



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](mailto:info@epc.org)





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**Part 1: Church Information**

1. Church Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

2. Presbytery: \_\_\_\_\_

Presbytery Ministerial Committee Liaison \_\_\_\_\_

3. Search Committee Chairman \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

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

- |       |                                    |                                    |
|-------|------------------------------------|------------------------------------|
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |



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5. List all vacant positions

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

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	_____	_____
B. Number of family units	_____	_____
C. Worship attendance	_____	_____

7. Community Growth     Increasing     Static     Declining

8. Profile of church members

A. Age:

\_\_\_\_\_ % 0-11    \_\_\_\_\_ % 12-18    \_\_\_\_\_ % 19-24    \_\_\_\_\_ % 25-34  
\_\_\_\_\_ % 35-49    \_\_\_\_\_ % 50-64    \_\_\_\_\_ % 65+

B. Occupation:

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

C. Educational level of adults

\_\_\_\_\_ % some high school    \_\_\_\_\_ % high school    \_\_\_\_\_ % college    \_\_\_\_\_ % graduate school

D. Percentage of members belonging to the congregation

Less than one year    \_\_\_\_\_ %  
5 years or less    \_\_\_\_\_ %  
6-10 years    \_\_\_\_\_ %  
10 years or more    \_\_\_\_\_ %



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9. Racial/Ethnic composition of:

**A. Congregation**

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

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

\_\_\_\_\_ % African-American \_\_\_\_\_ % Asian \_\_\_\_\_ % Caucasian \_\_\_\_\_ % 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**

**Average Worship Attendance**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

B. Frequency of communion celebration: \_\_\_\_\_ per year

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

\_\_\_\_\_



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

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

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**12. Church Programming—Sunday School**

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

B. Average attendance in Adult Education (Sunday) \_\_\_\_\_

**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*

\*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: \$ \_\_\_\_\_ Last year's annual budget: \$ \_\_\_\_\_  
(Attach a copy of current budget)

2. Percentage of income received toward budget: \_\_\_\_\_ %

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

- A. EPC Per Member Asking \$ \_\_\_\_\_
- B. EPC World Outreach Global Workers \$ \_\_\_\_\_
- C. EPC Special Projects \$ \_\_\_\_\_
- D. Presbytery Per Member Asking \$ \_\_\_\_\_
- E. Other Missions/Missionaries \$ \_\_\_\_\_

4. Property owned by church

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

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, 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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6. Compensation:

A. The salary range we are prepared to offer:

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

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

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

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

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)

\_\_\_\_\_ 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
4. Gladly welcomes visitors and new members.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Cares about each other.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
10. Ministers well to members who are hurting.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Uses members' gifts in its worship.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
14. Is spiritually alive.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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?

16. Describe the strengths of your congregation.

17. List specific problems with which your congregation struggles.

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



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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

If yes, Date completed \_\_\_\_\_

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?



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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?

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



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**Part 6: Other Information**

1. List the last three individuals who held the position of \_\_\_\_\_

Name

Dates of Service

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

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

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

Search Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

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)

# Employee Census Customized

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FIRST PRESBYTERIAN CHURCH OF ORLAND (32277)

<u>Job Title</u>	<u>Employment Type</u>
Administrative Assistant	Part-time
Assistant Teacher	Part-time
Assistant Teacher	Part-time
Assistant Teacher	Part-time
Assistant Teacher	Part-time
Assistant Teacher	Part-time
Assistant Teacher	Part-time
Assistant Teacher	Part-time
Assistant Teacher	Part-time
Assistant Teacher	Part-time
Assistant Teacher	Part-time
Assistant Teacher	Part-time
Assistant Teacher	Part-time

User: tmuhlbach[15992]

Run Date: 3/31/2022 Run Time: 3:18 PM

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FIRST PRESBYTERIAN CHURCH OF ORLAND (32277)

Assistant Teacher	Part-time
Assistant Teacher	Part-time
Assistant Teacher	Part-time
Assistant Teacher	Part-time
Associate Pastor	Full-time
AV Technician III	Part-time
Broadcaster	Part-time
Business Analyst	Full-time
Case Worker	Full-time
Chief Operating Officer	Full-time
Coordinator	Part-time
Coordinator	Part-time
Coordinator	Part-time

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FIRST PRESBYTERIAN CHURCH OF ORLAND (32277)

Coordinator	Part-time
Coordinator	Full-time
Coordinator	Full-time
Coordinator	Full-time
Coordinator	Full-time
Custodian	Full-time
Custodian	Full-time
Custodian	Full-time
Custodian	Full-time
Custodian	Full-time
Director	Part-time
Director	Full-time
Director	Full-time

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FIRST PRESBYTERIAN CHURCH OF ORLAND (32277)

Director	Full-time
Director, Sr	Full-time
Director	Full-time
Director	Full-time
Director	Full-time
Director	Part-time
Director	Part-time
Director	Full-time
Director, Sr	Full-time
Executive Administrative Assistant	Full-time
Finance Associate, AR	Full-time
Floater	Part-time
Floater	Part-time

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FIRST PRESBYTERIAN CHURCH OF ORLAND (32277)

Floater	Part-time
Floater	Part-time
Graphic Designer	Full-time
Interim Associate Minister	Part-time
Intern	Part-time
Intern	Part-time
Intern - Seasonal	Part-time
Lead Teacher	Part-time
Lead Teacher	Part-time
Lead Teacher	Part-time
Lead Teacher	Part-time
Lead Teacher	Part-time
Lead Teacher	Part-time

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FIRST PRESBYTERIAN CHURCH OF ORLAND (32277)

Lead Teacher	Part-time
Lead Teacher	Part-time
Lead Teacher	Part-time
Lead Teacher	Part-time
Lead Teacher	Part-time
Lead Teacher	Part-time
Manager, Security	Full-time
Minister	Full-time
Minister	Full-time
Multimedia Journalist and Event Tech	Full-time
Nursery Care Provider	Part-time
Nursery Care Provider	Part-time
Nursery Care Provider	Part-time

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FIRST PRESBYTERIAN CHURCH OF ORLAND (32277)

Nursery Care Provider	Part-time
Nursery Care Provider	Part-time
Nursery Care Provider	Part-time
Nursery Care Provider	Part-time
Nursery Care Provider	Part-time
Organist	Part-time
RECEPTIONIST	Part-time
Senior Pastor	Full-time
Sr. Associate Pastor	Full-time
Sr. Associate Pastor	Full-time
Staff Accountant	Full-time
Student Ministry Leader	Full-time
Student Ministry Leader	Full-time

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FIRST PRESBYTERIAN CHURCH OF ORLAND (32277)

Student Ministry Leader	Full-time
Student Ministry Leader	Full-time
Substitute Teacher	Part-time
Substitute Teacher	Part-time
Substitute Teacher	Part-time
Technical Producer	Full-time
Website and Digital Strategy Coordinator	Full-time
Pastoral Intern	Part-time

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