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*. 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 Tabernacle Evangelical Presbyterian Church

   Address 2432 S Raccoon Rd

   Youngstown, OH 44515

   Telephone (330) 792-3897 Fax (330) 792-2347

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

2. Presbytery Presbytery of the Alleghenies

   Presbytery Ministerial Committee Liaison Ben Burkholder

3. Search Committee Chairman Dan Morgan

   Address 2432 S Raccoon Rd

   Youngstown, OH 44515

   E-mail djmorgan@mfgoffice.com

   Telephone (330) 360-9441

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

Senior Pastor	■ Full time	☐ Part time
Children's Ministry Director	■ Full time	☐ Part time
Worship Director	☐ Full time	■ Part time
Office Administrator	☐ Full time	■ Part time
Treasurer	☐ Full time	■ Part time
Youth Minister leader (Jr-Sr high) (Currently vacant)	☐ Full time	■ Part time
	☐ Full time	☐ Part time
	☐ Full time	☐ Part time
	☐ Full time	☐ Part time
	☐ Full time	☐ Part time

5. List all key volunteer positions

Sunday School class leaders
Awana teachers and classroom aides
Job 12:12 adult ministry leaders
Sound and technology support
Men's Prayer Meeting
Financial Secretary
Women's Bible Study
Men's Bible Study
Elder Prayer Meeting
Pickleball Ministry
Prayer Chain
Prison Ministry

6. List all vacant positions

Position Available Senior Pastor Date of Vacancy 05/06/2024

Position Available Youth Ministry Leader (Jr-Sr High) Date of Vacancy 10-2025

Position Available _____ Date of Vacancy _____

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	120	107
B. Number of family units	71	67
C. Worship attendance	104	80

8. Community Growth ☐ Increasing ■ Static ☐ Declining

9. Profile of church members
   A. Age:
   5 % 0-11 10 % 12-18 2 % 19-24 5 % 25-34
   12 % 35-49 12 % 50-64 54 % 65+

B. Occupation:

10 % Business 10 % Professional 7 % Trades
2 % Agriculture 1 % Stay-at-Home Parent 36 % Retired
_____% Other (Please Specify) Students

C. Educational level of adults
0 % some high school 14 % high school 58 % college 28 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 10 %
5 years or less 10 %
6-10 years 6 %
10 years or more 74 %

10. Racial/Ethnic composition of:

A. **Congregation**

1 % African-American 0 % Asian 99 % Caucasian 0 % Hispanic
_____% Other (Specify) _____

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

10 % African-American 1 % Asian 85 % Caucasian 4 % 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: 30,200

12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
10:30 am	80	Blended

B. Frequency of communion celebration: 13 per year

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

Pastor coordinates with Worship Director and Children's Ministry Director to harmonize Scripture and song selection, slides are provided to the Sound Team for preparation, relevant information provided to the Office Administrator for inclusion in the bulletin, Ruling Elders prepare children's message

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

Pattern of worship is announcements, Call to Worship (Scripture reading and prayer), two praise songs, Children's Sermon, catechism reading, congregational prayer, one praise song during offering collection, sermon, administration of sacraments, one closing praise song, and a benediction

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

A variety of worship music is used, including traditional hymns and more contemporary music. Worship team composition varies each week, though it usually includes electric guitar and bass, piano, and vocals.

13. Ministry Programs

A. Average attendance in Church School (under 18 years): 13

B. Average attendance in Adult Education (Sunday): 30

C. Average involvement in Small Groups: 2 Groups total 28 people

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	Spiritual leadership	7	Monthly	2
Deacons	Congregational care	10	Monthly	3
Missions	Outreach support	7	Quarterly	3
Finance Committee	Monitor Finances	5	Monthly	3
Audit Committee	Audit Finances	6	Annual	3
Budget Committee	Determine Budget	3	Annual	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: $ 500,049.00 Last year's annual budget: $512,683.00
   (Attach a copy of current budget)

2. Percentage of income received toward budget: 90.5 %

3. Amount contributed for year (most recent complete reporting year)
   A. EPC Percentage of Income $ 3,129.09
   B. EPC World Outreach Global Workers $ 29,095.00
   C. EPC Special Projects $ 0
   D. Presbytery Per Member Asking/Percentage of Income $ 4,692.34
   E. Other Missions/Missionaries $ 42,570.00

4. Property owned by church
   A. Describe buildings and property (other than manse), including condition.

   Well-maintained 28,000 square foot brick building originally constructed in 1966 on a four-acre parcel. Separate but connected sanctuary and education wings, including preschool classrooms and administrative offices. The construction of Mulholland Hall in 1996 added a gymnasium, commercial kitchen, media-enabled youth room, and additional classrooms.

   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 _____

5. Compensation:

A. The salary range we are prepared to offer:

Position: Senior Pastor $ 80k - 100k total comp package

Position: _____ $ _____

Position: _____ $ _____

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

Position: Senior Pastor $ _____ or 2 %

Position: Children's Ministry Director $ _____ or 2 %

Position: Worship Director $ _____ or 2 %

Position: Office Administrator $ _____ or 2 %

C. Housing

- [x] 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 insurance

_____ Social Security

Yes Travel/mileage

_____ Book allowance

Yes Study leave allowance (minimum 2 weeks)

Yes Annual vacation days (minimum 4 weeks)

TBD Number of worship services per year for which pastor is provided relief (in addition to vacation and study leave)

_____ Sabbatical frequency and length _____

Shared Other (Specify: budget item for training and travel for all Staff $5500)

E. The church participates in the EPC's medical benefits plan [x] Yes [ ] No

F. The church participates in the EPC's retirement plan [x] 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?

For those new to the deacon or elder role, the pastor devotes a period of time with the candidate before their term begins to review the Westminster Confession of Faith/Larger and Shorter Catechisms and the expectations of leadership. The duration of these meetings has varied in the past from pastor to pastor.

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

Session meeting monthly starts with a short devotion using the Westminster Confession of Faith.

Currently revitalizing discipleship process for the deacons.

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

Tabernacle hosts a Community Bible Study every Thursday morning throughout the school year.

The Youngstown Inner City Youth Group meets Tuesday evenings in our building.

TEPC members volunteer for inner city outreach through Hope For Renewal Playground ministry and Cafe' ministry.

19. Describe the strengths of your congregation.

The congregation is unified in a sincere desire to study the Word of God and to progress in the Spirit-led process of sanctification. Worship is rooted in God-honoring practices and not buffeted by the tides of the world's culture.

The culture of TEPC is a loving and welcoming one.

A large percentage of the membership volunteer for ministry work.

20. List specific problems with which your congregation struggles.

Communication throughout the body is a struggle. Attempts to leverage technology have had limited success, as a significant percentage of the congregation lack technical proficiency.

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

1. To engage our new vision as inspired by the Holy Spirit through our implementation team to insure all member would use their gifts to further God's Kingdom.
2. To provide love, support, and instruction for all age groups in our church family.
3. To progress in spiritual maturity and to equip the saints to further the Kingdom of God.
4. To engage every ministry to connect with unbelievers and to create a loving and welcoming environment.
5. To have an impact on our communities, local and greater, and the world by proclaiming the Gospel.

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

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

In 2023, it was determined that one of the deacons had embezzeled over $30,000 from the deacon's fund for his own sinful pursuits. The ruling elders brought the discovery before the congregation immediately and sought restitution from and restoration for the individual. The deacon completed his court-mandated program, but was unwilling—by his own choosing—to be restored to the congregation.

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

☑ Yes ☐ No

If yes, Date completed November 2025

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

Mission – Fulfill the Great Commission to the Glory of God
"And Jesus came and said to them, "All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age." – Matthew 28:18-20

Vision
Tabernacle EPC, ignited by God's love, exists for the community to encounter the hope of the Gospel. We do so by gathering for worship, growing as disciples, and working as one to meet the spiritual, emotional, and practical needs of our neighbors in the name of Jesus Christ, to the glory of God.

Part 4: Leadership Expectations

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

Strong leadership characteristics, honest and forthcoming, humble, compassionate, self-controlled, 1 Timothy 3:1-7 qualities.

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

Fueled and directed by the Holy Spirit.

Well-organized and able to communicate openly, honestly, and frequently with the congregation.
Spiritually mature and Biblically knowledgeable. Invests in his own spiritual, mental, physical, financial, and emotional growth and wellbeing.

People-oriented and able to build relationships with a diverse group of individuals.

Skilled speaker, able to clearly proclaim the Gospel message through sermons and teachings, from the pulpit, classroom, and other settings.

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

Preaching and teaching the Bible in a Reformed tradition, defending that teaching.

Leading and directing pastoral care for the body.

Administering staff and church leadership, training and equipping, encouraging growth.

Helping to cast TEPC's vision and directing its implementation.

Leading evangelism efforts.

Engaging with Presbytery of the Alleghenies and General Assembly.

Part 5: Church History

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

Church established in 1859 by Scottish Immigrants in the Youngstown Area.

In 1967, the church relocated from downtown Youngstown to the suburbs of Austintown.

In 1980, Tabernacle voted to leave the PCUSA and in 1982 joined the EPC.

In 1996, the construction of Mulholland Hall was completed to add a gymnasium, commercial kitchen, media-enabled youth rooms, and additional classrooms.

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

Despite a period of declining membership and the departure of our Senior Pastor, by God's grace TEPC has since increased membership and maintained significant ministries, programs, and outreach events.

Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service		
Rev. Brian Carpenter	08/2019	to	05/2024
Rev. Richard Stauffer	02/2002	to	04/2018
Dr. Robert Stauffer	10/1987	to	09/1999

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

In 2018, Session encouraged the Senior Pastor to step back his outside activities as a township trustee in order to focus on his commitments to the congregation. He was further challenged on a number of outstanding issues, including the handling of a congregant's illicit behavior towards women and minor children. Though Session had hoped to reach a place of mutual understanding and restoration, the pastor opted to resign of his own accord before the process could be completed.

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_____ Date_____

Search Committee Chair _____ Date_____