



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 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 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 Lancaster Presbyterian Church

Address 5461 Broadway

Lancaster, NY 14086

Telephone ( 716 ) 684-2277 Fax ( 716 ) 684-2446

E-mail office@l-p-c.org Website www.l-p-c.org

2. Presbytery: Presbytery of the Alleghenies

Presbytery Ministerial Committee Liaison Ed Carlsen VI

3. Search Committee Chairman Jack Manley

Address 135 Stony Rd.

Lancaster, NY 14086-1518

E-mail manleyjack@aol.com

Telephone ( 716 ) 472-3620

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

Rev. Dr. Kelly Negus - Senior Pastor  Full time  Part time

Marie Babcock - Administrative Assisstant  Full time  Part time

Mike Bishop - Sexton  Full time  Part time

Tom Carlsen Jr. - Sexton  Full time  Part time

Jessica Wander - Director of Music  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 Organist Date of Vacancy 5/5/2021

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>1-1-16 = 524</u>	<u>1-1-21 = 537</u>
B. Number of family units	<u>2016 = 255</u>	<u>2021 = 231</u>
C. Worship attendance	<u>198</u>	<u>178</u>

7. Community Growth  Increasing  Static  Declining

8. Profile of church members

A. Age:

3.1 % 0-11    11.7 % 12-18    9.6 % 19-24    7.4 % 25-34  
9.6 % 35-49    26.5 % 50-64    31.9 % 65+

B. Occupation:

17 % Business    19.1 % Professional    5.3 % Trades  
\_\_\_\_ % Agriculture    1 % Stay-at-Home Parent    35 % Retired  
\_\_\_\_ % Other (Please Specify) Student 19%; Part-time 21.1%; Healthcare 1%

C. Educational level of adults

8.5 % some high school    26.5 % high school    39.3 % college    25.5 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 6.3 %  
5 years or less 12.7 %  
6-10 years 7.4 %  
10 years or more 68 %



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9. Racial/Ethnic composition of:

A. **Congregation**

\_\_\_\_\_ % African-American 1 % Asian 99 % Caucasian \_\_\_\_\_ % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

2 % African-American .8 % Asian 96 % Caucasian \_\_\_\_\_ % Hispanic  
1.2 % 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 2010 = 41,709; 2020 = 43,400

11. Church Programming—Worship

A. **Worship Time**

**Average Worship Attendance**

8:30am

97

11:00am

81

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Frequency of communion celebration: monthly plus Maundy Thursday per year

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

Through an active Worship Committee facilitated by an active Elder



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D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)

8:30am is Traditional; 11am is Contemporary (Summer service alternates)

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

8:30am is Traditional; 11am is Contemporary (Summer service alternates)

**12. Church Programming—Sunday School**

A. Average attendance in Church School (under 18 years) 38

B. Average attendance in Adult Education (Sunday) 40

**13. Church Programming—Organizations/Committees**

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*
<b>Elders</b>	Teach and rule the congregation	<b>9</b>	<b>Mo.</b>	<b>2</b>
<b>Deacons</b>	Oversee Church Spiritual Wellness and Health	<b>13</b>	<b>Mo.</b>	<b>3</b>
<b>Trustees</b>	Oversee Church Plant and its assets	<b>11</b>	<b>Mo.</b>	<b>3</b>
<b>Finance</b>	Oversees Churches Finances and spending	<b>4</b>	<b>Mo.</b>	<b>3</b>
<b>Christian Ed</b>	Foster an understanding of Christian Faith	<b>5</b>	<b>Mo.</b>	<b>3</b>
<b>Worship</b>	Seek to order worship to the standard of the Word of God	<b>5</b>	<b>Mo.</b>	<b>1</b>
<b>Adult Ed</b>	Enable adults to learn Biblical knowledge	<b>4</b>	<b>Mo.</b>	<b>3</b>
<b>See Annual Report</b>	for remaining Committees			

\*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: \$ 456,000 Last year's annual budget: \$ 427,000  
(Attach a copy of current budget)

2. Percentage of income received toward budget: \_\_\_\_\_ 100 %

3. Amount contributed for year 2020 (most recent complete reporting year)

A. EPC Per Member Asking \$ 22.93

B. EPC World Outreach Global Workers \$ 7,200

C. EPC Special Projects \$ 0.00

D. Presbytery Per Member Asking \$ 3,828

E. Other Missions/Missionaries \$ 35,000

4. Property owned by church

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

Main church and attached educational building.

Potter's House; a former Elks Lodge across the street from the church.

Two houses adjacent houses that we currently rent out.

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 \_\_\_\_\_



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6. Compensation:

A. The salary range we are prepared to offer:

Position: Associate Pastor \$ 84,000 includes benefits

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

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

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

Position: N/A \$ \_\_\_\_\_ or \_\_\_\_\_ %

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

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

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

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

  X   Pension (minimum 10% gross effective salary)

  X   Medical insurance

       Life insurance

  X   Social Security

  X   Travel/mileage

  X   Book allowance

  X   Study leave allowance (minimum 2 weeks)

  X   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*

Our congregation...	Currently				Goal			
	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 type="checkbox"/> 1	<input checked="" 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 checked="" type="checkbox"/> 2	<input 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 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 type="checkbox"/> 1	<input checked="" 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 checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input 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 type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Looks to its Session for leadership.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Uses members' gifts in its worship.	<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
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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
14. Is spiritually alive.	<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





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

Lenten Services rotated between local community churches

National Day of Prayer

16. Describe the strengths of your congregation.

- Helping support 12+ local and international Mission organizations
- A lot of mature Christians - A strong core
- Biblically Sound
- Robust Financial Support
- Strong Youth Focus
- Post Graduate group remains stable

17. List specific problems with which your congregation struggles.

- Attracting families new to the community
- Lack of development of a strategic plan for the congregation
- Lack of follow-up, within 48 hours, of new visitors to the church
- Development of Young Leaders
- Improve conflict resolution methodology/process
- Decline of Youth Group attendance
- In 2019 LPC Senior Pastor Reverend Dr. Kelly Negus was diagnosed with Parkinsons disease. Pastor Kelly has been able to continue his pastoral duties with treatment.

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

- Develop Young Leaders
- Oversight of all Christian Education teaching through all ministries
- Spread the Good News of the Gospel:
  - > Family Ministry
  - > Discipleship Training
  - > Evangelism
  - > Community Outreach



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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 \_\_\_\_\_

If yes, attach copies of each statement or strategic plan the church has completed.



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

1. What five key characteristics, gifts, and/or skills should a person bring to the position?

1. Organizationally Matched (Biblically Aligned)
2. Trust Worthy in Character (genuine and consistent)
3. If married, spouse supported
4. Confident
5. Communicative
6. Universally Relational (with men, women, and families)



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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?

1. The termination/re-alignment from PCUSA to EPC on June 18, 2008.  
The congregation voted unanimously to withdraw from the Presbyterian Church of the USA denomination and to align themselves with the Evangelical Presbyterian Church.
2. Constuction of the Church (1832) along with multiple additions (1852), renovations (1925 & 2002), and acquisitions (1990) to what is now our current campus.
3. Celebration of 200 years of faithfully proclaiming the gospel in 2018!

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 challenging event in the past 3 years happened in 2020, when Lancaster Evangelical Presbyterian Church was forced to shut down Sunday services, weekly activities, and summer camp due to the breakout of the Covid-19 virus. 18 weeks of Sunday services and weekly activities were cancelled due to NY State regulations, preventing the congregation from meeting together, but not from encouraging and building up one another. The leadership and Pastor Kelly responded to the challenge by developing electronic meeting platforms (YouTube, Zoom) for the congregation to stay engaged, meet, and worship, while being homebound. The congregation responded by steadily supporting the mission of the church financially, resulting in an \$82,000 surplus at years end. When NY State allowed limited public gatherings in July, leadership quickly responded, developing a "Re-Opening" team that prepared the sanctuary and congregation to return to Sunday service. With the development of a Covid-19 vaccine in January of 2021, NY State removed gathering restrictions in May, allowing us to worship, meet, serve, encourage, and build up one another, once again. 2020 will be remembered as a year where we focused on God's sovereign nature, His control of all things, and His comfort in times of trouble.



**Part 6: Other Information**

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

Name	Dates of Service
<u>New position to the Church</u>	_____ to _____
_____	_____ to _____
_____	_____ to _____

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

- Prior to 2019, LPC had a position on staff titled Director of Youth and Family Ministry. The employee who fulfilled this role was not ordained but he was fully supporting our current Senior Pastor. Session, for various reasons unanimously voted in early 2020 to discontinue employment of this person. This action has caused some stress within the congregation. LPC is currently missing a key role to effectively lead our family ministry. In order to actively grow our congregation and provide efficient leadership, LPC is seeking an Associate Pastor. The expectation for this role is to work alongside and in partnership with our Senior Pastor.

- A strategic plan is currently in the development stages with Session.

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

Search Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

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)