



EPC

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





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Part 1: Church Information

1. Church Name Signal Mountain Presbyterian Church

Address 612 James Blvd

Telephone (423) 886-2190 Fax (423) 886-3977

E-mail info@signalpres.org Website www.signalpres.org

2. Presbytery: Southeast

Presbytery Ministerial Committee Liaison _____

3. Search Committee Chairman Don Drumm

Address 4202 Wilson Ave

Signal Mountain TN 37377

E-mail dondrumm@epbfi.com

Telephone (423) 886-6111

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

- | | | |
|---|---|---|
| <u>Sr Pastor</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Associate Pastor, Discipleship</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Associate Pastor, Family</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>2 Youth Directors</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>3 Children's Directors</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>3 Music Staff</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Director of Women's Discipleship</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Communications Director</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Church Administrator</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>see additional sheet</u> | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |

Signal Mountain Presbyterian Church Staff (continued from page 2)

| | |
|---------------------------------|-----------|
| Church Accountant | Full Time |
| Youth Intern (male) | Full Time |
| Youth Intern (female) | Full Time |
| Director of Building & Property | Full Time |
| Director of Technical Support | Full Time |
| Administrative Assistants (4) | Full Time |



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5. List all vacant positions

Position Available Associate Pastor, Cong. Care Date of Vacancy 2/1/21
 Position Available Executive Director Date of Vacancy 1/1/21
 Position Available Director, Women's Disc. Date of Vacancy 10/1/20

6. Membership (state approximate numbers and percentages)

| | Five years ago | Currently |
|-----------------------------|----------------|-------------|
| A. Number of church members | <u>1942</u> | <u>1501</u> |
| B. Number of family units | <u>780</u> | <u>650</u> |
| C. Worship attendance | <u>813</u> | <u>715</u> |

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

3 % 0-11 10 % 12-18 9 % 19-24 13 % 25-34
25 % 35-49 21 % 50-64 19 % 65+

B. Occupation:

25 % Business 25 % Professional _____ % Trades
 _____ % Agriculture 30 % Stay-at-Home Parent 20 % Retired
 _____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 2 % high school 60 % college 38 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 3 %
 5 years or less 20 %
 6-10 years 20 %
 10 years or more 57 %



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9. Racial/Ethnic composition of:

A. **Congregation**

_____ % African-American _____ % Asian 99.9 % Caucasian _____ % Hispanic
.1 % Other (Specify) _____

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

0.3 % African-American 0.8 % Asian 96.2 % Caucasian 1.6 % Hispanic
1.1 % 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 20,000 (Signal Mtn) 547,700 (metro area)

11. Church Programming—Worship

A. **Worship Time**

8:10

11:00

Average Worship Attendance

150

565

pre-COVID numbers &
schedule

B. Frequency of communion celebration: 12x _____ per year

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

Lay members serve in music leadership



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

Traditional reformed liturgy with contemporary prayers/confessions

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

variety

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 90

B. Average attendance in Adult Education (Sunday) 225

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 | Shepherding/Oversight | 27 | monthly | 2 |
| Diaconate | Sympathy/Service | 27 | monthly | 2 |
| Worship Cmte | Align worship w/ vision | 7 | monthly | 2 |
| Missions Cmte | Partner with global Church | 7 | monthly | 2 |
| Family Cmte | Equip families for ministry | 8 | monthly | 2 |
| Missional Living Cmte | Equip adults for mission | 7 | monthly | 2 |
| Discipleship Cmte | Engage adults in growth | 8 | monthly | 2 |
| Community Ministry Cmte | Engage community | 8 | monthly | 2 |

*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.



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Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 3,220,000 Last year's annual budget: \$ 3,220,000
(Attach a copy of current budget)

2. Percentage of income received toward budget: 103 %

3. Amount contributed for year 645,000 (most recent complete reporting year)

A. EPC Per Member Asking \$ 40,000

B. EPC World Outreach Global Workers \$ 20,000

C. EPC Special Projects \$ _____

D. Presbytery Per Member Asking \$ 36,000

E. Other Missions/Missionaries \$ 549,000

4. Property owned by church

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

In addition to the main church building, we own 3 adjacent homes - one is used as a missionary guest house, one for small group space, one for storage

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, Cong Care \$ TBD

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

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 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 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 |
| 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 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 |
| 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 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 |
| 11. Uses members' gifts in its worship. | <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 |
| 12. Contains people willing and able to lead the congregation. | <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 |
| 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 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 |



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

We support a wide range of local and national ministry partners across denominational lines

16. Describe the strengths of your congregation.

United in the authority of Scripture and strong Biblical teaching
Sense of community and unity within the body of Christ
Committed, strong core leadership
Healthy balance of age groups with vibrant children's and youth programs
Generous spirit – giving of money and talent
A strong history of faithful ministry

17. List specific problems with which your congregation struggles.

Worship attendance below desirable levels relative to membership
Willingness to adapt a history of faithful and fruitful ministry to a new context
Very much a picture of the "20% of the people do 80% of the work" adage
We tend towards a pastor/staff-centered view of ministry, including congregational care and mission
Lack of minority membership

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

To engage all of our people for mission in the home, neighborhood, workplace and world
To increase our current 22% missions giving by one percent annually until we reach 33% of our budget



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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.

A deacon was the subject of discipline in 2013, centered on doctrinal matters

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

Yes No 2019

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. A sincere love for the gospel, people & the local church
 2. An ability to care for people across a wide spectrum of generations
 3. A proven ability to train people to care for others
 4. A team player
 5. A Reformed, expository teacher and preacher of the Bible



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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?

- a. The founding of the church in 1929
- b. The church's move from the PCUSA to the EPC in 2007
- c. COVID-19

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

These last 3-5 years have been a time of transition in many ways – following a 26 year pastorate, in the midst of a changing community and demographic (trending younger), a year-long visioning process, and the abrupt changes forced upon us by COVID-19. Over these last three years the church has changed – often learning from our mistakes, but coming through with a sense of deepened humility, renewed vision and unshaken faith in the goodness of our Lord and Savior, Jesus Christ!



Part 6: Other Information

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

| Name | Dates of Service | |
|-------------------|------------------|----------|
| Margaret Ferguson | Jan 2011 | Jan 2021 |
| _____ | _____ | to _____ |
| _____ | _____ | to _____ |
| _____ | _____ | to _____ |

2. Describe any significant factors about the church not covered in previous questions.
 The following vision & values came out of our 2019 visioning process:

Vision for Ministry: Equip all people to live ordinary life as the faithful presence of Jesus' love

Enduring Values

Biblical Authority: We submit to the authority of Scripture.

Sacrificial Love: We care for, serve and pray for each other in costly ways.

Transformational Discipleship: We grow disciples through worship, preaching, and teaching in the context of relationships.

Generational Investment: We welcome the next generation for the sake of God's kingdom.

Missional Living: We embrace the call to do whatever it takes to ensure that everyone within our reach encounters the gospel.

Clerk of Session Tom Hayslett Date 2/11/21

Search Committee Chair Don Drumm Date 2/11/21

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