



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](http://www.epc.org/mso). For more information or to send your posting, email [info@epc.org](mailto: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](mailto: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](mailto:info@epc.org)





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**Part 1: Church Information**

1. Church Name First Armenian Presbyterian Church

Address \_\_\_\_\_

430 S. 1st Street, Fresno, CA 93702

Telephone ( 559 ) 237-6638 Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail pnc@fapc.net Website www.fapc.net

2. Presbytery Presbytery of the Pacific Southwest

Presbytery Ministerial Committee Liaison Rev. Dr. David Abdo

3. Search Committee Chairman Ando Sivas

Address \_\_\_\_\_

456 E. Balfour, Fresno, CA 93720

E-mail asivas@dvkaphome.com

Telephone ( 559 ) 916-7060

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

- |  |   |   |
|--|---|---|
| <u>Senior Pastor</u>                   | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Administrator</u>                   | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Director of Children's Ministry</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Custodian</u>                       | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Custodian Assistant</u>             | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Youth Director</u>                  | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Media Director</u>                  | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Marketing Director</u>              | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Nursery Attendant</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 |



5. List all key volunteer positions

- Sunday School Teachers
- Worship Team & Choir
- Media
- Greeters
- Ushers
- General event service
- Fellowship Coordinators
- Treasurer
- Elders
- Deacons
- Nursery
- Security
- Committee Members

6. List all vacant positions

Position Available Associate Pastor Date of Vacancy 1/1/2019

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>176</u>	<u>155</u>
B. Number of family units	<u>125</u>	<u>110</u>
C. Worship attendance	<u>165</u>	<u>173</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

40 % 0-11    12 % 12-18    11 % 19-24    8 % 25-34  
15 % 35-49    5 % 50-64    9 % 65+



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**B. Occupation:**

15 % Business      15 % Professional      15 % Trades  
15 % Agriculture      15 % Stay-at-Home Parent      15 % Retired  
10 % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

0 % some high school      10 % high school      60 % college      30 % graduate school

**D. Percentage of members belonging to the congregation**

Less than one year 1 %  
5 years or less 7 %  
6-10 years 10 %  
10 years or more 82 %

**10. Racial/Ethnic composition of:**

**A. Congregation**

\_\_\_\_\_ % African-American      \_\_\_\_\_ % Asian      \_\_\_\_\_ % Caucasian      \_\_\_\_\_ % Hispanic  
85 % Other (Specify) Armenian \_\_\_\_\_

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

9 % African-American      14 % Asian      26 % Caucasian      49 % Hispanic  
2 % 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: 500,000 \_\_\_\_\_





**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*
Session	Church Direction	6	monthly	1
Deacons	Care for members	14	monthly	3
Budget & Finance	Finances	7	monthly	3
Personnel	Human Resources	6	monthly	3
Missions	Financial support	7	monthly	3
Ministry	Coordinate studies	25	monthly	3
Events	Coordinate help	5	monthly	3
Bylaws	Create bylaws	2	quarterly	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: \$ 976,588 Last year's annual budget: \$ 841,684  
(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 \$ \_\_\_\_\_
- B. EPC World Outreach Global Workers \$ 1,470
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking/Percentage of Income \$ 6,665
- E. Other Missions/Missionaries \$ 70,233

4. Property owned by church

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

Fellowship Hall, Sanctuary, CE Building, 525 Raisina St. adjacent home.  
All are in good condition - poor neighborhood.

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 In the CE Building



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5. Compensation:

A. The salary range we are prepared to offer:

Position: Executive Associate Pastor \$ 65,000-85,000

Position: \_\_\_\_\_ \$ \_\_\_\_\_

Position: \_\_\_\_\_ \$ \_\_\_\_\_

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

Position: Senior Pastor \$ \_\_\_\_\_ or 3.00 %

Position: Director of Children's Ministry \$ \_\_\_\_\_ or 3.00 %

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

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

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

yes Retirement Plan (minimum 10% gross effective salary)

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

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

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

\_\_\_\_\_ Travel/mileage

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

\_\_\_\_\_ Study leave allowance (minimum 2 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)

\_\_\_\_\_ 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" 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 type="checkbox"/> 3	<input checked="" type="checkbox"/> 4
7. 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
8. Has a spirit of unity	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 3	<input checked="" type="checkbox"/> 4
13. 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
14. Is capable of change when and where appropriate	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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?

*The Elders host an annual leadership training for current and new leaders.*



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

The Senior pastor discipled the Ruling Elders and Deacons, and encourages them to be discipled by others.

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

City wide 21 days of Prayer in January  
City wide 24/7 prayer  
Mayors Prayer Breakfast  
Citywide Prayer summit  
Guest pastors  
AEUNA ministries AMAA  
April 24th Armenian Commemorative events  
Armenian Home

19. Describe the strengths of your congregation.

Hospitality  
Biblical Knowledge  
Multigenerational  
Family atmosphere  
Sense of Belonging  
Armenian Heritage  
Prayer



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20. List specific problems with which your congregation struggles.

- \* Same small group of volunteers that do most things.
- \* Lack of training
- \* Decrease in teenage involvement
- \* Clickish

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

Discipleship  
Disciple making  
Increase tithing  
Elder involvement  
Elder trust  
Reconciliation  
House of Prayer

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 10/2018

If yes, enter each statement or strategic plan (or attach copies if space below is limited).

**Mission Statement:**

First Armenian Presbyterian Church cultivates a community of disciple-makers that shares the reconciling love of Christ with Armenians, their families, and neighbors.

**Vision Statement:**

The vision of First Armenian Presbyterian Church is to create a community of authentic believers and to witness a community transformed by the life changing reality of the gospel, as people come to know Jesus as their Lord and Savior.



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#### **Part 4: Leadership Expectations**

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

Personable  
Eager to serve  
Humble  
Self-starter

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

Works well with others  
Good follow through  
Tech-savvy  
Compliments vision of pastor  
Speaks Armenian (not required)

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

I. Function: Church Ministry Supporter

- a. Building Christian service capacity within the congregation by identifying and harnessing people's giftings by connecting them to the best place of leadership or service.
- b. Training in leadership and spiritual mentorship and disciple making.
- c. Galvanizing and following-through with plans to completion.

II. Function: Teaching Elder

- a. Coordinates the Sunday worship service.
- b. Preaches, disciples, evangelizes, leads in the observance of the sacraments.
- c. Provides pastoral care, in coordination with the Pastor and others in the church, for hospital and home visitations, counseling, marriages, and funerals in coordination with pastoral staff and administration.
- d. Provides other aspects of the pastoral office as assigned by and in cooperation with the Pastor and Session of Ruling Elders.

III. Function: Member of Session

- a. Serves as member of Session.
- b. Maintains efficient and effective lines of communication between self, staff, elders, and other ministry leaders.



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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?

\* In 2015 a reconciliation movement between Armenian & Turkish pastors culminating in hosting several visits of Turkish pastors here & sending our pastor and elders there.

\* A "baby boom" beginning in 2015-2016 that has welcomed nearly fifty children into the life of the church

\* The COVID-19 pandemic that accelerated the Media Expansion Project that brought live-streaming and a refocus on disciple-making.

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 and the church response

Armenian Turkish Pastors Initiative as described above.



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**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service
<u>Mgo Mekredejian</u>	_____ to _____
<u>Phil Garo</u>	_____ to _____
<u>Aren Balabanian</u>	_____ to _____

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

Please see the full church history attachment (highlights included here)

\* On July 25, 1897, 40 men and women met in the upper room of Nicholls’s Hall in Downtown Fresno and organized the First Armenian Presbyterian Church, the first ethnic Armenian congregation in California.

\* The congregation constructed their first physical home at Fulton and Santa Clara Streets.

\* The congregation moved to a new campus and First Street and Huntington Boulevard in 1940.

\* The Church vigorously pursued an expansion program and constructed a new Christian Education Building and Sanctuary in the 70's.

\* The Church constructed a new Fellowship Hall and celebration of the Congregation’s Centennial.



### 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](http://www.epc.org/benefits), email [benefits@epc.org](mailto:benefits@epc.org), or call 407-930-4267.

Clerk of Session Paul Bedrosian Date 6/25/2024

Search Committee Chair Ando Sivas Date 6/25/2024