downtownchurch.com Website https://www.downtownchurch.com

2. Presbytery Presbytery of the Central South

Presbytery Ministerial Committee Liaison Waring Porter

3. Search Committee Chairman Mike Goolsby

Address Please Contact: Ed Norton at McGowan Global Institute

E-mail ed@mcgowanglobal.com

Telephone (901) 461-8206 (Ed's cell)

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

Rev. Sir Gregory Thornton - Assistant Pastor Full time Part time

*Rev. Artez Henderson - Assistant Pastor Full time Part time

Adrianna Steele - Worship and Creative Director Full time Part time

Hilary Denny - Children's Director Full time Part time

Jessie Harvey - Nursery Director Full time Part time

*Kelsie Ellison - Pastoral Resident Full time Part time

_____ Full time Part time

* Income through outside sources Full time Part time

_____ Full time Part time

_____ Full time Part time



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5. List all key volunteer positions

- Decoration and Floral Team
- Diaconate
- Facility Committee Finance Team
- Hospitality Team
- Meal Train Ministry
- Sunday School Teachers
- Nursery Volunteers

6. List all vacant positions

Position Available Lead Pastor Date of Vacancy 8/6/2023

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>199</u>
B. Number of family units	_____	<u>80</u>
C. Worship attendance	_____	<u>300</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

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



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B. Occupation:

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

C. Educational level of adults

_____ % some high school _____ % high school _____ % college _____ % graduate school

D. Percentage of members belonging to the congregation

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

10. Racial/Ethnic composition of:

A. Congregation

30 % African-American 2 % Asian 67 % Caucasian 1 % Hispanic
_____ % Other (Specify) _____

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

95 % African-American _____ % Asian 5 % 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>10:30</u>	<u>300</u>	<u>Contemporary</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

B. Frequency of communion celebration: 24 per year

C. How are members involved in planning and participation in the liturgy/worship?
DC's Worship and Creative Director has around 25 volunteers who rotate as needed in assisting with Worship and a four person paid band. We use one lay reader every Sunday, one elder or pastor for announcements, and one pastor to preach.

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)

DC's liturgy is a mix of the old and the new. A team of pastors rotate each week, bringing a variety of spirit-filled perspectives on each expository sermon series. Our children are also intentionally engaged throughout worship through children's sermons and children's bulletins that highlight each step of worship.

E. Type of music used in worship (e.g., traditional, contemporary, variety)

Our Worship and Creative Director selects a combination of hymns, gospel, and contemporary worship songs.

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 50
- B. Average attendance in Adult Education (Sunday): 40
- C. Average involvement in Small Groups: 135



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*
Session	Spiritual oversight of church	9	x15 annually	1
Diaconate	Administer to the needs of worshippers	10	x4 annually	2
Facility Team	Search for new church home	5	as needed	3
Capital Campaign	Raise funds for new church home	4	as needed	3
Executive Team	Transition and care for lead pastor	6	x1 monthly	3
Treasurer	Maintain budget for church	1	reports monthly	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.
4. A staff person takes primary initiative and responsibility.

Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 896,330 Last year's annual budget: \$ 818,107
(Attach a copy of current budget)

2. Percentage of income received toward budget: 100.00 %



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

- A. EPC Percentage of Income \$ 6,240
- B. EPC World Outreach Global Workers \$ 2,400
- C. EPC Special Projects \$ 3,600
- D. Presbytery Per Member Asking/Percentage of Income \$ 4,000
- E. Other Missions/Missionaries \$ 60,300

4. Property owned by church

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

DC does not own any property. DC currently rents space for worship from Streets Ministry and space for offices on South Main.

- B. Are your buildings adequate for your present program? Yes No
If no, please explain:

DC is a 14 year old church plant that has rented space for worship in several locations. DC is currently looking for a permanent church home.

- C. Is a building program or capital project projected? Yes No
If yes, describe what, when, and projected cost

DC kicked off a capital funds campaign in May of 2023. DC currently has \$850,000.00 in pledges. We are continuing to raise funds with a goal of 3 million.

- 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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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

10% + 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 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 type="checkbox"/> 1	<input checked="" 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 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 checked="" type="checkbox"/> 1	<input 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?

Initial training is conducted by a combination of elders and the lead pastor.



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

The lead pastor shepherds the elders of DC. These men have developed a healthy prayer life for each other that extends beyond their monthly meetings. The elders also have an annual retreat led by the lead pastor.

The pastors at DC shepherd the deacons of DC.

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

In addition to our involvement with Presbytery, DC pastors participate in the Memphis Christian Pastors' Network.

19. Describe the strengths of your congregation.

DC is made up of attenders from all corners of Shelby County who are stirred by themes of racial reconciliation and building bridges. Many are teachers, non-profit workers, and intentional neighbors, laboring to bring God's kingdom in a city riven by its painful history. Another strength of DC is our number of children. We have 60 children under the age of five, 50 children kindergarten through 5th grade, and 20 students in middle and high school.



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20. List specific problems with which your congregation struggles.

There are no systemic problems that our congregation struggles with currently.

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

DC is committed to our current capital funds campaign for a new church home. We have \$850,000.00 in pledges. This campaign is being led by our session with 100% of its members pledging to the campaign.

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.

NA

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

Yes No

If yes, Date completed 1/2010

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

DC is a church plant of Second Presbyterian Church in Memphis. The charter members of DC during its first year of worship created a mission statement. This mission statement was slightly revised in January of 2023.

Downtown Church is a multiethnic and multiclass church meeting in downtown Memphis and serving all of the greater Memphis area. We are committed to developing a church community that is intentional about authentic relationships centered on grace, mercy, integrity, and respect.



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Part 4: Leadership Expectations

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

We desire a man who is emotionally healthy and spiritually mature. A leader who is genuine, humble, compassionate, approachable, who values underrepresented voices and becomes deeply involved in the multifaceted needs of our congregation and broader community. (Acts 2: 42-47)

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

Our church is hungry for the gospel of Jesus Christ through the preaching and teaching of God's word. Our church prizes a team approach to sermon series and desires a preacher who will lead our pastors on staff by boldly and plainly unpacking the truth of Gods word, book by book, demonstrating one unified story that leads to Jesus. We are seeking a man who will courageously teach the truth of the gospel as it relates to all aspects of our personal, congregational, and communal lives (2 Timothy 3:16-17).

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

Please refer to the attached Lead Pastor Job Description for a list of primay duties.



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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 very beginning of DC as a multiethnic, multiclass church 15 years ago was an important event for all involved. Since then we have raised up and ordained 6 EPC pastors, four African American and two White. The departure of our founding pastor, Rev. Rieves, along with searching for a new lead pastor is an important event in the history of our church. We have mobilized as a congregation and are looking forward to the future God has planned for us in Memphis.

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 has been one of the most challenging events for us over the last several years. We lost members for various reasons and we went through a reset of the church as a result. Our church was also challenged when the plan to worship inside Clayborn Temple dissolved. We were optimistic that we had found a permanent church home at Clayborn. As a result of the loss of Clayborn we created a Church Facility Team to search for a permanent home for DC. The team is united and continues to explore opportunities in downtown Memphis for our future home.



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 Chris Oliver Date 9/6/2023

Search Committee Chair Mike Goolsby Date 9/6/2023