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 2: Financial/Church Campus Information
Part 3: Church Characteristics
Part 4: Leadership Expectations
Part 5: Church History
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
**Part 1: Church Information**

1. Church Name: Parkway Presbyterian Church
   Address: 714 138th Street East, Tacoma, WA 98448
   Telephone (253) 531-4373, Fax (_____) __________________
   E-mail: church@parkwaypres.org, Website: www.parkwaypres.org

2. Presbytery: Presbytery of Pacific Northwest
   Presbytery Ministerial Committee Liaison: Darrel DeHaven

3. Search Committee Chairman: David Massey
   Address: 1812 157th St. Ct. E, Tacoma, WA, 98445
   E-mail: d98m87ss76y@msn.com
   Telephone (253) 536-0128

4. List all paid staff positions (use additional sheet if necessary)
   - Pastor [ ] Full time [ ] Part time
   - Maintenance [ ] Full time [ ] Part time
   - Childcare worker [ ] Full time [ ] Part time
   - Choir Director [ ] Full time [ ] Part time
   - Custodian [ ] Full time [ ] Part time
   - Pianist [ ] Full time [ ] Part time
5. List all vacant positions

Position Available ____________________________  Date of Vacancy __________________

Position Available ____________________________  Date of Vacancy __________________

Position Available ____________________________  Date of Vacancy __________________

6. Membership (state approximate numbers and percentages)

A. Number of church members  
   Five years ago: 113  
   Currently: 86

B. Number of family units  
   81  
   60

C. Worship attendance  
   89  
   75

7. Community Growth  
   ✔ Increasing  
   Static  
   Declining

8. Profile of church members

A. Age:

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11</td>
<td>13%</td>
</tr>
<tr>
<td>12-18</td>
<td>18%</td>
</tr>
<tr>
<td>19-24</td>
<td>63%</td>
</tr>
<tr>
<td>25-34</td>
<td>2%</td>
</tr>
<tr>
<td>35-49</td>
<td></td>
</tr>
<tr>
<td>50-64</td>
<td></td>
</tr>
<tr>
<td>65+</td>
<td></td>
</tr>
</tbody>
</table>

B. Occupation:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>5%</td>
</tr>
<tr>
<td>Professional</td>
<td>19%</td>
</tr>
<tr>
<td>Trades</td>
<td></td>
</tr>
<tr>
<td>Agriculture</td>
<td>3%</td>
</tr>
<tr>
<td>Stay-at-Home Parent</td>
<td>69%</td>
</tr>
<tr>
<td>Retired</td>
<td>4%</td>
</tr>
<tr>
<td>Other (Specify)</td>
<td></td>
</tr>
</tbody>
</table>

C. Educational level of adults

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some High School</td>
<td>53%</td>
</tr>
<tr>
<td>High School</td>
<td>46%</td>
</tr>
<tr>
<td>College</td>
<td>1%</td>
</tr>
<tr>
<td>Graduate School</td>
<td></td>
</tr>
</tbody>
</table>

D. Percentage of members belonging to the congregation

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than one year</td>
<td>0%</td>
</tr>
<tr>
<td>5 years or less</td>
<td>8%</td>
</tr>
<tr>
<td>6-10 years</td>
<td>12%</td>
</tr>
<tr>
<td>10 years or more</td>
<td>79%</td>
</tr>
</tbody>
</table>
9. Racial/Ethnic composition of:
   A. **Congregation**
      2% African-American  ____ % Asian  98% Caucasian  ____ % Hispanic
      ____% Other (Specify)

   B. **Community** (within 5-mile radius of church)
      12% African-American  8% Asian  60% Caucasian  13% Hispanic
      ____% Other (Specify)
      4% are Native Hawaiian or other Pacific Islander

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  Tacoma, WA - 213,000, Parkland 35,000

11. Church Programming—Worship
    A. **Worship Time**
       10:15
       __________
       __________
       __________
       __________
       __________
       __________

    B. Frequency of communion celebration: 12 per year

    C. How are members involved in planning and participation in the liturgy/worship?
       leading singing, reading scripture, leading corporate prayer, singing in choir
D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)
   Traditional elements: call to worship, confession of sin, profession of faith
   __________________________________________________________________________

E. Type of music used in worship (e.g., traditional, contemporary, variety)
   Mixture of praise and worship songs and hymns
   __________________________________________________________________________

12. Church Programming—Sunday School
   A. Average attendance in Church School (under 18 years) 5
   B. Average attendance in Adult Education (Sunday) 10

13. Church Programming—Organizations/Committees
   List major boards, committees, and organizations that are part of your church and
   frequency of meetings (monthly, weekly, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose of Group</th>
<th>Number of members</th>
<th>Frequency of meetings</th>
<th>Leadership Role*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>spiritual oversight</td>
<td>9</td>
<td>monthly</td>
<td>2</td>
</tr>
<tr>
<td>Deaconate</td>
<td>ministries of service</td>
<td>12</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Christian Education</td>
<td>oversees education</td>
<td>6</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>oversees finances</td>
<td>6</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Mission Committee</td>
<td>oversees</td>
<td>8</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Small Groups</td>
<td>fellowship/bible study</td>
<td>30</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Prayer Group</td>
<td>prayer</td>
<td>6</td>
<td>weekly</td>
<td>3</td>
</tr>
<tr>
<td>Women/Men Fellowship</td>
<td>fellowship/bible study</td>
<td>15</td>
<td>monthly</td>
<td>3</td>
</tr>
</tbody>
</table>

*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: $214,400
   Last year's annual budget: $204,000
   (Attach a copy of current budget)

2. Percentage of income received toward budget: 100%

3. Amount contributed for year 2019 (most recent complete reporting year)
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. EPC Per Member Asking</td>
<td>$2,370</td>
</tr>
<tr>
<td>B. EPC World Outreach Global Workers</td>
<td>$6,000</td>
</tr>
<tr>
<td>C. EPC Special Projects</td>
<td>$3,000</td>
</tr>
<tr>
<td>D. Presbytery Per Member Asking</td>
<td>$2,100</td>
</tr>
<tr>
<td>E. Other Missions/Missionaries</td>
<td>$39,000</td>
</tr>
</tbody>
</table>

4. Property owned by church
   A. Describe buildings and property (other than manse).
      
      15,000 sq.ft building (Sanctuary, Offices, Educational Wing, Fellowship Hall) on 4 acres with two out buildings and Basketball Courts with adjacent open field. All property is debt free.
   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 ________________________________________
6. Compensation:
   A. The salary range we are prepared to offer:
      Position: ____________________________  $__________
               (includes housing allowance)
      Position: ____________________________  $__________
      Position: ____________________________  $__________

   B. The average annual increase over the past three years is:
      Position: ____________________________  $__________ or ___%  
               all 2017
      Position: ____________________________  $__________ or ___%  
               all 2018
      Position: ____________________________  $__________ or ___%  
               all 2019
      Position: ____________________________  $__________ or ___%  

   C. Housing
      □ Housing Allowance
      □ Manse Only
      □ Either of the Above

   D. Benefits and expenses
      10% Pension (minimum 10% gross effective salary)
      15-22k Medical insurance
      ________ Life insurance
      ________ Social Security
      2500 Travel/mileage
      300 Book allowance
      2 weeks Study leave allowance (minimum 2 weeks)
      4 weeks Annual vacation days (minimum 4 weeks)
      ________ 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*

<table>
<thead>
<tr>
<th>Our congregation...</th>
<th>Currently Agree</th>
<th>Currently Disagree</th>
<th>Goal Agree</th>
<th>Goal Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Supports the pastor.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>2. Readily shares their gifts with the rest of the congregation.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>3. Places a high priority on sound biblical preaching.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>4. Gladly welcomes visitors and new members.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>5. Is involved in local evangelistic ministries.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>6. Is often found living their faith in their communities.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>7. Has a spirit of unity.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>8. Cares about each other.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>9. Looks to its Session for leadership.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>10. Ministers well to members who are hurting.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>11. Uses members’ gifts in its worship.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>12. Contains people willing and able to lead the congregation.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>13. Is capable of change when and where appropriate.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>14. Is spiritually alive.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
</tbody>
</table>
15. In what ways does your church participate in ecumenical activities?

Our Vacation Bible School has served children from a number of churches who do not offer VBS. Additionally, we have "nested" three different churches over the years.

16. Describe the strengths of your congregation.

Parkway is a very friendly and welcoming Bible-based congregation with a strong commitment to prayer. Parkway generously supports our community with a food and clothing bank. 18% of our operational budget is given to local and worldwide mission programs.

17. List specific problems with which your congregation struggles.

We are an aging congregation that lacks young people and can be complacent, having done ministry the same way year after year. Reaching and retaining new people is a challenge.

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

Discerning and implementing how best to serve and reach our community, growing the church in worship and educational ministries, aligning our ministries with the Great Commission and staying Biblically-centered.
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.

In the 70’s, an elder, who also served as treasurer, embezzled money.

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.

Mission Statement: “We are a people who seek to live out the truths: Jesus Christ our Savior, the Cross our Message, His Word Our Guide”, circa 2000
Part 4: Leadership Expectations

1. What five key characteristics, gifts, and/or skills should a person bring to the position?

1. The Pastor must have a vibrant spiritual life, i.e. his relationship with Christ must be strong.
2. The Pastor must be able to bring people together with the Word of the Lord through strong Biblical preaching.
3. The Pastor must have a strong desire and calling to lead Parkway.
4. The Pastor must have a shepherd's heart that spans all ages: children to seniors.
5. The Pastor must be willing to be involved in the community.
Part 5: Church History

1. What do you consider to be the three most important events in the history of your church?

1. Establishing the church in 1964.
2. Moving out of the PCUSA and into the EPC without losing any members.
3. Adding the Educational Wing and the Elevator, particularly how people gave generously.

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. The retirement of the previous pastor after nearly 20 years of ministry.
2. The transitional model of ministry we are currently in seeks to implement the revitalization process advocated by the EPC’s GoCenter.
3. Developing a partnership with a local elementary school which provides the congregation opportunities to serve and support where needed.
Part 6: Other Information

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Ganzer</td>
<td>2000 to 2018</td>
</tr>
<tr>
<td>Byron Travis</td>
<td>1982 to 1998</td>
</tr>
<tr>
<td>Wes Drummond</td>
<td>1963 to 1981</td>
</tr>
</tbody>
</table>

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

While we do not have many children involved in our ministry, we have seen nearly 100 children participate in our Vacation Bible School ministry.

Clerk of Session ___________________________ Date ____________
Search Committee Chair ______________________ 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