



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](http://www.epc.org/mso). For more information or to send your posting, email [info@epc.org](mailto: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](mailto: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](mailto:info@epc.org)





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**Part 1: Church Information**

1. Church Name New Hope Presbyterian Church

Address 19800 108th Ave. SE

Kent, WA 98031

Telephone ( 253 ) 859-8998 Fax ( 253 ) 859-4730

E-mail hello@newhopekent.org Website newhopekent.org

2. Presbytery Pacific Northwest

Presbytery Ministerial Committee Liaison Mike McCandless

3. Search Committee Chairman Michael Madany

Address 2448 Smithers Ave. S

Renton, WA 98055

E-mail michael@newhopekent.org

Telephone ( 425 ) 761-5281

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

- Eric Amundson (Transitional Pastor)  Full time  Part time
- Reuben Antvelink (Director of Student Ministry)  Full time  Part time
- Susan Halfhill (Financial Secretary)  Full time  Part time
- Danielle Dideon (Administrative Assistant)  Full time  Part time
- Matt Garcia (Music Director)  Full time  Part time
- Kim Rendle (Worship Music Coordinator)  Full time  Part time
- Bill Masterson (Lead Sound tech.)  Full time  Part time
- Gracen Patterson (Building Maintenance)  Full time  Part time
- Jon Garcia (Lawn Maintenance)  Full time  Part time
- Alex Hill (Worship Service Recorder)  Full time  Part time



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5. List all key volunteer positions

Facility support team/volunteers for periodic grounds cleanup, ushers, greeters and welcome volunteers, espresso cart, coffee and donuts, facility rentals, childcare/nursery, wedding coordinator, memorial coordinator and assistants, audit committee, contribution managers, sound and video technician volunteers, worship team volunteers, youth and children's care program volunteers, and monthly family lunch volunteers.

6. List all vacant positions

Position Available Children's Ministry Assistant Date of Vacancy 2/1/2024

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>253</u>	<u>197</u>
B. Number of family units	<u>160</u>	<u>134</u>
C. Worship attendance	<u>245</u>	<u>154</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

       % 0-11           % 12-18      3   % 19-24     11  % 25-34  
 13  % 35-49     26  % 50-64     47  % 65+



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**B. Occupation:**

25.2 % Business      9.3 % Professional      1 % Trades  
       % Agriculture             % Stay-at-Home Parent      62 % Retired  
2.5 % Other (Please Specify) Students

**C. Educational level of adults**

5 % some high school      25 % high school      60 % college      10 % graduate school

**D. Percentage of members belonging to the congregation**

Less than one year      4 %  
5 years or less      8 %  
6-10 years      14 %  
10 years or more      74 %

**10. Racial/Ethnic composition of:**

**A. Congregation**

4 % African-American      8.5 % Asian      85.1 % Caucasian      0 % Hispanic  
2.4 % Other (Specify) South Asian

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

10 % African-American      20.6 % Asian      44.9 % Caucasian      16.5 % Hispanic  
8 % Other (Specify) American Indian, Alaska Native, Pacific Islanders

**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: 325,000



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
10 am	154	Blended/Traditional
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: 52 per year

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

The Pastor and worship staff select the music theme.

Deacons set the communion table.

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

Traditional with corporate confession and responsive prayers.

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

Blended traditional, praise, instrumental accompaniment, choir for special occasions.

13. Ministry Programs

A. Average attendance in Church School (under 18 years): 25

B. Average attendance in Adult Education (Sunday): 15

C. Average involvement in Small Groups: 70



**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*
Session	Governance	8	Monthly	2
Deacons	Care Ministry	15	Monthly	3
Staff	Prayer/planning/coordination	4	Weekly	2
Personnel Committee	Advise Session	4	Monthly	3
Facility Maintenance team	Maintenance and repair	4	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.
4. A staff person takes primary initiative and responsibility.

**Part 2: Financial/Church Campus Information**

1. Current annual budget: \$ 864,400 Last year's annual budget: \$ 863,550  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 91 %



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

- A. EPC Percentage of Income \$ 8,462
- B. EPC World Outreach Global Workers \$ \_\_\_\_\_
- C. EPC Special Projects \$ \_\_\_\_\_
- D. Presbytery Per Member Asking/Percentage of Income \$ 8,462
- E. Other Missions/Missionaries \$ 42,538

4. Property owned by church

A. Describe buildings and property (other than manse), including condition.

550-seat Sanctuary, Fireside room, 10-office Administration wing, 3-story Youth/Christian Education wing with stage and sound, Preschool and Sunday School wing, multi-purpose room w/ large kitchen, portable building that is currently used for storage, small courtyard, and adequate paved parking.

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

We have rented a wing of the CE building to a Montessori school. We rent facilities part-time to three other churches, as well as a Chinese Language school. We also host Women's BSF on Tuesdays.

- C. Is a building program or capital project 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 \_\_\_\_\_



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5. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ 115,000 - Adjusted for specific circumstances

Position: \_\_\_\_\_ \$ \_\_\_\_\_

Position: \_\_\_\_\_ \$ \_\_\_\_\_

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

Position: All Staff \$ \_\_\_\_\_ or 3.7 %

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

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 Sabbatical frequency and length Every 7 years/3 months

Yes Other (Specify: 10 holidays)

- 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 type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Cares about each other	<input type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Uses members' gifts in worship	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
13. 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
14. 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
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?

Early in the year, a training session is offered, which teaches about the responsibilities of the offices and presbyterian governance.



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

Both the Session and the Deacon Board have member-led devotions at each meeting.

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

In May 2023, we started sharing our building with Living Stream, a Ukranian congregation. We recently welcomed a growing Hispanic fellowship, Ascend 4-Square, as well as Gospel Baptist Church of Seattle (Burmese). We support four Christian outreach agencies in our area: KentHOPE, Vision House, Vine Maple Place, and the Union Gospel Mission. We also provide food donations to St. Stephen the Martyr Catholic Church's food bank.

19. Describe the strengths of your congregation.

We use our gifts to perceive and meet the needs of those inside and outside our church, whether spiritually, financially, or physically. We are eager to deepen our faith through worship, study, and fellowship. We are ready to initiate new programs and to welcome new members.

As with many congregations, we have been through the pandemic and pastoral changes, which have reduced membership and attendance. Now, with the prospect of a new pastor, we are hopeful and eager and ready to move ahead.



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20. List specific problems with which your congregation struggles.

While we are awestruck witnesses of our gracious Father's continued amazing provision, we must also encourage one another as a whole to be joyful, sacrificial givers of time, resources, and talents.

Building on renewed volunteer efforts to provide hospitality, Sunday childcare, and Sunday School opportunities is vital to our growth as a body. Finding new and more regular ways to involve newcomers so that they feel folded into the family is key to effective outreach.

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

We desire to engage with a pastor who will help us flesh out our vision, teach us, and challenge us to love one another as our Lord commands. We also want to share the good news of his love with all of our neighbors as we express his love in practical ways. New Hope must develop inviting formation/fellowship opportunities for all ages, fostering a more intimate sense of belonging and connection, e.g., small groups, men's fellowship opportunities, Sunday school classes.

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.

In the living memory of the church, we have had three Ruling Elder disciplinary issues and one issue with an Associate Pastor. The Ruling Elder issues were dealt with appropriately by the Session. In 2021, while the Senior Pastor was on sabbatical, the Associate Pastor suffered a mental health crisis. At the request of the Session, Presbytery's Ministerial Committee stepped in. It was a sad event, with a compassionate response, and is no longer divisive for the church.

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

Yes     No

If yes, Date completed October 2023

If yes, enter each statement or strategic plan (or attach copies if space below is limited).

[See Vision Statement on page 15 below.](#)



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#### **Part 4: Leadership Expectations**

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

- A personal relationship with our Savior Jesus Christ and a true believer in the Gospel and its impact on others
- Ability to demonstrate the fruit of the Spirit
- Personal integrity
- Forgiving and encouraging heart
- Approachable and nurturing to all
- Servant leadership with humility and empathy
- Ability to speak one-on-one with people

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

- Dynamic and biblically sound teaching/preaching style
- Ability to empower others to carry out duties, including training, encouraging, supporting, nurturing, and shepherding
- Good interpersonal skills
- Ability to bring unity and oneness to our church as to where God is leading us
- Willingness to actively participate in community and church life

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

- Preach and teach the Good News of Jesus Christ from God's Word
- Lead the congregation in carrying out our vision statement in a godly manner.
- Demonstrate ability to lead our staff and church government (Elders, Deacons)
- Promote the outreach of the church to both our community and visitors



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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) New Hope (formerly First Evangelical Presbyterian Church) left PCUSA in 1987; people felt that worshiping biblically and evangelically in Reformed tradition was worth the cost of starting over.
- 2) About 2011, a new pastor's style caused division, and between 2012-2014, two-thirds of our congregation left.
- 3) Our transitional pastor found us as wounded and struggling. After intentional work as a body and individually, feeling God's hand of grace upon us, we are now ready for a pastor to lead us into living out our new vision.

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

We have witnessed God's amazing provision for us in sharing our large facility with three other Christian congregations and two schools, which has helped us reach out to our diverse community, fill our rooms, and help with church finances. God has creatively shown his presence in our lives and this church far beyond what we could have imagined.



**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service	
Dr. Paul Johnson	3/1966	3/1993
Dr. Jeff Jeremiah	8/1994	10/2006
Dr. Tommy Allen	11/2006	6/2022

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

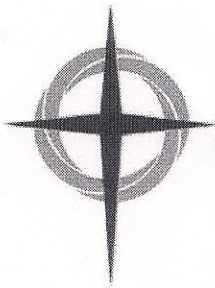
Vision Statement:

Worshiping in Spirit and in Truth: As followers of Christ, we will continue to be committed to worship our Lord Jesus Christ and to teach the truth of the Bible clearly and consistently.

Sharing the Gospel: As followers of Christ, we will commit to build an invitational evangelistic culture, where every person in this church, young and old, know the Gospel so that each one of us is able to share the Good News with those we love and with those we come into contact in our community.

Sharing our Facilities: As a body of believers, we will demonstrate our hospitality to other groups of Christians, who are committed to reach other segments of our community with the gospel in diverse languages and cultures. We will join with them in the use of our building to better impact this community for Christ.

Committing to strengthen families and single adults within our community: As an important part of this community, all of us will participate in both relational and discipling experiences with these folks. We will emphasize a mutigenerational approach to strengthen connections between those of various ages, cultures, and ethnicities that are often separated.



**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](http://www.epc.org/benefits), email [benefits@epc.org](mailto:benefits@epc.org), or call 407-930-4267.

Clerk of Session *Stem Boeshaar* Date 3/14/2024

Search Committee Chair *[Signature]* Date 3/14/2024