

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 North Oaks Church

Address 9555 Hadley Road

Clarkston, Michigan 48348

Telephone (248) 922-3515 Fax (_____) _____

E-mail Office@NorthOaksChurch.org Website www.northoakschurch.org

2. Presbytery Midwest

Presbytery Ministerial Committee Liaison Chris Winans - Cornerstone Brighton

3. Search Committee Chairman Lynne Work

Address 6145 Windstone Lane

Clarkston, Michigan 48362

E-mail lynne.h.work@gmail.com

Telephone ((248)) 396-8496

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

Erin Anderson - Office Administrator Full time Part time

Tony Gibson - Ministry Operations Director Full time Part time

_____ Full time Part time

5. List all key volunteer positions

Session Elders
 Deacon Board / Mercy Ministry
 Facilities Team
 Womens Ministry
 Mens Ministry
 Worship Team
 Ushers / Greeters Committee
 Safety Team
 Sunday Morning Childrens Ministry
 Wednesday Evening Kids Club
 Media / Technology Team
 Finance Team
 Youth Ministry
 Global Outreach

6. List all vacant positions

Position Available Senior Pastor Date of Vacancy 8/1/2025

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>141</u>	<u>126</u>
B. Number of family units	<u>103</u>	<u>80</u>
C. Worship attendance	<u>86</u>	<u>128</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

* % 0-11 * % 12-18 4.4 % 19-24 6.3 % 25-34
18.1 % 35-49 34.7 % 50-64 36.5 % 65+

* Church members profile percentage does not include children of church members.

B. Occupation:

30 % Business 32 % Professional 9 % Trades
0 % Agriculture 7 % Stay-at-Home Parent 45 % Retired
 _____ % Other (Please Specify) _____

C. Educational level of adults

95 % some high school 92 % high school 91 % college 21 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 4.4 %
 5 years or less 16.8 %
 6-10 years 12.4 %
 10 years or more 66.4 %

10. Racial/Ethnic composition of:

A. **Congregation**

1 % African-American 3 % Asian 91 % Caucasian 3 % Hispanic
2 % Other (Specify) _____

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

13.9 % African-American 8.7 % Asian 71.4 % Caucasian 5 % Hispanic
1 % Other (Specify) Native American _____

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: 66,377 _____

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*
Session	Shepherd the Church	7	Monthly	1,2
Deacon Board	Mercy Ministry	5	Monthly	3
Facilities Team	Facilities Care & Projects	3	As Needed	3
Women's Ministry	Organize women's studies and events	2	As Needed	3
Men's Ministry	Organize men's studies and events	4	As Needed	3
Worship Team	Organize Sunday morning Worship	11	As Needed	3
Ushers / Greeters Team	Provide support for all church gatherings	15	As Needed	3
Safety Team	Oversee facilities Safety and security	8	As Needed	3
Sunday Morning Children's Team	Organize/support children's program activities/events	29	As Needed	3,4
Wednesday Evening Kids Club	Organize/support children's program activities/events	8	As Needed	3
Media / Technology Team	Provide media/tech support for all church activities	12	As Needed	3
Finance Team	Oversee Church Finances	3	As Needed	3
Youth Ministry	Organize/support for the weekly youth meetings	4	Weekly	3,4
Global Outreach	Support local and oversees Missions	4	As Needed	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.

Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 381,768 Last year's annual budget: \$ 400,525
(Attach a copy of current budget)
2. Percentage of income received toward budget: 109.00 %

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

- | | |
|--|------------------|
| A. EPC Percentage of Income | \$ <u>0</u> |
| B. EPC World Outreach Global Workers | \$ <u>5,251</u> |
| C. EPC Special Projects | \$ <u>0</u> |
| D. Presbytery Per Member Asking/Percentage of Income | \$ <u>4,392</u> |
| E. Other Missions/Missionaries | \$ <u>58,002</u> |

4. Property owned by church

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

Newly constructed 2006, Cost \$1.3M.
Mortgage payoff Nov 2025
Major interior/exterior refresh 2023. \$172K
7.48 acres, 14,403 sq. ft.

- 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 _____

5. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor (salary, benefits & housing) \$ 70,000 (negotiable)
 Position: _____ \$ _____
 Position: _____ \$ _____

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

Position: Pastor (avg.) \$ _____ or 3.70 %
 Position: _____ \$ _____ or _____ %
 Position: _____ \$ _____ or _____ %
 Position: _____ \$ _____ or _____ %

C. Housing

- Housing Allowance
 Manse Only
 Either of the Above

D. Benefits and expenses

Yes Retirement Plan (minimum 10% gross effective salary)
Yes Medical insurance (EPC medical coverage required for full-time TEs)
Yes Life insurance
Yes Social Security
Yes Travel/mileage
Yes Book allowance
10 days Study leave allowance (minimum 2 weeks)
20 days Annual vacation days (minimum 4 weeks)
TBN Number of worship services per year for which pastor is provided relief
 (in addition to vacation and study leave)
TBN 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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Effectively integrates newcomers	<input type="checkbox"/> 1	<input checked="" 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 checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
7. 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
8. Has a spirit of unity	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Cares about each other	<input type="checkbox"/> 1	<input checked="" 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Ministers well to members that are hurting	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Uses members' gifts in worship	<input type="checkbox"/> 1	<input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> 3	<input type="checkbox"/> 4

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

Prior to January 2025, potential elders were recommended by the congregation or sought out by existing elders. Candidates were required to study the WCF and note exceptions, if any. The senior pastor or a session elder mentored them and selected readings that would help them grow to become closer to God and become better elders. At the conclusion of this process, candidates were interviewed by the elders and then presented to the congregation for a vote.

As of January 2025, there is now a three-year onboarding process for potential elders which involves selected readings, WCF study, WLC study, mentoring by existing elders, and monthly class/meetings to gauge their proficiency.

Currently there is no specific training for deacons.

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

After elders are ordained, they are expected to continue reading to further their knowledge of God. Each elder is required to lead a book study prior to elder meetings (one elder each meeting). Each is assigned 10-20 congregants that they call regularly to find out their spiritual and physical needs, and also to pray with them. We are still working to become more regular with the calls from the elders.

Currently four of the elders are preaching to fill the pulpit.

There is no ongoing discipleship of deacons at this time.

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

Sometimes Congregants attend National Day of Prayer in the community, but it is not emphasized. Ministries with My Brother's Keeper, Turning Point, and Crossroads are non-denominational and connect participants with partners from a variety of churches.

Christmas Eve Service, Maundy Thursday and/or Good Friday, Easter, Advent (in a small way). We do not celebrate Epiphany, Lent, Ascension, Pentecost or Trinity, as identified in the Book of Worship.

Support of Crossroads Care Center, Global Missionary support, host church for CBS (Community Bible Study) and regular support for OCEF-Ortonville Community Emergency Fund.

19. Describe the strengths of your congregation.

Friendly/welcoming with a strong sense of community/family. Many care about being accountable and being involved beyond Sunday morning.

Theologically rooted. Members serving in church % high.

Expects expository preaching. Sing heartily together during worship.

Individual groups of people have close friendships. The church is strong with missionary support, financial giving, supporting local causes. The congregation has stayed committed to the Church during this time of pastoral transition.

Loving, Caring, Prayerful, strong Bible knowledge. Regular Church fellowship, regular church attendance, Praise and Worship God, Committed to each other.

20. List specific problems with which your congregation struggles.

Struggles to plug in new people to ministries, limited success in attracting young people, organization and communication of small groups/life groups, not enough discipleship opportunities, inconsistent engagement with the congregation from the elders. (Specific comments from recent congregation survey)

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

The congregation does not have any formal goals, but the top 5 areas for growth or improvement opportunities from a recent congregation survey are: 56% Young adult Ministry, 54% Small groups/Life groups, 47% Marriage/Family Ministry, 46% Discipleship and Community, 38% Youth Ministry (MS/HS)

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.

22. Received an admonition from the EPC Presbytery of the Midwest.

23. Temporary removal from position of leadership.

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

Yes No

If yes, Date completed 2010

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

North Oaks exists to glorify God by loving Him, worshiping Him, growing in Him, serving Him, making disciples of Him, and loving our neighbors as ourselves.

Motto of North Oaks Church:

Planted for Purpose
Rooted in Praise
Growing in Grace
Spreading the Seeds

Part 4: Leadership Expectations

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

[See job Description](#)

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

[See Job Description](#)

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

[See Job Description](#)

Part 5: Church History

1. What do you consider to be the three most important events in the history of your church?

1987 Inception, new mission church plant of the Presbytery of the Midwest.

Hiring of Pastor Steve Brown, (1999-2025)

2006 New permanent home

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

Pastor Steve Brown's fairly quick exit.

Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
Pastor Kurt Gebhard	12/1986	to 12/1993
Pastor John Mathers	1/1995	to 12/1997
Pastor Steve Brown	1/1999	to 8/2025

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

Couldn't find any interim Pastor help.

Community Bible Study using the facility on Tuesday AM and Thursday PM.
(approximately 100 adults plus AM children involved)

Three capital campaigns for our building have been met with great success, allowing payoff of thirty year mortgage in nineteen years.

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 **Bryan Crump** Date **12/26/25**

Search Committee Chair **Lynne Work** Date **12/26/25**