



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





5. List all vacant positions

Position Available Youth Minister Date of Vacancy 04/2021

Position Available Ministry Assistant (full time) Date of Vacancy new position

Position Available Production Manager Date of Vacancy new position

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>278</u>	<u>330</u>
B. Number of family units	<u>147</u>	<u>168</u>
C. Worship attendance	<u>250</u>	<u>233 in-person, 513 including streaming.</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

15 % 0-11 5 % 12-18 5 % 19-24 10 % 25-34
30 % 35-49 20 % 50-64 15 % 65+

B. Occupation:

30 % Business 30 % Professional 10 % Trades
0 % Agriculture 20 % Stay-at-Home Parent 10 % Retired
 % Other (Please Specify) _____

C. Educational level of adults

< 5 % some high school 10 % high school 55+ % college 25 % graduate

D. Percentage of members belonging to the congregation

Less than one year 10 %
5 years or less 90 %
6-10 years _____ %
10 years or more _____ %



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9. Racial/Ethnic composition of:

A. **Congregation**

5 % African-American _____ % Asian 90 % Caucasian _____ % Hispanic
5 % Other (Specify) _____

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

5 % African-American 5 % Asian 80 % Caucasian 5 % Hispanic
5 % 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 25,000

11. Church Programming—Worship

A. **Worship Time**

9:00 a.m.

10:30 a.m.

Average Worship Attendance

100 in person / 265 total

133 in person / 248 total

B. Frequency of communion celebration: 12-13 times per year

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

See attached.



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

Contemporary

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

Contemporary; please see www.kirkcrossing.com/livestream if interested

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 76

B. Average attendance in Adult Education (Sunday) n/a

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*
Session	spiritual formation & leadership; board of directors	7	monthly	1
Deacons	service	7		1
Administration Team	administrative matters delegated by session	6	monthly	3
Preschool Advisory Council	advise re: preschool matters	8		3
Nominating Committee	nominate leaders	6	periodic	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.



Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 1,147,187 Last year's annual budget: \$ 1,156,717
(Attach a copy of current budget)

2. Percentage of income received toward budget: 115% in 2020 %

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

- A. EPC Per Member Asking \$ 1,000
- B. EPC World Outreach Global Workers \$ 0
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking \$ 1,000
- E. Other Missions/Missionaries \$ 43,984

4. Property owned by church

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

Building that houses worship center, church offices, and preschool and 17 acres of vacant land surrounding the building.

B. Are your buildings adequate for your present program? Yes No
If no, please explain:

We do feel we could use more smaller meeting rooms to accommodate small groups and committee meetings.

C. Is a building program projected? Yes No
If yes, describe what, when, and projected cost

Minor interior renovations and improvements are planned, but no major building programs are foreseen.

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: \$75,000-\$90,000 (including housing, but before 6(D) benefits below.)
Position: Associate Pastor

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

10 _____ Pension (minimum 10% gross effective salary)

yes

_____ Medical insurance

yes

_____ Life insurance

yes

_____ Social Security

yes

_____ Travel/mileage

yes

_____ Book allowance

2 weeks

_____ Study leave allowance (minimum 2 weeks)

20 days

_____ Annual vacation days (minimum 4 weeks)

2

_____ 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 checked="" type="checkbox"/> 1	<input 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
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 checked="" type="checkbox"/> 1	<input 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 checked="" 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Is involved in local evangelistic ministries.	<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
6. 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	<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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Cares about each other.	<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
9. Looks to its Session for leadership.	<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
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 checked="" type="checkbox"/> 1	<input 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 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
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?

Kirk Crossing endeavors to be the hands and feet of Jesus in our community. Locally, Kirk Crossing participates with other churches at Christmas to provide presents to families in need, provides volunteers and the church facility for the Good Samaritan Medical Clinic which provides wellness visits for women who do not otherwise have access to this medical care, partners with Kirk of the Hills to provide Thanksgiving boxes for families in need, and partners with other local churches to assist with the local ministry of Mercy Mission. Prior to COVID, Kirk Crossing partnered with Kirk of the Hills on various short term mission trips around the world.

16. Describe the strengths of your congregation.

Location: Kirk Crossing is at the center of several growing suburban communities in the South Tulsa Metro: Glenpool, Jenks, Sapulpa, and South Tulsa.

Facility: In 2014, Kirk Crossing finished construction of a new facility on Highway 75. The facility was designed with growing families in mind to include space for youth, senior high, and adult programming.

Giving: Despite the unique challenges presented in 2020, the congregation exceeded its goals for giving and its income was 115% of the Church's annual budget.



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17. List specific problems with which your congregation struggles.

Kirk Crossing sometimes struggles to execute on visions and plans. For example, we have a small group ministry, some adult discipleship classes, and a mentor program, but there is not always the sense that these programs are working together and moving in the same direction.

We do not effectively follow up with new visitors. Most of our new members are already churched and already know the Lord.

Evangelism is a struggle for us, and it's our goal to implement an effective evangelism strategy to reach the lost.

Our youth ministry has never really flourished. It's not unusual for churches to welcome a new youth minister every few years, and we are no exception.

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

Kirk Crossing wants to more thoroughly resource the entire congregation for growth in Christ by curating and creating both print and multimedia resources, by supporting marriages and families through resources and learning opportunities, and by helping foster an increased biblical worldview among all who attend.

Kirk Crossing wants to develop and implement a plan for connecting all who attend into an authentic, biblical community which is centered on small groups. Hiring an associate pastor is a key part of this goal.

Kirk Crossing wants to turn the Covid-necessitated worship livestream into a platform for outreach and connection with new people (or even the development of a new church community).

Kirk Crossing wants to develop and equip the congregation with tools to effectively and naturally engage in evangelism. Hiring an associate pastor is a key part of this goal.

Kirk Crossing is working to develop two new local missions: 1. a ministry to women experiencing crisis pregnancy and 2. an after-school ministry for community children to help them grow relationally, academically, and spiritually.



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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 2020, see attached Vision Statement.

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?

Kirk Crossing is looking for applicants with the following characteristics, gifts, and skills:

- 1) Genuine love for people and interest in others. Kirk Crossing is looking for a candidate with high emotional intelligence who cares for others and enjoys working with others. These are important characteristics for this position because one of the position's primary responsibilities will be administration of Kirk Crossing's small group and discipleship programs.
- 2) Motivating others. Kirk Crossing anticipates that this position will be responsible for working with lay leaders and lay volunteers involved in the church's various ministries. Consequently, Kirk Crossing is looking for a candidate who is strong at motivating others.
- 3) Administrative Skills. Kirk Crossing is looking for a candidate with strong administrative skills who can develop, organize, and implement new systems for missions, small groups, and discipleship.
- 4) Outgoing, energetic, and sense of humor. Because this position will be responsible for working with others, Kirk Crossing is looking for an outgoing candidate who is energized by working with others and comfortable developing relationships with members of different demographic backgrounds. The ideal candidate will have a passion for integrating individuals into the Body of Christ.
- 5) Preaching. Kirk Crossing anticipates that this position will be responsible for preaching 6-8 times per year. The ideal candidate will be a comfortable public speaker with preaching experience.



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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?

Considering that Kirk Crossing has only been an independent EPC church for less than two years, we have had many important events in the life of our church. In 2010, Kirk Crossing began meeting at a school as an expansion of a local church's ministry (second campus) which meant being mobile and meeting in a school.

The decision to become an independent church, apart from our parent church, was one filled with many emotions. Throughout the process and to the present, we have seen, and continue to see, God's faithfulness in our church and its people. We maintain a good relationship with our parent church and continue to serve our community together through various mission work.

COVID pushed us to step out of our comfort zone and try new things:

- Within a matter of weeks, we implemented a high-quality live streaming worship on Sunday mornings along with virtual options for our kids' and youth programs.
- We held a virtual VBS where there was a live stream video for families.
- In October, we hosted a drive-thru "Trunk 'n Treat" where over 500 cars drove through for kids to get treats from each trunk.
- The Kirk Crossing congregation came together to set money aside for Crossing Assist, money used for specific needs of families during difficult times.

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

Having become an independent congregation within the last two years, Kirk Crossing is still in the process of building out key aspects of church structure and culture, including discipleship and missions.



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Part 6: Other Information

1. List the last three individuals who held the position of Not Applicable - new position.

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

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

Kirk Crossing is a new church planted 10 years ago by Kirk of the Hills, an established EPC church in South Tulsa. Due to its origin as a church plant, Kirk Crossing’s congregation includes members with deep relationships who were actively involved in the church plant, as well as many newer members and families who have joined since the 2014 opening of the facility.

During the week, Kirk Crossing Preschool operates at the facility. The students at the preschool range from infant to transitional kindergarten. The preschool has 9 total classrooms that students occupy five days a week. There are a total of about 160 students enrolled with about 117 students there on a daily basis. The preschool has been successful from the start and continues to grow each year. It is a key ministry/outreach to our members and our community.

Kirk Crossing believes its new facility and location are helpful resources in reaching members of the surrounding growing suburbs. The new facility provides opportunities for growth without causing financial strain to the congregation. The facility sits on 17 acres, which provides the opportunity for growth.

Kirk Crossing’s congregation has shown significant commitment to volunteer and leadership opportunities, and is looking for an assistant pastor to assist with administrative responsibilities that will help to provide members with opportunities to serve the church and community.

Clerk of Session Law Ward Date July 7, 2021

Search Committee Chair _____ 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



At Kirk Crossing, we are ALL IN.

First and foremost, this is an expression of commitment to Jesus Christ as both our Savior and our Lord. He is the One who has saved us and He is the One who guides and directs our lives.

ALL IN also expresses our desire that all who attend Kirk Crossing be found:

- **IN CHRIST:** growing in their relationship with Jesus Christ
- **IN COMMUNITY:** connected in authentic discipleship relationships with others
- **IN THE WORLD:** engaged in Gospel ministry locally and to the ends of the earth

To this end we are currently working on several ministry initiatives:

- To deepen and enhance our corporate worship services so that God is more fully glorified
- To create a 'discipleship pathway' and better resource our congregation for growth in Christ
- To develop a comprehensive strategy for connecting all who attend in community and mission
- To grow an after-school ministry for kids in our community who are most at risk for falling behind in school so they can thrive academically, relationally, and spiritually
- To minister to women in crisis pregnancy so they will be fully nurtured and supported on their journey to parenthood
- To broaden our community impact through assisting our neighbors in need, financially and materially
- To fully support and personally engage in the ministries of our worldwide Gospel partners