



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





Part 1: Church Information

- EPC Church Information Form, March 2023 Update



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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>52</u>
B. Number of family units	<u>35</u>	<u>25</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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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> </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: 14 per year

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

We expect our pastor to take leadership in planning the service, with active input from 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):	<u>0</u>
B. Average attendance in Adult Education (Sunday):	<u>10</u>
C. Average involvement in Small Groups:	<u>8</u>



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	6	monthly	1
Deacons	service	6	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: \$ 199,385 Last year's annual budget: \$ 185,624
(Attach a copy of current budget)
2. Percentage of income received toward budget: 101.00 %

**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 \$ 1,518
- 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 (1899)

2- The fellowship hall, added 1993

3-East across the alley is a large concrete parking area with a small garage.

4-North is the Cornerstone Cottage, a house purchased and used for meetings and guest housing, alternatively used as a manse.

5-North of the Cottage, a large garage and picnic pavilion.

All of these properties are contiguous and convenient to one another.

B. Are your buildings adequate for your present program?☒ Yes ☐ No

If no, please explain:

Our congregation is blessed with excellent, well-maintained facilities and the financial ability to care for them.

C. Is a building program or capital project projected?☐ Yes ☒ No

If yes, describe what, when, and projected cost

Perhaps small capital projects. (ceiling repairs/painting, Cottage misc. repairs)

D. Does the church own a manse?☒ Yes ☐ NoCondition: ☒ Good ☐ Fair ☐ Poor # of Bedrooms 3Pastor'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: salary & housing \$ 45,000-70,000

Position: _____ \$ _____

Position: _____ \$ _____

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)yes Life insuranceyes Social Securityyes Travel/mileageyes Book allowance2 weeks Study leave allowance (minimum 2 weeks)4 weeks 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



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	☐ 1	☒ 2	☐ 3	☐ 4
2. Demonstrates love for the pastor and his/her family	☒ 1	☐ 2	☐ 3	☐ 4
3. Readily shares their gifts with the rest of the congregation	☐ 1	☒ 2	☐ 3	☐ 4
4. Places a high priority on sound biblical preaching	☒ 1	☐ 2	☐ 3	☐ 4
5. Effectively integrates newcomers	☐ 1	☒ 2	☐ 3	☐ 4
6. Is engaged in evangelism	☐ 1	☒ 2	☐ 3	☐ 4
7. Is often found living their faith in their communities	☐ 1	☒ 2	☐ 3	☐ 4
8. Has a spirit of unity	☐ 1	☒ 2	☐ 3	☐ 4
9. Cares about each other	☒ 1	☐ 2	☐ 3	☐ 4
10. Is supportive of the Session and pastoral leadership	☒ 1	☐ 2	☐ 3	☐ 4
11. Ministers well to members that are hurting	☐ 1	☒ 2	☐ 3	☐ 4
12. Uses members' gifts in worship	☐ 1	☒ 2	☐ 3	☐ 4
13. Contains people willing and able to lead the congregation	☒ 1	☐ 2	☐ 3	☐ 4
14. Is capable of change when and where appropriate	☐ 1	☒ 2	☐ 3	☐ 4
15. Is connected to and prayerful about what God is doing in the global church	☐ 1	☒ 2	☐ 3	☐ 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.



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

In our small congregation, the pastor maintains a close working relationship with all the elders and deacons.

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

Our church and fellowship hall are both handicap-accessible and centrally located in town, and our pastor is traditionally an active participant in the Paulding Ministerial Association. During Lent, lunches are held each Wednesday in our fellowship hall, with various churches providing the meal and devotional. The community Good Friday and Easter Sunrise services, as well as the Women's Ecumenical Christmas potluck, rotate among the churches. For a time, our church hosted 5th quarter events for teens after home football games, all in our parking lot but, again, sponsored by various churches. Alongside other churches, we generously support the Caring and Sharing Food Pantry, (including donating the proceeds from the annual Route 127 Garage Sale), Lifewise education, and drug recovery and rehabilitation ("drug court" and NA meetings). Our church women hold a one-day retreat each fall (for 40+ years!) that draws from the entire region.

Over time, the Presbyterian Church has participated in choir festivals, and foreign mission projects, both local and outside our area. Our excellent fellowship hall, added about 20 years ago, is shared freely with other churches and the community as needs arise (ie. Kiwanis meetings, drug court graduation lunches, local groups hosting regional events, blood drives, high school graduation parties, baby showers, 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 numerous Sundays away with family outside our church. We are super-welcoming, 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 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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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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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.

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. 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.

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

2025: 150th Anniversary celebration. We take great pride in the longevity and traditions of our church, and we celebrated 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.



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Part 6: Other Information

1. List the last three individuals who held this position

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

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

A. Paulding is the county seat of Paulding County. The village has about 3,500 residents, while the county has a population of approximately 18,500.

B. The cost of living is low in our rural Northwest Ohio area. We are blessed with an excellent school system. Our county hospital brings in specialty clinics from larger area hospitals to save long drives for routine medical care.

C. We are located 35 miles due east of Fort Wayne, IN and about 17 miles from Defiance, OH and Van Wert, OH. This location puts our friendly, safe, small town just 30-40 minutes away from larger restaurants, entertainment, and shopping opportunities.



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 Carol S. Rags Date 9/13/2026
Search Committee Chair Bud Koehn Date 9/13/2026