



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.

Contents

Part 1: Church Information

Part 4: Leadership Expectations

Part 2: Financial/Church Campus Information

Part 5: Church History

Part 3: Church Characteristics

Part 6: Other Information

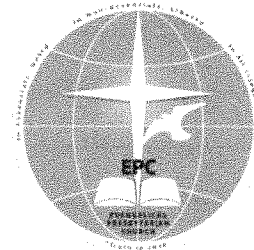
Please return completed form to:

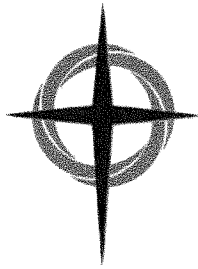
Evangelical Presbyterian Church
ATTN: OFFICE OF THE STATED CLERK
5850 T.G. Lee Blvd., Suite 510
Orlando, FL 32822

Phone: 407-930-4239

Fax: 407-930-4247

E-mail: info@epc.org



**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****5. List all key volunteer positions**

Safety Team
 AV Ministry
 Nursery
 Teachers
 Men's, Women's, Senior's Leaders
 Elders Deacons
 Praise Team Leaders

6. List all vacant positions

Position Available n/a Date of Vacancy _____

Position Available n/a Date of Vacancy _____

Position Available n/a Date of Vacancy _____

7. Membership (state approximate numbers and percentages)

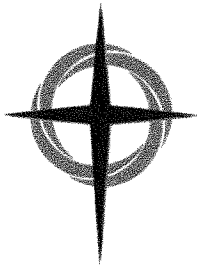
	Five years ago	Currently
A. Number of church members	<u>151</u>	<u>178</u>
B. Number of family units	<u>72</u>	<u>98</u>
C. Worship attendance	<u>158</u>	<u>175</u>

8. Community Growth ☒ Increasing ☐ Static ☐ Declining

9. Profile of church members

A. Age:

1 % 0-11 8 % 12-18 8 % 19-24 12 % 25-34
17 % 35-49 25 % 50-64 29 % 65+

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****B. Occupation:**

9 % Business 35 % Professional 3 % Trades
0 % Agriculture 7 % Stay-at-Home Parent 33 % Retired
11 % Other (Please Specify) Student

C. Educational level of adults

0 % some high school 42 % high school 47 % college 9 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 4 %
5 years or less 27 %
6-10 years 29 %
10 years or more 71 %

10. Racial/Ethnic composition of:**A. Congregation**

.02 % African-American 0 % Asian 99 % Caucasian .01 % Hispanic
0 % Other (Specify) n/a

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

.9 % African-American 0 % Asian 96.6 % Caucasian .2 % Hispanic
0 % Other (Specify) n/a

11. Community Setting (check as many as apply):

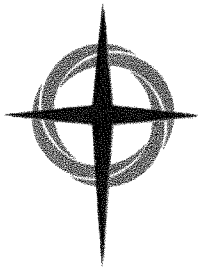
Location

☒ Rural ☐ Small Town ☐ Metropolitan ☐ Suburban ☐ Inner City

Function

☐ Industrial ☒ Agricultural ☐ Recreational ☐ Military ☐ College/University

Approximate population of community: 15,000



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>8:30 am</u>	<u>26</u>	<u>traditional</u>
<u>11:00 am</u>	<u>149</u>	<u>traditional</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

B. Frequency of communion celebration: 12 per year

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

8:30 Service: 10 (2 staff, pianist, hymn lead, 3 AV, 2 greaterers, attendance recorder, pastor)

11:00 Service: 32 (2 staff, pianist, hymn lead, 4 AV, 2 greaterers, 6 praise team, 4 ushers, 2 Junior Church teachers, 3 nursery workers, 4 prayer people, 3 finance team)

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

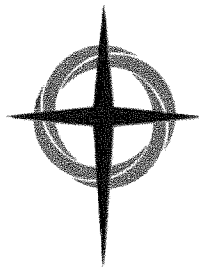
Traditional hymns with some contemporary praise songs

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

Traditional hymns with some contemporary priase songs

13. Ministry Programs

- | | |
|--|-----------|
| A. Average attendance in Church School (under 18 years): | <u>38</u> |
| B. Average attendance in Adult Education (Sunday): | <u>50</u> |
| C. Average involvement in Small Groups: | <u>40</u> |

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****14. Organizational Structure**

List major boards, committees, and organizations that are part of your church and frequency of meetings (monthly, weekly, etc.)

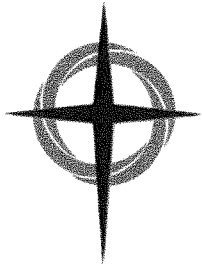
Name	Purpose of Group	Number of members	Frequency of meetings	Leadership Role*
Session	church leadership and oversight	9	monthly	1
Deacons	congregational care	7	quarterly	4
Staff Meeting	ongoing staff needs/concerns	3	weekly	1

*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: \$ 451,131 Last year's annual budget: \$ 398,372
(Attach a copy of current budget)
2. Percentage of income received toward budget: 117.40 %

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****3. Amount contributed for year (most recent complete reporting year)**

- A. EPC Percentage of Income \$ 3,600
- B. EPC World Outreach Global Workers \$ 4,750
- C. EPC Special Projects \$ 1,100
- D. Presbytery Per Member Asking/Percentage of Income \$ 3,750
- E. Other Missions/Missionaries \$ 34,944

4. Property owned by church**A. Describe buildings and property (other than manse), including condition.**

Main building (sitting on 5 acres) includes sanctuary with two wings, Sunday school rooms, AV, Fellowship Hall/Kitchen, lobby, bathrooms all in excellent condition. The building has been maintained as needed and even updated (eg. renovated bathrooms upstairs).
Office building (2,160 sq.ft. sitting on almost an acre) includes a lobby, 3 offices, 1 conference room, 2 bathrooms, a storage room, and a kitchen. The building has been maintained as needed.
Storage building (2,030 sq.ft. sitting on almost half an acre) includes storage for indoor and outdoor equipment and supplies. This building is not heated or cooled. There is no functioning bathroom.

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

In need of larger/more classroom spaces, larger youth room, and larger fellowship hall. Would like to add a pavilion outside to accomodate outdoor activities on campus.

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

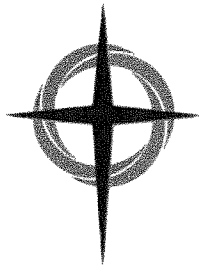
A building project or capital project is not currently projected, however this may be something Session addresses in the very near future.

- 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 in the office building on church campus

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****5. Compensation:****A. The salary range we are prepared to offer:**Position: Assistant Pastor \$ based on experience

Position: _____ \$ _____

Position: _____ \$ _____

B. The average annual increase over the past three years is:Position: Pastor \$ 4693 or 5.20 %Position: Music & Ministry Director \$ 3948 or 9.99 %Position: Office Manager \$ 1169 or 2.99 %

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 _____

_____ 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



A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. Is engaged in evangelism	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 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 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 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 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 type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
16. How are elders and deacons initially trained and equipped for ministry?				
Initial training through pastoral meeting to discuss respective roles and responsibilities				



A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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

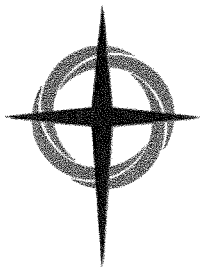
Ongoing discipleship of leaders takes place through various meetings, including retreats.

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

Located in a small town, rural setting, there are not a lot of ecumenical activities with churches partnering together.

19. Describe the strengths of your congregation.

Bible knowledge
Many gifted teachers
Servant-minded volunteers
Generationally diverse
Family feel/welcoming
Generous financially



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

20. List specific problems with which your congregation struggles.

Moving new attendees toward membership and involvement. Moving current attendees/members into deeper service.

Changing the culture of the church to include shepherding from elders vs. pastor-led shepherding.

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

Breaking the "200 Barrier"

Spiritual & numerical growth

Developing young leaders to assume leadership roles of aging congregants

Continued debt reduction

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



A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

If you answered "Yes" to either 22 or 23, please explain.

n/a

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

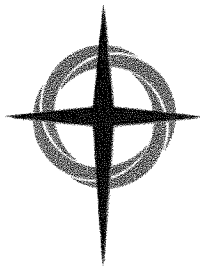
☒ Yes ☐ No

If yes, Date completed 3/2017

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

Mission: The Great Commandment and the Great Commission

Vision: Growing Faith, Strengthening Family, Serving Community



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 4: Leadership Expectations

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

Relatable
Personable to both children and adults
Family/community oriented
Excellent "people" skills
Self-directed
Self-initiator

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

Teach/Preach
Ability to lead groups
Service
Relational
Pastoral Care

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

Pastoral care including ministry to the grieving
Discipleship development
Lead Deacon Ministry
Pastor support



A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

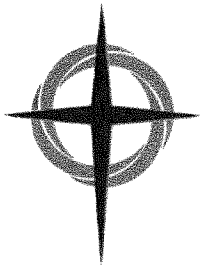
Part 5: Church History

1. What do you consider to be the three most important events in the history of your church?

1. Formation out of the Elkton Presbyterian Church in 1984. Moving from a house church into our own church building in 1994.
2. 2016 sudden resignation of our second pastor/hiring a third pastor
3. Navigating Covid

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

Helping the congregation stay connected even in the midst of varying views/opinions (e.g. Covid)
Growing the AV/technology ministry



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 6: Other Information

1. List the last three individuals who held this position

Name

Dates of Service

n/a

to

n/a

to

n/a

to

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

See job description



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  Date 2/28/24

Search Committee Chair Rev.  Date 2/28/24