



A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

**Introduction**

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 the completed document to:

Office of the Stated Clerk  
Evangelical Presbyterian Church  
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)



**Part 1: Church Information**

1. Name: One Hope Presbyterian Church

Address: 600 W. Garfield Dr. Longview TX 75602

Telephone: (903) 738-2005 Fax: (   )    

E-mail: onehopelongview@gmail.com Website: https://www.onehopelongview.com/

2. Presbytery: Gulf South

Presbytery Ministerial Committee Liaison: Kory Duncan

3. Search Committee Chairman: Vance Freeman

Address:    

Telephone: (903) 399-3204 E-mail: vfreeman@freemanmillspc.com

4. List all paid staff positions

- |                            |                                    |   |
|----------------------------|------------------------------------|---|
| <u>Commissioned Pastor</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>   </u>                 | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>   </u>                 | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>   </u>                 | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>   </u>                 | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>   </u>                 | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>   </u>                 | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>   </u>                 | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>   </u>                 | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time            |

Position Available: Immediately Date of Vacancy: August 1, 201

Position Available:     Date of Vacancy:    

5. Membership (please state approximate numbers and percentages)

	<u>Five years ago</u>	<u>Currently</u>
A. Number of church members	<u>n/a</u>	<u>75</u>
B. Number of family units	<u>n/a</u>	<u>31</u>
C. Worship attendance	<u>n/a</u>	<u>125</u>
D. Profile of church members		

(1) Age:

40% 0-11 13% 12-18 10% 19-24 30% 25-34 5% 35-49  
1% 50-64 1% 65+

(2) Occupation:

30% Business    50% Professional    5% Trades    14% Stay-at-home parent  
   % Agriculture    1% Retired       % Other (Specify: \_\_\_\_\_)

(3) Educational level of adults

   % some high school    15% high school    60% college    25% graduate school

(4) Percentage of members belonging to the congregation:

Less than one year 20%  
5 years or less    80%  
6-10 years    na%  
10 years or more    na%

(5) Racial/Ethnic composition of congregation

   % Asian       % Hispanic       % African American    80% Caucasian  
20% Other / Specify: International faculty and students from university

6. Worship

A.	Time	Average Attendance
	<u>10:00a</u>	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

B. Frequency of communion celebration: 52 per year

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

We have a worship intern, three worship teams; two elders are involved in planning the worship; our liturgy is participatory, and members of the church read Scripture.

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

We have a traditional style of liturgy with a call to worship, responsive prayers, prayer of illumination, Scripture readings, communion, confession, passing of the peace, prayers of the people, profession of faith, and a benediction. We follow the rhythm of the Christian calendar.

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

Blended music with contemporary songs, retuned hymns, and original songs. We do not have a choir; music style is acoustic with light acoustic percussion.

7. Church/Sunday School

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

B. Average attendance in Adult Education (Sunday) na

8. Community Setting (check as many as apply):

- | <u>Location</u>                                | <u>Function</u>  | <u>Growth</u>                               |
|--|--|---|
| <input type="checkbox"/> Rural                 | <input type="checkbox"/> Industrial                    | <input checked="" type="checkbox"/> Growing |
| <input checked="" type="checkbox"/> Small town | <input checked="" type="checkbox"/> College/University | <input type="checkbox"/> Static             |
| <input type="checkbox"/> Metropolitan          | <input type="checkbox"/> Agricultural                  | <input type="checkbox"/> Declining          |
| <input type="checkbox"/> Suburban              | <input type="checkbox"/> Recreational                  |   |
| <input type="checkbox"/> Inner City            | <input type="checkbox"/> Military                      |   |

Approximate population of community 85,000

Racial/Ethnic composition of community:

1% Asian    25% Hispanic    25% African American    49% Caucasian

  % Other (Specify: \_\_\_\_\_)

9. Program Information: 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		3	1/month	1
Deacon Board		7	1/month	2
Children's Ministry		4		2
Youth Education		2		2
Adult Education		3		2
Worship Intern/Worship Teams		8		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.

**Part 2: Building/Financial Information**

1. Current annual budget: \$ 88,000 Last year's annual budget: \$ 88,000

*(Please attach a copy of current budget)*

2. Percentage of income received toward budget: 100 %

3. Amount contributed for (last complete reporting year: \_\_\_\_\_):

A. EPC per member contribution \$ \_\_\_\_\_

B. EPC World Outreach Missionaries \$ \_\_\_\_\_

C. EPC Benevolence Askings \$ \_\_\_\_\_

D. Presbytery giving \$ \_\_\_\_\_

E. Other Missions/Missionaries \$ 16,000

4. Property owned by church

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

We rent space from a local ministry that serves the youth of Longview; they own the building. Our rent contributes to their ministry. The building was a former church. We use the space on Sundays and Wednesdays.

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 and when and projected cost:

D. Does the church own a manse?

Yes  No

Condition:  Good  Fair  Poor  Number of bedrooms: \_\_\_\_\_

Office/study:  In Church  In Manse  Not provided  Other: \_\_\_\_\_

6. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ \$60-80k

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

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

Position: commissioned pastor \$ 0 or 0 %

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

C. Housing

Housing allowance

Manse only

Either of the above

D. Benefits and expenses:

Yes Pension (minimum 10% gross effective salary)

Yes Medical insurance

Yes Life insurance

Yes Social Security

Yes Travel/mileage

Yes Book allowance

Yes Study leave allowance

Yes Annual vacation

8 Number of worship services (in addition to vacation and study leave)  
for which pastor is provided relief (per year)

\_\_\_\_\_ Other (Specify: \_\_\_\_\_)

**Part III: Church Characteristics**

*Circle the number that most closely describes the current congregation characteristics and future goals:*

Our congregation...	<u>Currently</u>				<u>Goal</u>			
	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 checked="" 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 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
3. 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	<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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Is involved in local evangelistic ministries.	<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
6. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
7. Has a spirit of unity.	<input checked="" type="checkbox"/> 1	<input 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

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

We do not participate in many ecumenical activities, not because we are opposed to them but mostly because we don't have the bandwidth.

16. Describe the strengths of your congregation:

We are welcoming, hospitable, serious about Christian discipleship, serious about loving our community, intellectually curious, concerned about the needs of the city, from a variety of Christian backgrounds, and committed to the local body of Christ.

17. List specific problems with which your congregation struggles:

We are a young church with an underdeveloped infrastructure; our leaders are all bi-vocational with demanding full-time jobs.

18. List major goals that this congregation has set for itself:

We want to empower our congregation to live lives of hospitality (extending to others the grace we have received in Christ) with the own families, their neighborhoods, workplaces, schools, and communities.



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    Date: \_\_\_\_\_     No

If yes, please attach copies.

## Part 4: Leadership Expectations

22. What five key characteristics/gifts/skills should a person bring to the position?

- Cultivate a personal relationship with God that evidences attentiveness to His word, His mission, and His work within and through His church.
- Orient One Hope Presbyterian in its active participation in the life and mission of God by equipping the church to attend to God in Scripture reading, prayer, discipleship, and corporate worship.
- Oversee the planning and conducting of all worship services, including the regular administration of the sacraments. It is expected that sermons will be expository and that our corporate worship will be attuned to the rhythm and seasons of the Christian calendar. Our corporate worship is liturgical in nature, enabling the participation of the entire congregation in singing, prayer, Scripture reading, and fellowship. The minister is expected to preach 44 times a year (morning services).
- Provide and oversee proactive pastoral care through spiritual direction and hospitality, including (but not limited to) visitation of newborns, and those who are hospitalized.
- Encourage the growth of the members of One Hope Presbyterian to find their place within the life and ministry of the church.

## **Part 5: Church History**

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

In 2012, three families left First Pres Longview (PCUSA) and gathered to discern what God would have for them, their families in Longview. In our Sunday times of prayer, the Lord added to our number (and not from the people at First Pres) weekly until we needed to find a bigger place to worship.

In 2014 we became a particularized church in the EPC.

In May 2016, we found ourselves in a financial position to be able to search for a full-time pastor.

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 we hired a full-time pastor. He was unable to be ordained in the EPC, so we are entering into the process of searching for a new pastor.

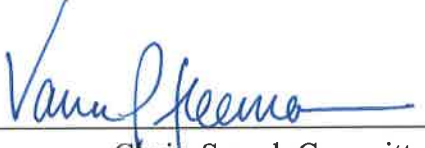
**Part 6: Other Information**

1. List the last three persons in this position: Position: Pastor

<u>Name</u>	<u>Dates of Service</u>
<u>Kelly Liebengood (commissioned pastor)</u>	<u>2012</u> to <u>2016</u>
<u>Scott Ketrow</u>	<u>2016</u> to <u>2018</u>
<u>Kelly Liebengood</u>	<u>2018</u> to <u>present</u>

2. Other significant factors about our church not covered in previous questions:

  
\_\_\_\_\_  
Clerk of Session  
Date: 10.7.18

  
\_\_\_\_\_  
Chair, Search Committee  
Date: 10.7.18

We encourage churches to list their openings on the EPC Ministry Staff Opportunities List ([www.epc.org/mso](http://www.epc.org/mso)). For more information or to send your posting e-mail [epchurch@epc.org](mailto:epchurch@epc.org).