



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)





A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

**Part 1: Church Information**

1. Church Name HOPE Presbyterian Church of Raleigh

Address 4911 Green Road

Raleigh NC 27616

Telephone ( 919 ) 508-6827 Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail hope@hopechurchraleigh.org Website https://hopechurchraleigh.org

2. Presbytery of the Coastal Mid-Atlantic https://pcmaofepc.org

Presbytery Ministerial Committee Liaison Sandra Pierce

3. Search Committee Chairman Bill Joyner

Address PO Box 97664

Raleigh NC 27624

E-mail bill@hopechurchraleigh.org

Telephone ( 919 ) 605-5407

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

Pastor  Full time  Part time

Music/Worship Director (In Search of)  Full time  Part time

Treasurer  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



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**CHURCH INFORMATION FORM**

5. List all key volunteer positions

- Band Musicians
- Streaming Station
- Altar Guild
- Greeters
- Sound Technicians
- Propresenter
- Outreach
- HOPE4Kids - Sunday School Teacher
- HOPE4Youth - Sunday School Teacher
- Nursery
- Grounds Keeping
- Building Maintenance

6. List all vacant positions

- Position Available Pastor Date of Vacancy 6/30/2024
- Position Available Music/Worship Leader Date of Vacancy 10/1/2023
- Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>60</u>	<u>51</u>
B. Number of family units	<u>20</u>	<u>31</u>
C. Worship attendance	<u>50</u>	<u>40</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

1 % 0-11   5 % 12-18   2 % 19-24   0 % 25-34  
15 % 35-49   25 % 50-64   52 % 65+



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**CHURCH INFORMATION FORM**

**B. Occupation:**

\_\_\_\_\_% Business    35 % Professional    \_\_\_\_% Trades  
\_\_\_\_\_% Agriculture    \_\_\_\_% Stay-at-Home Parent    65 % Retired  
\_\_\_\_\_% Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

\_\_\_\_% some high school    5 % high school    90 % college    5 % graduate school

**D. Percentage of members belonging to the congregation**

Less than one year 1 %  
5 years or less    9 %  
6-10 years    10 %  
10 years or more    80 %

**10. Racial/Ethnic composition of:**

**A. Congregation**

3 % African-American    \_\_\_\_% Asian    89 % Caucasian    \_\_\_\_% Hispanic  
8 % Other (Specify) Indian

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

39 % African-American    5 % Asian    43 % Caucasian    10 % Hispanic  
3 % 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: 472,000





**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	Run affairs	7 + 1 (elect)	1/month	1
Women of HOPE	Study-Outreach	6	2/month	3
Food Ministry	Feed members/outreach	2	Meal Prep	3
Wednesday Prayer	Prayer	7	Weekly	1
Wednesday Supper	Fellowship	20	Seasonal	1
Wednesday Bible Study	Study God's Word	20	Weekly	1
Laptop Ministry	Technology Teaching	2	2/month	3
HOPE Outreach	Various Food Drives	20	Weekly	2
Total Life Center- Adults	HOPE Outreach	6	Seasonal	3
Worship Team	Praise	2-4	Weekly	4

\*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: \$ 252,000 Last year's annual budget: \$ 256,000  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 95.00 %



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**CHURCH INFORMATION FORM**

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

- A. EPC Percentage of Income \$ 1,450
- B. EPC World Outreach Global Workers \$ 2,000
- C. EPC Special Projects \$ \_\_\_\_\_
- D. Presbytery Per Member Asking/Percentage of Income \$ 1,800
- E. Other Missions/Missionaries \$ 3,050

4. Property owned by church

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

5,000 sqft Detached one-story building  
Combined worship and fellowship  
Pastor Study  
Full Kitchen  
3 classrooms  
Playground  
Detached - 2 large storage units  
266 Capacity

- 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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CHURCH INFORMATION FORM

5. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ 50,000-70,000  
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

10% Retirement Plan (minimum 10% gross effective salary)  
Y - TBD Medical insurance (EPC medical coverage required for full-time TEs)  
Y Life insurance  
Y Social Security  
Y Travel/mileage  
Y Book allowance  
2 Study leave allowance (minimum 2 weeks)  
4 Annual vacation days (minimum 4 weeks)  
6 Number of worship services per year for which pastor is provided relief  
(in addition to vacation and study leave)  
0 Sabbatical frequency and length \_\_\_\_\_  
Y Other (Specify: Long Term Disability)

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 type="checkbox"/> 1            | <input type="checkbox"/> 2            | <input checked="" type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| 6. Is engaged in evangelism  | <input type="checkbox"/> 1            | <input checked="" type="checkbox"/> 2 | <input 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 checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2            | <input type="checkbox"/> 3            | <input type="checkbox"/> 4 |
| 12. Uses members' gifts in worship   | <input checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2            | <input type="checkbox"/> 3            | <input type="checkbox"/> 4 |
| 13. 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 |
| 14. Is capable of change when and where appropriate                            | <input checked="" type="checkbox"/> 1 | <input 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 checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2            | <input type="checkbox"/> 3            | <input type="checkbox"/> 4 |

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

No Deacons. Ruling Elders are (Elect) for one year in training prior to becoming a Ruling Elder.



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**CHURCH INFORMATION FORM**

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

Monthly Session Meetings

Encouraged to attend PCMA meetings

Some do sermons each year to provide relief for Pastor

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

Pastor meets with both nearby TE of the EPC

Pastor meets with non EPC North Raleigh Churches

Ruling Elder Kathy Herriman Community Outreach

19. Describe the strengths of your congregation.

Tenure

We truly love and support one another

Laying of hands

Outreach to our community (Raleigh Dream Center) - (Green Chair Project) - (Total Living Center)

Willingness of church members to use their gifts wherever needed (food ministry, streaming technologies, musicians, building and grounds)



20. List specific problems with which your congregation struggles.

Aging  
Bringing new people to our church  
Not enough youth

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

The Go Center - Dr. Ken Priddy - REBOOT  
Make ourselves and our building more appealing for newcomers  
Hiring Music/Worship Director  
Hiring Pastor

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 1/2017

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

Worship . Grow . Serve As a mission

Vision/Prayer Team just created in November - The Go Center- In the Works



#### Part 4: Leadership Expectations

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

- Humility
- Integrity
- Commitment - Standing firm in the faith
- Compassion
- Enthusiasm
- Firm hold of the Bible through education - Seminary
- Friendly and engaging

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

1. Compelling Doctrinal Preaching
2. Church Planter / Growth mindset / Community Outreach
3. Organized administrator/leader
4. Shepherding
5. Pastoral Care

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

- Preach
- Head of Staff
- Wednesday Bible Lessons - Lead
- Sunday worship service handouts
- Oversee operational functions of the church
- Help with VBS
- Lead Session Elder Retreat
- New Member education
- Lead Adult Sunday School
- Weekly meetings with Music/Worship Director (guide development of music choices)
- ProPresenter Software
- Upload sermon to social media platforms and our website
- Pastoral Care
- Weekly Newsletter
- Prayer concerns to the congregation as needed
- Create worship bulletin
- Call to worship scriptures
- Supervise worship leader and song choice
- Sunday prepare church for worship



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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?

January 1, 2009 HOPE Church  
Getting our own building in 2012  
Pastor's notification of retirement

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

Losing members  
Changing music/worship directors  
Interior building renovations (platform and lighting)  
Pastor's notification of retirement





### 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 Joshua F. Pierce Date 1/21/24

Search Committee Chair Bill Joyner Date 1-21-2024