



A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Introduction

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 the completed document to:

Office of the Stated Clerk
Evangelical Presbyterian Church
17197 N. Laurel Park Drive, Suite 567
Livonia, MI 48152-7912
Phone: (734) 742-2020 Fax: (734) 742-2033
E-mail: epchurch@epc.org



Part 1: Church Information

1. Name: First Presbyterian Church of Vicksburg
 Address: 1501 Cherry Street
Vicksburg, MS 39180
 Telephone: (601) 636-1200 Fax: (601) 631-0301
 E-mail: timbrown@fpcvicksburg.org Website: www.fpcvicksburg.org

2. Presbytery: Gulf South
 Presbytery Ministerial Committee Liaison: Henry Beck

3. Search Committee Chairman: Todd A. Boolos
 Address: 1007 Mission Park Drive
Vicksburg, MS 39180
 Telephone: (601) 415-4151 E-mail: todd@boolos-oakes.com

4. List all paid staff positions

<u>Pastor- Tim Brown</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Dir of Children's Ministry- Diane Liddell</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Choir Director- Sharon Penley</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Organist- Barbara Tracy</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Administrative Assistance- Jackie McKay</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Office Assistant- Kari Dupree</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Treasurer- Todd Boolos</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Kindergarten Director- Jennifer Coulter</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Nursery Coordinator- Stacey Teller</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time

Position Available: Assoc Pastor for Family Min Date of Vacancy: needed now

Position Available: _____ Date of Vacancy: _____

5. Membership (please state approximate numbers and percentages)

	<u>Five years ago</u>	<u>Currently</u>
A. Number of church members	<u>368</u>	<u>394</u>
B. Number of family units	<u>170</u>	<u>174</u>
C. Worship attendance	<u>211</u>	<u>175</u>

D. Profile of church members

(1) Age:

12% 0-11 6% 12-18 10% 19-24 8% 25-34 16% 35-49
21% 50-64 27% 65+

(2) Occupation:

25% Business 25% Professional 5% Trades 19% Stay-at-home parent
1% Agriculture 25% Retired % Other (Specify: _____)

(3) Educational level of adults

 % some high school 5% high school 80% college 15% graduate school

(4) Percentage of members belonging to the congregation:

Less than one year 2%
5 years or less 16%
6-10 years 18%
10 years or more 64%

(5) Racial/Ethnic composition of congregation

 % Asian % Hispanic % African American 100% Caucasian
 % Other / Specify: _____

6. Worship

A.	Time	Average Attendance
	<u>10:30</u>	<u>175</u>
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

B. Frequency of communion celebration: 5 per year

C. How are members involved in planning and participation in the liturgy/worship?
Hymns, Prayers of Confession, Affirmation of Faith, Pastoral Prayers and the Message are prayerfully considered by the pastor each week. The Choir Director and Organist provide an anthem and accompanying music to support the liturgical season and lift the message.

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety):
Traditional Liturgy is utilized

E. Type of music used in worship (e.g., traditional, contemporary, variety):
Utilizing the "Celebrating Grace Hymnal" the congregation sings traditional hymns accompanied by organ and piano. Weekly anthems are delivered by a dynamic traditional choir.

7. Church/Sunday School

A. Average attendance in Church School (under 18 years) 20

B. Average attendance in Adult Education (Sunday) 60

8. Community Setting (check as many as apply):

- | <u>Location</u> | <u>Function</u> | <u>Growth</u> |
|------------------------------------------------|--------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Rural | <input checked="" type="checkbox"/> Industrial | <input type="checkbox"/> Growing |
| <input checked="" type="checkbox"/> Small town | <input type="checkbox"/> College/University | <input checked="" type="checkbox"/> Static |
| <input type="checkbox"/> Metropolitan | <input checked="" type="checkbox"/> Agricultural | <input type="checkbox"/> Declining |
| <input type="checkbox"/> Suburban | <input type="checkbox"/> Recreational | |
| <input type="checkbox"/> Inner City | <input checked="" type="checkbox"/> Military | |

Approximate population of community 50,000

Racial/Ethnic composition of community:

 % Asian % Hispanic 50% African American 50% Caucasian

 % Other (Specify: _____)

9. Program Information: 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	Rule the Church	12	monthly	2
Deacons	Compassion & Mercy	20	monthly	3
Session Teams	Initiate work of the church	varies	monthly	3
	Spiritual Growth, and care			
	of the members			

*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: Building/Financial Information

1. Current annual budget: \$ 618,255 Last year's annual budget: \$ 558,000

(Please attach a copy of current budget)

2. Percentage of income received toward budget: 100 %

3. Amount contributed for (last complete reporting year: 12/31/17):

A. EPC per member contribution \$ 9,338

B. EPC World Outreach Missionaries \$ 3,000

C. EPC Benevolence Askings \$ _____

D. Presbytery giving \$ _____

E. Other Missions/Missionaries \$ 37,833

4. Property owned by church

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

1501 Cherry Street- large "downtown" church
Adjacent commercial building- used by Boy Scouts

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 and when and projected cost:

D. Does the church own a manse?

Yes No

Condition: Good Fair Poor Number of bedrooms: _____

Office/study: In Church In Manse Not provided Other: _____

6. Compensation:

A. The salary range we are prepared to offer:

Position: Assoc Pastor for Family \$ to be determined

Position: _____ \$ _____

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

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

no _____ Life insurance

yes _____ Social Security

yes _____ Travel/mileage

possible _____ Book allowance

possible _____ Study leave allowance

yes _____ Annual vacation

up to 6 _____ Number of worship services (in addition to vacation and study leave)
for which pastor is provided relief (per year)

_____ Other (Specify: _____)

Part III: Church Characteristics

Circle the number that most closely describes the current congregation characteristics and future goals:

Our congregation...	<u>Currently</u>				<u>Goal</u>			
	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 type="checkbox"/> 1	<input checked="" 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 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 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
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 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
12. 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	<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 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 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

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

- a. Ecumenical worship services and luncheons during Holy Week with three other downtown churches.
- b. Salvation Army, Habitat for Humanity, Women's Shelter, Meals on Wheels & Service over Self
- c. During Academic year, First Pres Church Youth Group meets on Sunday evenings at the YMCA with other youth groups for a meal, worship, message and games.
- d. Explorer Women's Bible Study meets every Wednesday
- e. Men's Bible Study meets every Tuesday morning
- f. Vacation Bible School

16. Describe the strengths of your congregation:

First Presbyterian Church Vicksburg is a multi-generational, vibrant, traditional, Gospel-centered congregation. Our greatest strength is the grace, compassion, and love we share for one another. Our spiritual yearning to know Christ and make Him known is deepening through small group ministry, Sunday school and Bible studies. Worship is moving, healing, and transformative; equipping our congregation with the power of God in our lives and in the world. Not only do we care for one another, we care for the Kingdom God. Over the past several years, our church has participated in short term mission trips to the Dominican Republic and Honduras. Many members of our congregation witness God's grace and love each day by serving others through local para church organizations and various community ministries. Our congregation is committed to praying and caring for our members in times of celebration and need. Through our Presbyterian Women and Diaconate, members give generously of their time, talent, and treasure to support grieving families, life changing events in members' lives and the unexpected needs. Ruling Elders pray regularly for our entire congregation and personally monitor the spiritual and physical needs of our Church family.

17. List specific problems with which your congregation struggles:

While the greatest strength and resource of First Presbyterian Church is our productive, loving and gracious people; we have struggled with three major shifts:

- a. Shifting from an internal ministry focus to an external ministry focus
- b. Shifting from an emphasis on programs, building, and financial stability to an emphasis on the spiritual development & growth of God's people of all ages
- c. Shifting from a church based leadership agenda to a kingdom based leadership agenda

18. List major goals that this congregation has set for itself:

- a. Call an Associate Pastor for Family and Student Ministry
- b. Increase the spiritual growth of all members

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 Date: _____ No

If yes, please attach copies.

Part 4: Leadership Expectations

22. What five key characteristics/gifts/skills should a person bring to the position?

Our church needs a person who...

1. is an effective preacher/speaker
2. helps people develop their spiritual life
3. has a sense of the direction of his/her ministry (as it relates to the vision of the church)
4. is effective in working with youth
5. has a strong commitment to the education ministry of the church

Part 6: Other Information

1. List the last three persons in this position: Position: _____

<u>Name</u>	<u>Dates of Service</u>
<u>Thomas Callen- Youth Director</u>	<u>2013</u> to <u>2016</u>
_____	_____ to _____
_____	_____ to _____

2. Other significant factors about our church not covered in previous questions:

FPC Vicksburg has an intense desire to be transformed by the Holy Spirit to be a force for Christ within our community. We take seriously the commission to go and make disciples, and we want to do that in three ways: to transform the lives of the Christians in our congregation, to prepare them for the work of Christ in the world, and to send them out to share the love of Christ into a community - and a world that needs his love more than ever.

FPC Vicksburg has many inactive members including numerous young adult families with children. This is fertile ground for the work of Faith and Ministry. We desire to stimulate spiritual growth and participation of all our members into the life of the Church Family.

Clerk of Session
Date: _____

Chair, Search Committee
Date: _____

We encourage churches to list their openings on the EPC Ministry Staff Opportunities List (www.epc.org/mso). For more information or to send your posting e-mail epchurch@epc.org.