



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





EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

5. List all vacant positions

Position Available Senior Pastor (TE) Date of Vacancy Current

Position Available A/V Position (part time) Date of Vacancy Current

Position Available _____ Date of Vacancy _____

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>464</u>	<u>407</u>
B. Number of family units	<u>233</u>	<u>230</u>
C. Worship attendance	<u>314</u>	<u>200</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

0 % 0-11 2 % 12-18 5 % 19-24 8 % 25-34
17 % 35-49 31 % 50-64 33 % 65+

B. Occupation:

X % Business X % Professional X % Trades
____ % Agriculture X % Stay-at-Home Parent X % Retired
X % Other (Please Specify) Government and Military

C. Educational level of adults

0 % some high school 10 % high school 70 % college 20 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 2 %
5 years or less 21 %
6-10 years 21 %
10 years or more 56 %



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

9. Racial/Ethnic composition of:

A. **Congregation**

.05 % African-American 2 % Asian 97.5 % Caucasian 0 % Hispanic
 % Other (Specify) _____

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

15 % African-American 3 % Asian 45 % Caucasian 25 % Hispanic
12 % Other (Specify) 10% two or more races. 2% unspecified

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 Fredericksburg 28,622; Spotsylvania County 136,215, Stafford County, 152,882

11. Church Programming—Worship

A. **Worship Time**

Average Worship Attendance

9:00am

110

11:30am

90

B. Frequency of communion celebration: Fourteen times per year

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

Pastor and worship staff oversee planning and implementation utilizing lay participation in the services.



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

Our early service is contemporary and the later service traditional.

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

Contemporary and Traditional

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) ³⁵ _____

B. Average attendance in Adult Education (Sunday) ⁶⁰ _____

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	Vision and Spiritual Oversight	9	1x per mo	2
Deacons	Congregational Care	12	1x per mo	3
Trustees	Facilities, Admin and Operations	9	1x per mo	3
Finance	Financial Oversight	8	1x per mo	3
Worship	Ushers, communion, banners	10	8x per yr	3
Missions	Local and Global Missions	6	8x per yr	3
Adult Ministries Team	Adult Education	7	8x per yr	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.



EPC

A Global Movement of Evangelical Presbyterian Churches

Part 2: Financial/Church Campus Information

1. Current annual budget: \$ \$855,695 Last year's annual budget: \$ \$788,936
(Attach a copy of current budget)

2. Percentage of income received toward budget: 97% of 2020 budget %

3. Amount contributed for year 2020 (most recent complete reporting year)

A. EPC Per Member Asking \$ \$15.00

B. EPC World Outreach Global Workers \$ _____

C. EPC Special Projects \$ _____

D. Presbytery Per Member Asking \$ \$15.00

E. Other Missions/Missionaries \$ \$113,798 for 2021 (part of overall \$855K budget)

4. Property owned by church

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

The church building was constructed in 1986. The educational wing, offices, fellowship hall and youth area were built in 1996. The facilities comprise 24,000 sq/ft on approximately 10 acres. This land also includes an outdoor chapel, outdoor playground and a sizeable parking lot. In 2020 \$200,000 was spent updating and refurbishing much of our facility.

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

Our educational space is inadequate to meet the projected needs of the church in terms of sufficient size and updated classrooms (primarily in Children's and Youth ministry), ease of use and flow, and to uphold proper security standards.

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

A dedicated Children's and Youth Ministry building is being considered by leadership. This is a concept only at this juncture and no architect has been consulted nor have costs been projected. Hope's property is sufficient in size to accommodate further construction.

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 _____



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

6. Compensation:

A. The salary range we are prepared to offer:

Position: Senior Pastor (TE) \$ \$90,000 - \$130,000, including benefits.

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Senior Pastor (TE) \$ COLA or 1.03% %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

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 (minimum 2 weeks)

Yes _____ Annual vacation days (minimum 4 weeks)

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

Yes _____ Other (Specify: Relocation expenses up to \$10,000)



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 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
2. Readily shares their gifts with the rest of the congregation.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 checked="" type="checkbox"/> 3	<input 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 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
7. Has a spirit of unity.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 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
9. Looks to its Session for leadership.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. 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	<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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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

Hope joins with other churches of various denominations to support parachurch ministries such as InterVarsity Christian Fellowship, Fellowship of Christian Athletes, and Young Life in local efforts to reach youth and young adults with the gospel. In addition, along with other churches, Hope assists nearby elementary and middle schools in a variety of ways. Other ecumenical efforts involve food truck ministry, food bank ministry, supporting Fredericksburg's ministry to the homeless, doing home repairs, providing firewood, and supporting crisis pregnancy centers.

"Hope Cares" is our own church initiative recently begun under COVID to minister broadly in our community in tangible ways: delivering meals to grocery store employees, CVS employees, Sheriff's Department, Fire Department, Health Care workers and other first responders. In addition, thousands of dollars have been given to address frontline community needs. Finally, Hope has had an effective ESL ministry through the years.

16. Describe the strengths of your congregation.

Many members of our congregation have a strong, mature faith and knowledge of the Scripture. Their deep faith manifests itself in a desire to grow in discipleship and Christian living to impact our culture for Christ. Hope is very giving in terms of time, resources, support, and prayer. Praying for each other is a priority.

Stewardship of our facility is recognized as necessary, and a major refresh was recently undertaken. Even though more needs to be addressed, the general spirit of the congregation is that we want to ensure that our focus is not simply internal but is increasingly missional. We desire our facilities to be used in the extension of Christ's kingdom.

Our Children's and Youth Ministries are strong and the church desires to further their effectiveness and support them in resources, facilities and ministries. In terms of missions, Hope has a longstanding and ongoing commitment to Haiti Outreach Ministries and to Food for the Hungry in Kenya. These have been especially

17. List specific problems with which your congregation struggles.

All congregations recognize that our world totally changed in early 2020. With them, Hope has dealt with significant hurdles in this respect (see 5.2 for details). Remaining light in a dark world and sharing the Good News and ministering to our local community and our church membership is a daunting one. First, we are an aging congregation many of whom generally would love to have the old days back and are fearful of what changes may mean and entail. Second, demographically we are underrepresented by people ages twenty to forty. Third, for some years there has been an undercurrent of distrust in the leadership of the Session based on decisions made and a perceived lack of communication. Although progress has been made in the last eighteen months with our Transitional Pastor, some distrust remains. Fourth, for years Hope has held two separate worship services, one traditional and one contemporary, leading to a feeling of two separate congregations. Session is researching the challenges inherent in blending these two styles, but much work remains to be done. These challenges notwithstanding, our worship staff work hard to produce vibrant, Christ-centered, engaging worship services. Fifth,

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

See the Vision Frame with the attached leadership goals.



EPC

A Global Movement of Evangelical Presbyterian Churches

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.

An ordained Ruling Elder (not serving on Session) initiated a gathering of congregation members and friends who were critical of Session's handling of the Covid-19 lockdown. Session repeatedly tried to meet with him but he refused eight attempts/requests. With guidance from Presbytery, Session followed the Book of Discipline which ultimately proceeded to the point of Second Summons. At which point this individual let it be known that he no longer considered himself to be a member of our congregation. His membership has been moved to inactive and his ordination as a Ruling Elder has been revoked.

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

Yes No

If yes, Date completed February 1, 2021 (See attached Vision Frame and leadership goals)

If yes, attach copies of each statement or strategic plan the church has completed.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 4: Leadership Expectations

1. What five key characteristics, gifts, and/or skills should a person bring to the position?

Hungers for Jesus — Daily pursues personal growth and maturity as a servant leader and disciple of Jesus Christ. Lives prayerfully with integrity, joy, discernment, compassion, and humor. (John 15:5)

Exposits the Scripture — Has strong communication skills and is able to insightfully preach/teach the Scriptures in the Reformed tradition, without compromise lifting up the supremacy and sole sufficiency of Jesus Christ, connecting Hope to the Lord with fresh application to address our challenging times and culture. (Col. 1:28-29)

Mission Driven — Is a catalyst guiding the church to strategic efforts and local partnerships to boldly reach our city and county with the gospel in word and deed. Inspires and helps Hope to increasingly become a multi-ethnic, intergenerational, community of grace as a beacon of hope for all peoples. (Rev. 7:9)

Vision Focused — Able to communicate and energize disciple making by example to pursue Hope's vision to be deeply connected internally and mission minded externally. As such, enjoys fostering a collaborative culture within the congregation and uniting members toward achieving Hope's stated vision. (Matt. 28:19-20)

Compelling Leader — Is a wise, enthusiastic, open and approachable leader who values the entire flock, promotes collegiality, and is motivated to train, mentor, and supervise a multi-staff (8 other members) organization. Also embraces being a servant leader who is open to being disciplined and continues to mature in grace and humility. (Mk 10:42-45 and Rom. 12:8b & 10)

Qualifications:

1. Reformed in theology with a Master of Divinity or higher from an accredited seminary.
2. Minimum of 5 years of ministerial experience, in the role of either Senior Pastor, Associate Pastor, or Assistant Pastor with major preaching responsibilities.
3. Holds theological alignment with and adheres to the Westminster Confession of Faith and to the EPC's Essentials of Our Faith.
4. Ordained by the EPC or willing to be ordained by the EPC.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 5: Church History

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

In the history of this congregation there have been a number of truly significant moments. In 1985 ninety-three members participated in our Chartering Service and called our first pastor. The original building was dedicated in 1986. Our second pastor was called in 1994, and in 1996 we more than doubled the size of our facility with classrooms, a kitchen, fellowship hall, and office space. The next truly significant event occurred in June 2014 when after three years of effort we dissolved ties with PC(USA) and joined the EPC. We have had many dear friends come and go, many weddings, funerals, celebrations, pageants, and had a spirit of worship throughout. On to the next chapter!

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

The loss of our much loved Senior Pastor of twenty five years, followed by an equally loved Assistant/Associate Pastor of eighteen years brought real upheaval. However, our Transitional Pastor has been an excellent leader and has infused into the congregation much enthusiasm for our future.

COVID-19 brought unexpected challenges on top of our transition. We began COVID with minimal use of current A/V technologies but by God's grace were able to quickly ramp up and produce pre-recorded worship services to allow our congregation to worship online on Sundays. As gradual reopening took place, with COVID protocols, we increased our technological capacity so we can now live stream our in-person Sunday morning services. We are currently in the search for a part-time Technical Director who can help us expand this important aspect of ministry. Like many other churches, Hope has dealt with no small amount of discontented people unhappy with the way leadership has navigated this difficult time. Nevertheless, Hope has creatively reimagined children's, youth, and adult ministries to fit our situation and needs. Related to this, and actually made possible by it, has been a major facility refresh. Much of the facility is thirty years old and is showing its age. We therefore used the aforementioned opportunity of mostly empty buildings to update some infrastructure and refresh many parts of our buildings.

Finally, a very significant shift has occurred in the way Hope's leadership has seen its roles. Previously, our Session functioned as a board of executive administrators. There were twelve elders: adult ministry, senior adult ministry, children's ministry, youth ministry, missions, fellowship, facilities, outreach, finance, worship, administration, and Clerk. In 2017, a major shift occurred designed to redirect Session to a spiritual shepherding role in line with the Book of Order. The first step was to create a new Board of Trustees responsible for the oversight of facilities, administration, and finance. In addition, the Trustee board now includes a member charged with oversight of safety and security, a trustee-at-large, and a trustee Clerk. Following the change in Session's



Part 6: Other Information

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

Name	Dates of Service	
Kenneth M. Hicks	1986	to 1993
Alan R. Hager	1994	to 2019
Dorington G. Little (Transitional Senior Pastor)	July of 2019	to August 2021

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

Additional comments are as follows with respect to Hope's current challenges. First, to its credit Hope has a history of finding ways to engage the community with the gospel. However, over the passage of time some of these efforts are dated and newer efforts are missing... and times have changed. The church needs to better understand and recapture the necessity of its God-ordained role as a beacon of Hope in our community and develop a deliberately relevant missional stance. The community immediately surrounding Hope is increasingly multi-ethnic, but Hope itself is not. In short, we need to be more reflective of our locale. To that end we need to find engaging ways to bring the gospel to our neighbors in word and deed. We need to take risks and be unafraid of failure. Hope is on the cusp of a new beginning, and many truly sense the urgency for it, but we need a creative visionary leader who can equip, model, collaborate and propel us in this direction.

Second, while Hope is essentially a warm congregation, it is sometimes difficult for newcomers to make connections and move from the outside to the inside, so to speak. This is largely because many of those well established in the congregation have been here since the beginning of the church, or many years, and have their network of relationships. Perhaps they don't recall what it was like to try to enter into the life of the church. The pathways to do so are not apparent to newcomers. As such there is an unintentional "code" to the church which is hard to crack. This obstacle needs to be overcome so Hope is an overtly welcoming congregation.

Third, Hope is committed to discipleship as a necessary framework for ministry. Small groups have been integral to this pursuit with the goal of sharing life together and inviting unbelievers to come and experience Christian community. This excellent goal needs to be further developed as one facet of small group ministry.

Finally, Hope does not do a good job of equipping its people to be a witness in and to the world in which we find ourselves. For example, pre-COVID only 22% of adults were in Sunday School and the average age of attenders was over 60. Substantial efforts are now underway to begin a new dedicated Sunday School hour called Following the Way of Jesus. This will offer classes across a spectrum of categories designed not simply to deepen knowledge of the faith but to energize our personal commitment to missional living.

The above notwithstanding, our Transitional Pastor and Session believe Hope is wonderfully positioned in terms of

Clerk of Session _____ Date _____

Search Committee Chair _____ Date _____

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