



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.

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





Part 1: Church Information

1. Church Name Covenant Presbyterian Church

Address 1901 Milton Street

Monroe, LA 71201

Telephone (318) 323-8292 Fax (_____) _____

E-mail office@covenantepc.com Website covenantepc.com

2. Presbytery: Gulf South

Presbytery Ministerial Committee Liaison Jonathan Wagner

3. Search Committee Chairman Frank Hoffmann

Address 139 Comanche Trail

West Monroe, LA 71291

E-mail frankhwm44@gmail.com

Telephone (318) 805-3295

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

- | | | |
|--------------------------------------|---|---|
| <u>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>Office Manager</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Financial Secretary</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Day School Director</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Day School Assistant Director</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Day School Teachers (4)</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Musician Accompanists</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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>191</u>	<u>264</u>
B. Number of family units	<u>113</u>	<u>148</u>
C. Worship attendance	<u>150</u>	<u>200</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

13 % 0-11 3 % 12-18 6 % 19-24 3 % 25-34
12 % 35-49 31 % 50-64 32 % 65+

B. Occupation:

30 % Business 15 % Professional 1 % Trades
10 % Agriculture 24 % Stay-at-Home Parent 20 % Retired
_____% Other (Please Specify) _____

C. Educational level of adults

_____% some high school 5 % high school 65 % college 30 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 5 %
5 years or less 20 %
6-10 years 60 %
10 years or more 15 %



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

9. Racial/Ethnic composition of:

A. **Congregation**

0 % African-American 0 % Asian 100 % Caucasian 0 % Hispanic
0 % Other (Specify) _____

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

37 % African-American 1 % Asian 60 % Caucasian 2 % 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 155,874

11. Church Programming—Worship

A. **Worship Time**

10:30

Average Worship Attendance

200

B. Frequency of communion celebration: 15 per year

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

Church members do not plan liturgy but are involved as ushers & musicians.



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

Historic Reformed worship with Scriptural liturgy, prayers, and creeds

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

Historic hymnody and modern hymns

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 25

B. Average attendance in Adult Education (Sunday) 80

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*
Session		11	monthly	pastor and lay
Diaconate		12	monthly	laity
Financial		6	monthly	laity
Christian Ed		6	quarterly	laity
Missions		12	monthly	laity
Congregational Care		4	monthly	laity
Worship		6	weekly	laity
Fellowship		4	quarterly	laity

*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.



EPC

A Global Movement of Evangelical Presbyterian Churches

Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 841,862 Last year's annual budget: \$ 891,525
(Attach a copy of current budget)

2. Percentage of income received toward budget: 19.9 as of 2/28/21 %

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

- A. EPC Per Member Asking \$ 6,210
- B. EPC World Outreach Global Workers \$ 32,000
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking \$ 4,320
- E. Other Missions/Missionaries \$ 44,137.50

4. Property owned by church

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

Single story building that includes several Sunday school class rooms that are used for the day school, a renovated fellowship hall, kitchen, and offices, and a new sanctuary. The building sits on a city block with a large rec field behind the building.

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 _____



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

6. Compensation:

A. The salary range we are prepared to offer:

Position: Associate Pastor \$ 55,000 - 65,000

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

5,500-6,500

 Pension (minimum 10% gross effective salary)

14,000

 Medical insurance

400

 Life insurance

 Social Security

1,000

 Travel/mileage

2,000

 Book allowance

2 weeks

 Study leave allowance (minimum 2 weeks)

4 weeks

 Annual vacation days (minimum 4 weeks)

case by case

 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 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
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 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 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 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 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
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 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
12. Contains people willing and able to lead the congregation.	<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
13. Is capable of change when and where appropriate.	<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
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



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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

The majority of our ecumenical activity is through local mission. We are involved with several mission agencies in the community, including DeSiard Street Shelter, Christian Community Ministries, Family Promise, Life Choices, Mercy Multiplied, Young Life, FCA, and Rays of Sunshine. We also have a long-standing tradition of doing a Good Friday service with St. Paul's United Methodist, which is right across the street from Covenant. In 2018, we partnered with a Baptist church in town to host the Perspectives mission course.

16. Describe the strengths of your congregation.

Covenant has been blessed with great unity of mind and spirit over the past few years, even as we have grown numerically. The congregation is incredibly joyful, welcoming, generous, and Spirit-filled and has excelled at integrating new members of a variety of denominations and Christian backgrounds, who have sought a church home rooted in the rich tradition of the Reformed faith. There has been a strong desire to have not simply a vague evangelicalism but to grow in maturity in Jesus with a passion for Biblical teaching and preaching, as well as seeking to grow in relationship with one another. There is a love of community, worship, and singing among the congregation. Covenant is known in the larger community for its support of mission.

17. List specific problems with which your congregation struggles.

Covenant has experienced a season of revitalization over the past eight years with remarkable numeric and spiritual growth. With that growth has come challenges of seeking to understand what the Lord has called us to be and determining how to become that community. Much of what Covenant has experienced in terms of "struggles" over the past few years have been growing pains associated with our growth. The congregation has navigated these challenges with patience, love, grace, and humility.

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

The new position of Associate Pastor for Family Discipleship is part of an overall five-year plan which includes the goal of building a cohesive community of families with young children; a "community of common convictions." We want to nurture and encourage the pursuit of holiness, especially among you families with children. This will involve establishing some discipleship programming for children and youth. We have a goal of bringing into reality a family-oriented/family-based ministry to our youth as our young children grow into adolescence.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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.

Charges were filed and prosecuted against a non-installed elder in 2016. The case is now closed.

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

Yes No

If yes, Date completed 2011

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



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 4: Leadership Expectations

1. What five key characteristics, gifts, and/or skills should a person bring to the position?
 1. Evidence of healthy spiritual leadership in his own marriage and family, including the discipleship of children (whatever their age).
 2. An ability to connect personally with and empathize with parents who are raising children.
 3. Leadership skills in building community (fellowship) among young families.
 4. A vision for and experience with implementing a family-based and intergenerational discipleship paradigm in the life of the church (necessitates gifts of teaching and communication).
 5. A commitment to the Reformed faith, especially expressed in the Westminster Confession of Faith and Catechisms.



EPC

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?

Joining the Evangelical Presbyterian Church - January 2010

Capital campaign and the construction of the new sanctuary - April 2016 - August 2018

Receiving the BART HESS AWARD for Church Revitalization at General Assembly - 2019

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

As it has been for every church community, the COVID-19 pandemic has presented challenges, as well as opportunities, to Covenant Presbyterian Church. In addition to having to make major adjustments in the life of the church, including ramping up digital ways of reaching out and ministering to the congregation, COVID has threatened to create divisions within the congregation over issues such as masking in worship. In many ways, COVID has been a litmus test for the health of churches. Fortunately, Covenant has remained very strong throughout the course of this pandemic. Worship attendance and giving have remained very high throughout. The congregation has done a wonderful job checking in on one another and caring for one another.

Additionally, the congregation has done wonderfully at bearing with one another in love and being patient with each other through differences of opinion and differences in comfort levels. Now, as COVID numbers in our community decline, the congregation is very eager to return to the ministry activities we had pre-pandemic.



EPC

A Global Movement of Evangelical Presbyterian Churches

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.

Covenant Presbyterian Church is the only Presbyterian (only Reformed) congregation within the city limits of Monroe. There is another EPC congregation in Ouachita Parish approximately seven miles to the north. There is a small PCUSA congregation across the Ouachita River in the city of West Monroe and also a CREC (Communion of Reformed Evangelical Churches) in West Monroe. There is no PCA church within 30 miles (although there are current efforts to plant one). By God’s grace and providence, we are uniquely positioned as a thriving congregation of the historic Reformed faith in our community.

Clerk of Session Clyde White Date 3/1/21

Search Committee Chair Frank Hoffmann Date 3/1/21

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