



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)







A Global Movement of Evangelical Presbyterian Churches

## CHURCH INFORMATION FORM

### 5. List all key volunteer positions

Session  
Deacon  
History Committee  
Mission Committee  
Property Committee  
Worship Committee  
Choir  
Nominating Committee  
Library  
Womens Ministries - Retreat, Women's Board

### 6. List all vacant positions

Position Available Senior Pastor Date of Vacancy 5/13/2024

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>65</u>	<u>65</u>
B. Number of family units	<u>35</u>	<u>28</u>
C. Worship attendance	<u>40</u>	<u>37</u>

8. Community Growth ☐ Increasing ☐ Static ☒ Declining

### 9. Profile of church members

A. Age:

5 % 0-11 5 % 12-18 \_\_\_\_\_ % 19-24 5 % 25-34  
5 % 35-49 25 % 50-64 55 % 65+





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A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

**B. Occupation:**

15 % Business    10 % Professional    \_\_\_\_\_ % Trades  
15 % Agriculture    \_\_\_\_\_ % Stay-at-Home Parent    60 % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

\_\_\_\_\_ % some high school    50 % high school    35 % college    15 % graduate school

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

Less than one year 0 %  
5 years or less 0 %  
6-10 years 15 %  
10 years or more 85 %

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

**A. Congregation**

2 % African-American    2 % Asian    94 % Caucasian    2 % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

2 % African-American    3 % Asian    86 % Caucasian    9 % 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: 5,500



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**12. Worship**

A. Worship Time	Average Worship Attendance	Worship Style
<u>10:30</u>	<u>37</u>	<u>traditional</u>
<u>9:30</u>	<u>37</u>	<u>traditional</u>
<u>          </u>	<u>          </u>	<u>          </u>
<u>          </u>	<u>          </u>	<u>          </u>
<u>          </u>	<u>          </u>	<u>          </u>

B. Frequency of communion celebration: 14 per year

C. How are members involved in planning and participation in the liturgy/worship?

The pastor takes leadership in planning the service, consulting with the secretary, organ/ choir director and worship committee.

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

Traditional with 15 minutes of praise singing prior to the worship service. Note that in Summer months we do not have Sunday School.

E. Type of music used in worship (e.g., traditional, contemporary, variety)

Traditional with a large pipe organ and piano. We have a choir which sings during the school year at the 10:30 service.

**13. Ministry Programs**

- A. Average attendance in Church School (under 18 years): 0
- B. Average attendance in Adult Education (Sunday): 0
- C. Average involvement in Small Groups: 8



A Global Movement of Evangelical Presbyterian Churches

## CHURCH INFORMATION FORM

### 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	leadership	4-5	monthly	1
Deacons	service	4-5	monthly	3
Finance	budget/investments	4-5	as needed	3
Womens Board	service	6-7	monthly	3
Property	facilities	2-4	as needed	3
Missions	allocations/ communication	4-5	as needed	3
Worship	planning	4-5	as needed	2
Christian Ed	education	2-3	as needed	2
Nominating	future leadership	3-4	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: \$ 185,624 Last year's annual budget: \$ 168,680  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 101.00 %



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

- A. EPC Percentage of Income \$ 1,518
- B. EPC World Outreach Global Workers \$ 0
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking/Percentage of Income \$ 858
- E. Other Missions/Missionaries \$ 7,000

4. Property owned by church

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

- 1-The original church building and fellowship hall.  
2-East across the alley is a large concrete parking area.  
3-North is the Cornerstone Cottage, a house purchased and used for meetings and guest housing, alternatively used as a manse.

- 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 3

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

☐ Other \_\_\_\_\_





A Global Movement of Evangelical Presbyterian Churches

## CHURCH INFORMATION FORM

### 5. Compensation:

#### A. The salary range we are prepared to offer:

Position: Salary \$ 39464  
Position: Housing \$ 4598  
Position: benefits \$ 23387

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

Position: Pastor \$ \_\_\_\_\_ or 4.00 %  
Position: Choir/ Music Director \$ \_\_\_\_\_ or 3.50 %  
Position: Secretary \$ \_\_\_\_\_ or 4.00 %  
Position: Treasurer \$ \_\_\_\_\_ or 3.50 %

#### 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)  
no Life insurance  
yes Social Security  
yes Travel/mileage  
yes Book allowance  
up to 2 wks Study leave allowance (minimum 2 weeks)  
up to 4 wks Annual vacation days (minimum 4 weeks)  
0 Number of worship services per year for which pastor is provided relief  
(in addition to vacation and study leave)  
0 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





A Global Movement of Evangelical Presbyterian Churches

## CHURCH INFORMATION FORM

### 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 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 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 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?

Training is normally with the pastor and previous elders & deacons. Use of EPC training documents.



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

Session members follow a guided study through The Book of Order, Westminster Confession of Faith, and the EVP Leadership Training Guide by the pastor and fellow Session members. Other materials follow as recommended/necessary.

Deacons follow a group training path during monthly meetings, as needed and suggested by the pastor.

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

We create and hold an annual women's retreat open to the entire community, featuring speakers such as Lynn Austin and Carrie Gaul, as well as local women with important stories; this has gone on for more than four decades. We host weekly Lenten lunches with meals and meditations provided by community pastors, as well as Lenten suppers open to all comers; the Easter week sunrise services rotate between churches. The women of our community participate in an annual Ecumenical Christmas program and dinner. With other churches in our area, we heavily support our local food pantry (including hosting the annual community-driven 127 Yard Sale with profits going to the charity), Lifewise education, and drug rehabilitation program ("drug court" and NA meetings). Our pastor has been heavily involved in the local ministerial association. We host, with the participation of other churches, "5th Quarter" parties for local teens several times a year after various sporting events. In the past, we have participated in choir festivals and foreign mission projects with churches both local and outside our area. We have an excellent fellowship hall often shared freely with other churches and the community as need arises (Kiwanis, funeral events, graduations, etc.).

19. Describe the strengths of your congregation.

We are a congregation of strong Biblical-based believers who love the Lord. We are a family of caring, hard-working, generous, and prayerful people. We are devoted to missions, our community—including a strong outreach to those with addiction issues—and one another and have a history of long-term membership within the congregation. We have an envied church library and our long-time organist (more than 50 years) provides music that is unrivaled (yep, we're pretty proud of her). We are working to embrace new technology and methods of worship, and in the past, we supported a vibrant youth group. Politics does not have a part in our worship.





20. List specific problems with which your congregation struggles.

Personal outreach. While we serve the community in a variety of ways, one-on-one invitations to outsiders to visit and join the church needs improvement. As our congregation ages, regular attendance and participation have suffered as members spend seasons or numerous Sundays away with family outside our church. We are super-welcoming, almost to the point of going overboard. But we have difficulty attracting and holding younger members, especially those with children (though this seems to be a common issue in most area churches).

Change: New tech, new music, etc. These struggles are reflected by a lack of younger people in our church. Several families have been lost as parents move to be with adult children at churches with more contemporary services. We still have not answered the question: "Do we need to change to attract younger people and, if so, then what changes and at what cost?"

Aging congregation. We are sometimes preoccupied by work/family obligations, and by feelings of "I've put in decades of service, it's time for someone else to take over." However, we are grateful for several (relatively) newer middle-aged couples who have stepped into the shoes of long-time members who are just not physically able to do what they once did. We need and pray for more of the same.

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

\*Hire a pastor who fulfills the requirements set by the Session and Pastor Search Committee.

\*Congregation and membership growth, especially families with children.

\*Prioritize prayer as a necessary engagement with Christ. Activities and groups that support this goal.

\*Re-build the Christian Ed program; this needs to be supported and attended by elders and deacons.

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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**CHURCH INFORMATION FORM**

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 5/2016

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

Mission - To know Christ and make Him known.

Vision- To be a congregation of passionate and enthusiastic people who want to become more like Christ and live out our faith within the community.



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**CHURCH INFORMATION FORM**

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

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

- Heart of a Shepherd
- Empathy
- Spiritual Maturity
- Rural Community Expectations

Reference: 1 Timothy 3:3-7 & Titus 1:5-10

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

See attached Leadership Expectations

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

See attached Pastor Job Description



## Part 5: Church History

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

1993: Fellowship hall addition. This building project literally got us "out of the basement," providing a large and welcoming space (including a spacious and well-equipped kitchen, church library, and several Sunday School rooms) where we can host numerous community, congregational, and ecumenical activities. Despite a large financial bequest from a community member, we financed this project primarily through the faithfulness and generosity of the congregation.

2007: Denomination change. After much debate and discussion over several years, we made the decision to leave the Presbyterian Church USA (PCUSA) and join the Evangelical Presbyterian Church. Despite some trepidation about the move, it was decided that due to theological and philosophical changes in the PCUSA—they changed, we didn't—and our own interpretation of scripture, we could no longer remain in that denomination. Though the process was a bit

daunting, both from financial and spiritual standpoints, it was a relatively unifying time for the church and served to encourage deeper and more meaningful communication within the membership.

2025: 150th Anniversary celebration. We take great pride in the longevity and traditions of our church, and we will celebrate our 150th anniversary in 2025. We regularly celebrate our long-time members (some going back more than 50 years) and five-year anniversaries, with fellowship, food, and special events. We view these events as ways to celebrate both the past and the future, and encourage both long-time and freshly-minted members.

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

COVID repercussions. Though COVID provided a spark that decimated many church populations, the extremely slow recovery or total lack thereof is something we find ourselves struggling to come to grips with. Members and potential members have gone online or simply slipped away despite our attempts to bring them back into the body. Parents and grandparents took the initiative to move closer to their children or sought out services that were more contemporary (something they may not have done without COVID). Despite recruiting a young, hard-working and incredibly outgoing pastor (and his young family) as our last leader, attendance continued to suffer, and church youth are few and far between. We survive, and even thrive in what we do, but we need new blood. While this adversity has stirred concern for the future of our congregation, it has also strengthened our core membership—those who must dig deeper into our faiths and relationships to maintain our congregation and the work we do.





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**CHURCH INFORMATION FORM**

**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Ian Ferguson</u>	<u>9/2017</u>	to <u>5/2024</u>
<u>Dave Meriwether</u>	<u>3/1991</u>	to <u>9/2017</u>
<u>Bruce Becker</u>	<u>4/1980</u>	to <u>1/1989</u>

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

Paulding is a small rural town with 3,500 residents. Paulding is the seat of Paulding County which has a population of approximately 18,500.

We are located 35 due east of Fort Wayne, IN and about 17 miles from Defiance. We're just miles away from larger restaurants, entertainment and shopping opportunities.

Cost of living in Paulding is low. A nice 3 bedroom home can be purchased for \$150,000.



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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 Carol S. Basso Date 3/26/2025  
Search Committee Chair Bud Koenig Date 3/22/2025