



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 Pastor Date of Vacancy Open

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>36</u>	<u>40</u>
B. Number of family units	<u>11</u>	<u>15</u>
C. Worship attendance	<u>25-35</u>	<u>40-50</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

 % 0-11 % 12-18 % 19-24 % 25-34
 5 % 35-49 20 % 50-64 75 % 65+

B. Occupation:

 20 % Business 3 % Professional 2 % Trades
 10 % Agriculture % Stay-at-Home Parent 65 % Retired
 % Other (Please Specify) _____

C. Educational level of adults

 5 % some high school 10 % high school 50 % college 35 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 10 %
5 years or less 20 %
6-10 years 40 %
10 years or more 30 %



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9. Racial/Ethnic composition of:

A. **Congregation**

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

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

5 % African-American _____ % Asian 95 % Caucasian _____ % 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 4,200 - Bath County, VA.

11. Church Programming—Worship

A. **Worship Time**

11:00-12:00

Average Worship Attendance

40-50

B. Frequency of communion celebration: 12 times per year per year

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

Six typically - Pastor, worship leaders, elders, A/V



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)

Traditional and contemporary

12. Church Programming—Sunday School

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

B. Average attendance in Adult Education (Sunday) N/A

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*
Young Life/Wyld Life Youth Programs	Introducing Jesus to young people	15	Monthly	2
TOTS Program	Pre-school Christian Education	15	3 / Week	1
Fuel Fund	Support Community Needs	10	As Needed	2
Comfort Care	Supporting Young Women		As Needed	3
Women's Study	Bible Educ. & Fellowship	10	Monthly	3
Bible Study	Bible Educ. & Fellowship	8-12	Weekly	1
Praise & Worship	Elevate Worship	4	2 / Week	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.



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Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 156,000.00 Last year's annual budget: \$ 156,000.00
(Attach a copy of current budget)

2. Percentage of income received toward budget: 100% %

3. Amount contributed for year 195,551.00 (most recent complete reporting year)

A. EPC Per Member Asking \$ 0.00

B. EPC World Outreach Global Workers \$ 0.00

C. EPC Special Projects \$ 0.00

D. Presbytery Per Member Asking \$ 0.00

E. Other Missions/Missionaries \$ 38,356.00

4. Property owned by church

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

Main church building with kitchen, fellowship hall, classrooms, conference rooms, sanctuary & office. Improvements in 2021 & 2022 include a new roof; new flooring in the classrooms, fellowship hall renovations; air conditioning & more.

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: Pastor \$ 55,000 - 65,000

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Pastor \$ _____ or 4 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

15% Pension (minimum 10% gross effective salary)

X Medical insurance

X Life insurance

X Social Security

X Travel/mileage

X Book allowance

X Study leave allowance (minimum 2 weeks)

X 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 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 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
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 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
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 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
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?

Our members support and work with area Young Life & Wyld Life programs; and the church sponsors a pre-school Christian education program, Totally Outstanding Tottlers School (TOTS). Additionally, the church has provided West Virginia disaster relief; organized and participated in tent revival meetings for Bath County; contributes to and administers the Bath County Ministerial Fuel Fund; contributes to and participates in Comfort Care ministries to young pregnant mothers; supports the Crisis Mission Relief fund and Summer Backpack Food Programs. The church has also invited the community to participate in annual chicken BBQs, fund-raising dinners for needed renovations, and a church homecoming event.

16. Describe the strengths of your congregation.

This congregation is very generous in giving of its time and talents, both from members and friends of the church, as well as demonstrating genuine love and compassion in the image of Christ. Quick to help with personal needs in the community and very strong in maintaining the practice of intercessory prayer for health and other considerations. This congregation has a deep desire to hear and obey the inerrant and infallible word of God, as well as grow in the knowledge of scripture. To this end, we offer regular Bible studies for the congregation as a whole, and a study specific to women.

17. List specific problems with which your congregation struggles.

Stagnant membership of older couples. We are thankful for the generous and loyal support from friends of the church due to the nature of this vacation / seasonal oriented community, but we also hope to reach a greater ratio of permanent residents as well, particularly younger parents and youth.

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

The church seeks to grow and diversify by attracting younger couples with children still at home. Renovations in process are underway to support this initiative and a position specific to youth ministry is under consideration to represent Warm Springs in the various community programs in the local middle and high schools, such as Young Life and Wyld Life. Several of our members are very active in the leadership of those programs. Moving forward we seek to develop a structured program for discipleship; a church mission statement and strategic plan, with the guidance of a permanent Pastor. We seek also to formalize outreach and follow-up efforts to visitors.



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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.

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

Yes No

If yes, Date completed _____

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). The Pastor must acknowledge a high and reverent view of God and Holy Scripture as Truth and the Word of God, inerrant and infallible in it's original manuscripts. Sermons are to be solidly based in Scripture and consistent with 2 Timothy 3:16. Further, we seek a Pastor providing an inspired worship service, welcoming all into the presence of the Holy Spirit.

2). We desire a Pastor reflecting the warmth of traditional Christian values and internalization of Scripture. The Pastor should further have a strong desire to serve the community at-large.

3). The Pastor is to commit time to pastoral care, including home visits as appropriate. We seek a Pastor with the capacity to build teams and leaders to further goals of strengthening the church and advancing the Kingdom of God.

4). We desire a Pastor with the gift of encouragement, who listens carefully and leads this congregation to fellowship with and serve all in this community who seek Jesus.

5). The Pastor must shepherd the church, it's mission and purpose, through strong organizational and administrative skills, working collaboratively with the session to maintain a scripturally sound & functionally viable church.



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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?

- 1). Warm Springs Presbyterian Church has been a light in this community for it's nearly 200 year ministerial history.
- 2). Warm Springs has affected outreach to the world through Dr. William H. Shepherd's mission to the Congo and it's providential impact on world events. Speaking here at W.S. in 1908, his outcry against the brutal oppression of the Congolese government brought awareness and resulted in public outcry, and dramatic change that improved the lives of it's citizens.
- 3). Establishing Warm Springs as a member of the Evangelical Presbyterian Church.

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 combination of changing denominations and the loss of a long-time pastor have represented a significant and recent challenge to Warm Springs. However, this body of believers has largely stayed together and is committed to move the church forward. This year, the church has seen improved attendance (averaging roughly 50 each week) and giving, although due to the seasonal nature of the congregation, it can vary from summer to winter. Our interim pastor's involvement has brought healing and inspiration through Scripturally sound preaching, and we desire to see this momentum continue under the leadership of the permanent pastor.



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Part 6: Other Information

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

Name	Dates of Service	
Doug Sterett	2003	to 2008
Charles Reed	2008	to 2020
Lawrence Roberts (Interim)	2021	to 2022

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

Clerk of Session Timothy D. Bell Date 10/26/2022

Search Committee Chair Stephen Duff Date 10/26/2022

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