



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 Assistant Pastor of Next Generation Ministries Date of Vacancy New Position

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>160</u>	<u>150</u>
B. Number of family units	_____	_____
C. Worship attendance	<u>120</u>	<u>85</u>

7. Community Growth  Increasing  Static  Declining

8. Profile of church members

A. Age:

5 % 0-11 5 % 12-18 5 % 19-24 5 % 25-34  
10 % 35-49 20 % 50-64 50 % 65+

B. Occupation:

5 % Business 5 % Professional 20 % Trades  
\_\_\_\_ % Agriculture 10 % Stay-at-Home Parent 60 % Retired  
\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

C. Educational level of adults

\_\_\_\_ % some high school 65 % high school 25 % college 10 % graduate school

D. Percentage of members belonging to the congregation

Less than one year \_\_\_\_\_ %  
5 years or less 5 %  
6-10 years 10 %  
10 years or more 85 %



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9. Racial/Ethnic composition of:

A. **Congregation**

\_\_\_\_\_ % African-American \_\_\_\_\_ % Asian 100 % Caucasian \_\_\_\_\_ % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

6 % African-American \_\_\_\_\_ % 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 We are a few miles east of Flint, which has a population of ~95,000.

11. Church Programming—Worship

A. **Worship Time**

10am  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Average Worship Attendance**

85  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Frequency of communion celebration: 12x per year

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

Pastor plans service. A Ruling Elder assists in worship. Organist (and sometimes other musicians) and choir participate.



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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)

Mostly traditional hymns, some Psalms, some modern hymns.

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 10 (2019)

B. Average attendance in Adult Education (Sunday) 15 (2019)

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*
<b>Session</b>	Shepherd the congregation	<b>5</b>	<b>Monthly</b>	<b>1</b>
<b>Diaconate</b>	Attend to physical needs of congregation	<b>10</b>	6x per year	<b>1</b>
<b>Worship</b>	Oversee circumstances of worship	<b>4</b>	<b>Monthly</b>	<b>3</b>
<b>Property Management</b>	Mangement oif Building and Grounds	<b>4</b>	<b>Monthly</b>	<b>3</b>

\*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: \$ 349,981.32 Last year's annual budget: \$ 317,682  
(Attach a copy of current budget)

2. Percentage of income received toward budget: Through July: ~50% %

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

A. EPC Per Member Asking \$ 3473

B. EPC World Outreach Global Workers \$ \_\_\_\_\_

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

D. Presbytery Per Member Asking \$ 1963

E. Other Missions/Missionaries \$ 29,650

4. Property owned by church

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

350-seat sanctuary, office space, fellowship hall, kitchen, library, bridal room, and educational wing, which is also used throughout the week as a 150 student school. There is house on the property that is also used solely by the school.

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 \_\_\_\_\_



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6. Compensation:

A. The salary range we are prepared to offer:

Position: Assistant Pastor \$ Negotiable based 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

- Pension (minimum 10% gross effective salary)
- Medical insurance
- Life insurance
- Social Security
- Travel/mileage
- Book allowance
- Study leave allowance (minimum 2 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)
- \_\_\_\_\_ 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 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
2. Readily shares their gifts with the rest of the congregation.	<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
3. Places a high priority on sound biblical preaching.	<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
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 type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 1	<input checked="" 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 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
10. Ministers well to members who are hurting.	<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
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 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
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 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





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

Not much. Until last year, we had hosted an annual conference that very intentionally brought people in from numerous churches throughout the area.

16. Describe the strengths of your congregation.

The people here are very committed to this church, and have demonstrated faithfulness over a long haul with some really rough patches.

17. List specific problems with which your congregation struggles.

Need to get younger, and (not coincidentally) need to be more outward-facing.

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

Long-term goal: Increase Mission giving to 20% of overall budget (up from ~5% a few years back).

Get younger.



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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.

There were numerous issues 20-30 years with the Session.

Also worth noting: In 2013, the Senior Pastor (who had served for 40 years) renounced jurisdiction of the Presbytery, resigned his position, and started a new church a couple miles down the road, taking about 35-40% of the congregation with him.

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

Yes     No

If yes, Date completed \_\_\_\_\_

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?

Love

Creativity

Humility

Energy

Evangelistic Mindset/Heart



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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) Oscar and Ruth Zetterberg being sent out by First Presbyterian Church of Flint in 1941 to start a Sunday School on the east side of town. Within a few years, that Sunday School became Calvary Presbyterian Church.

2) Losing our property when we left the UPC in the early 1980s (to be a part of the group of churches that started the EPC) and subsequently building and moving into the building we currently have in 1986.

3) Weathering two church splits between 2009 and 2013.

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



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**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.

Clerk of Session Sam Winegarden Date 9/7/2021

Search Committee Chair Rev. Pete Scribner Date 9/7/2021

We encourage churches to list their vacancies on the Ministry Staff Opportunities webpage at [www.epc.org/mso](http://www.epc.org/mso). For more information or to send your posting, email [info@epc.org](mailto:info@epc.org)