



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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5. List all vacant positions

Position Available Associate Pastor 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>156</u>	<u>125</u>
B. Number of family units	<u>97</u>	<u>79</u>
C. Worship attendance	<u>146</u>	<u>85</u>

7. Community Growth  Increasing  Static  Declining

8. Profile of church members

A. Age:

0 % 0-11    2 % 12-18    5 % 19-24    2 % 25-34  
5 % 35-49    20 % 50-64    66 % 65+

B. Occupation:

7 % Business    14 % Professional    10 % Trades  
0 % Agriculture    2 % Stay-at-Home Parent    60 % Retired  
7 % Other (Please Specify) Youth - in School

C. Educational level of adults

2 % some high school    40 % high school    45 % college    13 % graduate school

D. Percentage of members belonging to the congregation

Less than one year \_\_\_\_\_ %  
5 years or less    18 %  
6-10 years    82 %  
10 years or more    \_\_\_\_\_ %



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9. Racial/Ethnic composition of:

A. **Congregation**

2 % African-American 5 % Asian 89 % Caucasian 4 % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

2 % African-American 4 % Asian 89 % Caucasian 5 % 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 Boise Metro Statistical Area 749,000

11. Church Programming—Worship

A. **Worship Time**

9:15 A.M.

11:00 A.M.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Average Worship Attendance**

40

45

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Frequency of communion celebration: 15 per year

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

Worship team consisting of Pastor, music director, worship elder & recruited members. (See attached)



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

Traditional

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

Traditional

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) <sup>8</sup> \_\_\_\_\_

B. Average attendance in Adult Education (Sunday) <sup>9</sup> \_\_\_\_\_

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*
Men's Bible Study	Bible study	12	wkly	1
Youth Group	Bible study, fellowship	10	monthly	3
Prayer Team	Prayer	5	wkly	3
Women's Min.	Bible Study;fellowship	8	periodic	3
Wed. Night (Zoom) Bible Study	Bible Study; Fellowship	50	wkly	1
Session	Church Governance	10	monthly	1
Deacons	Church Service	9	monthly	3
See Attachment*				

\*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: \$ 281K Last year's annual budget: \$ 281K  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 100 %

3. Amount contributed for year 2020 (most recent complete reporting year)

A. EPC Per Member Asking \$ 3,013

B. EPC World Outreach Global Workers \$ 2,400

C. EPC Special Projects \$ \_\_\_\_\_

D. Presbytery Per Member Asking \$ 2,751

E. Other Missions/Missionaries \$ 5,780

4. Property owned by church

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

We do not own any buildings or real property.

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

We rent a Community Center (Kleiner Center in the Park) for Sunday worship  
We lease office space for meetings and staff at another location three miles from  
the Kleiner Center.

C. Is a building program projected?  Yes  No  
If yes, describe what, when, and projected cost

We have a Property Planning Team actively working with a commercial realtor  
Annual surplus income has been set aside for future property purchase  
Prior capital campaign givings were placed in savings account; when property found  
will pursue additional financing.

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 In leased office space



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6. Compensation:

A. The salary range we are prepared to offer:

Position: Associate Pastor \$ 60-62K

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

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

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

Position: Senior Pastor \$ 0 or \_\_\_\_\_ %

Position: Music Director \$ 0 or \_\_\_\_\_ %

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

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

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

X \_\_\_\_\_ Pension (minimum 10% gross effective salary)

X \_\_\_\_\_ Medical insurance

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

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

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

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

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

X \_\_\_\_\_ 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)

X \_\_\_\_\_ Other (Specify: Professional expenses reimbursement (cell phone, incidentals))



**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 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
5. Is involved in local evangelistic ministries.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 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
7. Has a spirit of unity.	<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
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 type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
10. Ministers well to members who are hurting.	<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
11. Uses members' gifts in its worship.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
14. Is spiritually alive.	<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





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

Boise Rescue Mission  
Local Christian Radio program  
Stanton Healthcare Ministry  
Samaritan's Purse Christmas Child Shoeboxes  
State Prayer Breakfast  
National Day of Prayer  
International Day of Prayer for Persecuted Church

16. Describe the strengths of your congregation.

Spiritually mature Christians  
Committed and regular financial givers; willingness to roll up sleeves and lend a hand in ministry work.

Deep desire to see the church thrive and grow in our community (we are experiencing a significant population boom in a metro area projected to be 1.1 million people in just a few years; there is great opportunity for creative ministry and satellite and/or church planting activities as our area is attracting multi-generational families and young families.)

17. List specific problems with which your congregation struggles.

Lack of church growth; membership and attendance decline  
Demographic gap in young families/adults and youth/children  
Desire to have a facility for greater ability to have on-going ministries without packing away items every Sunday (ex. worship setups, fellowship items, children's ministries, nursery items all are transported, set up then taken down each Sunday morning).  
Cost of facilities has grown faster than our savings so we need creative options for ministry and/or growth to get to the next level of vitality.

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

1. Implement consistent programming for children, youth, and families beginning with a mid-week program.
2. Develop an effective evangelism program to reach our community with the gospel.



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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 Oct. 12, 2015

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. Solid Biblical preaching and worship leadership appropriate for traditional worship services and also a more contemporary worship service on Sundays.
2. Heart for community outreach together with proven skills/experience of growing a church.
3. Leadership in nurturing the church to greater love of God and personal growth in a relationship with the Lord.
4. Love of the elderly in our congregation while energizing the younger to share the faith in unique ways in every day life and the Youth/children to hunger to know Jesus more. Strong in support of missions (EPC, our local missions, and our congregation's missionaries (three persons plus a new couple just commissioned from our congregation to minister in Guatemala).
5. Dedicated to prayer life.



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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?

1. Our church was formed from a small Bible study in 2014 that felt called of God out of another denomination in our community and quickly grew to about 50. We formed a church on September 27, 2014, elected elders and deacons, determined that EPC was the denominational affiliation for our congregation (filed a petition for membership on September 29, 2014), and extended a call for Pastor Phil and music director Jeff Davis. EPC was determined to be a good fit for our congregation as we are committed to the essentials of the faith with the Bible as the authority for our lives and our hearts' desire is for sharing Jesus with others locally and internationally.

2. We became a member church-in-transition with EPC on Oct. 10, 2014; the installation service was held on Feb. 22, 2015 with 150 members, Pastor Phil, and the elders. We were gifted the use of a funeral home chapel for worship on Sundays and a full children's ministry program, and rented office/meeting space.

3. The Lord has led our congregation and completely provided for our exact needs in astonishing ways throughout our short history.

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 pandemic shut down our worship space in March 2020. We began live-streaming and zoom meeting as an alternative but many in our congregation are not computer capable and all missed the in-person worship. In the summer, we rented outdoor space for worship and were able to be indoors at the community center again in Sept. 2020 so that by having 2 services of 50 each, those who were able to come out participated, in-person, in worship. We miss those of the congregation who cannot gather, the limited space for the children's program, and our fellowship time. Our office space is continuing to operate well for staff and small group gatherings during the week. A Zoom Bible study was started on Wednesday nights by the Pastor that was well attended and the music director held "Christmas caroling" Thursdays via Zoom from the office.



Christ Presbyterian Church, Boise, Idaho

Church Information Form Attachment – Additional Worship and Programming Information

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

- Worship team consisting of Pastor, music director, worship elder & recruited members.
- Tech team: Weekly set up / take down of sound system and related equip.
- Choir ensemble.
- Deacons manage Communion elements and set up.

13. Church Programming

Name	Purpose of Group	Number of Members	Frequency of Meetings	Leadership Role*
Men's Bible Study	Bible Study	12	Weekly	1
Youth Group	Bible study, fellowship	10	monthly	3
Prayer Team	Prayer	5	Weekly	3
Women's Ministry	Bible study, fellowship	8	Periodic	3
Session and Deacons	Church organization, congregational care	11 and 9	Monthly	1 and 3
Fellowship Team	Fellowship	10	Monthly	3
Wednesday evening Bible Study (Zoom)	Bible Study	40+	Weekly	1
Outreach Team	Community Outreach	8	Monthly	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.