



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 Signal Mountain Presbyterian Church

Address 612 James Boulevard

Signal Mountain, TN 37377

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

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

2. Presbytery Southeast

Presbytery Ministerial Committee Liaison Ken Chivers

3. Search Committee Chairman Bob Berry

Address 3647 Walden Farms Road

Signal Mountain, TN 37377

E-mail bobberry625@gmail.com

Telephone (423) 305-4133

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

Senior Pastor Full time Part time

Associate Pastor of Discipleship Full time Part time

Executive Director Full time Part time

Director of Student Discipleship Full time Part time

Director of Community Life Full time Part time

Director of Women's Discipleship Full time Part time

Director of Support Services Full time Part time

Director of Kids Discipleship Full time Part time

Director of Music Ministry Full time Part time

Director of Informal Worship Full time Part time



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5. List all key volunteer positions

- Youth Discipleship Group Leaders and Teachers
- Children's Ministry Leaders and Teachers
- Men's and Women's Discipleship Leaders and Teachers
- Community Group Leaders
- Worship Shepherds
- Various Congregational Care Leaders and Helpers
- Hospitality Servers

6. List all vacant positions

- Position Available Assoc. Pastor for Family Ministries Date of Vacancy 11/1/24
- Position Available High School Youth Director Date of Vacancy 8/21/24
- Position Available Director of Men's Discipleship Date of Vacancy New

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>1,811</u>	<u>1,720</u>
B. Number of family units	<u>798</u>	<u>766</u>
C. Worship attendance	<u>630</u>	<u>699</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

1 % 0-11 12 % 12-18 11 % 19-24 13 % 25-34
22 % 35-49 17 % 50-64 24 % 65+



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B. Occupation:

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

C. Educational level of adults

1 % some high school 26 % high school 40 % college 33 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 2 %
5 years or less 23 %
6-10 years 15 %
10 years or more 60 %

10. Racial/Ethnic composition of:

A. Congregation

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

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

.4 % African-American .3 % Asian 95.5 % Caucasian .4 % Hispanic
3.4 % Other (Specify) Two or More

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: 25,776 (Signal Mountain) 580,971 (MSA)



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
9:00	263	Traditional
11:00	436	Non-traditional

B. Frequency of communion celebration: 12 per year

C. How are members involved in planning and participation in the liturgy/worship?
Members are part of the Worship Ministry Group charged with planning and aligning worship with our vision. Members also participate in music and often in prayers as well as the reading of Scripture.

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)
Traditional reformed liturgy with contemporary prayers and confessions.

E. Type of music used in worship (e.g., traditional, contemporary, variety)
Variety with 9A service more traditional and 11A more contemporary.

13. Ministry Programs

A. Average attendance in Church School (under 18 years): 450

B. Average attendance in Adult Education (Sunday): 120

C. Average involvement in Small Groups: 550 (some members > 1)



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*
Session	Shepherding & Oversight	25	Monthly	2
Diaconate	Sympathy & Service	22	Monthly	2
Worship Committee	Align Worship with Vision	5	Monthly	2
Missions Committee	Oversee Global Support	8	Monthly	2
Community Ministries	Oversee Community Support	5	Monthly	2
Stewardship Committee	Oversee Financials	7	Monthly	2
Property Committee	Oversee Property	7	Monthly	2
Discipleship Committee	Engage Adults in Growth	9	Monthly	2
Personnel Committee	Oversee HR	6	Monthly	2
Leadership Development	Identify & Train Officers	7	Monthly	2
Strategy Committee	Lead Strategic Plan	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.
4. A staff person takes primary initiative and responsibility.

Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 3,817,684 Last year's annual budget: \$ 3,665,336
(Attach a copy of current budget)

2. Percentage of income received toward budget: 103.9 %



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

- A. EPC Percentage of Income \$ 40,000
- B. EPC World Outreach Global Workers \$ 59,000
- C. EPC Special Projects \$ 22,000
- D. Presbytery Per Member Asking/Percentage of Income \$ 40,000
- E. Other Missions/Missionaries \$ 751,911

4. Property owned by church

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

Signal Pres has slightly over 100,000 square feet under roof. The main church building includes the primary sanctuary, the original chapel, a youth wing, music suite, multiple classrooms, a kitchen as well as a dedicated area for nursery and day school operations. The campus includes three adjacent homes; one used for visiting missionaries and other guests, one primarily for small groups, and one for storage.

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

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

While it is very early in the process a long-range planning committee has been launched to study the facility needs of the church. With the explosive growth of Wednesday night student and children's ministry as well as a projected increase in community groups, there is a need for more space appropriate for smaller groups. Additionally, there is an opportunity to make the nursery more accessible as well as enhance the pre and post worship gathering area.

- 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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5. Compensation:

A. The salary range we are prepared to offer:

Position: Associate Pastor for Family Ministries \$ 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

- _____ Retirement Plan (minimum 10% gross effective salary)
- _____ Medical insurance (EPC medical coverage required for full-time TEs)
- _____ 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)
- _____ Sabbatical frequency and length Every seven years; approx. 3 months
- _____ Other (Specify: _____)

- 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
7. Is often found living their faith in their communities	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Has a spirit of unity	<input type="checkbox"/> 1	<input checked="" 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 checked="" type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
14. 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
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?

Members who have been identified as possessing the qualifications to serve as either an elder or deacon are invited to participate in a leadership development course. During this program, candidates learn about the life, faith, and work of the particular office. This training includes a review of the biblical requirements of the role, essential tenets of reformed theology, EPC governance and polity, and specific responsibilities and expectations. At the conclusion of this process, there is mutual discernment regarding each participant's call to be nominated for service.



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

Monthly meetings include content aimed at the ongoing discipling of our officers and recent topics include a study of baptism, deeper training in the Westminster Confession, as well as practical training on the role of shepherding.

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

Signal Pres supports over forty different community ministries, global missionaries, and mission entities including partners across denominational lines. Less formally, the extensive use of our building by multiple organizations fosters relationships with people active in other churches in our local community.

19. Describe the strengths of your congregation.

First and foremost, there is clear alignment regarding the authority of Scripture and a commitment to strong biblical preaching and teaching. Additionally, we enjoy the blessings of a multi-generational congregation with strong children's and student programs but also growing men's and women's discipleship initiatives as well as a vibrant senior adult ministry. To support this, we have a solid core of lay leaders and a significant number of engaged volunteers.

A strong sense of community and unity is evident within the body of Christ at Signal Pres. Importantly, our ministries, most notably Wednesday night children and student programs as well as our special needs offerings, are reaching non-members in our community.



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20. List specific problems with which your congregation struggles.

While this continues to improve, we have the challenge of increasing broad member engagement in regular worship attendance, participation in community groups and service opportunities. As part of this, we can still be very pastor, staff, and lay leader centric in performing congregational care and mission work. However, we have taken steps to address this including calling a Director of Community Life charged with rapidly expanding community groups and implementing a shepherding process where each member is assigned to a fold led by a Ruling Elder.

In part driven by relocation during the COVID pandemic, our community is changing and, given a long history of fruitful ministry, we can sometimes resist adapting to our new context. At the same time, our move to a less traditional format for our 11A service is an example of where we are growing in this ability.

Lastly, our membership lacks diversity. This is largely due to the demographics of our community but at the same time, we see this as a place to improve.

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

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.

In 2013, charges were brought against a deacon centered on doctrinal matters.

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

Yes No

If yes, Date completed 2019 with updates in 2023

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

Vision: 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.



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Part 4: Leadership Expectations

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

The ideal candidate is passionate about the sufficiency of Scripture and the glory of Jesus, is committed to regular practices that foster continual spiritual growth and embodies the qualifications of an elder as found in 1 Timothy 3: 1-7. This person is intellectually curious, particularly regarding the latest issues impacting families in our culture. Importantly, they have demonstrated resilience, persevering when ministry is difficult. They are self-motivated and a humble team player ready to do whatever is needed. While they are comfortable upfront, they do not need to be the center of attention.

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

1. Engaging personality that easily connects with all ages and personalities.
2. Disciple maker.
3. Effective and winsome teacher of the Word, both in large gatherings and small groups.
4. Proven ability to manage others, build followership, lead teams and coordinate initiatives and events.
5. Experience giving spiritual counsel to families as well as pre and post marital.

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

Leading Family Ministry at Signal Pres that currently serves over 500 kids and includes over 100 volunteers. Critical responsibilities include equipping ministry leaders, stewarding the ministry structure, and shepherding the families of the church.

Additionally, duties include assisting in worship, occasional preaching, pastoral care of the wider church, and serving on the staff leadership team.



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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 founding of the church in 1929
2. The church's dismissal from the PCUSA to the EPC in 2007.
3. 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?

Driven at least partially by relocations facilitated by the increase in remote work during the COVID pandemic, the Signal Mountain community is changing. New residents have moved from all over the country, bringing distinct perspectives and different faith histories (and in some cases, no history at all). While Signal is by no means diverse by most metrics, a traditional, more homogeneous community has become less so.

We are both excited and challenged by this dynamic, seeking to learn how to effectively minister in this new context while faithfully preserving the values that the Lord has used to bless us for almost 100 years. We sometimes succeed and sometimes fall short but overall, are humbled and inspired by how we see the Lord working through His Spirit in our midst!



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Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Andy Cornett</u>	<u>7/22/12</u>	to <u>11/1/24</u>
<u>Chris Robinson</u>	<u>2003</u>	to <u>2012</u>
<u>Jay Martin</u>	<u>1997</u>	to <u>2002</u>

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



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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 T.W. Francescon *J.W. Francescon Jr.* Date 12/9/25

Search Committee Chair Bob Berry *Bob Berry* Date 12/9/25

Signal Mountain Presbyterian Church
Church Information Form

Part 1: 4. Additional paid staff positions

Director of Support Services	Full Time
Hospitality Director	Full Time
Director of Technical Support	Full Time
Directors of Special Needs Ministries (2)	Part Time
Assistant Director of Music & Organist	Full Time
Director of Middle School	Full Time
Kids Ministry Specialists (2)	Full Time
Kids Ministry Specialist	Part Time
Church Administrator	Full Time
Ministry Coordinators (2)	Full Time
Ministry Coordinators (2)	Part Time
Congregational Care Coordinator	Part Time
Communications Coordinator	Full Time
Accountant	Part Time
Student Ministries Resident	Part Time
Special Needs Activities Coordinator	Part Time
Director of Day School	Part Time
Assistant Director of Day School	Part Time
Receptionist	Full Time