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: Covenant Evangelical Presbyterian Church
   Address: 263 East State St.
   Sharon, PA 16146
   Telephone: (724) 981-3535
   Fax: (___)
   E-mail: rick@covenantsharon.org
   Website: covenant.sharon.org

2. Presbytery: Alleghenies
   Presbytery Ministerial Committee Liaison

3. Search Committee Chairman: Ryan Zippie
   Address: 3746 Mount Hickory Blvd.
   Hermitage, PA 16148
   E-mail: rdzippie@gmail.com
   Telephone: (724) 813-1556

4. List all paid staff positions (use additional sheet if necessary)
   Pastor
   Church Administrator
   *Director of Student and Family Ministry
   Accompanist
   Nursery Director
   Summer's Best 2 Weeks Director
   Maintenance Director

   *this is the position being offered only as an Assistant Pastor role
5. List all vacant positions

Position Available: Assistant Pastor for Youth and Family Date of Vacancy: May 1, 2020

Position Available: ___________________________ Date of Vacancy: __________

Position Available: ___________________________ Date of Vacancy: __________

6. Membership (state approximate numbers and percentages)

<table>
<thead>
<tr>
<th>Five years ago</th>
<th>Currently</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Number of church members</td>
<td>464</td>
</tr>
<tr>
<td>B. Number of family units</td>
<td>121</td>
</tr>
<tr>
<td>C. Worship attendance</td>
<td>207</td>
</tr>
</tbody>
</table>

7. Community Growth
   □ Increasing   ✔ Static   □ Declining

8. Profile of church members

A. Age:
   0 % 0-11
   17 % 35-49
   2 % 12-18
   26 % 50-64
   2 % 19-24
   43 % 65+
   10 % 25-34

B. Occupation:
   16 % Business
   0 % Agriculture
   28 % Professional
   1 % Stay-at-Home Parent
   39 % Retired
   7 % Trades

C. Educational level of adults
   4 % some high school
   44 % high school
   47 % college
   5 % graduate school

D. Percentage of members belonging to the congregation
   Less than one year 4 %
   5 years or less 16 %
   6-10 years 15 %
   10 years or more 65 %
9. Racial/Ethnic composition of:
   A. **Congregation**
      1 ____ % African-American 0 ____ % Asian 99 ____ % Caucasian 0 ____ % Hispanic
      ____ % Other (Specify) __________________________________________
   B. **Community** (within 5-mile radius of church)
      30 ____ % African-American 0 ____ % Asian 65 ____ % Caucasian 5 ____ % Hispanic
      ____ % 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 5,000 in Sharon; 15,000 in surrounding area

11. Church Programming—Worship
   A. Worship Time  Average Worship Attendance
      10:30  190
      ________  ________
      ________  ________
      ________  ________
      ________  ________
      ________  ________
      ________  ________

   B. Frequency of communion celebration: 12 ___________ per year

   C. How are members involved in planning and participation in the liturgy/worship?
      Oversight from a worship team, planning by pastor and music leadership
D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)

modern liturgical

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

blend

12. Church Programming—Sunday School
A. Average attendance in Church School (under 18 years)  \[ \text{NA} \]
B. Average attendance in Adult Education (Sunday)  \[ \text{NA} \]

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>Session</td>
<td>vision/shepherding/governing</td>
<td>10</td>
<td>monthly</td>
<td>1</td>
</tr>
<tr>
<td>Deacons</td>
<td>service and care</td>
<td>13</td>
<td>monthly</td>
<td>2</td>
</tr>
<tr>
<td>Implementation Team</td>
<td>vision/outreach</td>
<td>7</td>
<td>monthly</td>
<td>2</td>
</tr>
<tr>
<td>Mission</td>
<td>local and international mission</td>
<td>11</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Discipleship</td>
<td>small groups</td>
<td>7</td>
<td>quarterly</td>
<td>2</td>
</tr>
<tr>
<td>Worship</td>
<td>Sunday services</td>
<td>5</td>
<td>quarterly</td>
<td>2</td>
</tr>
<tr>
<td>Community</td>
<td>local outreach</td>
<td>12</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Property</td>
<td>facilities</td>
<td>5</td>
<td>as needed</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: $417,147
   Last year's annual budget: $412,500
   (Attach a copy of current budget)

2. Percentage of income received toward budget: 94% %

3. Amount contributed for year 2019 (most recent complete reporting year)
   A. EPC Per Member Asking $8,257
   B. EPC World Outreach Global Workers $
   C. EPC Special Projects $
   D. Presbytery Per Member Asking $4,487
   E. Other Missions/Missionaries $46,128

4. Property owned by church
   A. Describe buildings and property (other than manse).
      Large sanctuary, small sanctuary, multipurpose room with full kitchen, 3 level
      elevator, multiple meeting space and classroom, 7 offices, parking lot

   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
      Currently working with architects for major renovations

   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: Assistant Pastor for Youth and Family $ negotiable
      Position: ___________________________ $ ________________
      Position: ___________________________ $ ________________
      Position: ___________________________ $ ________________

   B. The average annual increase over the past three years is:
      Position: ___________________________ $ ________________ or 2% or ____%
      Position: ___________________________ $ ________________ or ____%
      Position: ___________________________ $ ________________ or ____%
      Position: ___________________________ $ ________________ or ____%

   C. Housing
      □ Housing Allowance
      □ Manse Only
      □ Either of the Above

   D. Benefits and expenses
      □ Pension (minimum 10% gross effective salary)
      □ Medical insurance
      □ Life insurance
      □ Social Security
      □ Travel/mileage
      □ Book allowance
      □ 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 Agree</th>
<th>Currently Disagree</th>
<th>Goal Agree</th>
<th>Goal Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Supports the pastor.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>2. Readily shares their gifts with the rest of the congregation.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>3. Places a high priority on sound biblical preaching.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>4. Gladly welcomes visitors and new members.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>5. Is involved in local evangelistic ministries.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>6. Is often found living their faith in their communities.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>7. Has a spirit of unity.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>8. Cares about each other.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>9. Looks to its Session for leadership.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>10. Ministers well to members who are hurting.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>11. Uses members’ gifts in its worship.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>12. Contains people willing and able to lead the congregation.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>13. Is capable of change when and where appropriate.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
<tr>
<td>14. Is spiritually alive.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td></td>
</tr>
</tbody>
</table>
15. In what ways does your church participate in ecumenical activities?
Serve community luncheon, host and lead a ecumenical Christmas Cantata, support local pregnancy center, run Summers Best 2 Weeks summer camp, participate in church softball league, support and host local Young Life meetings, support a men's local homeless shelter, partner with Presbytery of the Alleghenies in work in Sierra Leone.

16. Describe the strengths of your congregation.
Covenant Church nurtures a strong community atmosphere that is welcoming to new and current attendees. The church is a Gospel focused, Bible teaching, and mission oriented culture. We offer several avenues for involvement in local ministry to the unchurched. We are a loyal community, strong in prayer and desire for the salvation and growth of the Shenango Valley and the Lord's Kingdom. We have recently done a lot of work at reestablishing purpose and zeal to reach the lost.

17. List specific problems with which your congregation struggles.
Covenant struggles with getting more members plugged into ministry where they are gifted.
At times, has a difficult time embracing change.
We continue to struggle to reach young families
We have a vision for small group discipleship, but still working at getting more buy-in

18. List major goals that the congregation has set for itself.
To seek to reach out to the world, both locally and beyond to expand His kingdom
To strive to focus on worship services that are gospel centered and Biblically taught
To actively pursue initiatives that promote Biblical families
To engage people in intentional discipleship through small groups
To love our neighbors to which we are called to serve
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.

A senior pastor came to Covenant Church in the early 2000's who was later pursued by a previous church for the mishandling of funds ... he was dismissed by Covenant, disciplined by the Presbytery, and later restored to ministry!

21. Have you completed a mission statement, vision statement, and/or a strategic plan for your congregation?
   ■ Yes   ■ No

If yes, Date completed 2019

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?

Spiritually Mature - Covenant is seeking an Assistant Pastor having a knowledge of Scripture and holding to Reformed Theology who has a relationship with God as evidenced by a daily devotion time of prayer and studying the Scripture, as well as someone with the ability to apply that knowledge in their lives.

A Love for Kids and Families - This individual will exhibit a love for kids and families, as demonstrated by enjoying spending time with them and investing in their spiritual growth. This person will have the ability to apply an understanding of child development across various age groups.

Leadership (good communicator) - This individual will be an assertive team leader and effective communicator, both in ministry to youth and families, as well as in the process of equipping volunteers, initiating and fostering discussions and activities, delegating when necessary, and commanding the respect of others.

Organizational Skills/Experience - We are seeking an individual who demonstrates experience in their life of a range of organizational skills, including planning schedules and events, coordinating volunteers, and collaborating with staff.

Humble - This individual will exhibit humility: be willing to learn and grow, be receptive to constructive criticism from head of staff and personnel, be able to show vulnerability appropriate to the audience, and display a selfless desire to do what is best for the people of God, working only for the glory of God.
Part 5: Church History

1. What do you consider to be the three most important events in the history of your church?
   1. Leaving the PCUSA for the EPC
   2. The need/building of the new sanctuary in 1976
   3. The transition during the 1980's economic downturn in the Shenango Valley, and realignment of church resources due to large loss of congregants while maintaining a sustainable Gospel presence in the community.

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 departure of the last Senior Pastor and the transition to our current leadership in Rick Stauffer.
   The redevelopment of a mission for our church and increased attention to ministry to the neighborhoods around us!
   The beginning of a plan for renovations to a historic building
Part 6: Other Information

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Newell</td>
<td>2014 to 2020</td>
</tr>
<tr>
<td>Aaron Christy</td>
<td>2009 to 2014</td>
</tr>
</tbody>
</table>

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

Clerk of Session **Andrew Reading** Date **3/28/2020**

Search Committee Chair **Ryan Zippie** Date **3/28/2020**

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