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 2: Financial/Church Campus Information
Part 3: Church Characteristics
Part 4: Leadership Expectations
Part 5: Church History
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: Springhill Presbyterian Church
   Address: 4769 West Babcock Street
   Bozeman, MT 59718
   Telephone (406) 582-8000  Fax (406) 582-8006
   E-mail: info@springhillpres.com  Website: www.springhillpres.com

2. Presbytery: Presbytery of the West
   Presbytery Ministerial Committee Liaison: TE Ryan Cook, RE Julia Hardaway

3. Search Committee Chairman: Julia Hardaway, RE
   Address: 4769 West Babcock
   Bozeman, MT 59718
   E-mail: juliahardaway@gmail.com
   Telephone (406) 582-8000

4. List all paid staff positions (use additional sheet if necessary)
   - Lead Pastor
   - Legacy Site Pastor
   - Business Administrator
   - Communications Director
   - Executive Assistant
   - Children's Ministry Director
   - Youth Ministry Director
   - Worship Director
   - Technical Arts Director
   - Children's Ministry Assistant
     - Full time  - Part time
     - Full time  - Part time
     - Full time  - Part time
     - Full time  - Part time
     - Full time  - Part time
     - Full time  - Part time
     - Full time  - Part time
     - Full time  - Part time
5. List all vacant positions

Position Available: **Associate Pastor of Worship**

Date of Vacancy: **New Position**

Position Available: ______________

Date of Vacancy: ______

Position Available: ______________

Date of Vacancy: ______

6. Membership (state approximate numbers and percentages)

A. Number of church members

Five years ago: ~540
Currently: ~400

B. Number of family units

~175
~109

C. Worship attendance

550
321

7. Community Growth

☑ Increasing  ☐ Static  ☐ Declining

8. Profile of church members

A. Age:

<table>
<thead>
<tr>
<th></th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11</td>
<td>12%</td>
</tr>
<tr>
<td>12-18</td>
<td>5%</td>
</tr>
<tr>
<td>19-24</td>
<td>3%</td>
</tr>
<tr>
<td>25-34</td>
<td>10%</td>
</tr>
<tr>
<td>35-49</td>
<td>25%</td>
</tr>
<tr>
<td>50-64</td>
<td>20%</td>
</tr>
<tr>
<td>65+</td>
<td>5%</td>
</tr>
</tbody>
</table>

B. Occupation:

<table>
<thead>
<tr>
<th></th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>20%</td>
</tr>
<tr>
<td>Professional</td>
<td>20%</td>
</tr>
<tr>
<td>Trades</td>
<td>10%</td>
</tr>
<tr>
<td>Agriculture</td>
<td>15%</td>
</tr>
<tr>
<td>Stay-at-Home Parent</td>
<td>20%</td>
</tr>
<tr>
<td>Retired</td>
<td>20%</td>
</tr>
<tr>
<td>Other (Please Specify): <strong>Students</strong></td>
<td></td>
</tr>
</tbody>
</table>

C. Educational level of adults

<table>
<thead>
<tr>
<th>%</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>some high school</td>
</tr>
<tr>
<td>9</td>
<td>high school</td>
</tr>
<tr>
<td>75</td>
<td>college</td>
</tr>
<tr>
<td>15</td>
<td>graduate school</td>
</tr>
</tbody>
</table>

D. Percentage of members belonging to the congregation

<table>
<thead>
<tr>
<th>Years</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than one year</td>
<td>1%</td>
</tr>
<tr>
<td>5 years or less</td>
<td>50%</td>
</tr>
<tr>
<td>6-10 years</td>
<td>30%</td>
</tr>
<tr>
<td>10 years or more</td>
<td>19%</td>
</tr>
</tbody>
</table>
9. Racial/Ethnic composition of:
   A. **Congregation**
      
      <1 % African-American  <1 % Asian  98 % Caucasian  <1 % Hispanic

      ___ % Other (Specify)

   B. **Community** (within 5-mile radius of church)
      
      <1 % African-American  <1 % Asian  95 % Caucasian  <1 % Hispanic

      2 ___ % Other (Specify) (Bi racial, Native American, Other)

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 112,000

11. Church Programming—Worship

   A. Worship Time
      8:30 a
      10:00 a

   Average Worship Attendance
      90
      231

   B. Frequency of communion celebration: 14 per year

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

   Liturgy is organized by our worship team, Teaching Elders, and our Interim Worship Director. Our musicians partake in music planning at both sites.
D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)

Variety

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

Legacy - Traditional, Bozeman - Blended

12. Church Programming—Sunday School
   A. Average attendance in Church School (under 18 years) 40-50
   B. Average attendance in Adult Education (Sunday) 6

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>Business of the church</td>
<td>7</td>
<td>1x/month</td>
<td>1</td>
</tr>
<tr>
<td>Deacons</td>
<td>Deacon reports/Assignments</td>
<td>11</td>
<td>4-6x/year</td>
<td>2</td>
</tr>
<tr>
<td>Worship</td>
<td>Worship Planning</td>
<td>4-6</td>
<td>1x/month</td>
<td>2</td>
</tr>
<tr>
<td>Finance Team</td>
<td>Finance</td>
<td>6</td>
<td>1x/month</td>
<td>2</td>
</tr>
<tr>
<td>Children's Ministry</td>
<td>Oversee Children's Ministry</td>
<td>5-6</td>
<td>1x/month</td>
<td>3</td>
</tr>
<tr>
<td>Student Ministry</td>
<td>Oversee Student Ministry</td>
<td>5-6</td>
<td>1x/month</td>
<td>3</td>
</tr>
<tr>
<td>Christian Education</td>
<td>Plan/Implement CE</td>
<td>5-6</td>
<td>1x/month</td>
<td>3</td>
</tr>
<tr>
<td>Mission</td>
<td>Missional Outreach</td>
<td>6</td>
<td>1x/month</td>
<td>3</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: $954,000.00  Last year’s annual budget: $1,054,000.00
   (Attach a copy of current budget)

2. Percentage of income received toward budget: 110 %

3. Amount contributed for year 2018 (most recent complete reporting year)
   A. EPC Per Member Asking $23.00
   B. EPC World Outreach Global Workers $6,000.00
   C. EPC Special Projects $________
   D. Presbytery Per Member Asking $18,000.00
   E. Other Missions/Missionaries $49,209.00

4. Property owned by church
   A. Describe buildings and property (other than manse).
      2 locations-
      1 Country Church - Seats ~100
      1 In-Town Church - Seats ~450

   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 ____________________________
6. Compensation:
   A. The salary range we are prepared to offer:
      | Position                  | $ DOE |
      |----------------------------|-------|
      | Associate Pastor of Worship|       |
      |                            | $     |
      |                            | $     |
      |                            | $     |
      |                            | $     |

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

---

EPC Church Information Form, 2019-09 Update
### 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</th>
<th></th>
<th>Goal</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agree</td>
<td>Disagree</td>
<td>Agree</td>
<td>Disagree</td>
</tr>
<tr>
<td>1. Supports the pastor.</td>
<td>☐ 1</td>
<td>☐ 2 ☐ 3 ☐ 4</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>2. Readily shares their gifts with the rest of the congregation.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>3. Places a high priority on sound biblical preaching.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>4. Gladly welcomes visitors and new members.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>5. Is involved in local evangelistic ministries.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>6. Is often found living their faith in their communities.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>7. Has a spirit of unity.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>8. Cares about each other.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>9. Looks to its Session for leadership.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>10. Ministers well to members who are hurting.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>11. Uses members’ gifts in its worship.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>12. Contains people willing and able to lead the congregation.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>13. Is capable of change when and where appropriate.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
<tr>
<td>14. Is spiritually alive.</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
</tr>
</tbody>
</table>
15. In what ways does your church participate in ecumenical activities?
*Love INC
*Zoe Care
*Mobile Soup Kitchen
*CRU
*Bible Study Fellowship
*Catapalooza

*VBS
*Moving Ministry
*Mountain View Care Facility
*West Gallatin Valley Pastors Assoc
*Prison Ministry
*Community Bible Study

16. Describe the strengths of your congregation.
Springhill is a church with historic roots, but a vibrant life. We believe our greatest strength is our resilience to the challenges we have experienced over the last several years. We credit this resilience to an ongoing commitment to living out God’s word together. Over the last decade, these challenges include rapid growth, site multiplication, moral failure of leadership, and declining growth. In the last year, by God’s grace, the church has made a significant recovery. We’ve recently reset our mission, vision, and values and restructured our local governance. In the last 6 months, we’ve seen spiritual and numerical growth across all measurements. We are an intergenerational church with a growing community of young families and a thriving children’s ministry.

17. List specific problems with which your congregation struggles.
Springhill is a growing church with a new sense of purpose and direction. However, we are also a church that continues to heal from previous wounds stemming from a failure of leadership. The church is now intentionally an elder driven church, with a team approach to ministry on all fronts in order to inoculate against future burnout/shortfalls. The elders and staff continue to work diligently in rebuilding and restoring trust. We’ve noted great progress in this area, but there is still much work to be done.

18. List major goals that the congregation has set for itself.
Our main goal at this time is implementing and aligning the new mission, vision, and core values that we have discerned together in Christ. This includes a new life groups initiative that is set for the Spring of 2020.
*Mission — “Building Authentic Community in Christ”
*Vision — “A church to call home, where relationships flourish, generations connect, neighbors are loved, for the glory of God.”
*Core Values — “We are a worshipping community, a broken people restored by Christ. We believe in the Word of God lived out as we build intentional relationship to serve others.”
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.
Pastor - Moral Failure in 2014

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

   If yes, Date completed ________________ January, 2020

   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?

We are prayerfully seeking an Associate Pastor who will lead in such a way that by their humility they would decrease in worship, such that God would increase.

The five key characteristics that we believe are vital in this role are:

1. Reformed Theology/Biblical Application
2. Discernment/Prayer
3. Strong Interpersonal Skills
4. Musical Ability/Band Leadership
5. Endurance
Part 5: Church History

1. What do you consider to be the three most important events in the history of your church?
   1. As the oldest church in the Gallatin Valley, Springhill Church was entirely abandoned in the 1970’s. However, the church reopened and experienced restoration in 1982.

   2. In 2014, Springhill grew from one site into a two site church under strong leadership that eventually led to moral failure and subsequent numerical decline.

   3. In the last year, the church has seen restoration and recovery from this and other leadership failures including a Baptism Sunday that led to 16 baptisms in one calendar year.

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 most interesting and challenging event in the last three years has been the recent re-visioning process led by our elders and visioning team. After 12 coffees/meetings with over 200 church members, and over a dozen local community leaders, the church prayerfully discerned a new direction. We’re excited to see how God will use us in the future to make an impact in our valley.
Part 6: Other Information

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

   Name: None - Newly created position
   Dates of Service:
   ________________________ to ________________________
   ________________________ to ________________________
   ________________________ to ________________________

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

   We see the Lord moving in our midst and are extremely optimistic about the future of Springhill. In the last year, we’ve paid off over $400,000 in debt to our building, we’ve seen an increase in our giving again, we’ve seen historic numbers of baptisms, and there is a renewed sense of outward focus into our valley that is catching fire. There are new sprouts of mission and ministry with a renewed sense of our calling together. However, Springhill is a church that is still healing and in need of strong and steady, yet compassionate leadership. Through our peaks and valleys, we trust in the Lordship of Christ both in our lives and in the life of Springhill Church.

   ________________________
   Clerk of Session

   ________________________
   Search Committee Chair

   ________________________ Date

   ________________________ 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