



**EPC**

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.

### *Contents*

Part 1: Church Information

Part 4: Leadership Expectations

Part 2: Financial/Church Campus Information

Part 5: Church History

Part 3: Church Characteristics

Part 6: Other Information

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)





**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

**Part 1: Church Information**

1. Church Name First Presbyterian Church

Address 125 S. Poplar Street

Bucyrus, Ohio 44820

Telephone ( 419 ) 562-0861 Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail info@firstpresbucyrus.org Website firstpresbucyrus.org

2. Presbytery Midwest Presbytery

Presbytery Ministerial Committee Liaison Al Fulton

3. Search Committee Chairman Pending

Address \_\_\_\_\_

E-mail afulton53@outlook.com

Telephone ( 419 ) 563-8277

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

Marcia Stout - Director of Spiritual Care  Full time  Part time

Michelle Bacon - Administrative Assistant  Full time  Part time

Deloris Kruse - Custodian  Full time  Part time

Ron Bower - Organist  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



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

5. List all key volunteer positions

Jan Fulton - Treasurer & Moderator of Deacons  
Al Fulton - Building & Grounds Chair  
Michelle Bacon - Clerk of Session  
Harley Shaum - Security  
Jacob Ritzhaupt - Technology  
Austin Britton - Technology & Security

6. List all vacant positions

Position Available Pastor Date of Vacancy 3/31/2024

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>97</u>      | <u>55</u> |
| B. Number of family units   | <u>70</u>      | <u>44</u> |
| C. Worship attendance       | <u>43</u>      | <u>43</u> |

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

.06 % 0-11    .01 % 12-18    .04 % 19-24    .10 % 25-34  
.039 % 35-49    .29 % 50-64    .46 % 65+



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

**B. Occupation:**

20 % Business      15 % Professional      5 % Trades  
5 % Agriculture      5 % Stay-at-Home Parent      50 % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

\_\_\_\_\_ % some high school      50 % high school      40 % college      10 % graduate school

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

Less than one year .15 %  
5 years or less .09 %  
6-10 years .29 %  
10 years or more .47 %

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

**A. Congregation**

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

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

.10 % African-American      \_\_\_\_\_ % Asian      .90 % 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: 12,000





**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

**12. Worship**

| A. Worship Time | Average Worship Attendance | Worship Style           |
|-----------------|----------------------------|-------------------------|
| 10:30           | 48                         | Traditional (see below) |
| _____           | _____                      | _____                   |
| _____           | _____                      | _____                   |
| _____           | _____                      | _____                   |
| _____           | _____                      | _____                   |

B. Frequency of communion celebration: 14 per year

C. How are members involved in planning and participation in the liturgy/worship?  
There is a list of approximately 9 volunteer liturgists that are rotated for the services. At this time, elders are primarily responsible for leading worship along side the liturgists.

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 and some contemporary

**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: 25



**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* |
|---------------------|----------------------------------|-------------------|-----------------------|------------------|
| Finance Team        | Monitors finances                | 5                 | Quarterly             | 4                |
| Session             | Leadership & Concerns            | 5                 | Monthly               | 1                |
| Deacons             | Maintain contact with members    | 5                 | Quarterly             | 4                |
| Christian Education | Adult Education                  | 1                 | Weekly                | 4                |
| Mission             | Support Community & Missionaries | 5                 | Annually              | 4                |
| Building & Grounds  | Maintain church property         | 1                 | as needed             | 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: \$ 225,019 Last year's annual budget: \$ 216,230  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 67.00 %



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

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

- A. EPC Percentage of Income \$ 1,587
- B. EPC World Outreach Global Workers \$ 3,000
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking/Percentage of Income \$ 897
- E. Other Missions/Missionaries \$ 1,200

4. Property owned by church

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

Church building, built in 1882 is in excellent condition, with attached two-story house.  
Five city lots in grass and parking lot/drive.

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

A planned renovation of the two-story house will start in August 2024 (\$70,000 plus) for single family dwelling, for staff use, or, community outreach.

D. Does the church own a manse?  Yes  No

Condition:  Good  Fair  Poor # of Bedrooms **3**

Pastor's Office/Study:  In Church  In Manse  Not Provided

Other \_\_\_\_\_



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

5. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ 71,000.00  
 Position: \_\_\_\_\_ \$ (\$ 18,000.00 of this is Housing)  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_

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

Position: Pastor \$ \_\_\_\_\_ or 8.00 %  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

15% 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  
2 weeks Study leave allowance (minimum 2 weeks)  
4 weeks Annual vacation days (minimum 4 weeks)  
zero Number of worship services per year for which pastor is provided relief (in addition to vacation and study leave)  
Yes Sabbatical frequency and length (as needed and agreed upon)  
Yes Other (Specify: administers Discretionary Fund w/ treasurer)

- 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 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 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 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 checked="" type="checkbox"/> 2 | <input 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 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 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 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 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 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?

Training has varied over the years depending on who our pastor was. Most recently, former Pastor Jeremy McNeill asked newly-called elders to go through a training session with another previously ordained elder. "The Leadership Training Guide" that was being used was provided by the EPC, A Resource for Pastors, Elders and Church Leaders, 2nd edition, 9th printing.



A Global Movement of Evangelical Presbyterian Churches

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

Most recently, with Pastor Jeremy McNeill, Session read books together and took turns presenting information from the chapters. Session studied and finished *Church Elders* by Jeramie Rinne. Most recently, Session was studying and nearly finished with *Growing Young* by Kara Powell, Jake Mulder, and Brad Griffin when Pastor McNeill was called to a new ministry in Montana. This book has helped us realize how we need to seek and encourage younger congregants in our community. Recently we accepted into membership five young adults under the age of thirty-five years and they have already accepted responsibilities within the church (including audio visual, security, Pastor search committee.)

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

19. Describe the strengths of your congregation.

Our church family is loving, friendly, and welcoming. We take our mission to heart: Exalting Christ. Denying Ourselves. Loving Our Neighbors. Discipleship groups have grown in recent months, and the Session has recently approved a new part-time position: Director of Spiritual Care. This person will oversee home and hospital visitation and Christian education and special liturgy, and will support and encourage the spiritual growth of members and regularly attending friends. The position is set to begin in June 2024.

We are also blessed through God's providence with a secure financial portfolio and a treasurer and finance committee who lead with servants' hearts and sound business practices.



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**CHURCH INFORMATION FORM**

20. List specific problems with which your congregation struggles.

Loss of members since Covid.

Currently, we have no children's ministry.

Only a small percentage of our current members participate regularly in activities other than worship.

Visitation/remembering the homebound/those who cannot attend worship.

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



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

If you answered "Yes" to either 22 or 23, please explain.

In 1985 the pastor was warned concerning the use of hypnotism during his therapy sessions.

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

Yes     No

If yes, Date completed 7/2024

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

**Mission Statement:** Our mission statement is a reflection of what we feel to be the essential call of the church. We believe that these three maxims accurately reflect the purpose of the Church, and we seek to live as God's people in these ways: Exalting Christ. Denying Ourselves. Loving Our Neighbors.

**Vision:** To grow in obedience to God; to steward and care for the faithful; to reach the lost.

**Strategic Plan:** We will update the Strategic Plan with the new Pastor.





**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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

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

Born again, spirit filled and follows leading of the Holy Spirit. Should have the preaching ability to allow the word of the Lord to come through. Student of the scripture with solid Biblical knowledge and the ability to share that knowledge. Be a person of prayer and personal spiritual practices. Should be even-tempered, patient, and mature. Have humility with a shepherd / servant heart. Life of integrity and consistency. Courageous with ability and willingness to lead people. A passion for seeing lost souls come to salvation. Administrative leader with ability to wisely delegate. Relational / Personable, with the passion to reach a younger generation.

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

Would need to be detail-oriented and practice continuous learning. Prioritizes the family unit, both personal and church family. Wisdom to assess situations to determine when professional help/intervention is necessary. Willingness to become involved in the local Presbytery and community. Willingness to live locally and engage/participate in church events.

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

- \*Solid Biblical knowledge with appropriate academic degrees.
- \*Sound in the Reformed Doctrine and also The Essentials (described by the EPC).
- \*Effectively communicates scripture with empathy and clarity in order to inspire the congregation to become more faithful witnesses of the Gospel.
- \*Strong commitment to the congregation with a heart for small city/church ministry.
- \*Strong evangelical basis with high moral/ethical behavior.
- \*Committed to God and belief that ministry is his/her calling.
- \*Strengths in communication, leadership, and team-building.
- \*Makes in-person visits to local hospitals, nursing homes and our home-bound.
- \*Continues to develop in faith, skills, and Christian education.
- \*Outreach to and involvement with the local community.



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

### **Part 5: Church History**

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

Considering our church is nearly 200 years old, choosing the three most important events in our history seems like a daunting task. Our choices follow:

- 1) the founding of our church in 1828 - a congregation formed to seek God;
- 2) the dedication of our church building was May 20, 1906 - this shows the continued commitment to worship God;
- 3) voting to leave PCUSA (and to join with the Evangelical Presbyterian Church EPC) - this demonstrates that following the word of God is our ultimate goal.

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

Obviously, losing our pastor is a challenge. Fortunately, the Elders and Deacons have provided leadership to keep us moving forward with no decrease in attendance. The other big challenge was rebuilding our attendance after the COVID-19 forced shutdown. We instituted live-streaming of our services during the pandemic, and we continue that to this day (which has been a blessing to our shut-ins and those who can't be with us in-person). Our efforts (through God's grace) have allowed us to add ten (10) new members on March 10, 2024.



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**Part 6: Other Information**

1. List the last three individuals who held this position

| Name                     | Dates of Service |                  |
|--------------------------|------------------|------------------|
| <u>Adrian F. Sunday</u>  | <u>8/2004</u>    | to <u>6/2005</u> |
| <u>John F. Cory</u>      | <u>6/2005</u>    | to <u>3/2017</u> |
| <u>Jeremy W. McNeill</u> | <u>3/2018</u>    | to <u>3/2024</u> |

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

\*Jericho House - Alpha 12-step Recovery Program & Housing for women & young mothers.

\*B.O.R.N. - Bucyrus Outreach & Restoration Network

\*Upcoming development of the (5) city lots into community use facilities

\*EPC Refocus meetings (3) with Pastor Andrew Gilman, EPC Church Health 2024, Midwest

\*Church website - [www.firstpresbucyrus.org](http://www.firstpresbucyrus.org)

\*All church services are added to the website along with monthly newsletters

\*Facebook page with live broadcast of all church services.

\*Men's & Women's Discipleship classes meet regularly on Tuesday evenings.

\*Salvation Army

\*Missionaries

\*"National Night Out" and Halloween "Trunk or Treat"





**EPC**

A Global Movement of Evangelical Presbyterian Churches

**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 Michelle Bacon Date 7/16/2024

Search Committee Chair *John Fitzhugh* Date *2/1/2025*