



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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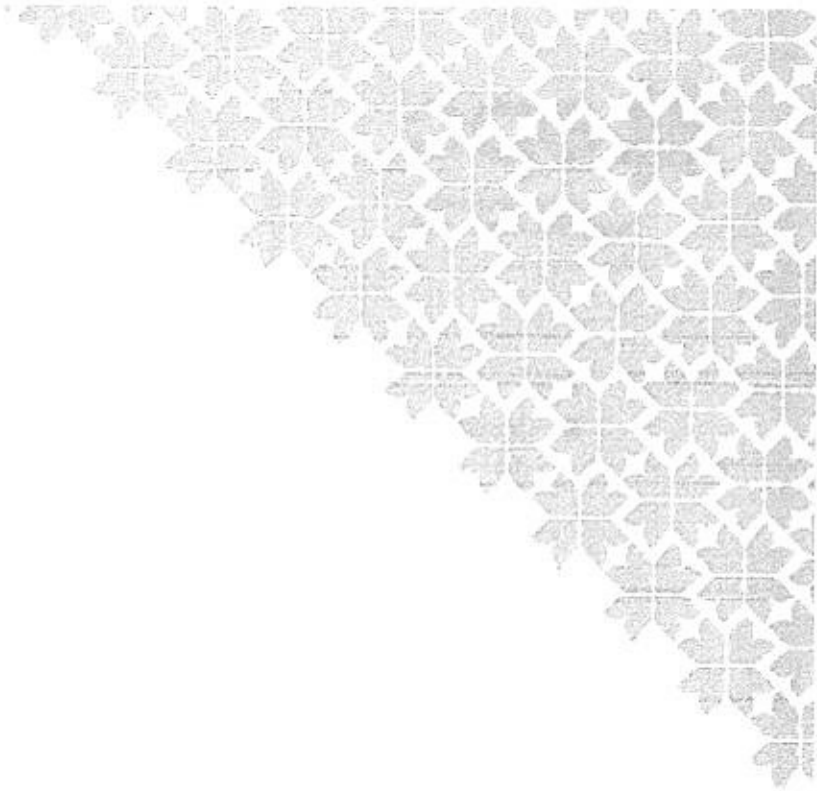
Part 1: Church Information	Part 4: Leadership Expectations
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Please return completed form to:

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





5. List all key volunteer positions
 Sunday School Superintendent
 Awana Volunteers
 Sunday School Teachers
 Stephen Ministry

6. List all vacant positions

Position Available Full Time Pastor Date of Vacancy 4/22/2025
 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>230</u>	<u>224</u>
B. Number of family units	<u>153</u>	<u>160</u>
C. Worship attendance	<u>155</u>	<u>171</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

14 % 0-11 7 % 12-18 3 % 19-24 10 % 25-34
22 % 35-49 18 % 50-64 26 % 65+

B. Occupation:

10 % Business 25 % Professional 25 % Trades
8 % Agriculture 2 % Stay-at-Home Parent 30 % Retired
0 % Other (Please Specify) _____

C. Educational level of adults

0 % some high school 45 % high school 45 % college 10 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 5 %
5 years or less 21 %
6-10 years 19 %
10 years or more 55 %

10. Racial/Ethnic composition of:

A. Congregation

1 % African-American 0 % Asian 98 % Caucasian 1 % Hispanic
0 % Other (Specify) _____

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

4 % African-American 0 % Asian 95 % Caucasian 1 % Hispanic
0 % 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: 3,084



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
8:30	96	Contemporary
10:30	75	Traditional
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: 6 per year

C. How are members involved in planning and participation in the liturgy/worship?
Worship Committee, Praise Team, Special Music, Choir, Men's Choir, Bell Choir,
Pulpit Supply

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)
Early Service-Contemporary
Late Service-Traditional

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

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 25
- B. Average attendance in Adult Education (Sunday): 25
- C. Average involvement in Small Groups: 92

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	Governing Body	9	Monthly	2
Deacons	Congregational Care	12	Monthly	3
Worship Committee	Coordinating Service/ Communion	7	Monthly	3
Administration	Property/Cemetery Maintenance	10	Monthly	3
Mission Committee	Support local and international missions	8	Monthly	3
Christian Education Com	Oversee educational discipleship	7	Monthly	3
Evangelism Committee	Local outreach and spreading the gospel to community	8	Monthly	3
Stephen Ministry	Christian care for those who are hurting	3+	As Needed	3
Nominating Committee	Discerning future leadership of the church	4	As Needed	3
Awana	Community Bible school for ages 3-12	30+	Weekly	4
Women's Ministry	Discipling women of all ages	45	Monthly	3

EPIC

Ministry for senior citizens

20

Monthly

1

*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: \$ 304,866 Last year's annual budget: \$ 298,959
(Attach a copy of current budget)

2. Percentage of income received toward budget: 100 %

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

A. EPC Percentage of Income	\$ <u>3049</u>
B. EPC World Outreach Global Workers	\$ <u>2000</u>
C. EPC Special Projects	\$ <u>2500</u>
D. Presbytery Per Member Asking/Percentage of Income	\$ <u>3360</u>
E. Other Missions/Missionaries	\$ <u>49700</u>

4. Property owned by church

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

Church-owned property on a rural lot with a large lawn and wooded areas, paved parking lot, large pavillion, sanctuary, fellowship hall, Christian education wing, commercial kitchen, and playground.

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 4

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

Other _____

5. Compensation:

A. The salary range we are prepared to offer:

Position: Full Time Pastor \$45,000-\$65,000. Adjusted by experience
\$ plus manse

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Full Time Pastor \$ _____ or 3 %

Position: Most All Positions \$ _____ or 3 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

Retirement Plan (minimum 10% gross effective salary)

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

_____ Life insurance

Social Security

Travel/mileage

Book allowance

Study leave allowance (minimum 2 weeks)

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 _____

_____ 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	<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 type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
6. Is engaged in evangelism	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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?

We have a training meeting in January each year.

Both deacons and elders are given a manual, going through our roles and bylaws.

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

We require each elder to sit on a committee and we strongly encourage them to join what we call a "Growth Group" where they can continue to develop their spiritual formation.

Mentoring and Shepherding Relationships: newer officers are paired with more seasoned leaders, fostering relational discipleship through mentoring as they lead various committees that are the foundation of our church's ministries.

Our practice demonstrates notable weaknesses in this area, and we desire help to enhance and strengthen them.

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

Our choir joins with a church in Hubbard, Ohio twice a year as well as joining the Youngstown simple gifts choir.

19. Describe the strengths of your congregation.

We offer a range of compassionate and purpose-driven ministries designed to meet individuals where they are in life. These ministries include EPIC (our ministry for senior adults), Awana, Youth Group, Stephen Ministry, Veterans Bible Study, and many others—each focused on providing support, connection, and spiritual growth tailored to specific needs.

New Bedford EPC stands out for its thoughtful balance of worship styles and active spiritual formation. Our clear mission and welcoming disposition—paired with a theological foundation that values unity and freedom—shows a congregation driving to live with faith in both depth and compassion.

20. List specific problems with which your congregation struggles.

Limited insight into vision and impact: We need to work on our strategic direction and sustained momentum.

Sparse Staff and Leadership Visibility and Accountability: We need to work on specifying the roles and responsibilities of our staff.

Insufficient Community Connection Beyond Pulaski: We can expand our outreach to include a broader area.

New Bedford EPC showcases a stable foundation-rich in tradition, carrying and culture, and inviting in worship variety. However, it could benefit from making its vision, more visible, leadership more accessible, growth pathways clearer, and its story more relatable through personal narratives and digital content.

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

Our congregation is led by the Session, and in partnership with the congregation, the Session seeks to pursue the following goals:

Provide strong ministry support and foster a diverse, vibrant sense of community.

Enhance the effectiveness of discipleship training.

Minister to the physical and spiritual needs of both the congregation and the wider community.

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 1994, Session voted to "enact an irrevocable dissolution" regarding the pastor. This was in consultation with the Committee on Ministry of our former presbytery in our former denomination, the PC (USA). It was undertaken after a long and concerted attempt to address a series of issues, including an ongoing addiction problem.

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

Yes No

If yes, Date completed 02/01/2022

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

To Love, Know, and Serve the Father, Son, and Holy Spirit

Serve God.... Know God.... Love God

Part 4: Leadership Expectations

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

Spiritual Leadership and Preaching: lead worship services that reflect both contemporary and traditional expressions in model, a personal life of prayer, humility, and spiritual integrity.

Staff Supervision and Accountability: conduct regular one-on-one check-in, and encourage teamwork. Include a Bible study into weekly staff meeting meetings.

Congregational Care: provide pastoral care through counseling, hospital visits, and prayer. Oversee the development of a care ministry team.

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

1. The Pastor is an effective expositor who preaches sermons based on the Bible.

2. The Pastor is a visionary leader who champions the church life and promotes unity.

3. The Pastor possesses an outgoing personality and is people-oriented with skills in counseling and pastor care.

4. The Pastor should demonstrate a deep love of people and a heart for the lost while at the same time, honoring the multigenerational nature of the church membership.

5. With a strong spiritual life, the pastor will lead by example of maintaining the spiritual disciplines and will inspire members to grow in their own faith practices.

6. The Pastor is skilled in training and discipleship

7. The Pastor should have a heart for evangelism and community.

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

A spiritual shepherd grounded in scripture.

A visionary leader who moves the church toward a greater impact.

Skilled manager who supervises staff and builds leaders.

Community presence who connects with the outside community.

Part 5: Church History

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

Founding the Church in 1800

Merger of the New Bedford United Presbyterian Church and Hopewell Presbyterian Church in 1966

Moving from the PC USA to the EPC in 2011

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

Losing a called pastor within one year of calling due to a family medical situation which required his retirement.

Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service
Daniel Muttart	2/2021 to 4/2025
Douglas Runyan	10/1997 to 1/2021
J. Wallace Huber, Jr.	9/1973 to 8/1997

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

After the departure of two long-term pastors, our congregation experienced a period of instability. This season challenged us, but it also revealed our resilience and the depth of our inner connectedness.

Over the last few years, also, we have had to come face-to-face with what it truly means to live as a Christian community in a world that often does not reflect Christian values.

Over the past several years, the church has made many improvements to the church property, including a new church heating system, a complete remodel of the church kitchen, new sidewalks, a large remodeling project at the church manse, and most recently a state of the art playground.



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 Taylor Ullrich Date 9/29/25
Search Committee Chair Steve A Fox Date 9/29/25