

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.epconnect.org/mso. For more information or to send your posting, email mso@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



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

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

☐ Full time ☐ Part time

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+

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: _____

Suburb of Wichita, Kansas

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:	_____

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: _____ %

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 _____

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 | ☐ 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?

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.

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

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).

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

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)

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?

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.

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.epconnect.org/benefits, email benefits@epc.org, or call 407-930-4267.

Clerk of Session Saduf Dennis Date 7/20/26

Search Committee Chair Rehyn L. Schmitt Date 7/23/26



First Presbyterian Church Mission Statement

Living out our love for Jesus Christ:
we worship passionately; serve diligently;
love unconditionally and teach Biblically.

Position Description: Sr. Pastor

Fair Labor Standards Act FLSA Status: Exempt

Compensation Status: Full time Salaried position

Contact for Position: Mr. Rocklyn Schmidt



pastorsearchfpc@gmail.com



316.788.2831



505.710.5498

Overview: This ordained position has the primary responsibility of teaching and preaching God's word and leading the congregation in meaningful worship. In addition, this person should be called to shepherd the church and its congregation towards God's mission and the mission set forth by the First Presbyterian Church and work with session for the oversight of operations.

Accountability: To the Great Plains Presbytery, to the session through the Personnel Committee and to the Constitution of the Evangelical Presbyterian Church (EPC) and its governing Book of Order.

Characteristics & Responsibilities:

1. Model a Christ centered and Spirit-led life.
2. Plan for and lead Worship Services (Sundays and Special/Seasonal Services).
 - a. Prepare and deliver sermons which address the needs and nourish the faith of God's people.
 - b. Administer the Sacraments of the Church in coordination with the Worship Committee.
 - c. Work in conjunction with Church musicians.
3. Through Worship and by personal example, lead and challenge the members of First Presbyterian Church to strengthen their relationship with Jesus Christ as Lord and Savior.
4. With the session, oversee the administration of all aspects of the First Presbyterian Church.
 - a. Serve as the moderator of the session, assisting and guiding the decision-making processes of this governing board.

- b. Ensure that the session, staff, and members of First Presbyterian Church are conducting our church family life and ministries in accordance with God's Word and God's leading.
- 5. Exercise direct supervision over the Director of Youth and College Ministry, Director of Children and Adult Ministry, Administrative Assistant and general supervision over the Choir Director, Musician, and Praise Team Leader.
 - a. With the Personnel Committee in its annual/semiannual process of performance appraisal and salary review of each paid staff member.
- 6. Work in coordination with volunteers, in the ministries of the First Presbyterian Church, under the guidance of the session.
- 7. With all committees of session, the Sr. Pastor helps develop and oversee the process for the annual budget.
 - a. Assist in setting financial mission goals at the local, Presbytery, and General Assembly levels.
- 8. With the Mission and Evangelism Committees, assist in mission interpretation efforts and encourage the congregation to support the mission program beyond the local church, personally and financially.
- 9. Initiate the programs for Church membership care and growth:
 - a. Conduct classes for prospective members.
 - b. Provide leadership and oversight of written and spoken communication with the congregation and within the community.
 - c. Be available to collaborate with mentors who conduct and lead the Confirmation classes.
 - d. Teach classes for members of First Presbyterian Church to challenge and nurture their relationship with Jesus Christ as Lord and Savior.
 - e. Conduct marriage preparation consultations.
 - f. Officiate at weddings according to session policy at Pastor's discretion.
 - g. Officiate at funerals as requested.
 - h. Be available for bereavement counseling.
 - i. Be responsible for Pastoral visits to meet the needs of the sick, aged, and individuals with disabilities.
- 10. Conduct counseling sessions for concerns related but not limited to:
 - a. Spiritual
 - b. Personal
 - c. Marital
 - d. Moral

11. Participate in Derby Ministerial Association and local ecumenical interfaith activities.
12. Accept the responsibility of Presbytery membership and participate in its specialized ministries.
13. Develop and maintain a continuing program of personal growth and development.
14. Perform other Ministerial/Pastoral duties as required.

Primary Competencies and Abilities:

1. Commitment to discipleship.
2. Passion to Love, Preach, and Teach God's word.
3. Unwavering commitment to God, spiritual growth, worship, and prayer.
4. Commitment to missions, outreach, and evangelism.
5. Proven leadership abilities and management skills.
6. Effective communication and personal relationship skills.
7. Ability to develop and nurture a team who acts on God's leading.
8. Must be ordainable in the Evangelical Presbyterian Church (EPC).

Physical Requirements:

The physical requirements are representative of those that must be met by an employee to successfully perform the essential functions to this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally required to carry or lift items up to twenty-five pounds.
- Occasionally performs activities that require bending and reaching, squatting, balancing and trunk twisting throughout the day.
- Constantly able to communicate verbally and in written form.
- Frequently able to use vision for viewing computer monitors and written materials.

Working Environment/Conditions:

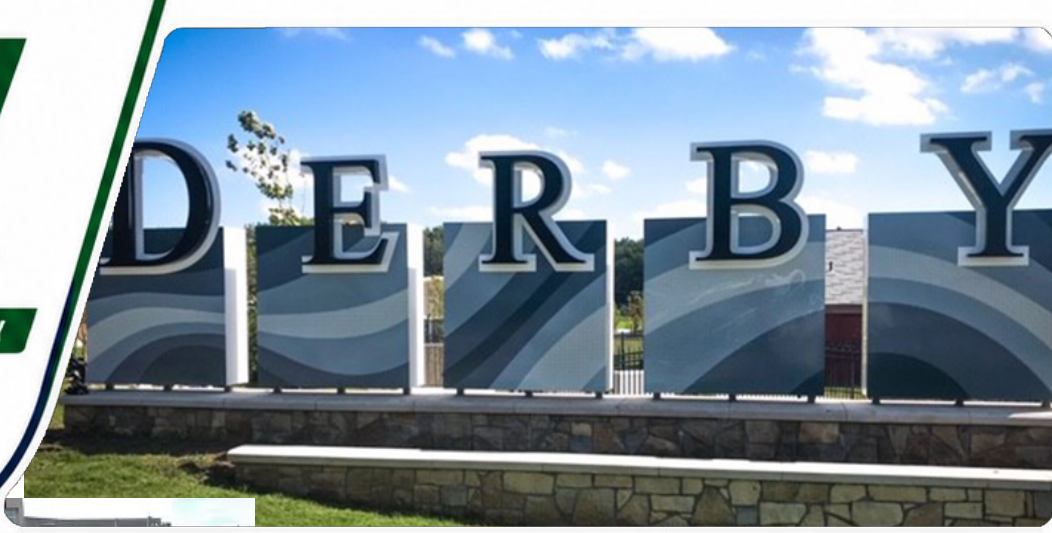
- Persons employed in these duties are not called on as part of their employment to perform or assist in emergency medical care or potentially exposed to bloodborne pathogens.
- The noise level is moderate, and work is performed in an indoor, well-lit heated, and air-conditioned environment.
- Work is subject to frequent interruptions, communications and visits related to the work of the church.

DERBY

Kansas

A GREAT PLACE TO LIVE, LEARN & PLAY

Derby is a city in Sedgwick County, Kansas, and a southern suburb of Wichita. As of the 2020 census, the population of the city was **25,625**, the largest suburb of Wichita.



COMMUNITY HIGHLIGHTS



STRONG COMMUNITY & ECONOMY

Derby supports more than 532 businesses, from small local shops to major manufacturers. Key industries include construction, retail, finance/insurance/real estate, and health care.



MAJOR EMPLOYERS

Aircraft manufacturers Boeing, Textron Aviation, and Bombardier Learjet provide jobs for many residents, along with Derby Public Schools and McConnell Air Force Base.



ACTIVE LIFESTYLE

The city offers bike and walking paths, beautiful parks, recreation opportunities, and a full calendar of family-friendly events.



COMMUNITY INVOLVEMENT

Some residents participate in Friends of McConnell and serve as Honorary Commanders at nearby McConnell Air Force Base.



DERBY PUBLIC SCHOOLS

*Growing Futures.
Building Excellence.*



DERBY MIDDLE SCHOOL



DERBY NORTH MIDDLE SCHOOL



DERBY HIGH SCHOOL

Derby Public Schools has a long-standing reputation for providing an excellent education with opportunities seen in few districts. With a population of nearly 26,000, Derby is a supportive community for students and offers access to many activities for people of all ages.



PLANNING FOR YOUR STUDENT'S FUTURE

The Board of Education is committed to a state-of-the-art education for all students. Through strategic planning and proactive strategies, we continue to enhance educational opportunities and produce incredible results district-wide.



MILITARY FAMILIES

We work closely with McConnell Air Force Base leadership and the School Liaison Officer to support military-connected students and provide resources for smooth transitions.



CURRICULUM IS THE CORE

From elementary through high school, students benefit from innovative programs like Project Lead The Way, civic engagement, and social-emotional learning—preparing them for college, careers, and life beyond high school.



POSITIVE SCHOOL CULTURE

Safety, respect, teamwork, and strong relationships are our priority. We address bullying, reward positive behavior, and integrate resource officers to ensure safe and productive learning environments.

ATTRACTIONS & RECREATION



HIGH PARK

Features fishing, soccer fields, softball diamonds, walking paths, and an amphitheatre.



ANNUAL EVENTS

Enjoy community favorites like Fourth of July celebrations and the Derby BBQ Festival.



DERBY RECREATION CENTER

Features a fitness center, gymnasium, basketball and racquetball courts, and a pool.



ROCK RIVER RAPIDS AQUATIC PARK

A fun-filled destination for cooling off and making memories all summer long.



DERBY HISTORICAL MUSEUM

Located in a 1923 school building and featuring an 1870 log cabin, one of the largest displayed collections of arrowheads in Kansas, a school room, a general store with antique pharmaceutical items, and an original two-horse covered wagon that traveled to the Derby area from North Carolina in the 1860s.



www.derbyks.gov

www.derbyrec.com

www.derbyschools.com

LIVE. LEARN. PLAY. *Derby!*