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 _____________________________________________
   Community Evangelical Presbyterian Church

   Address _____________________________
   114 N. Ball St., Owosso, MI 48867 (Office/Mailing Address)
   951 E. Riley Rd., Owosso, MI 48867 (Sanctuary Campus)

   Telephone (989) 725-6930 Fax (______) _____________________
   E-mail cepc@communityepc.org Website communityepc.org

2. Presbytery: _______________________________________________
   Presbytery: Presbytery of the Mid West

   Presbytery Ministerial Committee Liaison ___________________________

3. Search Committee Chairman __________________________________
   Ruling Elder Brian DeLorge

   Address _____________________________________________
   215 S. Norton St., Corunna, MI 48817

   _____________________________________________
   E-mail brian.delorge@gmail.com

   Telephone (989) 413-8149

4. List all paid staff positions (use additional sheet if necessary)
   Rev. Jason Steele (Pastor) □ Full time □ Part time
   Rev. Jim Rose (Associate Pastor) □ Full time □ Part time
   Debbie Lauro (Secretary) □ Full time □ Part time
   Diane Moore (Cleaning) □ Full time □ Part time
   Ron and Glenda Davis (Worship) □ Full time □ Part time
   Christina Doherty (Nursery) □ Full time □ Part time
   _____________________________________________
   _____________________________________________
   _____________________________________________
   _____________________________________________
   _____________________________________________
   _____________________________________________

EPC Church Information Form, 2019-09 Update
5. List all vacant positions

Position Available ____________________________ Date of Vacancy ____________

Position Available ____________________________ Date of Vacancy ____________

Position Available ____________________________ Date of Vacancy ____________

6. Membership (state approximate numbers and percentages)

<table>
<thead>
<tr>
<th></th>
<th>Five years ago</th>
<th>Currently</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Number of church members</td>
<td>136</td>
<td>145</td>
</tr>
<tr>
<td>B. Number of family units</td>
<td>80</td>
<td>85</td>
</tr>
<tr>
<td>C. Worship attendance</td>
<td>155</td>
<td>180</td>
</tr>
</tbody>
</table>

7. Community Growth  ✔ Increasing  □ Static  □ Declining

8. Profile of church members

A. Age:

<table>
<thead>
<tr>
<th>15</th>
<th>12</th>
<th>5</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>% 0-11</td>
<td>% 12-18</td>
<td>% 19-24</td>
<td>% 25-34</td>
</tr>
<tr>
<td>18</td>
<td>20</td>
<td>23</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>35</th>
<th>25</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Business</td>
<td>% Professional</td>
<td>% Trades</td>
</tr>
<tr>
<td>5</td>
<td>20</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Agriculture</td>
<td>% Stay-at-Home Parent</td>
</tr>
<tr>
<td>0</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Other (Please Specify)</td>
</tr>
</tbody>
</table>

C. Educational level of adults

<table>
<thead>
<tr>
<th>30</th>
<th>50</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>% some high school</td>
<td>% high school</td>
<td>% college</td>
</tr>
<tr>
<td>60</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

D. Percentage of members belonging to the congregation

<table>
<thead>
<tr>
<th>7</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Less than one year</td>
<td>% 5 years or less</td>
</tr>
<tr>
<td>60</td>
<td>10</td>
</tr>
<tr>
<td>% 6-10 years</td>
<td>% 10 years or more</td>
</tr>
</tbody>
</table>

EPC Church Information Form, 2019-09 Update
9. Racial/Ethnic composition of:
   A. Congregation
      ____% African-American  ____ % Asian  95 % Caucasian  ____ % Hispanic
      5% Other (Specify)

   B. Community (within 5-mile radius of church)
      ____% African-American  ____ % Asian  90 % Caucasian  ____ % Hispanic
      10% 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: Eighteen Thousand

11. Church Programming—Worship
    A. Worship Time
       9:30-11
       ________
       ________
       ________
       ________
       ________
       ________
       ________
       ________
       ________
       ________

    B. Frequency of communion celebration: 14 per year

    C. How are members involved in planning and participation in the liturgy/worship?
       Pastor and Worship leaders (plus various singers, drums and horn players)
D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)
   Traditional (sermon text focused for the service elements)
   ____________________________________________________________

E. Type of music used in worship (e.g., traditional, contemporary, variety)
   Mixed Traditional (praise songs, hymns and psalter)
   ____________________________________________________________

12. Church Programming—Sunday School
   A. Average attendance in Church School (under 18 years) 45-50
   B. Average attendance in Adult Education (Sunday) 75

13. Church Programming—Organizations/Committees
   List major boards, committees, and organizations that are part of your church and
   frequency of meetings (monthly, weekly, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose of Group</th>
<th>Number of members</th>
<th>Frequency of meetings</th>
<th>Leadership Role*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Spiritual Oversight</td>
<td>8</td>
<td>monthly</td>
<td>1</td>
</tr>
<tr>
<td>Missions</td>
<td>Support/plan/budget</td>
<td>9</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Safety Team</td>
<td>Congregational safety</td>
<td>12</td>
<td>10 x</td>
<td>3</td>
</tr>
<tr>
<td>Financial Team</td>
<td>Financial Stewartship</td>
<td>4</td>
<td>Ad hoc</td>
<td>3</td>
</tr>
<tr>
<td>Christian Ed Committee</td>
<td>Plan/prepare/train</td>
<td>3</td>
<td>4 x</td>
<td>2</td>
</tr>
</tbody>
</table>

*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.
Part 2: Financial/Church Campus Information

1. Current annual budget: $409,550 Last year’s annual budget: $461,700
   (Attach a copy of current budget)

2. Percentage of income received toward budget: 100% %

3. Amount contributed for year $485,000 about (most recent complete reporting year)
   A. EPC Per Member Asking $3,335
   B. EPC World Outreach Global Workers $49,800
   C. EPC Special Projects occasional giving
   D. Presbytery Per Member Asking $1,885
   E. Other Missions/Missionaries $25,200

4. Property owned by church
   A. Describe buildings and property (other than manse).
      Sanctuary Campus - 2 buildings
      Downtown office - one building with apartment above

   B. Are your buildings adequate for your present program? ☐ Yes ☐ No
      If no, please explain:
      More room needed at Sanctuary Campus for Fellowship/Gatherings and Youth.

   C. Is a building program projected? ☐ Yes ☐ No
      If yes, describe what, when, and projected cost
      In beginning stages of planning.

   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 Church Office Building
6. Compensation:
   A. The salary range we are prepared to offer:
      Position: ____________________________  Negotiable based on exp.  
        $ ____________________________

      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
      Yes
      _______ Pension (minimum 10% gross effective salary)
      Yes
      _______ Medical insurance
      Optional
      _______ Life insurance
      Yes
      _______ Social Security
      Yes
      _______ Travel/mileage
      Yes
      _______ Book allowance
      Yes
      _______ Study leave allowance (minimum 2 weeks)
      Yes
      _______ 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*

<table>
<thead>
<tr>
<th>Our congregation...</th>
<th>Currently Agree</th>
<th>Disagree</th>
<th>Goal Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Supports the pastor.</td>
<td>□ 1</td>
<td>□ 2</td>
<td>□ 3</td>
<td>□ 4</td>
</tr>
<tr>
<td>2. Readily shares their gifts with the rest of the congregation.</td>
<td>□ 1</td>
<td>□ 2</td>
<td></td>
<td>□ 3</td>
</tr>
<tr>
<td>3. Places a high priority on sound biblical preaching.</td>
<td>□ 1</td>
<td>□ 2</td>
<td></td>
<td>□ 3</td>
</tr>
<tr>
<td>4. Gladly welcomes visitors and new members.</td>
<td>□ 1</td>
<td>□ 2</td>
<td></td>
<td>□ 3</td>
</tr>
<tr>
<td>5. Is involved in local evangelistic ministries.</td>
<td>□ 1</td>
<td>□ 2</td>
<td></td>
<td>□ 3</td>
</tr>
<tr>
<td>6. Is often found living their faith in their communities.</td>
<td>□ 1</td>
<td>□ 2</td>
<td></td>
<td>□ 3</td>
</tr>
<tr>
<td>7. Has a spirit of unity.</td>
<td>□ 1</td>
<td>□ 2</td>
<td></td>
<td>□ 3</td>
</tr>
<tr>
<td>8. Cares about each other.</td>
<td>□ 1</td>
<td>□ 2</td>
<td></td>
<td>□ 3</td>
</tr>
<tr>
<td>9. Looks to its Session for leadership.</td>
<td>□ 1</td>
<td>□ 2</td>
<td></td>
<td>□ 3</td>
</tr>
<tr>
<td>10. Ministers well to members who are hurting.</td>
<td>□ 1</td>
<td>□ 2</td>
<td></td>
<td>□ 3</td>
</tr>
<tr>
<td>11. Uses members’ gifts in its worship.</td>
<td>□ 1</td>
<td>□ 2</td>
<td></td>
<td>□ 3</td>
</tr>
<tr>
<td>12. Contains people willing and able to lead the congregation.</td>
<td>□ 1</td>
<td>□ 2</td>
<td></td>
<td>□ 3</td>
</tr>
<tr>
<td>13. Is capable of change when and where appropriate.</td>
<td>□ 1</td>
<td>□ 2</td>
<td></td>
<td>□ 3</td>
</tr>
<tr>
<td>14. Is spiritually alive.</td>
<td>□ 1</td>
<td>□ 2</td>
<td></td>
<td>□ 3</td>
</tr>
</tbody>
</table>
15. In what ways does your church participate in ecumenical activities?
   Our church does not do much currently with other local churches, but is involved in
   Pregnancy Resource Center.

16. Describe the strengths of your congregation.
   Generous givers, developed Reformed theological understanding, diversity of ages,
   passionate for God Word, desire to train the youth in the Faith, growing sense of
   hospitality and community with one another, strong servant leaders in Session and
   positions of authority and service.

17. List specific problems with which your congregation struggles.
   Evangelism in the community, hospitality with visitors, outreach presence, willingness
   to commit to office of the church

18. List major goals that the congregation has set for itself.
   We are in process of defining these goals given our new change in leadership at the
   Pastor level, but it includes the discipleship and virbance of our Youth/Families in the
   faith.
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.

21. Have you completed a mission statement, vision statement, and/or a strategic plan for your congregation?
    □ Yes  □ No

    If yes, Date completed ____________________________________________________________

    Currently being worked on

    If yes, attach copies of each statement or strategic plan the church has completed.
Part 4: Leadership Expectations

1. What five key characteristics, gifts, and/or skills should a person bring to the position?
   - Ordained or Ordainable by the EPC
   - Gifted with Small Groups and Youth
   - Good Communication
   - Organization Abilities
   - Able to Teach/Preach Biblical Truth
   - Bonus - Musical Skills
Part 5: Church History

1. What do you consider to be the three most important events in the history of your church?
   1. Joining the EPC from independency in 1981
   2. Developed purpose of the church in 2007
   “The purpose of CEPC is to glorify God through worship, holy living, and furthering His Kingdom by leading members of our community to a saving knowledge of Jesus Christ as the Lord.”
   3. Transition from founding pastor (39 years) to current pastor

2. What do you consider to be the most interesting and challenging event in the life of your church in the last three years?
   1. Transition from former pastor into retirement to current pastor
   2. Consideration for facilities needs and growth
   3. Death of prominent member of the church and care for family afterwards
Part 6: Other Information

1. List the last three individuals who held the position of ____________________________

   Name                                Dates of Service
   ________________________________________________  ____________________________
   ________________________________________________  ____________________________
   ________________________________________________  ____________________________

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

RE Ron DeHaas 01/09/2020
Clerk of Session _________________________________ Date __________________________

RE Brian DeLorge 01/09/2020
Search Committee Chair _________________________________ Date __________________________

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