



# EPC

*A Global Movement of Evangelical Presbyterian Churches*

## CHURCH INFORMATION FORM

### Introduction

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 4	Leadership Expectations
Part 2	Building/Financial Information	Part 5	Church History
Part 3	Church Characteristics	Part 6	Other Information

Please return the completed document to:

Office of the Stated Clerk  
Evangelical Presbyterian Church  
5850 T.G. Lee Blvd, Suite 510  
Orlando, FL 32822  
Phone: (407) 930-4239 Fax: (407) 930-4247  
E-mail: [epchurch@epc.org](mailto:epchurch@epc.org)



**Part 1: Church Information**

1. Name: First Evangelical Presbyterian Church

Address: 221 North Main Street, Cedar Grove, WI 53013

Telephone: ( 920 ) 668-8531 Fax: (        ) 1stepc.cedargrove.wi@gmail.com

E-mail: (see above) Website: www.cedargrofefpc.com

2. Presbytery: Rivers and Lakes

Presbytery Ministerial Committee Liaison: \_\_\_\_\_

3. Search Committee Chairman: Gary Dunn

Address: 66 Hickory Drive, Cedar Grove, WI 53013

Telephone: ( 920 ) 946-1269 E-mail: garyrobertdunn@gmail.com

4. List all paid staff positions

<u>Pastor</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Treasurer</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Custodian</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Organist</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

Position Available: Pastor Date of Vacancy: 3/1/2018

Position Available: \_\_\_\_\_ Date of Vacancy: \_\_\_\_\_

5. Membership (please state approximate numbers and percentages)

	<u>Five years ago</u>	<u>Currently</u>
A. Number of church members	<u>56</u>	<u>48</u>
B. Number of family units	<u>30</u>	<u>25</u>
C. Worship attendance	<u>52</u>	<u>45</u>

D. Profile of church members

(1) Age:

22% 0-11   9% 12-18   1% 19-24   10% 25-34   15% 35-49  
12% 50-64   31% 65+

(2) Occupation:

1% Business    22% Professional    7% Trades    7% Stay-at-home parent  
0% Agriculture    41% Retired    22% Other (Specify: Laborer/Retail)

(3) Educational level of adults

0% some high school    54% high school    39% college    7% graduate school

(4) Percentage of members belonging to the congregation:

Less than one year 0%  
5 years or less 9%  
6-10 years 11%  
10 years or more 80%

(5) Racial/Ethnic composition of congregation

  % Asian    2% Hispanic      % African American    98% Caucasian  
  % Other / Specify: \_\_\_\_\_

6. Worship

A.	Time	Average Attendance
	<u>10am</u>	<u>45</u>
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

B. Frequency of communion celebration: 12 per year

C. How are members involved in planning and participation in the liturgy/worship?  
The Ruling Elders participate in the worship service and serve communion. Members of the congregation take part in seasonal readings of scripture. Sunday School teachers lead children's choir and Christmas Eve program.

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

E. Type of music used in worship (e.g., traditional, contemporary, variety):  
A variety of traditional with some contemporary praise songs.

7. Church/Sunday School

A. Average attendance in Church School (under 18 years) 15

B. Average attendance in Adult Education (Sunday) 11

8. Community Setting (check as many as apply):

- | <u>Location</u>                                | <u>Function</u>                                  | <u>Growth</u>                              |
|--|--|--|
| <input type="checkbox"/> Rural                 | <input checked="" type="checkbox"/> Industrial   | <input type="checkbox"/> Growing           |
| <input checked="" type="checkbox"/> Small town | <input type="checkbox"/> College/University      | <input checked="" type="checkbox"/> Static |
| <input type="checkbox"/> Metropolitan          | <input checked="" type="checkbox"/> Agricultural | <input type="checkbox"/> Declining         |
| <input type="checkbox"/> Suburban              | <input checked="" type="checkbox"/> Recreational |  |
| <input type="checkbox"/> Inner City            | <input type="checkbox"/> Military                |  |

Approximate population of community 2200

Racial/Ethnic composition of community:

0% Asian      5% Hispanic      0% African American      95% Caucasian

  % Other (Specify: \_\_\_\_\_)

9. Program Information: 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	Leadership	5	Monthly	2
Trustees	Mngmt of Property/Finances	5	Monthly	3
Deacons	Needs of the Congregation	6	As needed	3
Women's Fellowship	Women's ministry/missions	10	9x annually	3
Christian Education Comm	Education	3	As needed	2
Mission & Outreach Comm	Missions	3	As needed	2
Worship & Service Comm	Worship	3	As needed	2

\*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: Building/Financial Information

1. Current annual budget: \$56,513 Last year's annual budget: \$102,612.00

*(Please attach a copy of current budget)*

2. Percentage of income received toward budget: 90 %

3. Amount contributed for (last complete reporting year: 2017):

A. EPC per member contribution \$1154.00

B. EPC World Outreach Missionaries \$500.00

C. EPC Benevolence Askings \$275.00

D. Presbytery giving \$816.00

E. Other Missions/Missionaries \$2739.00

4. Property owned by church

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

The church building was built in 1922. It is a two story brick building with all stained glass windows and new doors. The sanctuary is large with a two story cathedral ceiling. There is a beautiful pipe organ in the sanctuary. The Pastor's Study, nursery, restroom, and fellowship room are all on the main level. Upstairs is a balcony that has been converted into the Youth Room. Downstairs in the basement are bathrooms, two classrooms, dining room, and kitchen.

B. Are your buildings adequate for your present program?

Yes  No If no, please explain:

There is adequate parking with new surface. The size and condition of the building is adequate. There isn't an elevator to access the basement.

C. Is a building program projected?

Yes  No If yes, describe what and when and projected cost:

D. Does the church own a manse?

Yes  No

Condition:  Good  Fair  Poor  Number of bedrooms: \_\_\_\_\_

Office/study:  In Church  In Manse  Not provided  Other: \_\_\_\_\_

6. Compensation:

A. The salary range we are prepared to offer:

Position: Installed Part-time Pasto \$ 30,000-40,000

Position: \*A porition of salary coul \$ be designated as housing allow;

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

Position: Full-time Installed Pasto \$ 1500 or 2.3 %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

C. Housing

Housing allowance

Manse only

Either of the above

D. Benefits and expenses:

\_\_\_\_\_ Pension (minimum 10% gross effective salary)

\_\_\_\_\_ Medical insurance

\_\_\_\_\_ Life insurance

\_\_\_\_\_ Social Security

IRS Guidelines \_\_\_\_\_ Travel/mileage

300 \_\_\_\_\_ Book allowance

400 / 1 week \_\_\_\_\_ Study leave allowance

2 weeks \_\_\_\_\_ Annual vacation

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

\_\_\_\_\_ Other (Specify: \_\_\_\_\_)

**Part III: Church Characteristics**

*Circle the number that most closely describes the current congregation characteristics and future goals:*

Our congregation...	<u>Currently</u>				<u>Goal</u>			
	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 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 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 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
14. Is spiritually alive.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

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

We host an annual Thanksgiving dinner open to the public with fellowship at 11:30 and dinner served at noon. The committee is from our church. The Baccalaureate service is held each year at the school with a rotation by our pastors. The Christmas Cantata is open to anyone from our church. The performance is the first weekend in December at Frist Reformed Church. Our Maundy Thursday Service is done on a rotation between the Frist Presbyterian Church in Oostburg and our church. Holland Festival is a Dutch festival held the last Friday and Saturday in July. On that Sunday we have a casual service in the park, which is rotated by the pastors of the community. Memorial Day Services are held in the community with a rotation by our pastors. Joint VBS program hosted at First/Faith Reformed with volunteers from our congregation.

16. Describe the strengths of your congregation:

We have Sunday School classes for all ages in our congregation. We start as young as 3 years old. We have classes split between early-elementary, elementary, middle school and high school. We also have adult classes for both men and women.

Our Women's Fellowship Group consists of all the women in the congregation. We meet once a month from April-December. We meet at the church and open with devotions and then onto our activity. We often invite guest speakers or do activities outside of the church.

We offer SNAC - Sunday Night At Church, a lenten program that runs 6 weeks with a light supper at 5pm and a program that follows at 6pm. On Easter morning, we have an Easter Breakfast followed by Easter Service.

Although we are a small congregation, we always depend on one another. We make phone calls and e-mails to share if someone is in need of prayer. In addition, we send cards, visit shut-ins and those living in nursing homes. We volunteer to make meals for those in need.

We are a mission orientated church through EPC missionaries, local missions & services, community members who have chosen to serve in missions, food pantries, Salvation Army Bell Ringing, and Operation Christmas Child.

17. List specific problems with which your congregation struggles:

Being a small congregation, we find it hard to implement new programs for children and adults alike. We have heard, "We can't because we are so small." Being small for so many years can be a crutch for us; yet we still have many faithful volunteers.

18. List major goals that this congregation has set for itself:

Our major goal is to find a pastor to guide us and lead by example to be a Spirit-led Church. We desire to continue to not only reach out to the unchurched in Cedar Grove, but also to grow in spiritual maturity.



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    Date: 3/3/2011                       No

If yes, please attach copies.

## **Part 4: Leadership Expectations**

22. What five key characteristics/gifts/skills should a person bring to the position?

Five key characteristics / gifts / skills should include

- 1) Is an effective preacher/speaker through careful planning and leading of worship by cultivating a close relationship with God
- 2) Is an effective teacher and has a strong commitment to the educational ministry of the church
- 3) Helps people develop and grow in their spiritual life and encourages people to relate their faith to their daily life
4. Shows commitment and loyalty to the Rivers and Lakes Presbytery and the EPC nationally.
- 5) Is evangelical - Works regularly at bringing new members into the church, reaches out to inactive members, while building relationships with current members.

## Part 5: Church History

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

1) The congregation was founded in 1846 with the formation of Cedar Grove, WI. A modest church was built just outside of Cedar Grove. In 1922, the congregation decided to move into town and build a larger church.

2) In 1936, approximately half of the members walked out of church in a very bitter separation. The congregation split and the members formed two churches, First Presbyterian Church and Calvary Orthodox Presbyterian Church.

3) In 2005 the congregation unanimously agreed to leave the PCUSA. In 2007 the congregation was admitted into 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?

Accepting the resignation of our full-time pastor and deciding to pursue a part time pastor. With a small and aging congregation, finding volunteers to handle the leadership, Christian Education, and physical plant maintenance has become more challenging.

**Part 6: Other Information**

1. List the last three persons in this position: Position: Full Time Pastor

<u>Name</u>	<u>Dates of Service</u>
<u>Justin Sembler</u>	<u>9/2011</u> to <u>3/2018</u>
<u>Dave Van Dixhorn</u>	<u>2/2003</u> to <u>8/2011</u>
<u>Stephen Pike</u>	<u>5/1994</u> to <u>12/1998</u>

2. Other significant factors about our church not covered in previous questions:

Gary Dunn  
Clerk of Session  
Date: 3/22/2018

Gary Dunn  
Chair, Search Committee  
Date: 3/22/2018

We encourage churches to list their openings on the EPC Ministry Staff Opportunities List ([www.epc.org/mso](http://www.epc.org/mso)). For more information or to send your posting e-mail [epchurch@epc.org](mailto:epchurch@epc.org).



2018 BUDGET OF THE  
FIRST EVANGELICAL PRESBYTERIAN CHURCH

**Operations**

**Pastoral Expenses**

Pastor Salary	3,840.80
Pastor Housing Allowance	3,296.74
Pastor Travel Expense	85.00
Pastor Study Leave/Cont. Ed.	200.00
Pastor Professional Expenses	85.00
Pastor Health Insurance	3,106.00
Pastor Dental Insurance	98.24
Pastor Vision Insurance	24.60
Pastor Pension	722.00

**Employees**

Treasurer	1,300.00
Custodian	700.00
Groundskeeper	-
Organists	1,400.00
Employee Soc. Sec. & Med.	200.00
Workers Comp. Ins.	908.00

**Session**

Session Expense	100.00
Pastoral Search Committee	500.00
Professional Consultations	100.00
Presbytery-GA Meetings	300.00
Christmas & Other Gifts	300.00
Church Picnic	100.00

**Christian Education**

Sunday School	800.00
Vacation Bible School	150.00
SNAC & Special Programs	150.00
Library	100.00

**Worship & Service**

Worship Expense	500.00
Pulpit Supply	7,300.00
Bulletins	75.00
Flowers, Candles	100.00
Decorations	100.00
Music & Choir	125.00
Offering Envelopes	100.00

**Mission**

Deacons	200.00
---------	--------



2018 BUDGET OF THE  
FIRST EVANGELICAL PRESBYTERIAN CHURCH

<b>Per Member Asking (Per Capita)</b>	1,920.00
<b>Church Expenses</b>	
Office Supplies	500.00
Office Equip. & Equip. Maint.	400.00
Telephone & Internet Service	1,225.00
Website	100.00
Postage	100.00
Kitchen Supplies	300.00
Meals at Church	75.00
Nursery Supplies	50.00
Grounds Supplies & Equip.	3,200.00
Maint. Supp., Equip. & Repairs	1,500.00
Cleaning Supplies	250.00
Snow Removal	1,500.00
Church Gas & Electricity	6,000.00
Church Sewer & Water	500.00
Advertising	300.00
Church Physical Plant Improve.	1,000.00
Stained Glass Window Repair	500.00
Church Insurance	5,052.00
Holland Festival Float	100.00
Safe Deposit Box Rental	20.00
Piano & Organ Tuning	450.00
Permit to Operate & Boiler Permit	100.00
Business Registration Renewal	10.00
<b>Miscellaneous</b>	200.00
<b>Benevolence</b>	
Benevolence Asking (EPC)	275.00
Cedar Grove Food Pantry	500.00
Gideons	100.00
InterVarsity Christian Fellowship-Alex Holle	500.00
World Outreach and Serge - Scott Burdsall	1,000.00
Anchor of Hope	500.00
Operation Christmas Child	720.00
Undesignated Missions	500.00
<b>Total</b>	<b>56,513.18</b>