



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**VACANCY AD GUIDELINES**

## **Guidelines for submitting an ad for an open ministry position**

### **REQUIRED**

- Church Name, City, State
- Title of position to be filled
- Position responsibilities
- Education, ordination, or other requirements
- Church Information Form (CIF) for Pastor vacancies (notify the Chair of your Presbytery Ministerial Committee prior to submitting the CIF for publication)
- How to apply:
  - What should a prospective candidate send you? (Personal Information Form, resume, sermon recordings, etc.)
  - Who should they send it to?
  - How should they send it? (It's best to provide both e-mail and "snail" mail options. Be sure to include the e-mail address and complete mailing address for whatever you choose to do.)

### **OPTIONAL**

- Describe your church and community
- Links to documents such as your Church Information Form or a complete position description (you can include the wording for the link in your draft and we will create the link when posting—something like "for more information about \_\_\_\_\_, view our Church Information Form.")
- Links to your social media pages or community websites
- Graphics (church logo, etc.) and photos