



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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**CHURCH INFORMATION FORM**

**Part 1: Church Information**

1. Church Name: Central Presbyterian Church

Address: PO Box 1679, 137 Hickory Street  
Hyden, KY 41749

Telephone (606) 672-2350

E-mail: hydencentralpresbyterian@gmail.com Website: N/A

2. Presbytery: Southeast

Presbytery Ministerial Committee Liaison: Ken Chivers

3. Search Committee Chairman: Sarah Osborne

Address: 120 Hickory Street, Hyden, KY 41749

E-mail: sarah.osborne@leslie.kyschools.us

Telephone: (859) 967-3841

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

No paid staff at this time, only pulpit supply.

\_\_\_\_\_

☐ Full time ☐ Part time

List all key volunteer positions:

- Moderator- Merle Caudill.
- Treasurer(s)
- Accounts Manager
- Pianist
- Bulletin Design and printing



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- Bible Release Time workers (crafts, games, lessons, music, etc.)
- Youth group leaders
- Bus Driver

### 5. List all vacant positions

Position Available: Pastor

Date of Vacancy: Immediately

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 | 47             | 40        |
| B. Number of family units   | 19             | 22        |
| C. Worship attendance       | 30             | 20        |

### 7. Community Growth ☐ Increasing ☐ Static ☒ Declining

### 8. Profile of church members

#### A. Age:

5 % 0-11    10.4 % 12-18    11.5 % 19-24    7.6 % 25-34

5 % 35-49    25 % 50-64    35.5 % 65+

#### B. Occupation:

5.6 % Business    25 % Professional    2.8 % Trades

0 % Agriculture    0 % Stay-at-Home Parent    38.8 % Retired

\_\_\_\_\_% Other (Please Specify) \_\_\_\_\_



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C. Educational level of adults

2.8% some high school    33.3% high school    % college \_\_\_\_ % graduate school

D. Percentage of members belonging to the congregation

Less than one year    5%

5 years or less    6.8%

6-10 years    28.2%

10 years or more    64%

9. Racial/Ethnic composition of:

**A. Congregation**

\_\_\_\_\_% African-American    \_\_\_\_% Asian    100% Caucasian    \_\_\_\_% Hispanic  
\_\_\_\_\_% Other (Specify) \_\_\_\_\_

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

\_\_\_\_\_% African-American    \_\_\_\_% Asian    99% Caucasian    1% 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: 9,600

12. Worship

| A. <u>Worship Time</u> | <u>Average Worship Attendance</u> | <u>Worship Style</u> |
|------------------------|-----------------------------------|----------------------|
| 11:00AM                | 20                                | Traditional          |



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B. Frequency of communion celebration: Four times per year

C. How are members involved in planning and participation in the liturgy/worship?  
*Members are involved in determining music selection, special singing and other special events.*

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

E. Type of music used in worship (e.g., traditional, contemporary, variety)  
 Traditional, with a variety of special music when available (holidays, youth group)

### 13. Ministry Programs

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

B. Average attendance in Adult Education (Sunday): No adult Sunday School, at this time

C. Average involvement in Small Groups: 8-10 each (both Kids' Club and Adult Bible Study)

### 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* |
|--------------------|-----------------------------------------------------|-------------------|-----------------------------|------------------|
| Bible Release Time | Youth Education, in collaboration with local school | 9                 | Monthly, during school year | 3                |
| Board of Trustees  | Building & Grounds Maintenance                      | 4                 | As needed                   | 3                |
| Mission Committee  | Increase missions outreach, locally and beyond      | 5                 | 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.

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****Part 2: Financial/Church Campus Information**

1. Current annual budget: \$57,500 Last year's annual budget: \$54,500  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 100 %

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

- A. EPC Percentage of Income \$ 0
- B. EPC World Outreach Global Workers \$1,000
- C. EPC Special Projects \$500
- D. Presbytery Per Member Asking/Percentage of Income \$380
- E. Other Missions/Missionaries \$5,000

4. Property owned by church

A. Describe buildings and property (other than manse), including condition. Beautiful cut stone church built in 1915 (2400 sq ft) with annex building built in 1958 (2000 sq ft with a full basement). Sanctuary with attached Sunday school room, 2 bathrooms, Pastor's study, Fellowship Hall, kitchen, 2 classrooms upstairs and 3 classrooms and storage in the basement. Everything is in good repair and the buildings and grounds are well maintained. There is a three bedroom with full basement brick Manse adjacent to the church, with attached carport.

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: Pastor (yoked field) \$16,000 (50% of total salary)

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

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

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

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

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

B. Housing

☐ Housing Allowance

☒ Manse Only

☐ Either of the Above

C. Benefits and expenses (note: amounts represent ½ of total payments. Remaining balance paid by sister church)

\$1,600 Retirement Plan (minimum 10% gross effective salary)

\$4,500 Medical insurance (EPC medical coverage required for full-time TEs)

0 Life insurance

\$1,225 Social Security

IRS rate Travel/mileage

\$250 Book/ digital allowance

Yes, amount to be determined Study leave allowance

Yes, amount to be determined Annual vacation days

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

None Sabbatical frequency and length \_\_\_\_\_

\_\_\_\_\_ Other (Specify: \_\_\_\_\_)

E. The church participates in the EPC's medical benefits plan ☐ Yes ☒ No



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F. The church participates in the EPC's retirement plan ☐ Yes ☒ No

\*\*\*We will likely participate in both plans (EPC retirement and medical benefits) once a fulltime pastor is hired\*\*\*

### 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 ☐ 1 ☒ 2 ☐ 3 ☐ 4 in the global church



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

The church does not have deacons thus that role is to be assumed by the Ruling Elders. Newly elected elders are trained in and are encouraged to familiarize themselves with the Westminster Confession and the Catechisms as a continuing practice of discipleship. Elders are encouraged to be spiritual leaders in their families, their church family and their communities. Bible Study is also offered weekly, to afford those in attendance to grow in their faith and commitment, as well as Biblical preaching and sharing of the word during worship services.

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

Most elders attend church regularly including weekly Bible study. The church has many missional ministries of which elders are encouraged to participate.

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

We are involved in our county's Ministerial Association, which meets monthly and coordinates annual Easter and Christmas community singing events, National Day of Prayer programs and the Leslie County High School Senior Breakfast. Members of our church also formed the Leslie County Backpack Program, and continue to coordinate distribution of food to area students, in collaboration with the Leslie Count Board of Education. Our church is also a sponsor or host church for Bible Release Time for Mountain View Elementary. Students are released during the school day (with parent permission) to attend church and experience Biblical instruction, worship time, games and crafts.

19. Describe the strengths of your congregation.

Although small in number, our congregation is very active in community outreach. We developed and members continue to manage a food ministry for our county's school children. We also host Bible Release Time meetings monthly during the school year and 2-4 times during summer break for students at our local elementary school. Our members are prayerful and dedicated to promoting the mission of the church and supporting our church family, as a whole.



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20. List specific problems with which your congregation struggles.

We have struggled with low attendance and little growth in membership over the last several years. We have not had a fulltime pastor since 2008.

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

\*Find a fulltime pastor

\*Increase membership and attendance

\*Increase and strengthen community outreach/ministries, especially for youth

\*Increase our evangelistic outreach

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: December, 2015

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

Purposes- The organizational purposes of the church are:

To bring honor to the triune God and promote the advancement of His kingdom. The church shall seek to attain its purpose by promoting public worship of God, preaching and teaching the Word of God, Christlike living by its members, mutual love and nurture, personal evangelism, discipleship, missionary endeavor and cooperation with others having the same purpose. (As contained in the church's bylaws, adopted in 2016).



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

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

- \*Spirit led
- \*Caring/ empathetic
- \*Self-motivated & solution focused
- \*Dependable
- \*Positive/ fun attitude

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

- \*Strong leadership skills
- \*Gifted teacher
- \*Ability to communicate well (verbal and written)
- \*Passion for serving children and vulnerable adults
- \*Good community partner/ collaborator

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

Preaching on Sundays at 10:00AM at Wooton and 11:30AM at Hudon. Leading a mid-week Bible study (structure and timing to be determined for both churches). Rightly administering the sacraments of Baptism and the Lord's Supper. Moderating Session meetings for both churches. Performing weddings and funerals for members and their families. Visiting with the sick and grieving. Being an active member of the Leslie County Ministerial Association, and the community. Living, with God's help, a life of purity and piety within the church body and the community. Praying for the church and its members, and the community. Active connection with the local schools as much as possible, and as will be allowed.



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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?

\*The addition of the Education Wing (1958) which included a kitchen, fellowship hall 5 classrooms and a bathroom

\*Our "Centennial Celebration"

\*Our separation from PCUSA and inclusion in EPC

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

\*Continuing and growing our children's ministries, even with low worship attendance

\*Joining/ yoking with Wooton Presbyterian Church

\*Managing pulpit supply

**Part 6: Other Information**

1. List the last three individuals who held this position

Name

Dates of Service

CP Merle Caudill

10/2010 to 12/2024

Rev. Richard Guerant, PCUSA

2008 to 2010

CP Mike Stanley, PCUSA

to 2008

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



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## CHURCH INFORMATION FORM

**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: Linda Cornett

Search Committee Chair: Sarah Osborne, 7/13/2026