



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





EPC

A Global Movement of Evangelical Presbyterian Churches

Part 1: Church Information

1. Church Name Knox Presbyterian Church of Ann Arbor

Address 2065 S. Wagner Rd.

Ann Arbor, MI 48103

Telephone (734) 761-5669 Fax () N/A

E-mail knox@knoxannarbor.org Website knoxannarbor.org

2. Presbytery: Midwest

Presbytery Ministerial Committee Liaison Rob Hock

3. Search Committee Chairman Fulter Hong

Address 3209 Bellflower Ct.

Ann Arbor, MI 48103

E-mail fulter@gmail.com

Telephone (734) 546-5592

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

- | | | |
|-------|------------------------------------|------------------------------------|
| _____ | <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 |

4. List all paid staff positions

Bryan Gregory	Pastor	Full time
Josh Boehr	Assistant Pastor	Full time
Kathy Brace	Ministry Director	Part time
Jim Hughes	Youth Ministry Director	Full time
Sonja Sray	Interim Children's Ministry Director	Part time
Jeremy Stringer	Children/Youth Min. Admin. Asst.	Part Time
Mark Morgan	Special Music Director	Part time
Peter Wilson	Interim Worship Leader	Part time
Mike Fox	Operations Director	Full time
Betty Clark	Accountant	Part time
Verna Hinman	Office Manager	Full time
Laura Latterner	Web Administrator	Part time
Carl Combs	Facilities Manager	Part time
Cynthia Eng	Administration Assistant	Part time



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

5. List all vacant positions

Position Available Children's Ministry Director Date of Vacancy Fall 2019

Position Available Worship Director Date of Vacancy Summer 2021

Position Available Facilities Manager Date of Vacancy Fall 2021

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>555</u>	<u>507</u>
B. Number of family units	<u>335</u>	<u>274</u>
C. Worship attendance	<u>530</u>	<u>522 (pre-COVID)</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

0 % 0-11 4 % 12-18 5 % 19-24 8 % 25-34
22 % 35-49 34 % 50-64 31 % 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 <1 %
 5 years or less 20 %
 6-10 years 21 %
 10 years or more 58 %



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

9. Racial/Ethnic composition of:

A. **Congregation**

<1 % African-American 11 % Asian 86 % Caucasian <1 % Hispanic
2 % Other (Specify) Mixed

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

14 % African-American 9 % Asian 70 % Caucasian 5 % Hispanic
4 % Other (Specify) (Washtenaw County figures)

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 367,000 (July 2019 estimate, Washtenaw County)

11. Church Programming—Worship

A. **Worship Time**

9:30 - 10:45 AM

Average Worship Attendance

522 (pre-COVID)

B. Frequency of communion celebration: weekly + Maundy Thursday per year

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

Members participate through music (vocals, instruments), Scripture reading & prayer



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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

Variety - blended worship

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

Blended traditional and contemporary

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 105

B. Average attendance in Adult Education (Sunday) 220

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*
(see separate sheet)				

*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.

13. Church Programming – Organizations/Committees (major boards, committees and organizations)

Name	Purpose of Group	# members	Meeting frequency	Leadership role*
Building & Grounds Committee	Maintain and improve church property	6	monthly	3
Community Group Ministry	Oversee small groups	5		
Deacon Board	Provide congregational care in the areas of financial assistance & general crisis guidance	15	monthly	3
Children’s Ministry	Oversee children’s programs, activities & events; interns	variable	as needed	3
Finance Committee	Oversee church finances	9	monthly	3
Hospitality Ministry	Coordinate Sunday fellowship coffee, church meals	variable	as needed	3
Leadership Development Committee	Train laity for church office and ministry leadership	9	monthly	2
Men’s Ministry	Organize men’s Bible studies & activities/events	7	bi-monthly	3
Missions Committee	Support local & overseas missionaries	7	monthly	3
Moms, Tots & Beyond	Minister to mothers of young children	15	quarterly	3
Nominating Committee	Prepare slate of candidates for officers and next year’s Nominating Committee	9	weekly, seasonal	2
Personnel & Policy Committee	Research/recommend all policies; oversee personnel issues	6	monthly	3
PrimeTimers Ministry	Minister to those 50 and older	variable	as needed	2
Session	Shepherd the church	12	monthly	2
SinglePoint Ministry	Minister to singles 35 and older	variable	as needed	3
Youth Ministry	Oversee youth programs, activities & events; interns	variable	as needed	3
Women’s Ministry	Organize women’s Bible studies & events	4	as needed	3
Worship	Oversee music, Communion, tech team	variable	as needed	2

*Indicate leadership role expected by using the number below:

1. Pastor takes primary initiate and responsibility
2. Pastor and laity share responsibility
3. Laity take primary initiate and responsibility



EPC

A Global Movement of Evangelical Presbyterian Churches

Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 1,964,399 Last year's annual budget: \$ 2,013,000
(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 \$ 11,339

B. EPC World Outreach Global Workers \$ 4,500

C. EPC Special Projects \$ None

D. Presbytery Per Member Asking \$ 6,409

E. Other Missions/Missionaries \$ 227,500

4. Property owned by church

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

46 acres on southeast corner of Wagner and Scio Church roads. Worship Center seats 800, with adjoining main hall; library; nursery, children, youth & adult Christian Education classrooms; and offices.

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: Asst. Pastor of Shepherding & Care \$ \$67K - \$82K depending on experience

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: N/A - new position \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

10% Pension (minimum 10% gross effective salary)

EPC Medical insurance

X Life insurance

7.65% Social Security

X Travel/mileage

_____ 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)

X Other (Specify: Pastoral expense + study leave expense)



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 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 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
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 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 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
8. Cares about each other.	<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
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 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 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 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
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 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
14. Is spiritually alive.	<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



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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

People in the congregation work at or volunteer with various ecumenical organizations: Family Life Services (cares for women with unplanned pregnancies), Hope Clinic (provides free medical & dental care and a food pantry for the poor and disadvantaged), Friends in Deed (inter-faith org.; furniture/vehicle donations, emergency utility relief), youth mission trips (help the hungry and poor in Detroit and the Ann Arbor area). Some lead/volunteer with GriefShare, DivorceCare, Moms, Tots & Beyond, medical & construction mission trips outside the US. Others serve on boards of or volunteer in area Christian schools. Knox hosts Community Bible Study, Upwards Basketball, and homeschoolers in our building weekly during the school year.

16. Describe the strengths of your congregation.

We have a number of lay teachers who deeply understand the gospel of grace and are exceptionally gifted in teaching God's Word. Members are sincere in their faith; they seek and accept sound, challenging and biblical preaching and teaching. Our adult education, youth ministry and children's programs are thriving and life-changing ministries. Major foci of international involvement include medical mission work in Burundi (3 Knox families serve there), support of churches in the Middle East, and South Asian ministry in London. We also support members who are IVCF and CRU campus staff. The congregation has a long and strong history of support of deacon campaigns to benefit the poor and hurting in our community.

17. List specific problems with which your congregation struggles.

Differing views among members regarding Reformed distinctives and preferences re: contemporary and traditional worship led to controversies around 2001. Difficulties over Reformed traditions resulted in some in-fighting in 2003-2004; some members having non-Reformed inclinations left the church. The issue of women in leadership, particularly for ruling or teaching elder, is a point of tension. A few members left the church in 2020-2021 because they misinterpreted communications from the pastors and Session re: racial justice.

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

Under Pastor Gregory's leadership in 2019, the elders approved a set of practices to help bridge the divide between the "cultural" story of Ann Arbor and the "gospel" story. One of Knox's goals is to lean into four vision areas to bridge the gap: worship, Sabbath, hospitality, and justice & mercy. Another goal is to become more outward facing and missional in Ann Arbor and the surrounding areas.



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.

In April 2001, the pastor announced his intent to resign after serving 3 1/2 years. His ordination was suspended after a confession of marital infidelity.

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

Yes No

If yes, Date completed 2013

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. Demonstrates high emotional intelligence and cross-cultural competency.
2. Is proficient in team-building and leadership, with a demonstrated ability to encourage and collaborate with pastoral and program staff and lay leaders.
3. Has a history of winsome, godly engagement with universities and/or postmodern, pluralistic culture.
4. Has a personal, growing relationship with Jesus, evidenced by humility, integrity and maturity in speech and conduct according to 1 Timothy 3:1-7 and Titus 1.
5. Is committed to live as a "lead repentor" with a teachable, approachable spirit.



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?

1. EPC patriarch Dr. Bartlett Hess became Knox's first pastor, which gave an unexpectedly fast start to the fledgling church plant. Early attendance settled at 225-250 for worship and a large majority of the congregation participated in CE.
2. Our 2nd pastor abruptly resigned in 2001. He had led Knox through expansion of staff and financing & design of the building, but fell into serious secret sins. Uncovering this and mediating it to the congregation was painful and humbling. Though the congregation largely responded with unity and grace toward those involved, a number of individuals harbored questions about the trustworthiness of their leaders. These came to the forefront with the installation of our 3rd pastor, who navigated these waters with diligence, gentleness and fair-mindedness, even as he was seeking to understand the issues himself.
3. The 2017 bylaw change removed a significant hurdle to electing women ruling elders. This and the election of a woman ruling elder in 2019 destabilized the church on this issue.

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 COVID-19 pandemic forced Knox to consider what the most important and defining characteristics of our church were and to find ways to retain them even as many aspects of normal life together were stripped away or greatly reduced. The tech team made an enormous effort to livestream worship services and the worship team immediately adjusted to restrictions re: public gathering.

All non-worship activities and events in the building were suspended. Committees and groups either stopped meeting or shifted to video conferencing. This produced a feeling of isolation among many in the congregation, especially those who had not established deeper relationships with others in the church. Some attempts were made to identify these persons and intentionally connect with them.

As the congregation was forced to attend services only through livestream broadcasts, some of them explored other churches online and subsequently several dissociated themselves from Knox. On the positive side, others who never or seldom attended Knox regularly tuned into our livestream service and even sent us donations.

As restrictions lift, Knox will likely consider what the "new normal" will look like for the church, possibly retiring some ministries and activities and/or significantly reshaping others.



EPC

A Global Movement of Evangelical Presbyterian Churches

Part 6: Other Information

1. List the last three individuals who held the position of Assistant Pastor of Shepherding & Care

Name	Dates of Service
N/A - new position	_____ to _____
_____	_____ to _____
_____	_____ to _____

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

Clerk of Session David J. Lemmerhirt Date 6/26/2021

Search Committee Chair Fulton [Signature] Date 6/26/2021

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