



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.

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





Part 1: Church Information

1. Church Name Trinity Evangelical Presbyterian Church

Address 2623 N. Robison Road

Texarkana, Texas 75501

Telephone (903) 838-4594 Fax (903) 838-4595

E-mail tepcofc@gmail.com Website trinityprestxk.wordpress.com@gmail.com

2. Presbytery: Gulf South

Presbytery Ministerial Committee Liaison _____

3. Search Committee Chairman Ginger Mann

Address 6007 Oak Flat Ave.

Texarkana, TX 75503

E-mail gingermann@outlook.com

Telephone (903) 908-1050

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

- | | | |
|-------------------------|---|---|
| <u>Pastor</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Secretary</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Organist/Pianist</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Custodian</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Nursery Sitter</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |



5. List all vacant positions

Position Available Pastor Date of Vacancy 7/1/2018

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>84</u>	<u>53</u>
B. Number of family units	<u>63</u>	<u>30</u>
C. Worship attendance	<u>64</u>	<u>32</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

1 % 0-11 0 % 12-18 3 % 19-24 11 % 25-34
10 % 35-49 12 % 50-64 63 % 65+

B. Occupation:

29 % Business 15 % Professional 1 % Trades
0 % Agriculture 1 % Stay-at-Home Parent 54 % Retired
____ % Other (Please Specify) _____

C. Educational level of adults

0 % some high school 35 % high school 40 % college 25 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 11 %
5 years or less 9 %
6-10 years 20 %
10 years or more 60 %



9. Racial/Ethnic composition of:

A. **Congregation**

0 % African-American 0 % Asian 100 % Caucasian 0 % Hispanic
0 % Other (Specify) _____

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

37 % African-American 2 % Asian 51 % Caucasian 8 % Hispanic
2 % Other (Specify) Native American

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 70,000

11. Church Programming—Worship

A. **Worship Time**

11:00 A.M

Average Worship Attendance

31

B. Frequency of communion celebration: 13-14 per year

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

audio, video, usher, serve communion, solos, session



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

traditional

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) 2

B. Average attendance in Adult Education (Sunday) 10

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*
Session	Spiritual oversight & Leadership	4	As needed	1
Property	care of church & grounds	1	As needed	3
Worship & Music	Worship serices	3	As needed	2
Outreach	Missionaries, neighbors	1	As needed	3
Congregational Care	Fellowship, shut-ins & sick	6	As needed	3
Hero's Pantry	Veteran's ministry needed	25	As needed	3
Christian Education	Coordinating Education	1	As needed	1

*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: \$ 164,691.91 Last year's annual budget: \$ 165,503.56
(Attach a copy of current budget)

2. Percentage of income received toward budget: 81 %

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

- A. EPC Per Member Asking \$
B. EPC World Outreach Global Workers \$ 1600
C. EPC Special Projects \$
D. Presbytery Per Member Asking \$ 420
E. Other Missions/Missionaries \$ 15,843.00

4. Property owned by church

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

Built in 1961, Sanctuary seats 200. Education wing: nursery, choir room, and 6 classrooms. Spacious kitchen: 2 stoves, dishwasher, refrigerator & freezer. Office with 3 offices & conference room in separate building. Habitat for Humanity leases

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

C. Is a building program projected? [] Yes [X] No
If yes, describe what, when, and projected cost

D. Does the church own a manse? [] Yes [X] No

Condition: [] Good [] Fair [] Poor # of Bedrooms _____

Pastor's Office/Study: [] In Church [] In Manse [] Not Provided

[X] Other Separate building



6. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ Negotiable
Position: _____ \$ _____
Position: _____ \$ _____

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

Position: Pastor \$ 0 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)

Provided Medical insurance

Provided Life insurance

Percentage Social Security

Provided Travel/mileage

Negotiable Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

4 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)

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



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

Hero's Pantry. Trinity houses and coordinates Hero's Pantry of Texarkana. This is an outreach ministry for needy veterans in the community and surrounding area. It is supported by area churches, businesses, schools and other community organizations to distribute food boxes and provide manpower, refreshments and information for services available to veterans on a monthly basis.

16. Describe the strengths of your congregation.

Loving, caring congregation with a welcoming spirit for visitors and new members. Generous giving as shown by donations for disaster relief, and support to Goodland Academy for Boys in Hugo, OK through monthly donations, annual school supplies, birthday card and gift of \$10 for one of the boys each month. Strong congregational support of the pastor and the pastor's family. Support of members during times of serious illness and death.

17. List specific problems with which your congregation struggles.

1. Aging
2. Fixed incomes
3. Few children
4. Few young people
5. Older, declining neighborhood

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

1. More support of the programs available
2. To grow and be a Godly influence in the community.
3. To be responsible for gifts and finances God has provided.



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.

The Presbytery of Central South took disciplinary action against a former pastor for adultery, and the pastor resigned.

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

Yes No

If yes, Date completed 1995

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?

- 1. Biblically based sermons demonstrating sound doctrinal principles**
- 2. Effective speaker and teacher**
- 3. Good at communicating and listening**
- 4. Pastoral visits to shut-ins, hospitalized and extended absentee members**
- 5. Willingness to pursue measures to encourage active participation and numerical growth of this local church community**



Part 5: Church History

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

1. The charter members leaving a downtown church to establish Trinity near the college and area of growth.
2. Leaving PC (USA) for the EPC.
3. Commercial growth movement to the north and west.
4. Assuming the coordination of Hero's Pantry of Texarkana.

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

1. The impact of Covid-19 which resulted in a temporary closure of Trinity.
2. Decline in income and membership.



Part 6: Other Information

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

Name	Dates of Service	
Dr. Scott Luckey	12/2011	to 6/30/2018
Russell Wilkins	12/1999	to 1/2011
Dr. Ed Bernard	3/24/1988	to 3/1997

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

Space is provided for 4-States Fusion, a Sweet Adelines group, to rehearse and hold training sessions.

Lease a small building to Habitat for Humanity for their meetings and office space. (The lease agreement is that they pay utilities).

Clerk of Session Carolyn L. Hughes Date 3/12/2022

Search Committee Chair Ginger Mann Date 3/19/2022

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