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: info@epc.org
Part 1: Church Information

1. Name: Desert Hills Presbyterian Church
   Address: (Mailing) P.O. Box 874, Carefree, AZ 85377
   (Physical) 34605 N. Tom Darlington Rd. Scottsdale, AZ 85262
   Telephone: (480) 488-3773 Fax: (480) 488-0850
   E-mail: admin@deserthills.org Website: www.deserthills.org

2. Presbytery: Presbytery of the West
   Presbytery Ministerial Committee Liaison: Evie Bodett & Jim Lewien

3. Search Committee Chairman: Bill Billard
   Address: reply to davehulbert@hotmail.com
   Telephone: (____) _______ E-mail __________________________

4. List all paid staff positions
   - Senior Pastor
   - Community Life
   - Traditional Music Director
   - The Gathering Worship Director
   - Director of Outreach
   - Office Manager
   - Property Manager
   - Controller
   - Interim Pastor for Congregational Care
   Position Available: Assistant Pastor Date of Vacancy: 1/1/2019

5. Membership (please state approximate numbers and percentages)
   A. Number of church members
      Five years ago: 538 Currently: 470
   B. Number of family units
      Five years ago: 360 Currently: 310
   C. Worship attendance
      Five years ago: 416 Currently: 370
   D. Profile of church members
      (1) Age:
         _______ 3% 0-11    7% 12-18    3% 19-24    3% 25-34    5% 35-49
         _1 5% 50-64  64% 65+

(2) Occupation:

- 25% Business  
- 24% Professional  
- 5% Trades  
- 5% Stay-at-home parent

- 1% Agriculture  
- 40% Retired  
- % Other (Specify: )

(3) Educational level of adults

- 3% some high school  
- 12% high school  
- 72% college  
- 13% graduate school

(4) Percentage of members belonging to the congregation:

- Less than one year 7%  
- 5 years or less 32%  
- 6-10 years 26%  
- 10 years or more 35%

(5) Racial/Ethnic composition of congregation

- 1% Asian  
- 1% Hispanic  
- 1% African American  
- 97% Caucasian

- % Other / Specify: __________________________

6. Worship

A. Time  
   Average Attendance

- 8:15am  
- 9:45am  
- 11:10am

   
   

B. Frequency of communion celebration: 14 per year

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

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):
   Variety
7. Church/Sunday School
   A. Average attendance in Church School (under 18 years) **10 Nursery - 3rd Grade**
   B. Average attendance in Adult Education (Sunday) **10-15**

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Function</th>
<th>Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural</td>
<td>Industrial</td>
<td>Growing</td>
</tr>
<tr>
<td>Small town</td>
<td>College/University</td>
<td>Static</td>
</tr>
<tr>
<td>Metropolitan</td>
<td>Agricultural</td>
<td>Declining</td>
</tr>
<tr>
<td>Suburban</td>
<td>Recreational</td>
<td></td>
</tr>
<tr>
<td>Inner City</td>
<td>Military</td>
<td></td>
</tr>
</tbody>
</table>

Approximate population of community: **24,656**

Racial/Ethnic composition of community:

- **3.3%** Asian
- **2.8%** Hispanic
- **1.7%** African American
- **92%** 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.):

<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>Buildings &amp; Grounds</td>
<td>Maintenance</td>
<td>15</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Discipleship</td>
<td>Adult-Teen-Child</td>
<td>6</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Outreach</td>
<td>All Ages</td>
<td>6</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Missions</td>
<td>World Involvement</td>
<td>7</td>
<td>monthly</td>
<td>1</td>
</tr>
<tr>
<td>Leadership Development</td>
<td>Officer Training</td>
<td>2</td>
<td>monthly</td>
<td>1</td>
</tr>
<tr>
<td>Deacons</td>
<td>Member Care</td>
<td>7</td>
<td>quarterly</td>
<td>1</td>
</tr>
<tr>
<td>Admin</td>
<td>Personnel/Financial</td>
<td>9</td>
<td>monthly</td>
<td>1</td>
</tr>
<tr>
<td>Session</td>
<td>Administration</td>
<td>11</td>
<td>monthly</td>
<td>2</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: Building/Financial Information

1. Current annual budget: $1,076,833  
   Last year’s annual budget: $1,109,0369
   
   (Please attach a copy of current budget)

2. Percentage of income received toward budget: 95 %

3. Amount contributed for (last complete reporting year: 2018):
   
   A. EPC per member contribution $5,000
   B. EPC World Outreach Missionaries $16,200
   C. EPC Benevolence Askings $2,500
   D. Presbytery giving $10,000
   E. Other Missions/Missionaries $89,800

4. Property owned by church
   
   A. Describe buildings and property (other than manse).
      6.9 acres at NE corner of Carefree Hwy/Scottsdale Rd.
      17,526sq ft 2 story Admin/Sanctuary Bldg, completed in 1996
      15,376sq ft 2 story Fellowship Center completed in 2008
      Memorial Garden with 146 unit Columbarium

   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 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: **Assistant Pastor** $ **Negotiable**
      Position: ________________ $ ________________
   
   B. The average annual increase over the past three years is:
      Position: **New Position** $ __________ or _____% 
      Position: ________________ $ __________ or _____% 
   
   C. Housing
      ☐ Housing allowance  
      □ Manse only  
      □ Either of the above  
   
   D. Benefits and expenses:
      Yes  __________ Pension (minimum 10% gross effective salary)
      Yes  __________ Medical insurance
      No  __________ Life insurance
      No  __________ Social Security
      $2,000  __________ Travel/mileage
      $300  __________ Book allowance
      $750  __________ Study leave allowance
      20 days  __________ Annual vacation
      TBD  __________ 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:_

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

• Neighbors in Need
• Caring Core
• Food Bank
• Thanksgiving Services
• Chaplaincy for the Homeless
• Homeless ID Project

16. Describe the strengths of your congregation:

• Like-mindedness, genuine care for one another. We not only know each other, we also know each other's kids and grandkids

• We have a strong commitment to reaching the world for Christ and starting churches. DHPC has helped with three church plantings.

• DHPC has a community focus, having found relief agencies in surrounding area.

• We have developed relationships with Sister Churches in Leupp, AZ, Jamaica and Scotland.

17. List specific problems with which your congregation struggles:

• Scheduling around winter visitors arrival and departure to initiate and end programs.

• Busy households giving less time to the church.

• Discerning how the church should engage youth and family ministries.

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

• More people more like Christ

• Church planting as a strategic goal

• Senior care and youth development

• Growing The Gathering (11:10am) worship service
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: 2015□ No

If yes, please attach copies.
Part 4: Leadership Expectations

22. What five key characteristics/gifts/skills should a person bring to the position?
   - Be a positive team player and leader with staff, members, and potential members
   - Able to naturally and comfortably express empathy for people in crisis and need
   - Possess a passion for teaching and guiding, ability to think creatively and innovate
   - Good communicator, both verbal and written, positive public speaker who is easily understood by most people
   - Ability to relate to a wide variety of people and personalities in the congregation and the community with a strong emphasis on evangelism
   - Ability to contribute to the long-range planning process
   - Able to utilize time wisely and prioritize activities for maximum positive results
Part 5: Church History

1. What do you consider to be the three most important events in the history of your church?
   - In 2012, DHPC completed a three-year process of affiliation with the Evangelical Presbyterian Church. For some time, the congregation had felt more closely aligned with the EPC, based on their highly relational nature, their evangelical character and their clearly stated Essentials of Faith. Three years of discernment had made it even more clear that this was the path that God would have us follow. Our smooth assimilation into the EPC has confirmed that this is where we belong.
   - Over 30 years ago, DHPC established a relationship with the Presbyterian Church of Leupp, AZ, a church on the Navajo Reservation in Northeast Arizona. We continue to share friendship with many of our brothers and sisters there. Each year in April, many of us travel to Leupp to share a weekend with them. In November they come to spend a weekend with us. We pray for each other, break bread together, and help each other in our ministries. Our lives have been greatly enriched by this relationship. We have also established relationships with churches in Jamaica and Scotland, using similar models.
   - Our Fellowship Hall was built in 2008. This building enabled us to hold a third service, The Gathering, to help attract parishioners of all ages. It also gave us a large open area that could be used for church-wide gatherings, as well as additional rooms for Sunday School and other classes. This structure enables us to meet as a church body, and has greatly enhanced our ability to carry on our ministry and fellowship activities.

2. What do you consider to be the most interesting and challenging event in the life of your church in the last three years?
   DHPC is such an active church it is difficult to share only one of our church life events; here are a few of our most recent.
   - Arts at the Rocks is an exciting new community outreach through concerts, offering a variety of musical style to appeal to all ages. In its second season, Arts at the Rocks offers a variety of music such as ASU Bones Trombone Studio, Denver and the Mile High Orchestra, Valley Chamber Chorale, and “Peppi”, a Christian Comedian.
   - Chaplaincy for the Homeless: DHPC was instrumental in the development and re-organization of the Chaplaincy for the Homeless, a vital organization in at the Lodestar Day Resource Center in downtown Phoenix. The Chaplaincy is working side by side with other agencies on the Human Services Campus to provide spiritual nurture. Through the efforts of members of DHPC the Chaplaincy is now offering weekly worship services, Bible studies and spiritual support. The Chaplaincy is looking to expand by adding chaplains in the area of veterans and youth.
   - Poland Mission 2019: DHPC and its sister churches, Leupp Presbyterian Church (Navajo Reservation) and Ebeneezer United Church in Jamaica have been invited to join the Von Promnitz Family Annual Tour. The Von Promnitz Tour is a Christian witness that represents the Lord and the family through Christian concerts. In addition, our sister churches bring a unique multi-cultural, Christian witness and an opportunity to strengthen Christians, reach the unchurched and invite people to accept Jesus as their Lord.
Part 6: Other Information

1. List the last three persons in this position: New Position

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

   There are three main focal points that the new Assistant Pastor will be involved in:
   • Discipleship: Our Mission is to have "More People, More Like Christ", and we take the Discipleship part of this statement especially seriously. There are over 100 people involved in weekly Bible studies, and another 100+ in Covenant Groups. There is a hunger for God's Word and for Spiritual Growth in this congregation. There is also a wealth of qualified Bible study leaders and teachers here.

   A family of DHPC has generously offered $15-20,000 each year for the next 4-5 years to bring in outside speakers with the purpose of intentionally integrating our discipleship with a continuous emphasis on spiritual growth and development. The Assistant Pastor will help develop a vision for integrating speakers, coordinating efforts and training personnel to develop a more effective discipleship ministry.

   • Care Ministry: Our church has a large number of retired and older people. Many are very healthy and involved; still, there are always needs among our congregation. We have a remarkable network of people who dedicate much of their time to serving others. In addition to our part-time Congregational Care Pastor and seven Deacons, we have two Parish Nurses, a corps of Parish Shepherds, a new group of trained individuals in our "Walk Beside" ministry, a very active prayer ministry, and a Grief Support Group. There are also many, many more persons who have no official capacity at all, but make it their own private ministry to visit and pray for those in need. We truly are part of a "caring community". The Assistant Pastor will help lead and participate in the Care Ministry of DHPC.

   • Outreach: DHPC recently hired a Director for Outreach to help coordinate and oversee our ministries of welcoming prospective members and reaching out to folks in the community. At the same time the session and the Senior Pastor believe it is vital that at some point all prospective members meet with one of our Pastors. As the Assistant Pastor, you will be assisting in this ministry area.

Kathleen Harris  
Clerk of Session

William Billard  
Chair, Search Committee

Date: 2/16/19  
Date: 2/16/19

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