



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.

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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





EPC

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Part 1: Church Information

1. Church Name: Cornerstone EPC

Address : 9455 Hilton Road Brighton, MI 48114

Telephone (810) 227-9411 Fax (_____) _____

E-mail: info@cstoneepc.com Website: cornerstonebrighton.com

2. Presbytery: Midwest Presbytery

Presbytery Ministerial Committee Liaison _____

3. Search Committee Chairman: Darrell Bozeman/Chris Winans

Address 9455 Hilton Road Brighton, MI 48114

E-mail dbozeman@cstoneepc.com; cwinans@cstoneepc.com

Telephone (810) 2 2 7 - 9 4 1 1

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

Lead Pastor - Full time

Worship Director - Full time

Executive Pastor - Full time

Director of Finance - Full time

Two Associate Pastors - Full time

5 Support Admins/Maintenance - Full time

One Assistant Pastor - Full time

8 Support Admins/Maintenance - Part time

Pastor of Senior Adults - Part time

Director of Production & Communication - Full time

Kids Ministry Director - Full time

Student Ministry Director - Fulltime

4 Kids Min Coordinators - Part time



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5. List all key volunteer positions

Hospitality – which includes greeters, ushers and coffee ministry

Kids Ministry – teachers and helpers

Student Ministry – small group leaders and helpers

Building & Grounds Ministry volunteers

Adult Discipleship – small group leaders and assistants

Pew Crew – sanctuary restock and tidy up

Audio Visual & Technical – audio visual/tech volunteer teams

Worship – praise & worship band volunteers

6. List all vacant positions

Position Available Discipleship Pastor Date of Vacancy 6/1/2024

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	1,420	1,380
B. Number of family units		831
C. Worship attendance	1,100	900 (1,300 with Livestream)

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

_____% 0-11 _____% 12-18 .6 % 19-24 5 % 25-34
14 % 35-49 34 % 50-64 47 % 65+



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B. Occupation:

15 % Business 30 % Professional 10 % Trades
____ % Agriculture 5 % Stay-at-Home Parent ____ % Retired
____ % Other (Please Specify) _____

C. Educational level of adults

____ % some high school 30 % high school 60 % college 10 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 5 %
5 years or less 16 %
6-10 years 12 %
10 years or more 67 %

10. Racial/Ethnic composition of:

A. Congregation

1 % African-American 1 % Asian 97 % Caucasian ____ % Hispanic
____ % Other (Specify) _____

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

2 % African-American 1 % Asian 94 % Caucasian ____ % Hispanic
3 % Other (Specify) Two or more races & Native American

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: 7,546



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>8:30AM</u>	<u>350</u>	<u></u>
<u>10AM</u>	<u>425</u>	<u></u>
<u>11:30AM</u>	<u>125</u>	<u></u>
<u>5PM</u>	<u>70</u>	<u></u>
<u></u>	<u></u>	<u></u>

B. Frequency of communion celebration: 12 per year on Sunday mornings. Every Sunday evening at Encounter service.

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

4-10 members

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

Variety blend of traditional and contemporary

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

Purposely blended of traditional and contemporary

13. Ministry Programs

A. Average attendance in Church School (under 18 years): 150

B. Average attendance in Adult Education (Sunday): 80

C. Average involvement in Small Groups: 130



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*
Trustees	Financial Provision	9	1/mo	2
Session	Spiritual	9	1/mo	1

*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: \$ 4,004,000 Last year's annual budget: \$4,004,000
(Attach a copy of current budget)
2. Percentage of income received toward budget: 93% offerings & 7% investments



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

- A. EPC Percentage of Income \$ 32,476
- B. EPC World Outreach Global Workers \$ 146,900
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking/Percentage of Income \$ 18,356
- E. Other Missions/Missionaries \$ 537,557

4. Property owned by church

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

Full refurbish of entire campus is currently in progress

- 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

Current Shine Project Renovation – projected cost \$14,000,000
Target Completion date is September 15, 2024
Final mortgage on project will be approximately \$4,600,000

- 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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5. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor of Discipleship \$ 70,000 - \$75,000

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: All \$ _____ or 2 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

Retirement Plan (minimum 10% gross effective salary)

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

Life insurance

Social Security or Self-Employment Contributions Act (SECA)

Travel/mileage

Ministry Line

Study leave allowance (minimum 2 weeks)

Annual vacation days (minimum 4 weeks)

4 Number of worship services per year for which pastor is provided relief
(in addition to vacation and study leave)

_____ Sabbatical frequency and length _____

_____ 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 checked="" type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input 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 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 type="checkbox"/> 1	<input checked="" 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?

Each Elder or Deacon class has initial leadership training. Elders are walked through the Leadership Training guide from the EPC. Elders are subsequently taught on distinctives of Reformed Tradition and Covenant Theology.



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

Regular devotions, book studies and gatherings

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

Missions giving is 20+% of annual budget.

19. Describe the strengths of your congregation. Cornerstone is a very loyal and committed Church as proven by many who have been members for over 20 years. Our Core-values (Biblical Depth, Community, Generosity and Missions) are exemplified in the actions of our congregation. Cornerstone is a serving, studying, and giving church. Missions giving has always been part of our DNA and we give approximately \$821,000 to Missions annually.



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20. List specific problems with which your congregation struggles. Although we are on an upward trajectory with attendance, volunteerism, etc. we, as many churches would like to see our Livestream connections (405 per week) decrease and in-person attendance increase. We are on very healthy trajectory.

21. List major goals that the congregation has set for itself. Discipleship and evangelism remain goals and focus areas for our church. We have planted one church in an inner-city context and plan to partner with more churches in the inner-city context.

22. Has there ever been disciplinary action taken against a pastor of your congregation?

Yes No



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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.
Nearly 20 years ago a Pastor was dismissed with cause.

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

Yes No

If yes, Date completed 2024 _____

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

Cornerstone’s Mission Statement is: **Connecting to God, One Another and the World Through the Love of Jesus Christ.** Our Core Values include:

Biblical Depth

Knowing, understanding, and living out the Word of God in every aspect of life. (2 Tim. 3:16)

Kingdom Mission

Shining the light of Christ in Livingston County and beyond as ambassadors of Christ. (2 Cor. 5:20)

Joyful Generosity

Sharing our spiritual and material blessings to serve and lift up others. (Acts 20:35)

Gospel Community

Pursuing life together in order to spur one another on to love and faithfulness. (Hebrews 10:24)



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Part 4: Leadership Expectations

- What are some key character strengths a person should bring to this position? A humble, team-oriented, collaborative focus. Have a vibrant personal relationship with Jesus Christ as Lord and Savior. Possess a lifestyle of Christian maturity, integrity, and discipline that serves as an example to ministry teams. Vision, energy, and ability to facilitate robust multi-generational ministry Team player with a willingness to collaborate with other staff and volunteers to achieve the goals of CEPC. Uphold the mission and the integrity of Cornerstone Church and the EPC.

1. What are five key gifts/skills/abilities a person should bring to this position? (see position description)

2. What are the primary pastoral duties for the position? (See attached a position description)



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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-initial planning of Cornerstone from Ward Church in 1989-90 and the initial building. 2-in 2000 the opening of Cornerstone Christian School as a ministry of our church. 3-the current project where we are investing in a generation not yet born as we add a nursery wing and new Chapel. We are also re-furbishing our entire campus with many upgrades and enhancements.

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

Getting past COVID with no real reduction in giving. Our in-person attendance is approaching pre-Covid levels.



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Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service
<u>Scott Larson</u>	2 0 1 6 _____ to October 2018_____
<u>Matt Grimm</u>	O c t 2 0 1 8 ___ to Feb 2024_____
<u>Brandon LaFontaine</u>	F e b 2 0 2 4 __ to Current_____

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



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 email benefits@epc.org, or call 407-930-4267.

Clerk of Session _____ Date _____

Search Committee Chair _____ Date _____