



**EPC**

*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 Fair Oaks Church

Address 11427 Fair Oaks Blvd.

Fair Oaks, CA 95628

Telephone ( 916 ) 967-4784 Fax ( 916 ) 961-7932

E-mail info@fairoaks.church Website https://fairoaks.church

2. Presbytery Presbytery of the Pacific Southwest; www.epcpops.org

Presbytery Ministerial Committee Liaison Mark Eshoff

3. Search Committee Chairman David Araldi

Address 4823 Shady Pine Lane

Fair Oaks, CA 95628

E-mail david.araldi@roberthalf.com

Telephone ( 916 ) 402-9415

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

- Senior Pastor  Full time  Part time
- Congregational Care Pastor  Full time  Part time
- Assistant Pastor of Family Ministries  Full time  Part time
- Communications & Connections Director  Full time  Part time
- Media Tech Director  Full time  Part time
- Facilities Director  Full time  Part time
- Worship Director  Full time  Part time
- Student Ministry Director  Full time  Part time
- Interim Kids Ministry Director  Full time  Part time
- Mission & Outreach Director  Full time  Part time



5. List all key volunteer positions

Additional Staff (from 4 above). Full-time: Senior Pastor Admin Assistant; Publicity and Graphics (x2); Facilities (x2); HR; Bookkeeper. Part-time: Kids Ministry assistant; Youth ministry assistant; reception; Facilities (x2); childcare providers (x8-12). In addition to our staff, all ministry departments have key volunteers and teams (commissions) who assist in the ministries, missions, programs, and operations of Fair Oaks Church.

6. List all vacant positions

Position Available Assistant Pastor of Family Min. Date of Vacancy new

Position Available Missions & Outreach Coord. Date of Vacancy 5/1/2024

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>1000</u>	<u>784</u>
B. Number of family units	<u>650</u>	<u>400</u>
C. Worship attendance	<u>700</u>	<u>505</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

8 % 0-11    15 % 12-18    2 % 19-24    15 % 25-34  
18 % 35-49    22 % 50-64    30 % 65+





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**B. Occupation:**

25 % Business      5 % Professional      10 % Trades  
5 % Agriculture      5 % Stay-at-Home Parent      30 % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

2 % some high school      98 % high school      90 % college      50 % graduate school

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

Less than one year 5 %  
5 years or less 25 %  
6-10 years 15 %  
10 years or more 55 %

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

**A. Congregation**

1 % African-American      3 % Asian      95 % Caucasian      1 % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

3 % African-American      5 % Asian      69 % Caucasian      16 % Hispanic  
7 % Other (Specify) two or more races

**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: 235000



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
9:00 am	300	Classic
10:30 am	205	Contemporary
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: 12 per year

C. How are members involved in planning and participation in the liturgy/worship?  
Through our Worship Commission

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)  
Two styles - Traditional and Contemporary

E. Type of music used in worship (e.g., traditional, contemporary, variety)  
Two styles - Traditional and Contemporary

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 85
- B. Average attendance in Adult Education (Sunday): 60
- C. Average involvement in Small Groups: it's complicated; 200+



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 Governance	10	Monthly	1
Worship	Worship Oversight	4	Monthly	2
Personnel	Personnel/HR Oversight	5	Monthly	2
Finance	Financial Oversight	10	Monthly	2
Buildings & Grounds	Bldg & Grounds Oversight	5	Monthly	3
Students	Students Oversight	5	Monthly	2
Kids	Kids Oversight	5	Monthly	3
Missions & Outreach	M & O Oversight	7	Monthly	3

\*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: \$ 2.3M Last year's annual budget: \$ 2.3M  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 95 %



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

- A. EPC Percentage of Income \$ 0
- B. EPC World Outreach Global Workers \$ 0
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking/Percentage of Income \$ 654 / mo
- E. Other Missions/Missionaries \$ 304k

4. Property owned by church

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

6 Buildings on 11 Acres. Worship Center 24,000 sq ft; Family Life center 26,000 sq ft; Kids & Youth Bldg 40,000 sq ft; Chapel 5,000 sq ft; Maintenance 5,000 sq. ft; Old Nelson Hall (old sanctuary) 10,000 sq ft.

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 of Family Min. \$ \$65,000 - \$85,000

Position: Missions & Outreach Coordinator \$ \$45,000 - \$65,000

Position: \_\_\_\_\_ \$ \_\_\_\_\_

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

Position: N/A \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

yes Retirement Plan (minimum 10% gross effective salary)

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

yes Life insurance

no Social Security

yes Travel/mileage

yes Book allowance

yes Study leave allowance (minimum 2 weeks)

yes Annual vacation days (minimum 4 weeks)

N/A Number of worship services per year for which pastor is provided relief (in addition to vacation and study leave)

yes Sabbatical frequency and length 5 years / 5 weeks (nonacrual)

\_\_\_\_\_ 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  1  2  3  4
- 2. Demonstrates love for the pastor and his/her family  1  2  3  4
- 3. Readily shares their gifts with the rest of the congregation  1  2  3  4
- 4. Places a high priority on sound biblical preaching  1  2  3  4
- 5. Effectively integrates newcomers  1  2  3  4
- 6. Is engaged in evangelism  1  2  3  4
- 7. Is often found living their faith in their communities  1  2  3  4
- 8. Has a spirit of unity  1  2  3  4
- 9. Cares about each other  1  2  3  4
- 10. Is supportive of the Session and pastoral leadership  1  2  3  4
- 11. Ministers well to members that are hurting  1  2  3  4
- 12. Uses members' gifts in worship  1  2  3  4
- 13. Contains people willing and able to lead the congregation  1  2  3  4
- 14. Is capable of change when and where appropriate  1  2  3  4
- 15. Is connected to and prayerful about what God is doing in the global church  1  2  3  4

16. How are elders and deacons initially trained and equipped for ministry?

We are actively working to restructure our process and timeline for nominations of officers and training of officers. Our current plan (2024) will be to provide one day training courses for our nominated classes of officers for training that has been provided to us by the Presbytery courtesy of Fremont Pres Church (Sacramento). We will also be working through the EPC Leadership Training guide with all of our current active officers in the coming year(s).



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

This is all being refocused and reworked under the leadership of our new Senior Pastor. Our Session is currently doing a book study together and prays weekly for our worship gatherings. Our Session will be engaging a year-long vision and focus project in '24-'25. Our Deacons are beginning a new era of operation as well - their leadership is shifting under a change in our Care Pastor position this summer (retirement of one of our TEs). We look forward to our plans for a "leadership pipeline" for leaders and officers at Fair Oaks Church as well as significant pastoral investment and ongoing training with our officers (active and inactive).

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

Fair Oaks Church is involved in the EPC and in connection to our presbytery partnerships. We are engaged in local service in partnership with other local churches at our Fair Oaks-Orangevale Food Bank, Community wide serving events such as Big Day of Service, our local homeless outreach Homeless Area Resource Team (HART), and mostly Winter Guest House along with other area churches. We financially support many local and global ministries, missionaries, and church plants.

19. Describe the strengths of your congregation.

Fair Oaks Church has a long history in our community spanning over 70 years. We have long-time, faithful, serving, generous church members.

We are a multi-generational church with 4-5 generations of people serving and worshipping together.

We have a strong commitment to reaching the next generation for Jesus.

In 2016, we opened our Kids & Youth building, dedicated to this purpose, with little remaining debt.

Fair Oaks Church is committed to engaging worship, Biblical preaching, and being a healthy church family, making disciples of Jesus so that everyone can flourish!





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20. List specific problems with which your congregation struggles.

We struggle with rebuilding relationships, community, and engagement, post-covid.

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

Continue to rebuild connection and invest more in our small group communities.  
Continue to reach and make disciples of the Next Generation and integrate them into the life, worship, and service in the broader church.  
Increase our investment in outreach and worship engagement for young adults.  
Continue to build deeper community relationships and continue to be FOR Fair Oaks.

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 deacon disciplined for his personal business practices.

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

Yes    No

If yes, Date completed 2018

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



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

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

A healthy, growing relationship with Jesus Christ.

Willingness to be humbly guided by the Holy Spirit in order to serve as a spiritual leader of the congregation.

Focused, reliable, attentive to detail and follow through. Hard working.

Disciplined in pursuit of spiritual health and personal/professional development.

Able to prioritize and model a healthy work/life balance for the good of the church and personal family.

Passionate about evangelism and reaching the unchurched people with the good news of Jesus Christ.

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

A dynamic leader, team-builder and team player who can create a healthy team culture.

Experienced in recruiting, developing, motivating and empowering others.

A self-starter who thrives in collaboration on a team.

An excellent communicator.

Able to deliver relevant, Biblical messages in a variety of settings/groups.

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

*\*see our Assistant Pastor of Family Ministries position description*



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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?

Fair Oaks Church has a rich history of God leading generations of people to follow Jesus Christ since 1952. It has always been a Jesus church, proclaiming the life-giving message of Christ and seeing generations of lives transformed by His grace. Since 2009, Fair Oaks has belonged to the EPC. Our church is a unique, multi-generational church family that values investing in the next generation. Fair Oaks Church strives to cultivate a community of love.

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!





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**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Donny Butkus</u>	<u>08/16/2023</u>	to <u>present</u>
<u>Josh Hall</u>	<u>01/01/2018</u>	to <u>9/1/22</u>
<u>Kirk Bottomly</u>	<u>09/01/2008</u>	to <u>12/31/17</u>

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](http://www.epc.org/benefits), email [benefits@epc.org](mailto:benefits@epc.org), or call 407-930-4267.

Clerk of Session *Lynne Pinkerton* Date *4/24/24*

Search Committee Chair *[Signature]* Date *4-23-24*