



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 First Evangelical Presbyterian Church Roanoke

Address 2101 South Jefferson Street

Roanoke, Virginia 24014

Telephone (540) 344-3204 Fax (_____) _____

E-mail _____ Website www.FEPCRoanoke.org

2. Presbytery New River Presbytery

Presbytery Ministerial Committee Liaison _____

3. Search Committee Chairman Don Andree

Address 2101 South Jefferson Street

Roanoke, Virginia 24014

E-mail dhandree@gmail.com

Telephone (804) 525-8363

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

Transitional Pastor Full time Part time

Director of Christian Education & Youth Full time Part time

Director of Music Full time Part time

Handbell Director Full time Part time

Organist Full time Part time

Administrative Assistant Full time Part time

_____ Full time Part time

_____ Full time Part time

_____ Full time Part time

_____ Full time Part time



5. List all key volunteer positions

- 9 Elders on Session
- 12 Deacons on Diaconate
- Members of following Commissions:
 - 1. Administrative (5)
 - 2. Property & Resources (3)
 - 3. Hospitality/Commitment/Outreach & Missions (8)
 - 4. Worship and Discipleship (4)
- Sunday School Teachers (2)
- Wednesday First Kid's Leaders (5)
- Chancel Choir (15)
- Handbell Choir (10)

6. List all vacant positions

Position Available Senior Pastor Date of Vacancy 6/30/2023

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>184</u>
B. Number of family units	<u>95</u>	<u>102</u>
C. Worship attendance	<u>85</u>	<u>110</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

0 % 0-11 2 % 12-18 7 % 19-24 6 % 25-34
10 % 35-49 22 % 50-64 53 % 65+



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B. Occupation:

35 % Business 25 % Professional _____ % Trades
_____ % Agriculture _____ % Stay-at-Home Parent 40 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 50 % high school 25 % college 25 % graduate school

D. Percentage of members belonging to the congregation

Less than one year .2 %
5 years or less 26 %
6-10 years 32 %
10 years or more 55 %

10. Racial/Ethnic composition of:

A. Congregation

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

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

10 % African-American 2 % Asian 76 % Caucasian 5 % Hispanic
7 % Other (Specify) mixed

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: 11k; 5 mile radius; Roanoke SMSA - 310k



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>10:30 am</u>	<u>110</u>	<u>Traditional</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: 5 per year

C. How are members involved in planning and participation in the liturgy/worship?
Aside from the music director, pastor and worship committee, all planning and execution of worship and liturgy is done by church members, including the choir, ushers, and all other activities

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)
Mostly traditional hymns mixed with some variety of contemporary music. Instruments would mostly be organ, piano, bell choir and strings

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 3
- B. Average attendance in Adult Education (Sunday): 30
- C. Average involvement in Small Groups: 45



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		9	monthly	2
Diaconate	congregation care	12	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: \$ \$638,000 Last year's annual budget: \$ _____
(Attach a copy of current budget)

2. Percentage of income received toward budget: _____ %



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

- A. EPC Percentage of Income \$ _____
- B. EPC World Outreach Global Workers \$ _____
- C. EPC Special Projects \$ _____
- D. Presbytery Per Member Asking/Percentage of Income \$ _____
- E. Other Missions/Missionaries \$ _____

4. Property owned by church

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

Main Church Facility

Manse on the same block of church property

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 3

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: Senior Pastor \$ 65,000 to 80,000

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

Yes Retirement Plan (minimum 10% gross effective salary)

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

_____ Life insurance

_____ Social Security

Yes Travel/mileage

Yes Book allowance

2 wks Study leave allowance (minimum 2 weeks)

4 wks Annual vacation days (minimum 4 weeks)

2 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4
7. Is often found living their faith in their communities	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Has a spirit of unity	<input type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4

16. How are elders and deacons initially trained and equipped for ministry?
 When nominated and approved by the congregation, Deacons and Elders participate in a limited training program where documents such as church history, the Book of Order and the Westminster Confession of faith are reviewed. This is normally completed in 1-2 sessions.



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

Other than the training outlined above, there are no ongoing discipleship programs for Elders and Deacons. Notwithstanding, there is a clear need and desire to develop this element of church health and spiritual development.

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

Blue Ridge Womens Center - Walk for Life
Presbyterian Community Center
Rescue Mission
Crop Walk
Samaritans Purse - Christmas box program

19. Describe the strengths of your congregation.

- a. There are numerous Bible study options
- b. We are a congregation committed to scriptural truth and Reformed in our theology
- c. We respect the authority of the Pastor and Session
- d. We are a church that is caring of its congregation



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20. List specific problems with which your congregation struggles.

- a. As stated previously, we need to improve our discipleship and training for Elders, Deacons and key lay leaders
- b. We have had a difficult time attracting young families. As a result, our children's education and youth programs need improvement and further development
- c. We need to improve our ability to integrate visitors and new members into the fabric of our community, by facilitating inclusion in Bible studies, operating committees, specific volunteer opportunities and eventually leadership roles.
- d. We need to improve programs for community outreach
- e. General communication about the church needs to be improve

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

We currently do not have a strategic plan or mission statement in place. Our general goal is growth, especially building a more youthful congregation focused on evangelism and the Great Commission.

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.

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

Yes No

If yes, Date completed _____

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



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Part 4: Leadership Expectations

1. What are some key character strengths a person should bring to this position?
 - a. Strong and courageous; humble and confident
 - b. Evidence of the fruit of the spirit in one's life - love, joy, peace, kindness, goodness, gentleness, self control and patience
 - c. Sense of humor and flexible
 - d. The heart of a shepherd
 - e. Prayer warrior
 - f. Servant leader

2. What are five key gifts/skills/abilities a person should bring to this position?
 - a. A good communicator to multiple generations
 - b. A good teacher who is grounded in the devotion of Jesus, the inerrancy of scripture and the Reformed tradition
 - c. Experience in leading and growing a church community
 - d. An individual who has the vision for the future, who can effectively implement and manage change, can implement strategic initiatives while also respecting tradition
 - e. Is skilled at managing conflicts

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



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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?

- a. The church was originally formed in 1851; moved to its current location in 1929 and completed its education wing in 1965
- b. Planting nine (9) churches in the Roanoke valley since its original formation
- c. The decision to leave the Presbyterian Church USA and joining the Evangelical Presbyterian Church (EPC) and 2016

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

- a. Retirement of Robert Smith who served for 31 years as Senior Pastor
- b. Retirement of \$1.2 million of debt which was incurred as a result of the separation of the Presbytery of the Peaks (PC - USA) . This resulted in the transfer of the fee simple deed of our property and manse to First Evangelical Presbyterian Church
- c. The judgement of leadership to engage an interim pastor during this transition in finding a new senior pastor. Leadership has also stated implementing changes to facilitate more effective management and engagement of the church.



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Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
Robert Smith	1992	to 2023
_____	_____	to _____
_____	_____	to _____

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

We are, like many churches, an older congregation. However, we are located in an urban setting, within 2 miles of downtown Roanoke, and adjacent to and close proximity to vibrant residential neighborhoods that are diverse generationally, ethnically and economically. The church is located adjacent to a growing regional health center that includes a medical school



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 _____ Date _____

Search Committee Chair _____ Date _____