



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.

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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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5. List all vacant positions

Position Available Senior Pastor Date of Vacancy 1/1/2022

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>75</u>	<u>65</u>
B. Number of family units	<u>36</u>	<u>25</u>
C. Worship attendance	<u>50-55</u>	<u>35-40</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

2 % 0-11 4 % 12-18 8 % 19-24 6 % 25-34

10 % 35-49 24 % 50-64 46 % 65+

B. Occupation:

6 % Business 26 % Professional 4 % Trades

2 % Agriculture 2 % Stay-at-Home Parent 38 % Retired

22 % Other (Please Specify) 12% Student: 10% Non-professional

C. Educational level of adults

____ % some high school 31 % high school 63 % college 6 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 4 %

5 years or less 20 %

6-10 years 6 %

10 years or more 70 %



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9. Racial/Ethnic composition of:

A. Congregation

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

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

2.5 % African-American 2 % Asian 93 % Caucasian 2.5 % Hispanic
_____ % Other (Specify) _____

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 12,000 within 7 mile radius

11. Church Programming—Worship

A. Worship Time

10:45

Average Worship Attendance

35 - 40

B. Frequency of communion celebration: 12 per year

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

We have a Worship Team that meets regularly and coordinates with the pastor and Session concerning worship planning; Also have A/V team that is involved.



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

Variety

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) 15

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*
Worship Team	Facilitate regular and special worship services	4	4/yr	2
Missions Team	Engage and support missionaries' ministries internationally and locally	4	monthly	2
Buildings & Grounds	Maintain the church buildings and the manse and grounds.	2	no set schedule	3
Children's Ministry	Volunteers available each Sunday for Nursery and Children's Church	12	none	3
Session	Government and care of congregation	3	bi-monthly	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.



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Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 107,000 Last year's annual budget: \$ 125,000
(Attach a copy of current budget)

2. Percentage of income received toward budget: 87 %

3. Amount contributed for year 2022 (most recent complete reporting year)

- A. EPC Per Member Asking \$ 1825
- B. EPC World Outreach Global Workers \$ 5500
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking \$ 1825
- E. Other Missions/Missionaries \$ 21,795

4. Property owned by church

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

Main Building includes a Sanctuary which can seat between 150-200 people. Sanctuary includes a balcony. The main building also includes a fellowship hall with a full kitchen, five separate bathrooms, four classrooms, a nursery, a pastor's study, a church office and several storage areas; There is a 600 square foot storage building on the back side of the property. There is also a 2-car garage next to the manse.

All property including the manse is owned by the church free and clear of any liens.

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, when, and projected cost

D. Does the church own a manse? Yes No

Condition: Good Fair Poor # of Bedrooms 4

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

Other _____



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6. Compensation:

A. The salary range we are prepared to offer:

Position: Senior Pastor \$ \$50K - \$65K

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Pastor 2022 \$ Pulpit vacant or _____ %

Position: Pastor 2021 \$ 0 or _____ %

Position: Pastor 2020 \$ 1942 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)

2 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 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 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 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 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 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
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 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 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
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



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

Regularly partners with other churches.

One member regularly preaches at other churches.

Approximately twice a year, we have a joint worship service with another local EPC church.

Our Interim pastor and Session are active in meeting with other local pastors in order to better understand how God is working in our community. This is becoming a bigger part of our DNA.

Currently hosting The Sent Lab (eight week study to equip the church in Evangelism).

16. Describe the strengths of your congregation.

Biblically sound.

Actively engaged and loving congregation.

Musically gifted for a church our size.

We enjoy corporate worship and have a spirit of unity

Welcoming to visitors.

We regard each other as family.

After a few years of a reduction in attendance, there has been a gradual uptick in attendance and there is an underlying excitement about where God is leading us.

17. List specific problems with which your congregation struggles.

Financial restrictions due to our limited size.

We are an aging congregation.

Connecting with people in our nearby community.

Defining exactly what our area of influence is geographically.

Reaching young families and singles.

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

Connecting with people in the community in order to tell them about Jesus.

Living out our newly adopted church vision and mission statements:

VISION STATEMENT - We glorify God by making disciples of Jesus who make disciples.

MISSION STATEMENT - To be an equipping outpost that sends disciples into the community for Kingdom impact.

To see increase in number of adult conversions (adults and children alike).

Disciple our young people. Col. 3:10



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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.

Not in recent history.

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

Yes No

If yes, Date completed 10/12/2022

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



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Part 4: Leadership Expectations

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

(1) An excitement for Lebanon's mission and vision:

- Has experience leading others to Christ.
- Someone who is already doing in his life what he wants the congregation to do.
- Passionate about evangelism and reaching the unchurched with the good news of Jesus Christ.

(2) Accurately teaches and preaches the entirety of God's Word with uncompromising boldness and humility; will not avoid preaching and teaching on controversial issues such as abortion and homosexuality.

(3) Relationship skills:

- Able to biblically resolve conflict.
- Demonstrates love-in-action through relationships.
- If married, demonstrates a sound biblical marriage.
- Humble, empathetic and hospitable. Someone with a shepherd's heart for his flock.
- Relies on God's wisdom for reconciliation.
- Cultivates congregational relationships that naturally extend to our community.

(4) Administrative leader:

- Able to delegate as needed based on congregational strengths; effectively work with and collaborate with elders. Be an able administrator, capable of overseeing the primary functional areas of church operations.
- Clear and frequent communicator with patience to listen to the LORD and listen to the congregation.
- A proven servant leader, committed to the pastor/elder/staff/volunteer model to further our mission and inspire our congregation to effective action.

(5) Be a visionary goal-oriented leader (not afraid to set the bar high). Matthew 17:20-21; Philippians 4:13



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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?

1747- Church organized and first pastor called.

1970s - Revival and growth. Many adults came to faith in Christ.

1985 - Left PCUSA and entered EPC.

2013 - Church plant in Crozet (was folded back into Lebanon congregation).

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 Covid-19 pandemic.

We believe God used the pandemic to galvanize and purify our church, getting us ready for what he has prepared for us.



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Part 6: Other Information

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


Name	Dates of Service	
<u>Michael Payne</u>	<u>2015</u>	to <u>2021</u>
<u>Don Hardman</u>	<u>2002</u>	to <u>2015</u>
<u>Howard Finkel</u>	<u>1998</u>	to <u>2001</u>


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

We have a very creative congregation. Listed below are some of the ways we have demonstrated this creativity:

- Implemented a Rotation Model Sunday School for children (teaching the same lesson from the Bible using various methods such as crafts, story telling, theater, etc.)
- Conducted Vacation Bible Schools with curriculum written by church members.
- Hosted a Summer Arts Camp for community children.
- Have used Puppet shows to reach children with the Gospel.

We are also a very missions minded congregation. We are actively engaged with the ministries we support. Members have also taken part in various missions trips and local service projects.

Clerk of Session John Stoke  Date 1/29/2023

Search Committee Chair Elizabeth Bowman  Date 1/23/2023

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