



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 Teaching Elder (Pastor) Date of Vacancy 10-1-2020

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>50</u>	<u>54</u>
B. Number of family units	_____	<u>28</u>
C. Worship attendance	_____	ave. 80 (pre CV19)

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

0 % 0-11 0 % 12-18 1 % 19-24 1 % 25-34
8 % 35-49 40 % 50-64 50 % 65+

B. Occupation:

10 % Business 15 % Professional 10 % Trades
5 % Agriculture _____ % Stay-at-Home Parent 60 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 95 % high school 70 % college 50 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 8 %
5 years or less 20 %
6-10 years 60 %
10 years or more 12 %



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9. Racial/Ethnic composition of:

A. **Congregation**

_____ % African-American _____ % Asian 99 % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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

_____ % African-American _____ % Asian 75 % Caucasian 20 % 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 5,000 + in Upper Kittitas County

11. Church Programming—Worship

A. **Worship Time**

9:00 AM

Average Worship Attendance

80 (pre-CV-19)
35 present with some following on-line.

B. Frequency of communion celebration: 12 per year

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

Liturgist, Music, Worship Lead, Sound Booth, MediaShout presentation



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

Traditional/Reformed

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

90% Traditional with occasional contemporary music selections

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 0

B. Average attendance in Adult Education (Sunday) 0

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	Ruling Elders	6	Monthly	3
Deacons	Cong. Care	6	As Needed	3
Men's Bible Study	Bible Study	15	Weekly	2
Women's BSF	Bible Study	40	Weekly	Host
Mtn. Voices Choir	Community Choir	50	Weekly	Host

*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: \$ 143,000 Last year's annual budget: \$ 140,000
(Attach a copy of current budget)

2. Percentage of income received toward budget: 99 %

3. Amount contributed for year \$201,000 (most recent complete reporting year)

A. EPC Per Member Asking \$ \$23/member

B. EPC World Outreach Global Workers \$ _____

C. EPC Special Projects \$ _____

D. Presbytery Per Member Asking \$ \$21/member

E. Other Missions/Missionaries \$ 10% of Budget

4. Property owned by church

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

Please see addendum on page 13: Part 6: Other Information, Item 2. b.

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 Finished basement with large family room & half bath.



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6. Compensation:

A. The salary range we are prepared to offer:

Position: Teaching Elder (Pastor) \$ \$70,000 to \$85,000 (Inc. Housing)

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

7K - 8.5K Pension (minimum 10% gross effective salary)

\$8,400 Medical insurance

--- Life insurance

0 to 50% Social Security

\$2400 Travel/mileage

\$400 Book allowance

2 WKS Study leave allowance (minimum 2 weeks)

4 Wks Annual vacation days (minimum 4 weeks)

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

\$2600 Other (Specify: Professional expenses other than milage.)



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 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
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 type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. Is often found living their faith in their communities.	<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
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 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
11. Uses members' gifts in its worship.	<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
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 type="checkbox"/> 1	<input checked="" 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



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

*RPC hosts a number of community and church related activities and members participate. Included are the annual Christmas choir rehearsals beginning in September, the women's BSF weekly Bible Study, and independent Men's weekly Bible Study.

*We open our facility to intermittent outreach activities such as hosting free school lunch distribution during school vacations and free tutoring services to students struggling to learn at home during the pandemic.

16. Describe the strengths of your congregation.

*We have a warm, caring, welcoming, church-family atmosphere, with much emphasis on unity and fellowship. We are always looking for ways to support members in need.

*Members host special get-togethers such as women's tea parties, fall potluck & apple cider press, women's Christmas lunch, outdoor activities, etc.

*We are blessed with three remarkably talented pianists, instrumentalists, and an emphasis on traditional hymns with their rich theology and harmonious composition.

*Our members have remarkable skills and talents from their past experiences.

Together, we can accomplish most goals and outreach to diverse community types.

17. List specific problems with which your congregation struggles.

*Restrictions on fellowship time and activities due to CV-19.

*Lack of sufficient volunteers for buildings and grounds maintenance work.

*Due to the area demographics heavy with retirees, our members are aging & we are struggling to attract younger families with children.

*Roslyn is growing fast as a tourist destination, with most of the local businesses catering to younger, more liberal vacationers and transients. They sometimes hold strong anti-church ideas and alternate beliefs that raise barriers to our outreach.

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

*Finding a mature senior installed pastor, strong in reformed tradition with skills in preaching, congregational care, teaching, and someone who can commit to a reasonable length of tenure to bring longer term stability to the leadership.

*To be a strong witness in the community to Biblical truth, in the Reformed traditions of the faith.

*To be an open, welcoming church that attracts all ages of Christians and seekers.



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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 No formal study in the past 3 years but much discussion and consideration..

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) Preaching skills: should be articulate, knowledgeable and well-spoken in teaching reformed concepts, grounded in biblical truth.

2) Congregational care/relationship building: should encourage and assist current fellowship activities; visit RPC members at home or in care facilities when requested; build relationships and understanding between our members and with the community.

3) Biblical teaching that includes practical applicability to our daily lives is highly desirable, recognizing the work of the Holy Spirit in the process of sanctification in the life of each believer.

4) Maturity: should demonstrate rapport with our aging congregation (average age 50 plus, many older); growth through a variety of life experiences would be helpful.

5) Stability: should desire to build long-term (at least 5 years) ministry at RPC; we desire stable leadership and committed guidance at this time.



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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) The 2009 flood and subsequent reconstruction of the church and manse buildings.
- 2) Growth from part-time pastor position to our ability now to support a full time pastor position.
- 3) Our departure from PC(USA), solidifying our deep commitment to Reformed faith.

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

1. Since 3/2018, our congregation has been blessed greatly under the ministry of Dr. Geoffrey Brown as our transitional pastor. During this time, we also hired a seminary student as a pastoral Intern who we hoped to call as our installed pastor upon completion of his MDiv. However, during the internship period, it was discovered that it was not a good fit for him to become the RPC installed pastor.

2. The realization that the ECO denomination was not an ideal fit for RPC given their position on making one of their tenants essential when clearly according to scripture it is not an essential theological issue. This was followed by the process to leave ECO and join the EPC denomination. This denomination, characterized by the following:

In essentials - Unity
In non-essentials - Liberty
In all things - Charity

along with a faithful adherence to the reformed faith, resonated with our congregation and our Session.



Part 6: Other Information

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

Name	Dates of Service	
<u>James Berkley (Installed; 3/4 time)</u>	<u>9/2011</u>	to <u>July 2015</u>
<u>Paul Rettew (Installed; full time)</u>	<u>3/23/2016</u>	to <u>11/20/2017</u>
<u>Geoffrey Brown (Transitional)</u>	<u>3/2018</u>	to <u>Present</u>

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

a. Roslyn and surrounding communities are seeing a significant influx of working families with employees who are now allowed to work from home instead of having to commute to offices in the Seattle/Tacoma area. This appears to be generally a permanent change for many workers, hence their desire to move here away from the large city environment. Along with that is a steady increase in retirees moving into the area.

Roslyn is a gateway to a vast array of outdoor recreational activities including hiking, biking, camping, backpacking, rock climbing, fishing, boating, snowmobiling, skiing, golf and more.

b. Addendum to Page 6, Item 4a

Roslyn Presbyterian Church is a lovely, distinctive building originally built in 1899. It is a 7,200 sq. ft. two-story structure, including a sanctuary that seats 100 comfortably, a fellowship hall with full kitchen, Sunday school rooms and church offices. It was extensively remodeled after a flood in 2009. It is on the corner of First Street (Highway 903) and Idaho Avenue, near the center of Roslyn. Our antique steeple bell calls us to worship every Sunday. The church has been designated a Historic Building by the State of Washington.

Clerk of Session Susan Colts Date _____

Search Committee Chair Gordon Moreshead Date _____

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