



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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5. List all key volunteer positions

Deacons
 Elders
 Praise Band Members
 Choir
 Sunday School Teachers
 adult + children
 Nursery Coordinator
 Upwards Basketball Leaders
 Welcoming Committee

Living Nativity
 Last Supper
 VBS
 Pot Luck Meals
 Flea Market
 Helping Hands
 Samaritan's Purse
 Haiti
 Prayer Shawl

Personnel Team
 Women's Ministry
 Small Group Facilitators
 Building + Grounds
 Security Team
 Meal on Wheels
 Food Bank

6. List all vacant positions

Position Available Senior Pastor Date of Vacancy 8/27/23

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>331</u>	<u>242</u>
B. Number of family units	_____	_____
C. Worship attendance	<u>176</u>	<u>160</u>

8. Community Growth ☐ Increasing ☒ Static ☐ Declining

9. Profile of church members

A. Age:

10 % 0-11 10 % 12-18 5 % 19-24 10 % 25-34
15 % 35-49 25 % 50-64 25 % 65+



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B. Occupation:

10 % Business 15 % Professional 25 % Trades
15 % Agriculture 10 % Stay-at-Home Parent 25 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

1 % some high school 34 % high school 60 % college 5 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 2 %
5 years or less 10 %
6-10 years 18 %
10 years or more 70 %

10. Racial/Ethnic composition of:

A. Congregation

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

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

5 % African-American _____ % Asian 94 % Caucasian _____ % Hispanic
1 % 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: 21000

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****12. Worship**

A. Worship Time	Average Worship Attendance	Worship Style
<u>8:30 am</u>	<u>150</u>	<u>contemporary</u>
<u>11:00 am</u>	<u>65</u>	<u>traditional</u>
<u>10:00 am</u>	<u>160-currently one service</u>	<u>combination</u>
<u>Hope and</u>	<u>expectation two services</u>	<u>returned based on c</u>

B. Frequency of communion celebration: 12 per year

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

Historically, we have had a Worship Committee. We have not had one for a couple years, though we are now beginning to seek members for building a Worship Committee.

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

The first service is contemporary with a praise band. The second service is traditional with hymns, choir, and organ. With a transitional pastor in place, there is now only one blended service at 10:00 am.

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

The contemporary music consists of vocalists, guitars, keyboard, and drums. The traditional music consists of a choir, pipe organ, and occasionally bells.

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 16-18
- B. Average attendance in Adult Education (Sunday): 35-40
- C. Average involvement in Small Groups: 40

**EPC***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	church leadership	9	1/month	2
Deacons	service	12	1/month	3
Stewardship	service	5	1/month	3
Outreach	outreach	7	1/month	3
Discipleship	discipleship	10	1/month	3
Building & Property	service	8	1/month	3
Christian Preschool	outreach	5		4
Youth Group (Jr & Sr High)	outreach, discipleship	4	1/month	4
Kidventure (K-5th grade)	outreach, discipleship	4	1/month	4
Upward Basketball	outreach	10	season	3
Womens Ministry	service, discipleship	10	1/month	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: \$ 444,759 Last year's annual budget: \$ 437,192
(Attach a copy of current budget)
2. Percentage of income received toward budget: 114.3 %



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

- A. EPC Percentage of Income \$ _____
- B. EPC World Outreach Global Workers \$ _____
- C. EPC Special Projects \$ _____
- D. Presbytery Per Member Asking/Percentage of Income \$ _____
- E. Other Missions/Missionaries \$ _____

4. Property owned by church

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

The church building is situated at a busy intersection of two state roads (Rte 50 & Rte 18). Property consists of approx 26 acres. Most is woodlands and meadow. The improved site is located on approx 8 acres and consists of paved parking for 100 cars and stone parking for 100 cars.

The building consists of the Sanctuary section which was constructed approx 140 yrs ago. Improvements have continued every 10-20 yrs. The last major construction project was completed in 2005 and nearly doubled the size of the facility.

- 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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5. Compensation:

A. The salary range we are prepared to offer:

Position: Senior Pastor \$ 70-90,000 salary + housing,

Position: _____ \$ plus benefits

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

X _____ Retirement Plan (minimum 10% gross effective salary)

X _____ Medical insurance (EPC medical coverage required for full-time TEs)

_____ Life insurance

_____ Social Security

X _____ Travel/mileage

_____ Book allowance

X _____ Study leave allowance (minimum 2 weeks)

X _____ Annual vacation days (minimum 4 weeks)

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

_____ 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?

Generally, the Elders are given a manual. Deacons are given a binder with specific responsibilities summarized. In the past, a class and a test were given to the Elders.



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

Historically, the ongoing discipleship has been led by the pastor. However, currently we do not have ongoing discipleship of elders and deacons in place.

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

Our church participates in ecumenical activities such as summer church camps and hosting VBS. Participation in summer outreach at Midway Park and Samaritan's Purse with Operation Christmas Child are two other additional activities. Four ways we join others to serve are City Mission, Meals on Wheels, Helping Hands, and McDonald Food Bank. Shared Lenten Services has stopped since the Covid pandemic.

19. Describe the strengths of your congregation.

Work Ethic: HUEPC embodies the protestant work ethic. When properly channeled, we are able to work long and hard together towards common goals. This is evidenced by the apple festival, vacation Bible school, and other large scale events. This is also seen in the way that we care for each other. We do a good job of caring for the needs of people in our congregation.

Physical & Financial Assets: We are extremely blessed with a beautiful and expansive physical campus. We have an enormous capacity to do a lot of good within the community and we are accessible to the physically handicapped. Additionally, we are financially solvent, debt-free and poised to invest heavily in the community.

Bible-Based Curriculum: HUEPC deeply cares about the Word of God. It is the center of our preaching, our teaching, our discipleship, and our outreach. We have



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20. List specific problems with which your congregation struggles.

- a. Limited involvement from the younger generation (Youth Sunday School, retaining families from preschool and programs like Upward Basketball) seeking deeper participation
- b. Participation rate of church members. Need more "Doers of the Word"
- c. Congregants divided between ideas (ex. Active debate between one vs. multiple services, cliques form around old and new ideas.)
- d. There is underutilized potential due to lack of leadership. We need to shepherd spiritual gifts and implement new ideas for a unified vision.

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

- a. Support and welcome a new full time pastor to grow with us longterm
- b. More community outreach and global church involvement (prayerfully and financially)
- c. Fostering close relationships with God and with each other

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 _____

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

The Vision:

Leading one another into growing relationships
with Jesus Christ by the power of the Holy Spirit
all for the glory of God.

The Mission:

Reaching upward to God,
Growing inward with God,
Serving outward for God.



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Part 4: Leadership Expectations

1. What are some key character strengths a person should bring to this position?
 - a. Love for Jesus Christ/Filled with the Holy Spirit
 - b. Christ-like character, demonstrating love for people and family
 - c. Servant-hearted and compassionate
 - d. Strong work ethic
 - e. Sense of humor

2. What are five key gifts/skills/abilities a person should bring to this position?
 - a. Strong biblical knowledge and ability to wisely link scripture to daily life
 - b. Preach and teach God's word unashamedly with enthusiasm, truth, and relatability
 - c. Strong leader-ability to manage and be decisive with empathy
 - d. Encourage and foster spiritual growth in the church
 - e. Shepherd and garner unity

3. What are the primary pastoral duties for the position? (Attach a position description)
Spiritual overseer
(add in previous job description)



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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?

In April 1825, a second group of Presbyterians founded the Mt. Prospect Presbyterian Church within two miles of the first church. After 143 years of separation, the two churches, meeting simultaneously on a Sunday early in 1968, voted overwhelmingly to "merge" and become the Hickory United Presbyterian Church in the PC(USA).

About 25 years ago, a preschool for children ages 3 through 4 was established in the church. This school continues today and is an important part of our ministry to the community.

In 2005, our congregation took a big step of faith and built a large addition to the existing building, called Covenant Center, that includes a youth room, kitchen, and multi-purpose gymnasium/open space room. This addition is used for concerts, Upward Basketball, men's basketball, bereavement dinners, social gatherings, and many other events.

As the PC(USA) became increasingly more liberal in its policies and directions, we, as a very conservative body, became increasingly frustrated and "upset" with all of the major (and minor) changes being considered and enacted by the General

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

Interesting:

VBS week/yearly

Small groups began

Living Nativity expanded

One joint service; combining congregation

Return of Children's Messages in worship service

New members more frequently joining

Last Supper service

Online presence

Adult baptisms

Challenging:

Frequency of pastors, both transitional & new

Same people doing most of the volunteering

Covid pandemic limitations



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Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Daniel Clark</u>	<u>1/2020</u>	to <u>8/2023</u>
<u>Robert Shull</u>	<u>1/2013</u>	to <u>12/2017</u>
<u>R. Douglas Reinard</u>	<u>1/1996</u>	to <u>12/2013</u>

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

Our security team exercises their 2nd amendment rights in our rural community church.

Continued from previous pages:

Page 5 Worship 12.A.

Currently we have one service that is blended with both contemporary music and traditional hymns. Our expectation is to have multiple services, based on our growth and needs.

Page 7 Church Property 4.A.

The last major construction project was completed in 2005 and nearly doubled the size of the facilities to approximately 28,000 square feet. The largest room, Covenant Center, is used daily for: preschool play, basketball, volleyball, pickle ball, and large dinners (seating 300).

Page 10 Church Strengths 19.

We have taken steps in our recent history to leave a denomination that no longer subscribes to the inspiration, authority, and inerrancy of scripture to join the EPC.

Page 14 Church History Part 5

As the PC (USA) became increasingly more liberal in its policies and directions, we, as a very conservative body, became increasingly frustrated and “upset” with all of the major (and minor) changes being considered and enacted by the General Assembly. Under the Pastor’s and Session’s leadership, we overwhelmingly voted to leave the PC (USA) and join the Evangelical Presbyterian Church in January 2012.



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 Blake Grove Date _____

Search Committee Chair Josh Tustin Date _____