



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 Covenant Presbyterian Church

Address 515 Lehmborg Road

Columbus MS 39702

Telephone (662) 328-3882 Fax (_____) _____

E-mail _____ Website www.covprescolumbus.org

2. Presbytery Central South

Presbytery Ministerial Committee Liaison TE Waring Porter

3. Search Committee Chairman Jane Crawford

Address 3067 Old West Point Road

Columbus MS 39701

E-mail janecrawford@bellsouth.net

Telephone (662) 435-2970

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

- | | | |
|-------------------|---|---|
| <u>Pastor</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Secretary</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Bookkeeper</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Music</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Pianist</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Janitor</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |



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5. List all key volunteer positions

Mr. Frazier leads worship for no pay.
Mrs. Frazier leads sunday school for no pay.

6. List all vacant positions

Position Available Pastor Date of Vacancy 4/1/2024

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>34</u>	<u>26</u>
B. Number of family units	<u>14</u>	<u>10</u>
C. Worship attendance	<u>28</u>	<u>20</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

5 % 0-11 _____ % 12-18 _____ % 19-24 _____ % 25-34
10 % 35-49 10 % 50-64 75 % 65+



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B. Occupation:

_____ % Business 20 % Professional _____ % Trades
_____ % Agriculture 5 % Stay-at-Home Parent 75 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 20 % high school 30 % college 50 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 0 %
5 years or less 5 %
6-10 years 20 %
10 years or more 75 %

10. Racial/Ethnic composition of:

A. Congregation

_____ % African-American _____ % Asian 95 % Caucasian 5 % Hispanic
_____ % Other (Specify) _____

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

60 % African-American _____ % Asian 40 % 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: 23,000



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>10:30</u>	<u>20</u>	<u>Traditional</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

B. Frequency of communion celebration: 12 per year

C. How are members involved in planning and participation in the liturgy/worship?
Music team is composed of 2 church members who aid the pastor in music selection.

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)
Variety

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 0
- B. Average attendance in Adult Education (Sunday): 12
- C. Average involvement in Small Groups: 10



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*
Board of Deacons	Church care	6	Qua.	
Session		3	Mon.	
Eastbrooke		5	Bi-An.	
CCIP		5	Mon.	
Helping Hands		2	Mon.	

*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: \$ 91,500 Last year's annual budget: \$ 91,000
(Attach a copy of current budget)

2. Percentage of income received toward budget: 100.00 %



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

- A. EPC Percentage of Income \$ 1,000
- B. EPC World Outreach Global Workers \$ 1,800
- C. EPC Special Projects \$ _____
- D. Presbytery Per Member Asking/Percentage of Income \$ 700
- E. Other Missions/Missionaries \$ _____

4. Property owned by church

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

Two story building with ballet studio, 2 outbuildings + 8 acres

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 \$ commensurate w/ exp.

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Pastor - Vacation vs. Increase \$ _____ or 0.00 %

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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Effectively integrates newcomers	<input checked="" 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 checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
7. Is often found living their faith in their communities	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Has a spirit of unity	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Cares about each other	<input checked="" 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 checked="" 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 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

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

[Class on Discipleship led by former pastor.](#)



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

NA

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

National Day of Prayer
Life Choices
Emmaus
Community Pastors Group
Community Thanksgiving

19. Describe the strengths of your congregation.

Faith and spirit of the church.
Bible knowledge.
Loyalty of the Congregation.



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20. List specific problems with which your congregation struggles.

Has not grown over the past 5 years.
Local area is predominantly Baptist.

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

To support the vision of the head pastor by remembering our past as we embrace our future.

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 10/2015

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

Covenant Presbyterian Church is a like-minded community, who depends on God's Word to grow more Christ-lik, therefore as an ever-growing family, we joyfully and boldly reach out to show God's love in word and deed.



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Part 4: Leadership Expectations

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

Humility.
Not afraid to make gradual changes.
Bible Teacher.
Faith Christian in word and deed.
Community Involvement.
Willing to serve and be served.

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

Communicator
Prayerful
Leader

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

Bible Study on Wednesdays
Prayer Group on Wednesdays
Service at 10:30 on Sundays
Communion once a month
Congregational visits



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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?

Becoming part of the EPC.
Celebrating 50 years
Starting an outreach to Eastbrook.

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

Building maintenance has been a struggle.
Scheduling around a Bi-vocational pastor.



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Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
John Richards	4/2017	to 4/2024
Dr. Bob Wilbur	1/2000	to 12/2016
Bill McCaskell	4/1994	to 12/1999

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

Ballet Columbus uses the second floor of our facility.



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 Theo Gordon Date 5/10/2024

Search Committee Chair Jane Crawford Date 5/10/2024