



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 Bickleton Evangelical Community Church

Address 211 S Madison St. Bickleton, WA 99322

PO Box 127 Bickleton, WA 99322

Telephone (509) 896-5244 Fax (_____) _____

E-mail bickletonpnc@gmail.com Website _____

2. Presbytery of the Northwest

Presbytery Ministerial Committee Liaison Ed Cummings

3. Search Committee Chairman Scott Bush

Address PO Box 199 Bickleton, WA 99322

E-mail scott@pnwpumppro.com

Telephone (360) 430-8742

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

- | | | |
|--|------------------------------------|---|
| <u>Carron Helberg, secretary</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Ron Carlsen, janitor</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Dawson Naught, yard care and snow removal</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |



5. List all key volunteer positions

- Elders
- Deacons
- Sunday School Teachers (Christian Education Committee)
- Outreach Committee
- Youth Committee
- Building and Finance Committee
- Missions Committee
- Worship Committee
- Pastor Nominating Committee
- Treasurer
- Clerk
- Sew Ladies

6. List all vacant positions

Position Available Pastor Date of Vacancy _____

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>62</u>	<u>62</u>
B. Number of family units	_____	_____
C. Worship attendance	_____	_____

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

0 % 0-11 0 % 12-18 0 % 19-24 15 % 25-34

8 % 35-49 44 % 50-64 33 % 65+



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B. Occupation:

7 % Business 30 % Professional 11 % Trades
15 % Agriculture 3 % Stay-at-Home Parent 33 % Retired
1 % Other (Please Specify) Student

C. Educational level of adults

0 % some high school 28 % high school 57 % college 15 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 0 %
5 years or less 5 %
6-10 years 5 %
10 years or more 90 %

10. Racial/Ethnic composition of:

A. Congregation

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

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

1 % African-American 0 % Asian 97 % Caucasian 2 % Hispanic
0 % Other (Specify) _____

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: 250



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
9:30a sun	35	trad/comtemp
10:55a win	35	trad/contemp
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: 12 per year

C. How are members involved in planning and participation in the liturgy/worship?
The worship team/musicians pick music for each worship service. A session member opens and leads prayer, members are able to volunteer for intercessory prayer, offering and sharing moments.

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)
A variety of traditional and contemporary. We have a piano musician and song leader who leads hymns and music on the overhead projector. Once a month, we use videos played on the overhead for our worship music.

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 7
- B. Average attendance in Adult Education (Sunday): 25
- C. Average involvement in Small Groups: 8



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*
Elders	leadership	5	mthly	1
Deacons	Prayers, cards	3	varies	3
Christian Edu	sun schl, VBS	5	varies	3
Outreach	outreach	4	Qtly	3
Youth Committee	7-12 program	4	varies	3
Worship	plan service	4	mthly	2
Bldg & Finance	grounds & bldg	5	varies	3
PNC	pastor search	7	wkly	3
Missions	support missions	5	Qtly	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: \$ 65928 Last year's annual budget: \$ 117136
(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.

The church was built in 1903 and is in good condition.

The Sunday school building was built in 2000 and is in very good condition.

The fellowship hall was built a few years later and is in very good condition.

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

Our Building & Finance committee is in the process of remodeling our manse.

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 Sunday School building



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5. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ Starting at \$57,000

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)

Yes Life insurance

Yes Social Security

Yes Travel/mileage

Yes Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

4 weeks Annual vacation days (minimum 4 weeks)

Negotiabl Number of worship services per year for which pastor is provided relief (in addition to vacation and study leave)

Negotiabl Sabbatical frequency and length _____

Negotiabl Other (Specify: Professional Development & Education)

- 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 type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
2. Demonstrates love for the pastor and his/her family	<input type="checkbox"/> 1	<input checked="" 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 checked="" type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 3	<input 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 checked="" type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
13. 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
14. 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
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?
 Elders are trained by the pastor with the book of order and the book of confessions.
 Elders are equipped with a budget and a ministry team.
 Our Deacons are voted in, undergo some training, and are equipped with a budget.
 They are their own ministry team.



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

Our previous pastor would lead the session in a Bible study at the beginning of each session meeting. Session members also take part in worship services and are encouraged to attend Presbytery meetings.

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

Our church financially supports local and worldwide missions and ministries. We also invite missionaries and ministry organizations to our church to share the work that they are doing.

Our Country Christmas and Cowboy Church, which is held during our local annual Pioneer Picnic and rodeo, are opportunities to work with pastors and members from other churches.

We are currently inviting guest pastors from other denominations to preach at our worship service.

19. Describe the strengths of your congregation.

Our congregation exhibits a love for the Lord, and our members are loyal and personable. We have a genuine care for each other and show an outpouring of love and support for community needs.

Our congregation is a unified body willing to participate as needed. We are faithful and strive to be biblically based and prayer-based.



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20. List specific problems with which your congregation struggles.

Our congregation is small and much of our struggle comes from the limited number of people in our church. This includes burnout among those involved and difficulty maintaining small groups.

We also struggle with evangelizing outside of the church and fostering relationships with newcomers.

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

Our main goal for this year is to find a new pastor. Additional goals include maintaining fiscal responsibility, supporting missions, reestablishing the youth program, providing more Bible study options for our members, remodeling the manse, growing our congregation and continuing to bring pastors in for our service each week until we have a new pastor.

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).

Our mission statement: Seeking a love relationship with God and our community.



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Part 4: Leadership Expectations

1. What are some key character strengths a person should bring to this position?

We seek a pastor who leads with genuine compassion and integrity, whose words align with their actions, and who reflects Christ's love through humility, sincerity, and application of biblical truth. This pastor's authenticity shines through in their transparent communication, commitment to serving others, and ability to connect with people on a deep and personal level. This pastor embodies a faith that is lived out in everyday life, demonstrating a consistent walk with God and a heartfelt love for the community.

2. What are five key gifts/skills/abilities a person should bring to this position?

Preaching: The pastor should be able to preach God's Word with clarity and insight, combining relatable messages with excellent communication skills that engage the congregation and make biblical truths both understandable and applicable to everyday life.

Spirit-Driven: The pastor should be spirit-led, have a hard work ethic, and be able to build relationships within the congregation and community.

Teaching and Leading Skills: Skilled in multi-generational teaching and leadership, able to connect with all age groups.

People Skills: Fosters unity in Christ within the congregation while offering compassionate counseling to those in need

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

Please see the attached Position 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?

1. Our Centennial celebration in 2003

2. Our transition from PCUSA to EPC in 2012

3. Our building projects, which included the construction of a new Sunday School building in 2002 and Fellowship Hall in 2003

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

During the Covid pandemic, we faced the challenge of keeping our congregation unified and being able to gather for corporate worship.

Our youth group program faced some challenges about two years ago, and we currently do not have a youth group program for junior high and high school students.

Our most recent pastor retired last year.



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Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Steven Seng</u>	<u>10/2015</u>	to <u>10/2023</u>
<u>Jacob Meadows</u>	<u>3/2010</u>	to <u>10/2013</u>
<u>Mike Clark</u>	<u>8/2002</u>	to <u>12/2008</u>

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



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 _____