



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](http://www.epc.org/mso). For more information or to send your posting, email [info@epc.org](mailto: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](mailto:marti.ratcliff@epc.org) or 407-930-4263.

### *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](mailto:info@epc.org)





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A Global Movement of Evangelical Presbyterian Churches

**Part 1: Church Information**

1. Church Name Westminster Presbyterian Church

Address 1200 HWY 15 North

Laurel, MS 39440

Telephone ( 601 ) 649-8033 Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail wpclaurel@gmail.com Website wpclaurel.com

2. Presbytery Gulf South

Presbytery Ministerial Committee Liaison Henry Beck

3. Search Committee Chairman Mike Allen

Address 1200 HWY 15 North

Laurel, MS 39440

E-mail mikeallenwpc@me.com

Telephone ( 601 ) 323-8246

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

Senior pastor  Full time  Part time

Assistant pastor of Youth and Families  Full time  Part time

Director of Music Ministries  Full time  Part time

Nursery Director  Full time  Part time

Director of Communications  Full time  Part time

Church Facilitator  Full time  Part time

Book Keeper  Full time  Part time

musicians  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time



5. List all key volunteer positions

- Clerk of session
- Chairman of deacons
- Youth committee
- Children’s ministry committee
- Women in Ministry Director

6. List all vacant positions

Position Available Director/Pastor of Youth and Family Date of Vacancy May 2, 2023

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	<u>200</u>	<u>300</u>
B. Number of family units	<u>80</u>	<u>100</u>
C. Worship attendance	<u>150</u>	<u>175</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

5 % 0-11    10 % 12-18    10 % 19-24    20 % 25-34  
15 % 35-49    20 % 50-64    20 % 65+



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

**B. Occupation:**

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

**C. Educational level of adults**

\_\_\_\_\_ % some high school      10 % high school      60 % college      30 % graduate school

**D. Percentage of members belonging to the congregation**

Less than one year 10 %  
5 years or less 30 %  
6-10 years 30 %  
10 years or more 30 %

**10. Racial/Ethnic composition of:**

**A. Congregation**

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

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

30 % African-American      \_\_\_\_\_ % Asian      60 % Caucasian      5 % Hispanic  
5 % Other (Specify) \_\_\_\_\_

**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: 67,000 in Jones County





**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*
Session	Spiritual Oversight	9	monthly	2
Diaconate	Physical Needs	10	monthly	3
Women in Ministry	Women involvement	4	monthly	3
Youth/Children’s Ministry Co	Advisory	10	as needed	3

\*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: \$ 1.2 million Last year’s annual budget: \$ 950,000  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 100+ %



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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

- A. EPC Percentage of Income \$ \_\_\_\_\_
- B. EPC World Outreach Global Workers \$ \_\_\_\_\_
- C. EPC Special Projects \$ \_\_\_\_\_
- D. Presbytery Per Member Asking/Percentage of Income \$ \_\_\_\_\_
- E. Other Missions/Missionaries \$ \_\_\_\_\_

4. Property owned by church

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

Our facilities are about 35 years old and in beautiful condition. The facility has won awards for architectural design. We have zero debt.

B. Are your buildings adequate for your present program?  Yes  No  
If no, please explain:

We need to look at expanding our family life center and classroom space, as well as sports fields and outside land development

C. Is a building program or capital project projected?  Yes  No  
If yes, describe what, when, and projected cost

We are in the very beginning stages of determining our needs and our capacity to build what we think we need for the next 20 years.

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**

5. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor to Youth and Family \$ TBD

Position: \_\_\_\_\_ \$ \_\_\_\_\_

Position: \_\_\_\_\_ \$ \_\_\_\_\_

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

Position: All \$ \_\_\_\_\_ or 3-5 %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

10% Retirement Plan (minimum 10% gross effective salary)

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

no Life insurance

no Social Security

yes Travel/mileage

yes Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

4 weeks Annual vacation days (minimum 4 weeks)

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

Yes Sabbatical frequency and length TBD

Yes Other (Specify: Private Christian School K-12 for children at no cost)

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 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 checked="" type="checkbox"/> 1	<input 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. Is engaged in evangelism	<input 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Has a spirit of unity	<input 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Ministers well to members that are hurting	<input 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
13. 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
14. Is capable of change when and where appropriate	<input type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

16. How are elders and deacons initially trained and equipped for ministry?

*We have a very deliberate process of selection and training. After elected the officers are interviewed and then trained using the EPC Leadership Training Manual. Following their training, they are interviewed again and then move from being nominated to being up for election.*



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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

We encourage all of our officers to be teaching a class of some kind, or assisting another teacher. We try to have an officers retreat every one or two years. We also encourage heavy involvement in presbytery participation. Additionally, the officers are very involved with the pastors in their work. We encourage officers and their spouses to travel to GA (paid for by church).

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

We are very involved with community ministries that involve other churches in our area.

19. Describe the strengths of your congregation.

Our church is growing both in young people and older people. We have a very welcoming demeanor for visitors. We are very hospitable. We also are very theological minded and value deep, reformed teaching/preaching. We have affluent members, so our resources are strong. We love our missionaries and try to get involved in their ministries (supportive) in ways that are in addition to financial.



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

20. List specific problems with which your congregation struggles.

We are at a size that makes it difficult to expand without proper staffing. We are also rather traditional and have been very deliberate in how we do things. That can often lead to resistant to making big changes without a big effort behind it.

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

We want to be a staging ground for kingdom growth here in Mississippi and beyond. We want to see our church and school grow and be a blessing to the community. We want to stretch ourselves to meet the needs of brokenness around us. Therefore we are looking at future growth in facilities.

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

Yes     No

23. Has there ever been any disciplinary action against an elder or deacon of your congregation?

Yes     No



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

If you answered “Yes” to either 22 or 23, please explain.

Our second pastor left due to poor personal boundary management. We had to discipline an elder who had an adulterous affair. He is still involved as a member, but not as an elder. His family is flourishing now and we have loved on his family through the crisis, and provided counseling (from an outside source).

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

Yes     No

If yes, Date completed 10 years ago

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

Westminster Presbyterian Church is a covenant family of believers called by God to fulfill His purposes here in Laurel, and as a staging ground for worldwide kingdom growth where we seek to live out the Gospel of Jesus Christ - to fill the earth with disciples, subdue it redemptively for God's glory, and worship Him joyfully. We are being redeemed and equipped by the Spirit to build up one another until the Lord returns.



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

#### **Part 4: Leadership Expectations**

1. What are some key character strengths a person should bring to this position?

- A heart for discipleship
- An ability to be self-led and take initiative
- An ability to complete projects and provide adequate feedback loops
- Patience
- An understanding that we are all moving at different paces, and the job of a pastor is to not only lead out front, but also to come along side of people where they are and show grace.
- An ability to be teachable and see ministry long term
- Christ-like humility

2. What are five key gifts/skills/abilities a person should bring to this position?

- the ability to teach
- the ability to preach
- the ability to lead groups toward a common goal
- the ability to mentor others
- the ability to counsel through a crisis

3. What are the primary pastoral duties for the position? (Attach a position description)

See attached



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*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?

Leaving the USA denomination in the mid 80's  
Moving into our new facilities debt free  
Building a Christian School K-12 grade

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 pandemic was one of the most challenging eras for our church. We came out the other side intact and thriving.



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*A Global Movement of Evangelical Presbyterian Churches*

**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Sonny Walker (Families and Youth ministry)</u>	<u>March 2021</u>	to <u>May 2023</u>
<u>Jeremy Britt (Youth Director)</u>	<u>June 2014</u>	to <u>May 2019</u>
<u>Kory Duncan (Youth Director, Asst. Pastor)</u>	<u>January 2004</u>	to <u>June 2016</u>

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

We live in an environment where “Hometown” (HGTV) is changing the bones of our community. People are moving here from all over the country looking for the “perfect community.”



### 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 [www.epc.org/benefits](http://www.epc.org/benefits), email [benefits@epc.org](mailto:benefits@epc.org), or call 407-930-4267.

Clerk of Session John Carter Date 6/7/23

Search Committee Chair Mike Allen Date 6/7/23