



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.

Contents

Part 1: Church Information	Part 4: Leadership Expectations
Part 2: Financial/Church Campus Information	Part 5: Church History
Part 3: Church Characteristics	Part 6: Other Information

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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A Global Movement of Evangelical Presbyterian Churches

Part 1: Church Information

1. Church Name Warsaw Evangelical Presbyterian Church

Address 210 S. High St., Warsaw Indiana 46580

Telephone (574) 267-7044 Fax (_____) _____

E-mail office@warsawpresby.org Website www.warsawpresby.org

2. Presbytery Midwest

Presbytery Ministerial Committee Liaison _____

3. Search Committee Chairman Jeff Peck

Address 302 5th St., Winona Lake IN 46590

E-mail peckjw55@gmail.com

Telephone (574) 268-7669

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

Aaron Klein, Senior Pastor Full time Part time

Heather Faust, Dir. of Children's Ministries Full time Part time

Judie Meulink, Worship Director Full time Part time

Krista Koors, Executive Assistant, Office Manager Full time Part time

Debra Yingling, Treasurer Full time Part time

Mark Warner, Facilities Manager Full time Part time

Angela Ayers, Preschool Director Full time Part time

Maegan McFarland, Communications Director Full time Part time

Abi Stevens, Nursery Coordinator Full time Part time

_____ Full time Part time



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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

5. List all key volunteer positions

- Church Security Team
- Ushers
- Missions Committee
- Stephen Ministry
- Women's Ministries
- Youth Ministries (Sunday and Wednesday)
- Children's Ministries (Sunday and Wednesday)
- Puppet Ministry
- Hospitality - Kitchen, Greeters/Hosts for Events
- Tech Support
- Music - Instrumental and Vocal
- Preschool Event Volunteers

6. List all vacant positions

Position Available Associate Pastor Date of Vacancy 1/1/2024

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>340</u>	<u>296</u>
B. Number of family units	<u>260</u>	<u>175</u>
C. Worship attendance	<u>300</u>	<u>250</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

13 % 0-11 5 % 12-18 5 % 19-24 10 % 25-34
17 % 35-49 15 % 50-64 35 % 65+



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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

B. Occupation:

30 % Business 20 % Professional 15 % Trades
2 % Agriculture 3 % Stay-at-Home Parent 30 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 10 % high school 70 % college 20 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 10 %
5 years or less 15 %
6-10 years 25 %
10 years or more 50 %

10. Racial/Ethnic composition of:

A. Congregation

<1 % African-American <1 % Asian 98 % Caucasian <1 % Hispanic
_____ % Other (Specify) _____

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

2 % African-American 5 % Asian 81 % Caucasian 14 % 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: 20,000



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
8:30 AM	100	Blended
8:30 AM	35	Online/Blended
11:00 AM	115	Blended
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: 12 per year

C. How are members involved in planning and participation in the liturgy/worship?
The Worship Service is designed weekly by pastoral and worship staff to be consistent with the scripture passage and theme of the message. Congregants participate in a variety of components of worship, including leading singing, being in the choir, playing musical instruments, leading

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)
We follow a blended style, including a variety traditional and contemporary music each week. Some weeks the choir participates. A small orchestra plays about once per month. Sometimes we have a responsive reading of scripture or the reading of a creed. The basic liturgy is listed in the bulletin under headings such as, "God Calls Us to Worship," "We Respond with Praise," "God Calls us to Serve," "God's Word is Proclaimed," "We Praise

E. Type of music used in worship (e.g., traditional, contemporary, variety)
Blend of traditional and contemporary
Instruments include organ, piano, guitar, drums, electronic keyboard, orchestral instruments
Music focuses on worship of God, and it connects people to the specific

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 25
- B. Average attendance in Adult Education (Sunday): 50
- C. Average involvement in Small Groups: 80



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*
Session	Elder Board	12	Monthly	1
Facilities Team	Oversee Facility Upkeep	6	Monthly	3
Finance Team	Oversee Finances	5	Monthly	3
Worship Design Team	Plan Worship Services	3	Weekly	1
Christian Growth Team	Educational Ministries	4	Monthly	2
Personnel Team	Oversee Church Staff	4	Monthly	2
Preschool Outreach Team	Evangelism to Families	8	Monthly	3
Preschool Board	Oversee Preschool	5	Monthly	3
Deacons	Gifted Members of Congregation	10	Monthly	3
Missions	Evangelism at Home and Abroad	5	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.
4. A staff person takes primary initiative and responsibility.

Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 900,005 Last year's annual budget: \$ 886,000
(Attach a copy of current budget)
2. Percentage of income received toward budget: 97.00 %



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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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

- A. EPC Percentage of Income \$ 7,774
- B. EPC World Outreach Global Workers \$ 24,000
- C. EPC Special Projects \$ _____
- D. Presbytery Per Member Asking/Percentage of Income \$ 4,304
- E. Other Missions/Missionaries \$ 91,500

4. Property owned by church

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

Three well-connected buildings form a 65,000 sq.ft. facility.

- 1. Well-maintained beautiful 100+ year sanctuary with an attached area of classrooms. There are long-range plans to update and renovate the classroom section of this building.
- 2. A 40-year old office, fellowship hall, kitchen, and classroom addition.
- 3. A 21-year old gymnasium and classroom addition. There is a full basement under the gymnasium that provides a large area for the youth group.

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

The 100+-year old sanctuary building includes an annex that is being under-used due to the need for renovations.

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

Plans are in process to upgrade/renovate the classroom area annex that is attached to the sanctuary. The goal is to provide more accessible classroom space and gathering areas to host outside groups.

- 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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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

5. Compensation:

A. The salary range we are prepared to offer:

Position: Associate Pastor \$ 50K-60K

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

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

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

Standard E Life insurance

Standard E Social Security

Yes _____ Travel/mileage

Yes _____ Book allowance

2 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)

_____ Sabbatical frequency and length In Discussion

_____ Other (Specify: _____)

- 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 type="checkbox"/> 1	<input checked="" 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 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 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

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

There is currently no formal initial, or pre-training program.

New elders and deacons are provided copies of the EPC Leadership Manual, and the initial approval process includes a discussion of the qualifications, expectations and responsibilities of leaders.

A shepherding role for elders is an increasing area of expected responsibility.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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

Session meetings begin with approximately one hour of study/discussion of scripture or a book on spiritual leadership followed by prayer.

Session members are taking an increasing responsibility for shepherding the congregation, and training is provided through this process.

Deacons meet with the Session approximately three times each year to participate in leadership discussions.

There is current discussion of creating a Leadership Training program that would be required for all Ruling Elders.

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

- * We adopt a specific local ministry each year and our people volunteer and provide extra-budget financial support. We have selected a Christian women's rehab facility, the local pregnancy distress center, and the local homeless shelter.
- * National Day of Prayer Service
- * Host Bible Study Fellowship
- * Participate in the soup kitchen run by the local Methodist church
- * Stephen Ministers care for many individuals who are not members of our church
- * Host the annual Night to Shine event (Tim Tebow Foundation)
- * Participate in a local jail ministry

19. Describe the strengths of your congregation.

- * Welcoming, hospitable
- * Musically talented; involved throughout the community in various music endeavors; host recitals and concerts in our sanctuary
- * Supportive of the arts
- * Strong level of volunteerism
- * Financially stable - no debt
- * Generous, caring
- * Preschool - "best in town," generously supported by the congregation
- * Staff - loyal, team approach
- * Dedicated to Prayer
- * Extremely supportive of other groups promoting the gospel



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

20. List specific problems with which your congregation struggles.

* Our children's ministry has age-gaps. In the past 3 years, we have seen an increase in the number of young children, but our youth group numbers are low.

* We have a high percentage of senior citizens, and we're working to increase our outreach to young families

* We desire to improve the discipleship programming for members

* We support evangelistic endeavors, but we need to grow individually in evangelistic fervor and participation.

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

* Our vision statement emphasizes a commitment to being transformed by Christ. We're working to help all members to embrace the disciplines of personal transformation.

* Continued engagement in our community, with a specific emphasis on evangelism.

* Missional outreach to Presby Preschool families. Approximately 40% of these families have no church affiliation

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



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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 7/2019

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

Vision Statement:

"Being transformed by His grace, we seek to hope only in Christ, to show Him as beautiful, and to bring joy to our city and the world."

We have had a vision committee working to revise the current vision statement. Our congregation has embraced the "bring joy to our city" aspect of the vision. We desire to see more commitment to personal spiritual growth and individual involvement in evangelism.



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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 4: Leadership Expectations

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

- * Leader - first a servant.
- * Listener
- * Team player
- * Straightforward
- * Relate well to diverse ages of people, especially young families
- * Humility
- * Passion for reaching out to bring people into the church

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

- * Fully committed to Reformed theology
- * Knowledge and skill in structuring and leading a small group ministry
- * Ability to motivate and equip the congregation to engage in personal evangelism
- * Vision for effective ministry, bring new ideas and valuable perspectives to our team
- * Genuine care for individuals of all ages

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

See Job Description



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A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 5: Church History

1. What do you consider to be the three most important events in the history of your church?

1984 - Started Presby Preschool, largest and best in town, outreach to the community

2004 - Joined the EPC (formerly Presbyterian USA)

2017 - Debt Free

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

Hiring a new Senior Pastor during COVID (summer of 2020), and working through the process of returning to fully engaged, onsite worship and fellowship.

COVID presented unique challenges for the pastor to get to know the congregation. Many church members were (some continue to be) reticent to return to in-person worship. This has impacted getting volunteers to serve in the nursery, children's ministries, etc. It impacts the ability of the church to provide care for people.



Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service
Andrew Morton	8/2012 to 12/2023
_____	_____ to _____
_____	_____ to _____

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

Our congregation demographics have been changing over the past three years. We've had many senior citizens move away to be nearer family, and others have passed away. We're seeing an increase in young families coming to WEPC. Our challenge is to integrate these new families into the life of our church.

Small groups are not under guidance from any specific person. While groups exist, there is no structure for equipping leaders, getting new people into existing groups, or even for the structure of what happens in each group.

Wednesday evening activities feature programming for ages preschool through high school. Attendees include a high percentage of children and youth whose families do not attend Sunday worship. Congregation volunteers lead activities and lessons and also prepare and serve a free meal to each attendee. We transport some children/youth with our bus.

Warsaw and Winona Lake are thriving communities. Links to each community:

Warsaw - <https://www.warsaw.in.gov/>

Winona Lake - <https://www.winonalake.net/>



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 Robby Kissling Date 10/12/2023

Search Committee Chair Jeffrey Peck Date 10/12/2023