



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. For more information or to send your posting, email 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 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





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Part 1: Church Information

1. Church Name Kirkmont Church

Address 3377 Shakertown Rd

Beavercreek, OH 45434

Telephone (937) 4268471 Fax (_____) _____

E-mail pastordan@kirkmont.org Website www.kirkmont.org

2. Presbytery Midwest

Presbytery Ministerial Committee Liaison NA

3. Search Committee Chairman Pastor Dan Borgelt

Address _____

E-mail pastordan@kirkmont.org

Telephone (320) 2927974

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

Lead Pastor Full time Part time

Assistant Pastor - Children Ministry Full time Part time

Office Manager Full time Part time

Worship Director Full time Part time

Finance Manager Full time Part time

Care and Small Group Coordinator Full time Part time

A/V and Facility Director Full time Part time

Preschool Director Full time Part time

Nursery Director Full time Part time

Youth Ministry Assistant Full time Part time



5. List all key volunteer positions

Are Deacons lead the majority of our volunteer teams. We have a deacon leading a group of volunteers in the following areas...

Meals Ministry, First Impressions, Offering and Attendance, Safety, Finance, Missions, Coffee/Fellowship.

We also have several volunteers working with our Praise Team, Children's Ministry, and Youth Ministry.

6. List all vacant positions

Position Available Assistant Pastor Youth Ministry Date of Vacancy 1/1/2024

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>275</u>	<u>350</u>

B. Number of family units _____

C. Worship attendance 325 475

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

_____ % 0-11 _____ % 12-18 _____ % 19-24 _____ % 25-34

_____ % 35-49 _____ % 50-64 _____ % 65+



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B. Occupation:

_____ % Business _____ % Professional _____ % Trades
_____ % Agriculture _____ % Stay-at-Home Parent _____ % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school _____ % high school _____ % college _____ % graduate school

D. Percentage of members belonging to the congregation

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

10. Racial/Ethnic composition of:

A. Congregation

_____ % African-American _____ % Asian _____ % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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

_____ % African-American _____ % Asian _____ % Caucasian _____ % 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: 45,000



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
9am	125	contemporary w/ some liturgy
1030am	350	contemporary w/ some liturgy

B. Frequency of communion celebration: 12 per year

C. How are members involved in planning and participation in the liturgy/worship?
The planning and execution of our services are done mostly by staff, we have praise team volunteers and a/v volunteers.

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)
We usually have some liturgical element in our service and we mix it up between things like the Lord's prayer, Apostle's Creed, WCF, right now we are walking through the Heidelberg Catechism. It's always presented casually.

E. Type of music used in worship (e.g., traditional, contemporary, variety)
Our two services are identical, our praise team leads the majority of the music at both services, they usually have a hymn as a part of their set of music. We have a choir director on staff that leads the a choir special music a couple of times a month.

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 110
- B. Average attendance in Adult Education (Sunday): 35
- C. Average involvement in Small Groups: 260



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*
Elder Board		9	24	1
Deacon Board		15	4	
Finance Team		5	6	

*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: \$ 1,383,904 Last year's annual budget: \$ 1,371,491
(Attach a copy of current budget)

2. Percentage of income received toward budget: 103.00 %



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

- A. EPC Percentage of Income \$ _____
- B. EPC World Outreach Global Workers \$ _____
- C. EPC Special Projects \$ _____
- D. Presbytery Per Member Asking/Percentage of Income \$ _____
- E. Other Missions/Missionaries \$ _____

4. Property owned by church

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

Our facility is on 11 acres and is about 30,000 square feet. We just raised 4.5 million in 2023 in order to build a 14,000 square foot Children's Ministry wing and multipurpose room/gymnasium - we expect construction to begin soon.

- B. Are your buildings adequate for your present program? Yes No
If no, please explain:
they will be after construction is complete. see above.

- C. Is a building program or capital project projected? Yes No
If yes, describe what, when, and projected cost
see above.

- D. Does the church own a manse? Yes No
Condition: Good Fair Poor # of Bedrooms 4
Pastor's Office/Study: In Church In Manse Not Provided
 Other lead pastor occupy's the manse



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5. Compensation:

A. The salary range we are prepared to offer:

Position: 60k salary and housing combined \$ _____

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

5,500 Retirement Plan (minimum 10% gross effective salary)

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

yes Life insurance

no Social Security

_____ Travel/mileage

_____ Book allowance

2weeks Study leave allowance (minimum 2 weeks)

4weeks 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)

_____ Sabbatical frequency and length _____

3750 Other (Specify: business account and study leave money)

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 type="checkbox"/> 1	<input checked="" 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 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 type="checkbox"/> 3	<input type="checkbox"/> 4
8. Has a spirit of unity	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Cares about each other	<input checked="" type="checkbox"/> 1	<input 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 type="checkbox"/> 3	<input type="checkbox"/> 4
14. 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
15. Is connected to and prayerful about what God is doing in the global church	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

16. How are elders and deacons initially trained and equipped for ministry?

We offer a annual leadership development training open to the congregation for anyone who would like to be considered for an officer opening in the church.



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

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

19. Describe the strengths of your congregation.

Kirkmont is a unified church, we are growing, multi-generational, focused on the great commission, have a staff that enjoys one another, a mature session.



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20. List specific problems with which your congregation struggles.

We are discerning right now whether or not we need to offer deeper discipleship opportunities beyond our growing small group ministry to ensure folks are discipled with a proper Biblical knowledge, world view, and personal evangelism.

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

We have a four fold vision

1) Outreach Expansion (we have made vast improvements in this area)

2) Service Expansion (having multiple growing services)

3) Facility Expansion (this is under way)

4) Location Expansion (we would love to grow through church planting/additional campus in the future)

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 _____

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

THE MISSION

Kirkmont exists to glorify God by loving everyone while worshipping Him alone.

THE VISION

To be a church that loves everyone while worshipping God alone, we follow these three steps:

1. Come for worship that is Christ-Centered, Bible based, relevant in style, and excellent in quality.
2. Connect to one another in small groups for Bible study, prayer, fellowship, and care.
3. Care for others by sharing Jesus, serving faithfully, and giving generously.



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Part 4: Leadership Expectations

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

[see job posting](#)

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

[see job posting](#)

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

[see job posting](#)



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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?

Kirkmont left the PCUSA in 2012 and hired their first EPC pastor in 2015.

We engaged in the GO Center.

Our 4.5 million dollar facility campital campaign

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

Covid - dealing with a variety of expectations and views from the congregation and amongst the elder board.



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Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service
NA _____	_____ to _____
_____	_____ to _____
_____	_____ to _____

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

The senior pastor has been at Kirkmont since it joined the EPC in 2015.



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 Ed Hermie Date 1/12/2024

Search Committee Chair Daniel Borgelt Date 1/12/2024