



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.

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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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**Part 1: Church Information**

1. Church Name Valley Hope

Address 115 Rockdale Ave

Swannanoa, NC 28778

Telephone ( 828 ) 686-5716 Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail anthony@valleyhope.church Website valleyhope.church

2. Presbytery Central Carolina's

Presbytery Ministerial Committee Liaison Anthony Rodriguez

3. Search Committee Chairman Randy Stephens

Address 33 Maney View Lane

Black Mountain, NC 28711

E-mail stephens.randye@gmail.com

Telephone ( 678 ) 520-5561

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

Pastor  Full time  Part time

Operations/Family Ministry  Full time  Part time

Director of Children's Ministry  Full time  Part time

Director of Discipleship  Full time  Part time

Ministry Assistant  Full time  Part time

Children's Ministry Assistant  Full time  Part time

Youth Boys Ministry Assistant  Full time  Part time

Youth Girls Ministry Assistant  Full time  Part time

Ministry Assistant  Full time  Part time

Worship Director  Full time  Part time



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5. List all key volunteer positions

Children's ministry 24  
Teams (committees) 30  
Greeters/communion prep 20  
Deacons 5  
Session 7

6. List all vacant positions

Position Available Assistant Pastor Date of Vacancy 6/12/2024

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>100</u>	<u>180</u>
B. Number of family units	<u>35</u>	<u>85</u>
C. Worship attendance	<u>100</u>	<u>350</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

22 % 0-11    10 % 12-18    5 % 19-24    20 % 25-34  
23 % 35-49    10 % 50-64    10 % 65+



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**B. Occupation:**

15 % Business      15 % Professional      30 % Trades  
5 % Agriculture      20 % Stay-at-Home Parent      10 % Retired  
5 % Other (Please Specify) Ministries/Children's and Camps

**C. Educational level of adults**

\_\_\_\_ % some high school      15 % high school      75 % college      10 % graduate school

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

Less than one year 10 %  
5 years or less 50 %  
6-10 years 35 %  
10 years or more 5 %

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

**A. Congregation**

5 % African-American      0 % Asian      95 % Caucasian      \_\_\_\_ % Hispanic  
\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

5 % African-American      0 % Asian      63 % Caucasian      32 % Hispanic  
\_\_\_\_ % 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: ~15,000 immediately, Asheville 400,000+



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
9:00	250	Blended
11:00	125	Blended

B. Frequency of communion celebration: 104 (one per week, per service) per year

C. How are members involved in planning and participation in the liturgy/worship?  
~20 (musicians, volunteers, pastor, etc.)

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)  
Traditional liturgical format in non-traditional expression

E. Type of music used in worship (e.g., traditional, contemporary, variety)  
Mix of traditional and contemporary music based on leader

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 125
- B. Average attendance in Adult Education (Sunday): N/A
- C. Average involvement in Small Groups: 125



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*
Missions	Support Missionaries	6	6x/yr	3
Finance	Church Budget	4	4x/yr	3
Building	Plan for facility needs	5	3x/yr	3
Church life	Plan activities	5	3x/yr	3
Personnel	Support Staff	3	3x/yr	3
Women's	Events for women	2	2x/yr	3
Men's	Events for men	2	2x/yr	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: \$ 709K Last year's annual budget: \$ 463K  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 120.00 %



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

- A. EPC Percentage of Income \$ 4,455
- B. EPC World Outreach Global Workers \$ \_\_\_\_\_
- C. EPC Special Projects \$ \_\_\_\_\_
- D. Presbytery Per Member Asking/Percentage of Income \$ 5,570
- E. Other Missions/Missionaries \$ 42,900

4. Property owned by church

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

Sanctuary with some office space, Fellowship Hall with Kitchen and educational space. Contidion of all spaces is good.

B. Are your buildings adequate for your present program?  Yes  No

If no, please explain:

But only with two services on Sunday morning. Capacity of youth and children's programming stretches the limits of what we have.

C. Is a building program or capital project projected?  Yes  No

If yes, describe what, when, and projected cost

We are praying about and working toward a church plant.

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 \_\_\_\_\_



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5. Compensation:

A. The salary range we are prepared to offer:

Position: Operatons/Family Min \$ 55,000 to 70,000

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 Retirement Plan (minimum 10% gross effective salary)

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

\_\_\_\_\_ Life insurance

\_\_\_\_\_ Social Security

\_\_\_\_\_ Travel/mileage

\_\_\_\_\_ Book allowance

yes Study leave allowance (minimum 2 weeks)

4 weeks Annual vacation days (minimum 4 weeks)

4-6 Number of worship services per year for which pastor is provided relief (in addition to vacation and study leave)

Yes Sabbatical frequency and length 4+ wks every 7 years

\_\_\_\_\_ Other (Specify: \_\_\_\_\_)

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 checked="" 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. Is engaged in evangelism	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
7. Is often found living their faith in their communities	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
8. Has a spirit of unity	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Cares about each other	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
10. Is supportive of the Session and pastoral leadership	<input checked="" 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Uses members' gifts in worship	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
13. Contains people willing and able to lead the congregation	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
14. Is capable of change when and where appropriate	<input type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4

16. How are elders and deacons initially trained and equipped for ministry?  
*Vetted through the nomination and confirmation process. Trained for several months after nomination.*



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

Session meetings are in part dedicated to devotional message and prayer which are aimed at improving discipleship.

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

Participation in the CC Presbytery and regional network. External mission focus to support EPC missionaries from our church to locations around the world. Planning for and budgeting for a church plant. Not many strong relationships with other church bodies, though not from any intentional choice. Have approached a couple nearby churches for prayer groups and common activities, but only intermittently.

19. Describe the strengths of your congregation.

Community focused, giving heart, caring spirit, Christ centered desire.



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20. List specific problems with which your congregation struggles.

Desire/calling to be involved in leadership at VH. Many young Christians who lack spiritual depth or maturity. Just want to be there Sunday morning. Moving from volunteering to evangelism.

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

We desire to build vibrant, vulnerable communities that multiply transformed disciples. We'd most like to see this by being a multiplying church.

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



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

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

Yes     No

If yes, Date completed 6/2024

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

Initial "To see the Swannanoa Valley transformed by Jesus Christ"

Revised "Together cultivating communities that live out the life changing hope of Jesus Christ."



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

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

Authenticity  
Humility/Selflessness  
Community/Togetherness  
Hospitality/Generosity

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

Joyful Apprentice  
Gospel storyteller  
Faithful servant  
Intentional friend  
Missional/multiplication oriented

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

Pastoral  
Operations  
Family Ministries  
Staff member duties



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### **Part 5: Church History**

1. What do you consider to be the three most important events in the history of your church?

Founding, worship at a bar in Black Mountain

Growth, moving to multiple venues for worship. Black Mtn Childrens Home, Middle School, etc

Coming together with Swannanoa Valley PCA by their gifting the grounds and sanctuary to VH.

2. What do you consider to be the most interesting and challenging event in the life of your church in the last three years?

Coming through Covid together and closer for it.



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**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service
N/A	
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

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



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, email benefits@epc.org, or call 407-930-4267.

Clerk of Session Randy E. Stephens Date 6/15/2024

Search Committee Chair TBD Date