





**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

5. List all vacant positions

Position Available Senior Pastor Date of Vacancy +/- 12/2024

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>106</u>	<u>88</u>
B. Number of family units	<u>71</u>	<u>65</u>
C. Worship attendance	<u>80</u>	<u>70</u>

7. Community Growth  Increasing  Static  Declining

8. Profile of church members

A. Age:

0 % 0-11 4 % 12-18 4 % 19-24 8 % 25-34  
7 % 35-49 15 % 50-64 55 % 65+

B. Occupation:

15 % Business 20 % Professional 10 % Trades  
0 % Agriculture 0 % Stay-at-Home Parent 55 % Retired  
0 % Other (Please Specify) \_\_\_\_\_

C. Educational level of adults

0 % some high school 3 % high school 72 % college 25 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 0 %  
5 years or less 9 %  
6-10 years 23 %  
10 years or more 68 %



9. Racial/Ethnic composition of:

A. Congregation

1 % African-American 1 % Asian 98 % Caucasian 0 % Hispanic  
0 % Other (Specify) \_\_\_\_\_

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

15 % African-American 1 % Asian 81 % Caucasian 3 % 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 300K EVV Region / 25K 5mi radius

11. Church Programming—Worship

A. Worship Time

9:00 AM

Average Worship Attendance

70

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Frequency of communion celebration: 12 per year

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

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

Variety of traditional and contemporary

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

Mostly contemporary

**12. Church Programming—Sunday School**

A. Average attendance in Church School (under 18 years) 10

B. Average attendance in Adult Education (Sunday) 30

**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*
Elders	Session / Visioning	7	Monthly	1
Deacons	Congregational Pastoral Care	9	Quarterly	2
Impacting the World	Missions Dispersements	6	Monthly	3
Worship Team	Planning Worship	6	Monthly	2
Personnel	Human Resources Mgmt	2	Quarterly	3
Finance Team	Budget / Finances	4	Monthly	3
Inviting Spaces	Building & Grounds Mgmt	4	Quarterly	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.



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**Part 2: Financial/Church Campus Information**

1. Current annual budget: \$ 288,000 Last year's annual budget: \$ 260,000  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 96 %

3. Amount contributed for year 27,500 (most recent complete reporting year)

- A. EPC Per Member Asking \$ 1800
- B. EPC World Outreach Global Workers \$ 2400
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking \$ 800
- E. Other Missions/Missionaries \$ 22,500

4. Property owned by church

A. Describe buildings and property (other than manse).

N/A, Currently Leasing from Oak Hill Bible Fellowship. Shared sanctuary, children's wing, gym & dedicated office space

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: Senior Pastor \$ 65-85K (Based on Experience;  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_ includes housing allowance;  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_ other benefits below)

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

Position: All Positions \$ \_\_\_\_\_ or 3 %  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

YES Pension (minimum 10% gross effective salary)  
YES Medical insurance  
YES Life insurance  
TBD 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)  
 \_\_\_\_\_ Other (Specify: \_\_\_\_\_)



### 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
4. Gladly welcomes visitors and new members.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
7. Has a spirit of unity.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input 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 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
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 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
12. Contains people willing and able to lead the congregation.	<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
13. Is capable of change when and where appropriate.	<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
14. Is spiritually alive.	<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



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

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16. Describe the strengths of your congregation.

17. List specific problems with which your congregation struggles.

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





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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.

In the past 25 years, there have only been a few occasions where an ordained leader has been privately confronted by the Pastor along with 1-2 other elders about situations or behaviors that were not consistent with the expectations/requirements of their office. In these cases, individuals would be asked to step aside from their ordained role and be counseled with the goal of resolving the issue and being restored to good standing.

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

Yes  No

If yes, Date completed July 2019

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?

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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?

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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 the position of \_\_\_\_\_

Name	Dates of Service	
David Mills	1994	to Current
Michael Chamberlain (Interim)	1992	to 1993
Richard Schecter	1975	to 1991

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

Clerk of Session Kristen Watson Date \_\_\_\_\_

Search Committee Chair Cheryl Kuchna Date \_\_\_\_\_

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)