



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](mailto:info@epc.org)





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**Part 1: Church Information**

1. Church Name Westminster Presbyterian Church

Address 1200 HWY 15 North

Laurel, MS 39440

Telephone (601) 649-8033 Fax (      )                     

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

E-mail mikeallenwpc@me.com

Telephone (601) 323-8246

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

- |                                       |   |   |
|---------------------------------------|---|---|
| <u>Pastor</u>                         | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Music Director</u>                 | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Children's Director</u>            | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Executive Assitant</u>             | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Director of Families and Youth</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Nursery Director</u>               | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Pianist</u>                        | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Musicians</u>                      | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Book Keeper</u>                    | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Facilitator</u>                    | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |



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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)

	Five years ago	Currently
A. Number of church members	_____	<u>250</u>
B. Number of family units	_____	<u>107</u>
C. Worship attendance	_____	<u>150</u>

7. Community Growth  Increasing  Static  Declining

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    30 % 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 18,500 \_\_\_\_\_

11. Church Programming—Worship

A. Worship Time

10:30am  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Average Worship Attendance

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  
\_\_\_\_\_



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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)<sup>30</sup> \_\_\_\_\_

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.)

Name	Purpose of Group	Number of members	Frequency of meetings	Leadership Role*
Session	Spiritual oversight	8	monthly	2
Diaconate	Physical oversight	6	monthly	3
Women in Ministry	compassion/disciple		monthly	3
Children Ministry	programs	8	prn	2
Youth Ministry	programs		prn	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: \$ 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 \_\_\_\_\_



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6. Compensation:

A. The salary range we are prepared to offer:

Position: Director of Families and Youth \$ 40-50K

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)

X \_\_\_\_\_ Medical insurance

\_\_\_\_\_ Life insurance

X \_\_\_\_\_ Social Security

X \_\_\_\_\_ 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)

X \_\_\_\_\_ 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*

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 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
5. Is involved in local evangelistic ministries.	<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
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 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
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 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
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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. 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	<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 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
14. Is spiritually alive.	<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





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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.



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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.

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.



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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. Discipleship
2. Flexibility
3. Teaching
4. Self-motivating
5. Team participation



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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. 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

Name	Dates of Service	
<u>Kory Duncan</u>	<u>2005</u>	to <u>2013</u>
<u>Jeremy Britt</u>	<u>2013</u>	to <u>2019</u>
<u>_____</u>	<u>_____</u>	to <u>_____</u>

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*