



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





Part 1: Church Information

1. Church Name St John's Evangelical Protestant Church

Address 512 Second Ave SE

Cullman Alabama 35055

Telephone (256) 734-0344 Fax (256) 734-0387

E-mail karen.hassell@sjepc.com Website www.sjepc.com

2. Presbytery Reverend Dr. John Richter

Presbytery Ministerial Committee Liaison Matt Page

3. Search Committee Chairman Matt Page

Address 512 2nd Ave SE

Cullman Alabama 35055

E-mail mattpage2827@gmail.com

Telephone (256) 734-0344

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

Senior Pastor Full time Part time

Associate Pastor Full time Part time

Student Pastor Full time Part time

Preschool Director Full time Part time

Music Ministry Director Full time Part time

Children's Ministry Director Full time Part time

Financial Secretary Full time Part time

Office Admin. Full time Part time

_____ Full time Part time

_____ Full time Part time



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5. List all key volunteer positions

Greeters, Sunday School Teachers, Wednesday Night Teachers and Assistants, Small Group Leaders, Kitchen Area, Prayer Team

6. List all vacant positions

Position Available Associate Pastor Date of Vacancy 3/1/2024

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>1,794</u>	<u>1,827</u>
B. Number of family units	<u>598</u>	<u>609</u>
C. Worship attendance	<u>370</u>	<u>347</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

10 % 0-11 5 % 12-18 1 % 19-24 5 % 25-34
25 % 35-49 42 % 50-64 12 % 65+



B. Occupation:

5 % Business 75 % Professional 4 % Trades
5 % Agriculture 1 % Stay-at-Home Parent 5 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

100 % some high school 100 % high school 85 % college 60 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 3 %
5 years or less 25 %
6-10 years 75 %
10 years or more 60 %

10. Racial/Ethnic composition of:

A. **Congregation**

<1% % African-American <1% % Asian 95% % Caucasian <1% % Hispanic
_____ % Other (Specify) _____

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

1.35 % African-American _____ % Asian 92.3 % Caucasian 4.51 % Hispanic
_____ % 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: 92



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
9:00am	_____	Traditional
11:00am	_____	Blended
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: 64 per year

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

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)
varitey

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 80
- B. Average attendance in Adult Education (Sunday): 100
- C. Average involvement in Small Groups: 130



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*
Church Council	governing body of the church	12	monthly	3
Women's Fellowship	fellowship and benevolence	75	monthly	3
Women's Guild	benev. meals and community outreach	12	monthly	3
Men's Fellowship	Bible Study and breakfast	45	weekly	3
55Alive	fellowship and outreach, monthly meal and trop	50	monthly	4
Legacy Committee	heritage and traditions	15	monthly	3
PLARN	mats for the homeless	20	weekly	3
Mission Committee	oversee mission outreach	8	monthly	4
Thurs. Bible Studay	Bible Study	15	weekly	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: \$ 2,300,000 Last year's annual budget: \$ 2,000,000
(Attach a copy of current budget)
2. Percentage of income received toward budget: 100.00 %



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

- A. EPC Percentage of Income \$ 0
- B. EPC World Outreach Global Workers \$ 0
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking/Percentage of Income \$ 0
- E. Other Missions/Missionaries \$ 79,000

4. Property owned by church

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

Sanctuary is 150 years old this May 2024; New construction with the addition of blended worship area and modern commercial kitchen and addition of preschool area

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

D. Does the church own a manse? Yes No

Condition: Good Fair Poor # of Bedrooms **3**

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: Associate Pastor \$ TBD

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Sr Pastor \$ _____ or 3.00 %

Position: Assoc Pastor \$ _____ or 3.00 %

Position: Student Pastor \$ _____ or 3.00 %

Position: Children's \$ _____ or 3.00 %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

Retirement Plan (minimum 10% gross effective salary)

Medical insurance (EPC medical coverage required for full-time TEs)

Life insurance

Social Security

Travel/mileage

Book allowance

Study leave allowance (minimum 2 weeks)

TBD Annual vacation days (minimum 4 weeks)

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

TBD Sabbatical frequency and length _____

_____ Other (Specify: _____)

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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
2. Demonstrates love for the pastor and his/her family	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
3. 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
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 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

16. How are elders and deacons initially trained and equipped for ministry?

n/a



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

n / a

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

Evangelical Association of Reformed and Congregational Christian Churches

19. Describe the strengths of your congregation.

Generosity
Community Oriented
Sound Doctrine



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20. List specific problems with which your congregation struggles.

hope to grown in connectiveness, discipleship, and to build up our wider mission commitment

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

see question number 20

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.

n/a

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).

To grow in Grace and Truth of Jesus Christ



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Part 4: Leadership Expectations

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

Christian by affirmation of faith and example with a demonstrated passion for the calling of ministry
Evidence of Christian character in personal and professional life, with lived-out spiritual disciplines and participation in the life of the church
Models a strong relationship and Christian character with spouse and children
Exhibits the gifts of leadership, teaching, and preaching with noted strengths in discipleship development and evangelism
A professional and personable person who prioritizes people and relationships with the ability to reach and connect with people
A self-starter who is patient and friendly with a positive, encouraging, and supportive personality
Affirms St. John ' s core beliefs as rooted in Holy Scripture (see church website <https://sjepc.com/beliefs/> and constitution Article 4)
Ordained minister or qualified for ordination, seminary preferred

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

see job description

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

Share overall pastoral duties, including preaching, teaching, assisting in worship, discipling, and strategizing for the future of the church
Provide primary leadership over adult ministries (Sunday school, Christian education, small groups, and overall group life activities)
Provide guidance to the missions team
Ensure volunteers are continuing to grow in St. John ' s core values and vision
Serve as a motivating, inspiring, and engaging mentor to Little Lambs (preschool) families regularly as part of a larger plan for the spiritual development of those families, students, and children.
Disciple and support members of St John ' s by assisting with pastoral care responsibilities (e.g. visitations, personal visits, phone calls, weddings, funerals, etc.)
Coordinate with and support staff ministry efforts
Provide Biblical counseling, prayer, and ministry to people as needed



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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?

Calling of Pastor Bob Kurtz, 1993

Facility Expansion, 2010

Additional Staff / Ministries (eg: preschool, children's ministries etc.)

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

Covid Recovery



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Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Nathan Williams</u>	<u>8/2022</u>	to <u>3/2024</u>
<u>Nate Randall</u>	<u>6/2017</u>	to <u>7/2022</u>
<u>Steve Wood</u>	<u>1/2000</u>	to <u>5/2017</u>

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

n/a



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 Rev. Dr. John Richter, Sr. Pastor Date 2/6/2024

Search Committee Chair Matt Page, Council President Date 2/6/2024