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:** Westminster Presbyterian Church
   - **Address:** 1200 HWY 15 North
   - **Laurel, MS 39440**
   - **Telephone:** (601) 649-8033
   - **Fax:** (601) 649-8033
   - **E-mail:** mikeallenwpc@me.com
   - **Website:** wpclaurel.com

2. **Presbytery:** Gulf South
   - **Presbytery Ministerial Committee Liaison:** Henry Beck

3. **Search Committee Chairman:** Mike Allen
   - **Address:** 1200 HWY 15 North
   - **Laurel, MS 39440**
   - **Telephone:** (601) 323-8246
   - **E-mail:** mikeallenwpc@me.com

4. **List all paid staff positions (use additional sheet if necessary):**
   - **Pastor**
   - **Music Director**
   - **Children's Director**
   - **Executive Assitant**
   - **Director of Families and Youth**
   - **Nursery Director**
   - **Pianist**
   - **Musicians**
   - **Book Keeper**
   - **Facilitator**

   □ Full time  □ Part time
5. List all vacant positions

Position Available Director of Families and Youth Date of Vacancy June 2019
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>250</td>
</tr>
<tr>
<td>B. Number of family units</td>
<td>107</td>
</tr>
<tr>
<td>C. Worship attendance</td>
<td>150</td>
</tr>
</tbody>
</table>

7. Community Growth
   - Static

8. Profile of church members
   A. Age:
      - 10% 0-11
      - 10% 12-18
      - 5% 19-24
      - 18% 25-34
      - 25% 35-49
      - 17% 50-64
      - 15% 65+
   B. Occupation:
      - 30% Business
      - 36% Professional
      - 5% Trades
      - 0% Agriculture
      - 10% Stay-at-Home Parent
      - 9% Retired
      - Other (Please Specify)

   C. Educational level of adults
      - 0% some high school
      - 15% high school
      - 55% college
      - 300% graduate school

   D. Percentage of members belonging to the congregation
      - Less than one year 5%
      - 5 years or less 30%
      - 6-10 years 30%
      - 10 years or more 35%
9. Racial/Ethnic composition of:
   A. **Congregation**
      
      0% African-American  0% Asian  100% Caucasian  0% Hispanic

      ____% Other (Specify)_____________________________________________________

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

      61% African-American  1% Asian  30% Caucasian  8% 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 ________________________________

11. Church Programming—Worship

   A. Worship Time  Average Worship Attendance

      10:30am ___________  150 _______________

      ___________  _______________

      ___________  _______________

      ___________  _______________

      ___________  _______________

      ___________  _______________

B. Frequency of communion celebration: 52 ____________________________ per year

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

   choir, session, staff, teaching, Advent readers, mission reports __________________
D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)

traditional

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) 30
   B. Average attendance in Adult Education (Sunday) 100

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>Spiritual oversight</td>
<td>8</td>
<td>monthly</td>
<td>2</td>
</tr>
<tr>
<td>Diaconate</td>
<td>Physical oversight</td>
<td>6</td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Women in Ministry</td>
<td>compassion/disciple</td>
<td></td>
<td>monthly</td>
<td>3</td>
</tr>
<tr>
<td>Children Ministry</td>
<td>programs</td>
<td>8</td>
<td>prn</td>
<td>2</td>
</tr>
<tr>
<td>Youth Ministry</td>
<td>programs</td>
<td></td>
<td>prn</td>
<td>2</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: $900,000 Last year’s annual budget: $825,000
   (Attach a copy of current budget)

2. Percentage of income received toward budget: 110% %

3. Amount contributed for year $950,000 (most recent complete reporting year)
   A. EPC Per Member Asking $6,440
   B. EPC World Outreach Global Workers $30,000
   C. EPC Special Projects
   D. Presbytery Per Member Asking $4,500
   E. Other Missions/Missionaries $95,000

4. Property owned by church
   A. Describe buildings and property (other than manse).
      Worship center - 260 capacity,
      Family Life Center
      20 + classrooms
   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
6. Compensation:

A. The salary range we are prepared to offer:

| Position: Director of Families and Youth | $ 40-50K |
| Position: ____________________________ | $ ________________ |
| Position: ____________________________ | $ ________________ |
| Position: ____________________________ | $ ________________ |

B. The average annual increase over the past three years is:

| Position: All staff | $ ________________ or 3% |
| 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: 2 weeks vacation for non ordained staff)
### 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</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agree</td>
<td>Disagree</td>
</tr>
<tr>
<td>1. Supports the pastor.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</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>
</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>
</tr>
<tr>
<td>4. Gladly welcomes visitors and new members.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
</tr>
<tr>
<td>5. Is involved in local evangelistic ministries.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</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>
</tr>
<tr>
<td>7. Has a spirit of unity.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
</tr>
<tr>
<td>8. Cares about each other.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
</tr>
<tr>
<td>9. Looks to its Session for leadership.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</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>
</tr>
<tr>
<td>11. Uses members’ gifts in its worship.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</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>
</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>
</tr>
<tr>
<td>14. Is spiritually alive.</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
<td>□ 1 □ 2 □ 3 □ 4</td>
</tr>
</tbody>
</table>
15. In what ways does your church participate in ecumenical activities?
We partner with "Love in Action," Mason Elementary, Choices Clinic (abortion alternative - pro-life), local prison, “Dwell” (shelter for battered women/children), Christian Food Mission

16. Describe the strengths of your congregation.
Hospitality, generous, warm to visitors, biblically educated, mission minded

17. List specific problems with which your congregation struggles.
Volunteerism is not as strong as it could be
Struggle with complacency

18. List major goals that the congregation has set for itself.
We are always looking to improve and deepen our worship.
We are looking to be more missional in the community and around the world.
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.

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

☐ Yes  ☐ No

If yes, Date completed 2009

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?

   1. Discipleship
   2. Flexibility
   3. Teaching
   4. Self-motivating
   5. Team participation
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 USA denomination in the mid 80’s
   2. Building our current facilities with zero debt.
   3. Starting Laurel Christian School - largest Christian School in the area

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

   Westminster has seen a rapid growth in young families over the past 3 years.
Part 6: Other Information

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kory Duncan</td>
<td>2005 to 2013</td>
</tr>
<tr>
<td>Jeremy Britt</td>
<td>2013 to 2019</td>
</tr>
</tbody>
</table>

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

This is Westminster’s Mission-Purpose Statement:

Westminster Presbyterian Church is a covenant family of believers called by God to fulfill His purposes here in Laurel, and as a staging ground for worldwide kingdom growth where we seek to live out the Gospel of Jesus Christ – to fill the earth with disciples, subdue it redemptively for God’s glory, and worship Him joyfully. We are being redeemed and equipped by the Spirit to build up one another until the Lord returns.

Clerk of Session: John Carter

Date: July 30, 2019

Search Committee Chair: Mike Allen

Date: July 30, 2019

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