



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 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.

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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 Covenant Presbyterian Church

Address 6695 Mae Anne Avenue

Reno, Nevada 89523

Telephone (775) 746-8118 Fax (775) 746-8195

E-mail covenant@covenant-reno.org Website covenant-reno.org

2. Presbytery: Pacific Southwest

Presbytery Ministerial Committee Liaison _____

3. Search Committee Chairman Ian Bullard

Address c/o Covenant Presbyterian Church

6695 Mae Anne Avenue, Reno, NV 89523

E-mail ianbullard@me.com

Telephone (775) 224-1981

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

- | | | |
|--|---|---|
| <u>Pastor, Head of Staff</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Office Administrator</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>Worship Leader</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Director of Musical Arts</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Kids' Club Director</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Sunday School Director</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Nursery Coordinator</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Sound & Livestream Engineer</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Organist/Accompanist</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |



5. List all vacant positions

Position Available Pastor/Director of Discipleship, etc. Date of Vacancy New

Position Available _____ Date of Vacancy _____

Position Available _____ Date of Vacancy _____

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>172</u>	<u>167</u>
B. Number of family units	_____	_____
C. Worship attendance	<u>140</u>	<u>130</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

6 % 0-11 8 % 12-18 4 % 19-24 3 % 25-34
18 % 35-49 17 % 50-64 44 % 65+

B. Occupation:

20 % Business 30 % Professional 10 % Trades
_____% Agriculture 10 % Stay-at-Home Parent 30 % Retired
_____% Other (Please Specify) _____

C. Educational level of adults

10 % some high school 20 % high school 40 % college 30 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 5 %
5 years or less 25 %
6-10 years 30 %
10 years or more 40 %



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9. Racial/Ethnic composition of:

A. **Congregation**

0 % African-American 15 % Asian 70 % Caucasian 15 % Hispanic
 % Other (Specify) _____

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

5 % African-American 10 % Asian 65 % Caucasian 20 % Hispanic
 % Other (Specify) _____

10. 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 _____

11. Church Programming—Worship

A. **Worship Time**

9:00

11:00

Average Worship Attendance

80

50

B. Frequency of communion celebration: 12 times per year

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

Worship Ministry Team, Choir, Band, Children’s Choir, Liturists, Lay Preachers..



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

9 - Traditional (choir, organ) 11 - contemporary (band, praise songs)

E. Type of music used in worship (e.g., traditional, contemporary, variety)

see above

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 10

B. Average attendance in Adult Education (Sunday) 12

13. Church Programming—Organizations/Committees

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*
Administration Min. Team	financial & building care	10	monthly	3
Christian Education MT	oversee CE for all-ages	5	quarterly	3
Evangelism MT	oversee Evangelism	8	monthly	3
Fellowship MT	all-church Fel. activities	10	monthly	3
Mission MT	Miss. support & action	8	monthly	3
Personnel MT	support & accountability	5	monthly	3
Stewarship MT	support Stew. activities	5	monthly	2
Worship MT	oversee Worship	10	monthly	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.



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Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 447,007 Last year's annual budget: \$ 417,908
(Attach a copy of current budget)

2. Percentage of income received toward budget: _____ 105 %

3. Amount contributed for year 2022 (most recent complete reporting year)

- A. EPC Per Member Asking \$ 4,300
- B. EPC World Outreach Global Workers \$ 10,000
- C. EPC Special Projects \$ 500
- D. Presbytery Per Member Asking \$ 2,800
- E. Other Missions/Missionaries \$ 37,000

4. Property owned by church

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

Sanctuary, Office, Classrooms & Kitchen, Surrounding Parking lot & land
Portable Youth building

B. Are your buildings adequate for your present program? Yes No
If no, please explain:
Yes, but just barely.

C. Is a building program projected? Yes No
If yes, describe what, when, and projected cost
Some sanctuary upgrades are in preliminary discussion

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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6. Compensation:

A. The salary range we are prepared to offer:

Pastor/Director of Discipleship, etc. \$50,000 - \$70,000
 Position: _____ \$ _____
 Position: _____ \$ _____
 Position: _____ \$ _____

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

N/A
 Position: _____ \$ _____ or _____ %
 Position: _____ \$ _____ or _____ %
 Position: _____ \$ _____ or _____ %
 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
 Travel/mileage
 Book allowance
 Study leave allowance (minimum 2 weeks)
 Annual vacation days (minimum 4 weeks)
 4+ _____ Number of worship services per year for which pastor is provided relief
 (in addition to vacation and study leave)
 _____ Other (Specify: _____)



Part 3: Church Characteristics

Check the box that most closely describes the current congregation characteristics and future goals

Our congregation...	Currently				Goal			
	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 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
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 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
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 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
10. Ministers well to members who are hurting.	<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
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 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



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

Local Mission support - Good Shepherd's Clothes Closet, Hosanna Home, Crisis Pregnancy Center...

Occasional Events - Luis Palau, One Cry

16. Describe the strengths of your congregation.

Core Values evidenced -
Teaching God's Word
Every Person Matters
Community Focus

Children/Family Ministry - Wednesday Kids' Club

Equipping the Saints for Ministry - High Lay involvement & Participation

17. List specific problems with which your congregation struggles.

Passion for Evangelism
Organization & Championing of Effective Discipleship

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

Commit to Improvement in the above areas (This new position)



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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 No

Latest = 20/20 Vision done in 2015 & Current Staffing Plan

If yes, Date completed (now)_____

If yes, attach copies of each statement or strategic plan the church has completed.



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Part 4: Leadership Expectations

1. What five key characteristics, gifts, and/or skills should a person bring to the position?

1. Passion for God, for Reformed Theology & for Discipleship
2. Communication Skills
3. Administrative Gifts & Technological Abilities
4. Relational Orientation - Loves to engage people personally & build relationships
5. Team Builder - Humbly commits to working with others, equipping and encouraging them for service



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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?
 - A. Founding as a group from the main PC(USA) church in town who were unhappy with that congregation's leadership in 1988?
 - B. Calling a clearly-committed evangelical to be the church's 2nd (and current) pastor in 1998
 - C. Affirming the authority of God's Word and the importance of orthodox, evangelical theology and ethics by voting (93% of the congregation) to leave the PC(USA) and join the EPC denomination in 2011

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

Decision to expand our staffing for future family ministry, discipleship & evangelism (leading to this position!)



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Part 6: Other Information

1. List the last three individuals who held the position of Pastor/Director of Discipleship...

Name	Dates of Service	
Kathy Ludwig (Dir. of Young Family Ministries)	2015	to 2021
Danny Fierro (Dir. of Youth & Family Min.)	2011	to 2015
_____	_____	to _____

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

Clerk of Session Janet Goodman Date 12-1-22

Search Committee Chair Ian Bullard, Personnel Min. Team Chair Date 12-1-22

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