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 ________________________________
   Address ______________________________________
   __________________________________________________________________________________________
   Telephone (__) __________ Fax (__) ______________
   E-mail __________________________________________ Website _____________________________

2. Presbytery: _____________________________________________________________________________
   Presbytery Ministerial Committee Liaison ______________________________________________________

3. Search Committee Chairman ____________________________________
   Address ______________________________________
   __________________________________________________________________________________________
   E-mail __________________________________________ Telephone (__) __________

4. List all paid staff positions (use additional sheet if necessary)
   Pastor _____________________________________  □ Full time  □ Part time
   Secretary ____________________________________  □ Full time  □ Part time
   Treasurer ____________________________________  □ Full time  □ Part time
5. List all vacant positions

Position Available **Associate Pastor**

Date of Vacancy **Immediate**

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  |  Currently

   83            |  102

B. Number of family units

   52            |  63

C. Worship attendance

   57            |  80

7. Community Growth

   ✔ Increasing  □ Static  □ Declining

8. Profile of church members

A. Age:

   1.96 % 0-11  0.98 % 12-18  3.92 % 19-24  8.82 % 25-34

   9.80 % 35-49  26.47 % 50-64  48.04 % 65+

B. Occupation:

   1.96 % Business  4.90 % Professional  33.33 % Trades

   4.90 % Agriculture  7.84 % Stay-at-Home Parent  37.25 % Retired

   9.80 % Other (Please Specify)  **student**

C. Educational level of adults

   3.92 % some high school  68.63 % high school  22.58 % college  2.94 % graduate school

D. Percentage of members belonging to the congregation

   Less than one year  3.92 %

   5 years or less  23.53 %

   6-10 years  18.63 %

   10 years or more  53.92 %
9. Racial/Ethnic composition of:
   A. **Congregation**
      _____% African-American  _____% Asian  100% Caucasian  _____% Hispanic
      _____% Other (Specify)

   B. **Community** (within 5-mile radius of church)
      10% African-American  2% Asian  80% Caucasian  6% Hispanic
      2% 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 3000

11. Church Programming—Worship
    A. Worship Time  Average Worship Attendance
       11:00 am  80

       __________  ________________
       __________  ________________
       __________  ________________
       __________  ________________
       __________  ________________
       __________  ________________

    B. Frequency of communion celebration: 4-5 per year

    C. How are members involved in planning and participation in the liturgy/worship?
       hymn selection, choir song selection, children's message
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)

traditional

12. Church Programming—Sunday School
   A. Average attendance in Church School (under 18 years) 10
   B. Average attendance in Adult Education (Sunday) 53

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>Womens Circle</td>
<td>church and community service</td>
<td>20</td>
<td>1/mo</td>
<td>3</td>
</tr>
<tr>
<td>Deacons</td>
<td>church service</td>
<td>11</td>
<td>1/mo</td>
<td>3</td>
</tr>
<tr>
<td>Session</td>
<td>church leadership</td>
<td>6</td>
<td>1/m0</td>
<td>2</td>
</tr>
<tr>
<td>Wednesday Night Young People</td>
<td>christian fellowship/study</td>
<td>7</td>
<td>weekly</td>
<td>3</td>
</tr>
<tr>
<td>Basketball</td>
<td>recreation</td>
<td>13</td>
<td>weekly</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: $193,728.31  Last year's annual budget: $ 198,398.68
   (Attach a copy of current budget)

2. Percentage of income received toward budget: 100 %

3. Amount contributed for year 2019 (most recent complete reporting year)
   A. EPC Per Member Asking $ ____________________________
   B. EPC World Outreach Global Workers $ ____________________________
   C. EPC Special Projects $ ____________________________
   D. Presbytery Per Member Asking $ 1,500
   E. Other Missions/Missionaries $ 8,906

4. Property owned by church
   A. Describe buildings and property (other than manse).
      Sanctuary with attached Sunday School building and fellowship hall.
      Gym with kitchen and outdoor cooking facility
   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: Associate Pastor $ 48,000 (includes housing)

   Position: ___________________________ $ ______________________

   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

   4,800.00 Pension (minimum 10% gross effective salary)

   5,400.00 Medical insurance

   __________ Life insurance

   3,305.00 Social Security

   4,500.00 Travel/mileage

   1,000.00 Book allowance

   500.00 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*

<table>
<thead>
<tr>
<th>Our congregation...</th>
<th>Currently</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agree</td>
<td>Disagree</td>
</tr>
<tr>
<td>1. Supports the pastor.</td>
<td>1</td>
<td>2 3 4</td>
</tr>
<tr>
<td>2. Readily shares their gifts with the rest of the congregation.</td>
<td>1</td>
<td>2 3 4</td>
</tr>
<tr>
<td>3. Places a high priority on sound biblical preaching.</td>
<td>1</td>
<td>2 3 4</td>
</tr>
<tr>
<td>4. Gladly welcomes visitors and new members.</td>
<td>1</td>
<td>2 3 4</td>
</tr>
<tr>
<td>5. Is involved in local evangelistic ministries.</td>
<td>1</td>
<td>2 3 4</td>
</tr>
<tr>
<td>6. Is often found living their faith in their communities.</td>
<td>1</td>
<td>2 3 4</td>
</tr>
<tr>
<td>7. Has a spirit of unity.</td>
<td>1</td>
<td>2 3 4</td>
</tr>
<tr>
<td>8. Cares about each other.</td>
<td>1</td>
<td>2 3 4</td>
</tr>
<tr>
<td>9. Looks to its Session for leadership.</td>
<td>1</td>
<td>2 3 4</td>
</tr>
<tr>
<td>10. Ministers well to members who are hurting.</td>
<td>1</td>
<td>2 3 4</td>
</tr>
<tr>
<td>11. Uses members’ gifts in its worship.</td>
<td>1</td>
<td>2 3 4</td>
</tr>
<tr>
<td>12. Contains people willing and able to lead the congregation.</td>
<td>1</td>
<td>2 3 4</td>
</tr>
<tr>
<td>13. Is capable of change when and where appropriate.</td>
<td>1</td>
<td>2 3 4</td>
</tr>
<tr>
<td>14. Is spiritually alive.</td>
<td>1</td>
<td>2 3 4</td>
</tr>
</tbody>
</table>
15. In what ways does your church participate in ecumenical activities?
   Gospel Sings for Community
   Basketball, community attended
   Fellowship Fish fries, community invited
   Christian Women Society

16. Describe the strengths of your congregation.
   Desire to follow the Bible
   Strong prayer warriors
   Spirit filled worship
   Congregational unity
   Congregational and community caring

17. List specific problems with which your congregation struggles.
   Youth membership

18. List major goals that the congregation has set for itself.
   see attached
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 3/9/2017

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?
Minister to the congregation - Pastoral Care
Collaborative leadership
Visit the sick and homebound
Good Preacher
Good teacher
Spirit filled
Part 5: Church History

1. What do you consider to be the three most important events in the history of your church?
   Completion of new sanctuary
   Dissolution with PCUSA and association with EPC
   Paid off Mortgage

2. What do you consider to be the most interesting and challenging event in the life of your church in the last three years?
   PCUSA struggles with separation from PCUSA
Part 6: Other Information

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rev. David Vanderbilt</td>
<td>________________________________</td>
</tr>
<tr>
<td>Rev. Don Marshall</td>
<td>________________________________</td>
</tr>
<tr>
<td>Rev. Greg Weist</td>
<td>________________________________</td>
</tr>
</tbody>
</table>

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

 Sense of family & love fostered by presence of the Holy Spirit that simply cannot be understood by this document.

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

Clerk of Session Lorraine Davis Date 02/10/2020

Search Committee Chair Preston Wells Date 02/10/2020