



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)



**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****Part 1: Church Information**

1. Church Name ChristChurch Presbyterian  
Address 510 S. Tibbs Rd.  
Dalton, GA, 30720  
Telephone ( 706 ) 529-2911 Fax (        )                       
E-mail khutchins@ccpdalton.org Website www.ccpdalton.org
2. Presbytery Southeast  
Presbytery Ministerial Committee Liaison The Rev. Dr. Bill Pardue
3. Search Committee Chairman Valerie Brantley  
Address 510 S. Tibbs Rd.  
Dalton, GA, 30720  
E-mail valbrantley@gmail.com  
Telephone ( 706 ) 618-1633
4. List all paid staff positions (use additional sheet if necessary)

<u>Head Pastor</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Associate Pastor</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Director of Music Ministries</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Assistant Director of Music Ministries</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Youth Pastor</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Director of Children and Family Ministries</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Office Administrator</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Director of The Rec Place</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Co Directors of ChristSchool</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Facilities Director</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time



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5. List all key volunteer positions

Youth Ministry Team, Women's Ministry Team, Men's Ministry Team, Safety and Security Team, Ushers, Children's Ministry Volunteers, Choir, Small Group Leaders, Foundation Board, Wedding and Funeral Guilds,

6. List all vacant positions

Position Available Youth Pastor Date of Vacancy \_\_\_\_\_

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>439</u>	<u>514</u>
B. Number of family units	<u>211</u>	<u>274</u>
C. Worship attendance	<u>220</u>	<u>335</u>

8. Community Growth ☒ Increasing ☐ Static ☐ Declining

9. Profile of church members

A. Age:

10 % 0-11 10 % 12-18 5 % 19-24 10 % 25-34  
20 % 35-49 20 % 50-64 25 % 65+

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****B. Occupation:**

35 % Business      25 % Professional      5 % Trades  
\_\_\_\_ % Agriculture      10 % Stay-at-Home Parent      25 % Retired  
\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

\_\_\_\_ % some high school      5 % high school      70 % college      25 % graduate school

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

Less than one year 10 %  
5 years or less      30 %  
6-10 years      25 %  
10 years or more      35 %

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

5 % African-American      \_\_\_\_ % Asian      95 % Caucasian      \_\_\_\_ % Hispanic  
\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

5 % African-American      1 % Asian      40 % Caucasian      54 % Hispanic  
\_\_\_\_ % 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: 34,000



**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****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*
<b>Session</b>	Spiritual Oversight of Congregation	<b>15</b>	Monthly	<b>2</b>
<b>Diaconate</b>	Care Ministries of the church	<b>15</b>	Monthly	<b>2</b>
<b>Christian Education</b>	Discipleship Ministries (all ages)	<b>11</b>	Monthly	<b>2</b>
<b>Building and Grounds</b>	Care of Physical Campus	<b>10</b>	Monthly	<b>2</b>
<b>Pastoral Care</b>	Providing for needs for congregation	<b>9</b>	Monthly	<b>2</b>
<b>Finance</b>	Oversight of Finances of the Church	<b>13</b>	Monthly	<b>3</b>
<b>Evangelism and Outreach</b>	Sharing the Good News	<b>11</b>	Monthly	<b>2</b>
<b>Rec Place</b>	Rec and Coffee Shop	<b>8</b>	Monthly	<b>2</b>
<b>ChristSchool</b>	Daycare and Preschool	<b>9</b>	Monthly	<b>4</b>
<b>Staff</b>	Oversight, encouragement of staff	<b>6</b>	Monthly	<b>2</b>

\*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: \$ 2,111,241 Last year's annual budget: \$ 1,914,000  
(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 \$ 20,735
- B. EPC World Outreach Global Workers \$ 38,000
- C. EPC Special Projects \$ 6,000
- D. Presbytery Per Member Asking/Percentage of Income \$ 9,600
- E. Other Missions/Missionaries \$ 228,765

4. Property owned by church

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

Sanctuary: Seats 500

Recreation Place (Coffee Shop, Gym, and Workout/Weight Rooms): 22,000 sq ft

ChristSchool (Preschool and Daycare): 150 children enrolled

Offices/Classrooms: 12,000 sq ft

All of our facilities are in very good condition

- 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

We have just completed a 3 year, \$2 million capital campaign that addressed major capital needs (HVAC, Flooring, Roof, etc...) for the foreseeable future.

- 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 \_\_\_\_\_

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****5. Compensation:****A. The salary range we are prepared to offer:**Position: Assistant Pastor, Youth \$ \$59,000 plus benefits

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

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

**B. The average annual increase over the past three years is:**Position: Ordained Staff \$ \_\_\_\_\_ or 4.00 %Position: Ministry Staff \$ \_\_\_\_\_ or 5.00 %

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)\$15,000 Life insuranceNo Social SecurityYes Travel/mileageYes Book allowance2 weeks Study leave allowance (minimum 2 weeks)4 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)Yes Sabbatical frequency and length 5 years/2 monthsYes Other (Specify: ChristSchool: 50% off, Free Family Membership Rec Place)**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 checked="" 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input 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 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 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 checked="" type="checkbox"/> 1	<input 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 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input 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 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

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

Ruling Elders and Deacons go through a 10 week Training Series using the EPC's "Leadership Training Guide" as their workbook. They are also trained in evangelism and sharing their testimonies.



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

Meetings are begun with a devotion shared by different leaders. Leaders take part in helping to lead worship on Sundays and Thursdays, and receive training as needed. Each leader is given a number of church members to provide physical and soul care for. All leaders are strongly encouraged to participate in and help lead a small group or Sunday School. We recently went through an evangelism training course.

Elders are required to attend and participate in the ministries of the Presbytery and General Assembly.

We recently sponsored a Ruling Elder to complete the Colson Fellows Training program, and hope to make this an annual occurrence.

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

ChristChurch is known as a church that is generous to our community in both time and treasure. We provide financial backing and have volunteers working with: FCA, Our local Crisis Pregnancy Center, Greater Works (Feeding and clothing homeless), Doc-Up (Community "Hand up" training and help center), Compassion House (Foster Care Center), Providence Ministries (Homeless Ministry), Boys and Girls Club of Whitfield County, Grace Medical Outreach (local ecumenical health ministry), Youth Conference Ministry, Wycliffe Bible Translation, BeSong Smile (Ministry in Cameroon led by one of our families), and The Rapha House (local Christian Counseling Center).

19. Describe the strengths of your congregation.

ChristChurch believes in the authority of Scripture and the Lordship of Jesus Christ. We are a 550 member church that has the resources and ability to operate as a 2,000 member church in terms of outreach, ministries, and staff. We are known in our community as a church that preaches the Gospel and is quick to help those in need. Visitors find our people to be "warm", "welcoming", inviting", "generous", and "joyful". We have a tremendous staff that enjoys working here at ChristChurch and working together to advance God's Kingdom.



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20. List specific problems with which your congregation struggles.

As a multistaff, multi-ministry, Elder-led congregation, we have found it challenging at times to effectively communicate so everyone is on the same page.

As a medium sized church that is blessed to operate as a large church, we have also found it challenging at times to incorporate new leaders and new volunteers that such ministry needs.

As an upper middle class congregation, we have experienced the same challenges related to the busy-ness of our students and families regarding extra-curricular activities that many churches face.

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

Missional Engagement with our community: We have created a new staff position to this end, to more effectively engage and share the Gospel with our neighbors.

Discipleship: To wake up sleepy Christians, help non-believers encounter Jesus, and encourage believers to grow in their faith.

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.

Several years ago an elder was unfaithful to his wife. He was repentant and entered into Biblical discipline willingly, stepping down from his role as elder. After many months of study with both Teaching and Ruling Elders, and confession before the Session and church, he was restored to fellowship. Years later, he was restored to serving as an elder again.

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

☒ Yes    ☐ No

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

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

The Session is currently in a season of completing a revised mission statement and strategic plan.



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

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

An active relationship with Jesus that's growing and maturing.  
Someone that has a strong work ethic and can initiate, create, and self start.  
Needs to be able to work on a ministry team within a multistaff setting.  
Needs to be relational and approachable with students, families, and the larger church congregation.  
Someone who can combine spiritual depth and fun in their ministry.

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

- 1) Can go to a football game and hang out with students, then turn around and hang out with parents in the stands as well.
- 2) Can maintain, train, equip, and recruit new members to a ministry team of leaders.
- 3) Can have a great time with a game, then transition students into a time of teaching and small groups.
- 4) Plays well with others.
- 5) Can connect with area ministries and ministers.

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

Primary duties revolve around student ministries.  
Preaching at least 3-4 times a year.  
Work with other ministries in the church to create a cohesive discipleship journey from birth through young adulthood and beyond.  
Provide Pastoral Care as needed.  
Help administer the Sacraments on a regular basis.



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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?

1908-1966: The church grew in faith, numbers, and stability during the amazingly long pastorates of Drs. Simms (1908-1936) and Dendy (1936-1966).

2006: The Opening of The Recreation Place and Common Ground Coffee Shop. These Outreach Ministries result in over 500 people from the community walking through our doors every week.

2012: Joining the EPC. We finally found our home, both in terms of theology and fellowship!

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

The launch of The Table, our Thursday Night Contemporary Service. It took a couple of years to get going, but "critical mass" was achieved 2 years ago and it now averages between 50-60 participants each week.



## CHURCH INFORMATION FORM



### 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 Mike O'Neill Date 2/20/2024

Search Committee Chair Valerie Brantley Date 2/20/2024