



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. For more information or to send your posting, email 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 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





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Part 1: Church Information

1. Church Name Trinity Presbyterian Church

Address 301 W. Broadway

Sparta, IL 62286

Telephone (618) 443-3134 Fax (_____) _____

E-mail _____ Website trinitysparta.church

2. Presbytery Rivers and Lakes

Presbytery Ministerial Committee Liaison David Goetz

3. Search Committee Chairman Melanie Bicket

Address 11418 Holloway Road

Sparta, IL 62286

E-mail tpschair@trinitysparta.church

Telephone (618) 922-4291

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

Pastor Full time Part time

Secretary Full time Part time

Organist Full time Part time

Pianist Full time Part time

Treasurer 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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5. List all key volunteer positions

- * Clerk of Session
- * Trustees
- * Women's Association
- * Nook Breakfast Ministry Coordinator
- * Committee Chairs: Administration, Worship, Christian Ed, Missions, Nominating
- * Tech Team

6. List all vacant positions

Position Available Pastor Date of Vacancy 4/1/2023

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	<u>80</u>	<u>73</u>
B. Number of family units	<u>44</u>	<u>43</u>
C. Worship attendance	<u>75</u>	<u>60</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

0 % 0-11 5 % 12-18 2 % 19-24 0 % 25-34
20 % 35-49 13 % 50-64 60 % 65+



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B. Occupation:

5 % Business 10 % Professional 10 % Trades
10 % Agriculture 5 % Stay-at-Home Parent 60 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 40 % high school 10 % college 10 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 5 %
5 years or less 10 %
6-10 years 10 %
10 years or more 80 %

10. Racial/Ethnic composition of:

A. Congregation

2 % African-American _____ % Asian 98 % Caucasian 2 % Hispanic
_____ % Other (Specify) _____

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

13 % African-American 1 % Asian 79 % Caucasian _____ % Hispanic
5 % Other (Specify) Mixed race

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: 4,000



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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: _____



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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 \$ PMA 1,587
- B. EPC World Outreach Global Workers \$3,000.00
- C. EPC Special Projects \$ _____
- D. **Presbytery Per Member Asking/**Percentage of Income \$ 1,173.00
- E. Other Missions/Missionaries \$ 1,000.00

4. Property owned by church

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

Two buildings with an enclosed breezeway connecting, sanctuary (400 capacity), offices, educational space, parlor, large fellowship space and room for clothes closet and Nook ministries downstairs.

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 **4**

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: **(PLEASE SEE ATTACHED TERMS OF CALL)** \$ _____

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.

1. Fellowship outside of church services, both with members of our church and other churches
2. Non-Traditional worship services (Although we see this area as improving with the addition of new elements).
3. Stewardship/Joyful Giving (An area which we believe will grow as the church moves forward with our goals and the installation of our new pastor).
4. Membership, especially with youth
5. Youth Programs; (for our growing youth membership we have no leader).
6. Evangelism; (This is an area where we are moving forward with training and tools).
7. Mission participation; (i.e., habitat for humanity, storm clean up, church camp assistance, etc.)
8. Sound technology for services, etc in the sanctuary.

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

1. Engaging in active Evangelism
2. Have a sanctuary filled with people worshipping God
3. Reaching out in Service, both in the local community and beyond
4. Develop a vibrant and growing youth program
5. Fellowship outside the church, (i.e. ice cream socials, Fall hayrides, pic nics)

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 3/2023

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

Please see attached documents.



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Part 4: Leadership Expectations

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

Spiritual Maturity
Family oriented
Integrity
Compassion; a generous and giving spirit
Joyful with the fruit of the spirit
A heart for Evangelism
Unbiased

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

1. Transparency in all things
2. A caring shepherd who is a good listener
3. Having a servants heart
4. Clear communicator, both in preaching and teaching
5. Engaged and connected to the congregation, adaptable in moving our goals as a church forward

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

Preach the word of God
Equip the congregation, delegating as needed with oversight of administration
Keeping regular office hours with an open door policy
Pastoral Care; visits to hospitals, nursing homes, funerals and grieving families
Visitation with the congregation in their homes
Visionary Leadership of the congregation
Being involved in the various fellowship, outreach and evangelistic activities of the church. Work alongside the congregation as a team player in the accomplishment of our goals.



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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. The church changed its affiliation from PC USA to the EPC in 2014

The economic downturn in the area with the closure of a main industry, the Comic Book Factory, and the closure of several area coal mines, which led to the following impacts:

2. The end of the associate pastor era (as the church could no longer afford several pastors). This in turn resulted in:

- a. Loss of the choir and eventually a live music program
- b. Reduction in community outreach
- c. Loss of a youth pastor
- d. Cancellation of mission and camp trips

3. The Boynton Fund, a trust set up by Dr. and Mrs. Boynton in the early 1900's, provides an annual monetary benefit to the church. This fund was used toward construction of Trinity's Christian Education Building in 1964 and the new sanctuary in 1971. The economic downturn has dramatically reduced the amount of money the fund has been able to provide.

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

Frustrations:

1. Pandemic
2. Splitting of the church with the departure of the last full time minister
3. Loss of youth group

Interesting:

1. Interim Pastor and his wife, who have provided wonderful ministering, leadership, and teaching
2. Church Services in the park



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Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
<u>David Hoffelmeyer</u>	<u>8/2016</u>	to <u>6/2021</u>
<u>Wayne P Barrett</u>	<u>9/2012</u>	to <u>2/2014</u>
<u>J. David Moody</u>	<u>5/2002</u>	to <u>10/2010</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, email benefits@epc.org, or call 407-930-4267.

Clerk of Session Melva Bonk Date

Search Committee Chair Melanie Bicket Date