



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





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Part 1: Church Information

1. Church Name Fremont Presbyterian Church

Address 5770 Carlson Drive

Sacramento, CA 95819

Telephone (916) 452-7132 Fax (916) 452-2160

E-mail info@fremontpres.org Website www.fremontpres.org

2. Presbytery Pacific Southwest

Presbytery Ministerial Committee Liaison Mark Eshoff (mark@epcpops.org)

3. Search Committee Chairman Jeff Hightower

Address 3625 Wicklow Street

Sacramento, CA 95821

E-mail goldenbear1998@gmail.com

Telephone (916) 837-1399

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

Pastor Full time Part time

Associate Pastor for Discipleship Full time Part time

Assistant Pastor for Congregational Life Full time Part time

Assistant Pastor for Mission and Evangelism Full time Part time

Executive Minister Full time Part time

Minister of Music & Worship Arts Full time Part time

Minister of Modern Music / Media Coordinator Full time Part time

Minister to Students and Families Full time Part time

Minister to Children and Families Full time Part time

Coordinator of Jr. High Ministry Full time Part time

Additional Staff Positions

	<u>Full-Time</u>	<u>Part-Time</u>
Church Administrator	X	
Communications Director	X	
Executive Assistant / Accounting Supervisor	X	
Worship Program Assistant		X
Organist		X
Technical Team Leaders (2)		X
Media Technicians (4)		X
College Ministry Associate		X
Student Ministries Administrative Assistant		X
Asst. Director of Children's Ministry		X
Nursery School Director	X	
Nursery School Teachers (8)		X
Seniors Coordinator		X
Connection Coordinator		X
Faith Community Nurse		X
Mission Coordinator		X
Recreation Assistant		X
Coffee Bar Manager		X
Graphics/Website/Creative Content Coordinator		X
Receptionist/Administrative Assistant	X	
Giving Secretary		X
Accounting Clerk		X
IT Manager		X
Facility Manager	X	
Facility Use Coordinator		X
Lead Custodian	X	
Custodians (2)	X	
Custodian (2)		X



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5. List all key volunteer positions

- Nominating Committee Chair (Session Elder)
- Personnel Team Leader (Session Elder)
- Finance Committee Chair (Session Elder)
- Coordinator of Women's Ministry
- Coordinator of Men's Ministry
- Mission Leadership Team Leader
- Go Global Team Leader
- Local Mission Team Leader
- Adult Education Team Leader
- Children's Ministry Team Leader
- Generosity Team Leader
- Member Involvement Team Leader
- Recreation Team Leader / Upward Director
- All-Church Conference Deans
- Buildings and Grounds Team Leader
- Landscaping Team Leader
- Sanctuary Decorating Team Leader

6. List all vacant positions

- Position Available Senior Pastor Date of Vacancy 01/15/2024
- Position Available Asst. Pastor for Mission and Evange Date of Vacancy 07/01/2018
- Position Available Minister to Students and Families Date of Vacancy 11/01/2023

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>935</u>	<u>805</u>
B. Number of family units	<u>681</u>	<u>512</u>
C. Worship attendance	<u>775</u>	<u>550</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

0 % 0-11 2 % 12-18 3 % 19-24 9 % 25-34
20 % 35-49 23 % 50-64 43 % 65+



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B. Occupation:

25 % Business 25 % Professional 5 % Trades
0 % Agriculture 10 % Stay-at-Home Parent 40 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

99 % some high school 98 % high school 85 % college 25 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 5 %
5 years or less 14 %
6-10 years 27 %
10 years or more 46 %

10. Racial/Ethnic composition of:

A. Congregation

1 % African-American 4 % Asian 84 % Caucasian 4 % Hispanic
_____ % Other (Specify) _____

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

8 % African-American 10 % Asian 58 % Caucasian 15 % Hispanic
9 % 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: 2,500,000



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
9:00am	200	Traditional
10:30am	350	Contemporary

B. Frequency of communion celebration: 12 per year

C. How are members involved in planning and participation in the liturgy/worship?
Members and elders often lead different parts of the worship service or are given opportunities to share how God is working in ministries in which they are involved.

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)
Classic and Modern

E. Type of music used in worship (e.g., traditional, contemporary, variety)
Classic: Variety of hymns and praise songs
Modern: Contemporary worship songs

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 150
- B. Average attendance in Adult Education (Sunday): 75
- C. Average involvement in Small Groups: 200



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*
See Attached				

*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: \$ 2,500,000 Last year's annual budget: \$ 2,550,000
(Attach a copy of current budget)
2. Percentage of income received toward budget: 93 %

Board or Committee Name	Purpose of Group	Number of Members	Frequency of Meetings	Leadership Role
Children's Ministry	Supports ministry programming and youth education curriculum.	6	Quarterly	4
Deacons	Sets out to serve the congregation and the local neighborhoods through providing congregation care ministries.	23	Monthly	3
Finance Committee	A committee of the Session, works with senior staff to determine and manage the church budget.	9	Monthly	3
Global Mission (Go Global)	Works alongside Mission Coordinator to provide collaborative leadership, support, input, and feedback, including on programming, budget, and vision for global missions and worldwide partnerships.	11	Quarterly	3
Junior High	Sets curriculum for ministry and plans youth group and all activities.	6	Monthly, as needed	3
High School	Sets curriculum for ministry and plans youth group and all activities.	9	Monthly, as needed	3
Local Missions	Works alongside Mission Coordinator to provide collaborative leadership, support, input, and guidance on programming, budget, and vision for local mission partnerships, projects, and support.	8	Monthly	4
Men's Ministry	Plans and coordinates programs and fellowship opportunities for ministry.	5	Quarterly	3
Nominating Committee	Nominates lay leaders to serve as deacons, elders, and nominating committee members for the following calendar year.	9	Weekly, as needed	3
Personnel	A committee of the Session, provides oversight of staff hiring and evaluation, approves	8	Monthly	3
Session	Sets the overall vision, strategy, direction, and priorities of the church. Approves the hiring of program staff and all ministry team leaders.	12	Monthly	3
Women's Ministry	Plans and coordinates programs and fellowship opportunities for ministry.	3	Bi-Monthly	3



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

- A. EPC Percentage of Income \$ 18000
- B. EPC World Outreach Global Workers \$ 10000
- C. EPC Special Projects \$ _____
- D. Presbytery Per Member Asking/Percentage of Income \$ 12000
- E. Other Missions/Missionaries \$ 250000

4. Property owned by church

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

Sanctuary (seats 900), Ministry Center (meeting rooms), Fellowship Hall (seats 250) and Education Wing (classrooms and offices) - built in 1960
 Chapel (seats 85) - built in 1985
 Community Life Center (gym - seats 450, Student Ministries rooms, Coffee Bar, kitchen, lounge and meeting rooms) - built in 2004
 Office Complex - built in 2008

- 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

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: Asst. Pastor for Mission and Evangelism \$ minimum \$65,000

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: _____ \$ _____ or 3.0 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

10% Retirement Plan (minimum 10% gross effective salary)

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

2.5 x salary Life insurance

Yes Social Security

\$1,800 Travel/mileage

\$2,000 Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

4 weeks Annual vacation days (minimum 4 weeks)

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

_____ Sabbatical frequency and length _____

\$2,000 Other (Specify: Study Leave expenses)

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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 checked="" type="checkbox"/> 1	<input 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 type="checkbox"/> 1	<input checked="" 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Uses members' gifts in worship	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input 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 type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4

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

After being identified for church office, but prior to election, elders and deacons go through a training course, including intensive study of Biblical sources of authority, roles and responsibilities and church service and governance. An examination prior to ordination/installation concludes the process.



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

Monthly study and prayer time, as well as regular one-on-one meetings with pastoral staff

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

Local - Annual community work projects; Loaves and Fishes; Love Inc., Francis House, Family Promise (homeless ministry); St. John's Program for Real Change; Upward basketball and volleyball leagues

Global - World Communion Sundays and other liturgical year events; EPC World Outreach; Mission work with Jamaica, Haiti, Dominican Republic, Ethiopia & Mexico; Targeted special offerings for global Church needs

19. Describe the strengths of your congregation.

Christ-centered and focused on sound Biblical teaching
Desire to become a missional church
Welcoming, loving, and faithful
Two congregations with different styles of worship, music, buildings, times
Multi-generational programs for all ages (infants, children, youth, college, seniors)
Over 150 years of respected partnership with the Sacramento community
Financial stability and generosity
Depth and diversity of professional skills
Strong music programs



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20. List specific problems with which your congregation struggles.

Two congregations with different styles of worship, music, buildings, times
Communication channels between church and congregation
Motivating and equipping members to lead and volunteer
Achieving a devoted missional mindset that is lived out in the world
Opportunities for singles and young adult ministries
Lack of racial diversity relative to community
Aging campus facility

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

Transform a desire to be a missional church into a lifestyle of mission
Establish leadership teams and increase lay leadership
Strengthen discipleship through Biblical teaching and service opportunities
Bridge traditional and contemporary worship services
Capital improvements and better use of facilities

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.

24. Have you completed a mission statement, vision statement, and/or a strategic plan for your congregation?

Yes No

If yes, Date completed 2015

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

Fremont Presbyterian Mission Statement: At Fremont, we create a space for people to become life-long followers of Jesus, and we relentlessly pursue His transformation of our neighborhood, our city and the world.

The Vision for Mission statement is attached.

Fremont Vision for Mission

Fremont is a missional church that is called together by God to love Him and serve Him. As a missional church, Fremont desires to transform our neighborhoods, our city, and the world by creating disciples of Jesus Christ through the use of our finances, our time and our talents.

Mission Priorities

Fremont seeks to mobilize our church body to daily self-sacrifice for the hurting world around us. In doing so, our church is involved in local and global missions with the intent of spreading God's love, grace, and His mission in the world.

In choosing organizations to begin or maintain a partnership with, Fremont Mission teams should follow the guidance of the Holy Spirit first and foremost. However, great weight should be given to the following priorities:

- 1) Partnering with organizations that focus on evangelizing the gospel of Jesus Christ
- 2) Partnering with organizations that focus on creating long-term solutions to the world's needs, rather than addressing the short-term symptoms of those needs
- 3) Partnering with organizations where serving alongside is possible (in addition to financial partnership)
- 4) Partnering with organizations that prioritize leadership training
- 5) Partnering with organizations already involved on the mission field (not creating our own missional organizations from scratch)
- 6) Partnering with missionaries who call Fremont home, when possible and not in conflict with other priorities



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Part 4: Leadership Expectations

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

[See job description.](#)

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)

[See job description.](#)



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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?

Moving from downtown to current location near Sacramento State University

Leaving PC(USA) and joining EPC

Responding to the pandemic

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

Pandemic



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 _____ Date _____

Search Committee Chair _____ Date _____