



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](http://www.epc.org/mso). For more information or to send your posting, email [info@epc.org](mailto: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](mailto: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](mailto:info@epc.org)





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**Part 1: Church Information**

1. Church Name Community Church of Ephrata, WA (EPC)

Address 54 K Street, SE, P.O. Box 293,

Ephrata, WA 98823

Telephone ( 509 ) 754-6130 Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail cceonthehill@gmail.com Website ccephrata.org

2. Presbytery Presbytery of the Pacific Northwest

Presbytery Ministerial Committee Liaison Mike McCandless

3. Search Committee Chairman Glenn Knight

Address 19758 Saint andrews Drive NW

Soap Lake, WA 98851

E-mail kglisa@centurylink.net

Telephone ( 206 ) 390-7200

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

Pastor  Full time  Part time

Director of Congregational Ministry  Full time  Part time

Administrative Assistant and Communications  Full time  Part time

Hospitality and Administration  Full time  Part time

Finance Bookkeeper  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time



5. List all key volunteer positions

- Session
- Deacons
- Finance Committee
- Personnel Committee
- Worship Committee
- Mission Committee
- Property Committee
- Youth and Children's- Sunday School, Youth Group, Community Kids
- Hospitality - Greeters, Coffee, Offering Ushers
- Nursery Attendants

6. List all vacant positions

- Position Available Coodinator Children/Youth Date of Vacancy 8/15/2023
- Position Available Assistant Pastor Date of Vacancy 8/28/2018
- Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>170</u>	<u>147</u>
B. Number of family units	<u>100</u>	<u>132</u>
C. Worship attendance	<u>183</u>	<u>188</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

- A. Age:
- 9 % 0-11    11 % 12-18    5 % 19-24    5 % 25-34
- 9 % 35-49    22 % 50-64    39 % 65+



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**B. Occupation:**

15 % Business      20 % Professional      15 % Trades  
15 % Agriculture      15 % Stay-at-Home Parent      20 % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

100 % some high school      95 % high school      70 % college      10 % graduate school

**D. Percentage of members belonging to the congregation**

Less than one year 7 %  
5 years or less 20 %  
6-10 years 20 %  
10 years or more 53 %

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

**A. Congregation**

\_\_\_\_\_ % African-American      \_\_\_\_\_ % Asian      97 % Caucasian      \_\_\_\_\_ % Hispanic  
3 % Other (Specify) A mix of Russian/Ukrainian/Hispanic

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

1 % African-American      1 % Asian      74 % Caucasian      25 % Hispanic  
1 % Other (Specify) more than 1 race

**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: 8,500



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12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>9 am</u>	<u>185</u>	<u>Blended</u>
<u>                  </u>	<u>                  </u>	<u>                  </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?  
A worship committee chaired by the Lead Pastor meets once a month. Volunteers currently include a worship assistant, praise teams (bands) for music and Scripture reader during worship. We also have a team of volunteers who run sound and computer slides and sound booth during worship.

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)  
Blended. Our service follows a basic liturgical form with a contemporary feel.

E. Type of music used in worship (e.g., traditional, contemporary, variety)  
75% contemporary music  
25% Hymns  
We choose both choruses and hymns for theological depth and excellence of music.

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 20
- B. Average attendance in Adult Education (Sunday): 15
- C. Average involvement in Small Groups: 60



**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*
<b>Session</b>	<b>Shepherding</b>	<b>9</b>	Monthly	<b>1</b>
<b>Deacons</b>	Service, Care, support	<b>9</b>	Monthly	<b>3</b>
Finance Committee	Manage budget/advise session	<b>5</b>	Monthly	<b>3</b>
Personnel Committee	Support staff leadership	<b>6</b>	Monthly	<b>2</b>
Worship Committee	Plan and organize worship services.	<b>7</b>	Monthly	<b>1</b>
Mission Committee	Mission support local/global	<b>10</b>	Monthly	<b>3</b>
Property Committee	Manage / maintain property	<b>6</b>	Monthly	<b>3</b>
Youth and Children's Committee	<b>Family ministry</b>	<b>6</b>	Monthly	<b>3</b>

\*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: \$ 513,919 Last year's annual budget: \$ 500,639  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 100.00 %



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

- A. EPC Percentage of Income \$ 4,600
- B. EPC World Outreach Global Workers \$ 13,115
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking/Percentage of Income \$ 4,500
- E. Other Missions/Missionaries \$ 63,493

4. Property owned by church

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

Main building (new 2012) and seperate youth building (renovated 2021)

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

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: Assistant Pastor \$ 75-95K salary/housing

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

EPC Standard Retirement Plan (minimum 10% gross effective salary)

EPC Standard Medical insurance (EPC medical coverage required for full-time TEs)

EPC Standard Life insurance

Per IRS Social Security

approx 2K Travel/mileage

approx 2K Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

4 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)

Yes Sabbatical frequency and length 3 months every 7 years

\_\_\_\_\_ 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 type="checkbox"/> 1	<input checked="" 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 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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 checked="" type="checkbox"/> 1	<input 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?
- potential leaders are invited to elder/deacon meetings.
  - potential leaders serve on committees
  - potential leaders meet intentionally with pastor
  - potential leaders read westminster
  - selected elders/deacons are trained with the EPC leader training guide
  - ongoing ministry workshops are provided by the Session and/or Pastor



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

We train elders to lead, teach and preach. In addition to Session meeting once per month, we have a "Shepherd Meeting" over lunch where we pray and train in ministry skills. Deacons join the Shepherd Meeting with elders periodically and train in their own monthly meeting.

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

Town pastor's fellowship once per month.  
We co-participate in prayer/worship events, a local youth conference and we support one another in VBS.

19. Describe the strengths of your congregation.

Friendly. Growing. Faithful. Strong core of Reformed believers who are not dependent on the pastor. The core families of our church have been together for decades. They maintain excellent relationships and readily welcome others.



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20. List specific problems with which your congregation struggles.

We live in a nominally Christian town. There is sometimes confusion when town values conflict with church values. For example, we are a culture that highly values the public school and sports. We have families that are overly busy. Our town does not do conflict well, we go along to get along. We have a strong LDS (Mormon) presence in town. The prevailing culture is to not make waves and get along.

Our congregation also struggles with getting out and standing out to witness and for evangelism. We are much more comfortable inviting people in and expecting the professionals to do the ministry.

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

Overall:

Excellence in FAMILY Ministry  
Excellence in LEADERSHIP Development  
Excellence in involving the congregation in OUTREACH.  
Excellence in CARE of our Congregation and community.

Some recent short-term goals have been met and set

1. Debt payoff. Completed Feb. 2024
2. Finish Entrance Portico in 2024 (making progress).
3. Hire Assistant Pastor and Youth/Children's Coordinator ASAP.

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.

One former deacon received written correction from Session and asked to resign from deaconate for failing to be peacable.

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

Yes     No

If yes, Date completed 7/2019

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

Pursue the TRIUNE GOD according to His vision of WORSHIP (Rev 5), by means of Christ's MISSION of evangelism and discipleship (Mt. 28). CCE has prayerfully decided on a specific strategy: F - L - O - C

Excellence in FAMILY Ministry.

Excellence in LEADERSHIP development.

Excellence in involving the congregation in OUTREACH.

Excellence in CARE of our congregation and community.



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#### **Part 4: Leadership Expectations**

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

Christ-likeness

Devotionally committed to the Word of God

A life that gives evidence of the Holy Spirit, humble, teachable and empowered.

BOTH Self-starter AND Team Player

Mature

Tough

Honest

Organized

Passionate and relational with people of all ages.

Able to apologize, receive apologies and move forward.

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

Preaching/teaching ability.

Highly skilled at relating to and enjoying people of all ages.

Strong leadership - Team building, management, coaching, development.

Organized.

Able to work on a team.

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

All aspects of shared pastoring of a multi-generational congregation (preaching, sacraments, visitation, team leadership, teaching all ages, pastoral care of volunteers). Overseeing/administration of youth and children's program. Support the leadership of Session and Lead Pastor.



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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?

Break with PCUSA - 2005

Completing our building - phase 1 (2012) phase 2 (2016), mortgage payoff (2024)

Pastoral transitions (2012-2016) to pastoral stability (2016-current).

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

COVID recovery

building payoff / growing up our ministry beyond "mom and pop" style of governance.



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**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service
<u>Rev. Christopher Teague</u>	<u>8/2018</u> to <u>2/2021</u>
_____	_____ to _____
_____	_____ to _____

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



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 /s/ Everett Purrington Date 6/27/2024

Search Committee Chair /s/ Glenn Knight Date 6/28/24