



EPC

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 Pastor Date of Vacancy 10/01/2020

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>44</u>	<u>50</u>
B. Number of family units	<u>12</u>	<u>18</u>
C. Worship attendance	<u>47</u>	<u>43 (Pre-Covid)</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

25 % 0-11 3 % 12-18 2 % 19-24 20 % 25-34
10 % 35-49 15 % 50-64 25 % 65+

B. Occupation:

20 % Business 20 % Professional 10 % Trades
10 % Agriculture _____ % Stay-at-Home Parent 40 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 60 % high school 35 % college 5 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 0 %
5 years or less 7 %
6-10 years 5 %
10 years or more 88 %



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

9. Racial/Ethnic composition of:

A. **Congregation**

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

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

20 % African-American _____ % Asian 78 % Caucasian 2 % 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 3000

11. Church Programming—Worship

A. **Worship Time**

11:00 a.m.

Average Worship Attendance

43

B. Frequency of communion celebration: Four (Quarterly) per year

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

Pianist consults with pastor - Announcements, Lord's Prayer, Affirmation of Faith



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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, but leaning heavily Traditional

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 12

B. Average attendance in Adult Education (Sunday) 11

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 and Administrative Leaders	6	Quarterly	2
Women of the Church	Fellowship, Service Projects, coordinate special events	15	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.



Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 101,884 Last year's annual budget: \$ 99,784
(Attach a copy of current budget)

2. Percentage of income received toward budget: 90 (but all expenses were covered) %

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

A. EPC Per Member Asking \$ 1,150

B. EPC World Outreach Global Workers \$ _____

C. EPC Special Projects \$ 1,250

D. Presbytery Per Member Asking \$ 1,250

E. Other Missions/Missionaries \$ 10,000

4. Property owned by church

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

The well maintained church facilities include our sanctuary (built early 1900's), with a 2012 addition for our new fellowship hall (with fully equipped kitchen) and Sunday School rooms. The church cemetery also sits on the property.

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 _____

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: Pastor \$ 50,000 - 60,000 (total package)

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Pastor \$ _____ or 2 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

 \$4000 Pension (minimum 10% gross effective salary)

 \$7,000 Medical insurance

 Life insurance

 \$3000 Social Security

 \$2000 Travel/mileage

 \$250 Book allowance

 Study leave allowance (minimum 2 weeks)

4 weeks Annual vacation days (minimum 4 weeks)

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



EPC

A Global Movement of Evangelical Presbyterian Churches

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

We hold an Easter Sunrise Service, which for the past several years, has been in conjunction with two local Baptist Churches. For the last 15 plus years, we have participated with Habitat for Humanity in building homes for needy families. We also participate yearly in Operation Christmas Child with other area churches and hold fundraisers for the American Cancer Society. We routinely volunteer and donate to Gleaning for the World, a locally based world-wide disaster relief organization.

16. Describe the strengths of your congregation.

We are a multi-generational congregation with participation and leadership from all age groups. We have a large group of children that we hope to nurture into the next generation of Christians. We have a benevolent heart and contribute to/participate in a number of area charities such as Helping Hands food pantry, Gleaning for the World, and Relay 4 Life. We look for opportunities to express God's love when trouble arises and have given generously to local families in need.

17. List specific problems with which your congregation struggles.

Increasing our membership in a rural community.

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

Hiring a new full time Pastor.



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.

N/A

Mission Statement - To glorify God by spreading the Gospel, creating disciples of all ages, and sharing God's love in our community.

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

Yes No

If yes, Date completed July, 2020 - To glorify God by spreading the Gospel ..., (see above)

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?

- Is an effective communicator
- Is effective in working with children
- Is effective in ministering to the sick, infirmed, or those in crisis
- Is effective in helping others develop their spiritual life
- Is a compassionate and caring person, sensitive to others' needs



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?

- Moving from PC(USA) to the Evangelical Presbyterian Church in 2014
- Tragic and sudden death of beloved pastor Mark Niederbrock in 2009
- Ending the yoked relationship with Appomattox Court House Presbyterian in 1991, allowing us to have a full time minister of our own

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

Participating in the Transitional Ministry program for the last year.



EPC

A Global Movement of Evangelical Presbyterian Churches

Part 6: Other Information

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

Name	Dates of Service	
<u>Jesse McDonald (Transitional Pastor)</u>	<u>9/01/2019</u>	to <u>8/30/2020</u>
<u>Donovan Campbell</u>	<u>11/01/2015</u>	to <u>4/01/2019</u>
<u>Glen Shelton</u>	<u>2011</u>	to <u>2012</u>

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

Clerk of Session Michael Goin Date 8/09/2020

Search Committee Chair Diane Goin Date 8/09/2020

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