



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 1: Church Information

1. Church Name _____

Address _____

Telephone (_____) _____ Fax (_____) _____

E-mail _____ Website _____

2. Presbytery _____

Presbytery Ministerial Committee Liaison _____

3. Search Committee Chairman _____

Address _____

E-mail _____

Telephone (_____) _____

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

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

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☐ Full time ☐ Part time



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5. List all key volunteer positions

6. List all vacant positions

Position Available _____ Date of Vacancy _____

Position Available _____ Date of Vacancy _____

Position Available _____ Date of Vacancy _____

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	_____	_____
B. Number of family units	_____	_____
C. Worship attendance	_____	_____

8. Community Growth ☐ Increasing ☐ Static ☐ Declining

9. Profile of church members

A. Age:

_____ % 0-11 _____ % 12-18 _____ % 19-24 _____ % 25-34
_____ % 35-49 _____ % 50-64 _____ % 65+



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B. Occupation:

_____ % Business _____ % Professional _____ % Trades
_____ % Agriculture _____ % Stay-at-Home Parent _____ % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school _____ % high school _____ % college _____ % graduate school

D. Percentage of members belonging to the congregation

Less than one year _____ %
5 years or less _____ %
6-10 years _____ %
10 years or more _____ %

10. Racial/Ethnic composition of:

A. Congregation

_____ % African-American _____ % Asian _____ % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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

_____ % African-American _____ % Asian _____ % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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: _____



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12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: _____ per year

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

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)

E. Type of music used in worship (e.g., traditional, contemporary, variety)

13. Ministry Programs

A. Average attendance in Church School (under 18 years): _____

B. Average attendance in Adult Education (Sunday): _____

C. Average involvement in Small Groups: _____

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****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*

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

2. Percentage of income received toward budget: _____ %



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

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

4. Property owned by church

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

- B. Are your buildings adequate for your present program?
If no, please explain:

☐ Yes ☐ No

- C. Is a building program or capital project projected?
If yes, describe what, when, and projected cost

☐ Yes ☐ No

- 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: _____ \$ _____

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

_____ Retirement Plan (minimum 10% gross effective salary)

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

_____ 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)

_____ Sabbatical frequency and length _____

_____ 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 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 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
4. Places a high priority on sound biblical preaching	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Effectively integrates newcomers	<input type="checkbox"/> 1	<input 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 type="checkbox"/> 3	<input type="checkbox"/> 4
7. Is often found living their faith in their communities	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Has a spirit of unity	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Cares about each other	<input 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Ministers well to members that are hurting	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Uses members' gifts in worship	<input 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 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 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
16. How are elders and deacons initially trained and equipped for ministry?				



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

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

19. Describe the strengths of your congregation.



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20. List specific problems with which your congregation struggles.

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

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.

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

☐ Yes ☐ No

If yes, Date completed _____

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?

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

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

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



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Part 6: Other Information

1. List the last three individuals who held this position

Name

Dates of Service

_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

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



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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 _____ Date _____

Search Committee Chair _____ Date _____

Pastor Duties & Responsibilities

As a solo pastor and leader for First Presbyterian Church of Bainbridge, Georgia, this position is vital to the achievements of our vision for the fulfillment of our mission goals. We are seeking a pastor who can inspire not only the congregation, but also our community at large. We are seeking a pastor who is able to deliver dynamic messages that will motivate and encourage us individually, and corporately, to live out God's will on a daily basis. We desire a pastor who can present the Bible in a way that is applicable to our lives; and who is willing to meet each one of us, young and old, where we are so that we can take that message to our families and community spreading God's love and grace to all. We seek a Pastor who appreciates our history and traditions and at the same time is excited to lead us into the future through Bible based teaching and training, caring for and nurturing our congregation with empathy and compassion.

The pastor called to this position should be a graduate of a reputable theological seminary. The pastor should be devoted to continuous study and should be able to inspire us from the pulpit to live and grow as disciples and followers of Christ. The pastor should be able to advance the talents and capacities of individuals and groups in our church through active listening and support. We seek a pastor that is adept at relating to people of all ages. The called individual should possess a natural orientation towards getting people to work together and creating a strong sense of belonging among group's members.

Relationships are important to the congregation. We are seeking a pastor who is personable, compassionate, and approachable; a person who genuinely cares and is concerned for others. We seek a pastor who actively participates in church activities and community activities to build strong relationships. We would like this person to continue to work with the congregation to grow this church.

The pastor should appreciate the importance of working in cooperation with the Session to support good policy, practice, and procedure. The pastor must be a good decision-maker – someone who balances analysis, wisdom, experience, and judgment, and is aware of the implications of choices made. As such, the individual should be able to build solid relationships of trust and respect inside and outside of the congregation and engage people, organizations, and partners in developing goals, executing plans, and delivering results.

The responsibilities will encompass the complete ministry, outreach, and administration of the church. As solo pastor, the pastor will work in coordination with the Session and Ministries to oversee and lead all aspects of the church's ministry including but not limited to:

- Plan and lead worship
- Preach weekly service
- Coordinate with Choir Director music selections appropriate to worship service and message
- Teach Wednesday Evening Bible study
- Administer communion, perform Baptisms, weddings and funerals
- Oversee all outreach and evangelism
- Minister to the sick and home bound
- Lead home communion with aid of an elder
- Provide leadership of Sunday School programs, youth ministry, and small groups
- Oversee local, regional and global missions
- Serve as moderator of efficient Session meetings
- Provide proper training and support of Session members
- Motivate and guide staff in execution of duties
- Monitor staff performance and conduct regular review
- Build and facilitate significant community relationships