



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 New Covenant EPC

Address 1911 Harlansburg Rd

New Castle PA 16101

Telephone (724) 652-8062 Fax (_____) _____

E-mail newcovenantepc@comcast.net Website newcovenantepc.com

2. Presbytery Presbytery of the Alleghenies

Presbytery Ministerial Committee Liaison Rev. Chris White

3. Search Committee Chairman Jarrett Chapman

Address 1814 Pulaski Rd

New Castle, PA 16105

E-mail drjmchapman@gmail.com

Telephone (724) 674-8535

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

- | | | |
|--------------------------------------|------------------------------------|-----------------------------------------------|
| <u>Christian Education- Aly Hill</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Youth Leader- Joy Wilson</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Treasurer- Shirly Covert</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Custodian- Richard Smith</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Secretary- Edie Wilson</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |



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5. List all key volunteer positions

Board members and leaders of Trail Life PA-1116: Jarrett Chapman, Jack Marti, Ray Marr, Denny Neese, Shawn Hill

Board members and leaders of American Heritage Girls: Kristin Chapman, Kathy Roe, Carl Walker, Amy Lockwood, Aly Hill

Property Ministry Team: Ray Marr and other church members

Van ministry: Fred Proch

At the Well women's ministry: Many church women

1829 Young Adult Ministry: Doris Johns and other church members

6. List all vacant positions

Position Available Pastor Date of Vacancy 1/1/2022

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>126</u>	<u>90</u>
B. Number of family units	_____	<u>53</u>
C. Worship attendance	<u>110</u>	<u>61</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

3 % 0-11 2 % 12-18 _____ % 19-24 2 % 25-34
4 % 35-49 10 % 50-64 79 % 65+



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B. Occupation:

5 % Business 5 % Professional 8 % Trades
1 % Agriculture 2 % Stay-at-Home Parent 79 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 79 % high school 20 % college 1 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 10 %
5 years or less 13 %
6-10 years 23 %
10 years or more 54 %

10. Racial/Ethnic composition of:

A. Congregation

_____ % African-American _____ % Asian 99.9 % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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

_____ % African-American _____ % Asian _____ % Caucasian _____ % 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: _____



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>8:15</u>	<u>19</u>	<u>Traditional- Hymns & Piano</u>
<u>10:50</u>	<u>42</u>	<u>Traditional with Praise Band</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

B. Frequency of communion celebration: 8 per year

C. How are members involved in planning and participation in the liturgy/worship?
Worship ministry team, accompanist, praise band, and AV team

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)
Both services have an order of service and would be more traditional.

E. Type of music used in worship (e.g., traditional, contemporary, variety)
The early service sings hymns accompanied by a piano. The late service sings a blend of modern hymns and traditional praise and worship music accompanied by a praise band (piano, keyboard, acoustic and base guitar, drums, and vocalist).

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 3
- B. Average attendance in Adult Education (Sunday): 15
- C. Average involvement in Small Groups: 20



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*
**Note what is listed here is the current structure. However, the Session is working to align structure to new church vision.				
Christian Ed	<small>Oversees Sunday School, Youth Group, AHG, Trail Life, 1829</small>	5-6	1/month	3
Evangelism	Outward facing ministry and inward fellowship	5	1/month	3
Property	Maintains building, grounds and vehicles	8	1/week	3
Stewardship & Missions	Oversees budget and missions giving	4	1/quarter	3
Worship	Consults with Pastor to plan services	5	1/quarter	2-3
Deacons	Ministry of Mercy both in and out of congregation	6	1/month	3
Session		5	1/month	2
At The Well	Women's Ministry	10+	1/month	3
Mountain Fishing Ministry (MFM)	Men's Ministry	??	just starting	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: \$ 165,276 Last year's annual budget: \$ 164,276
(Attach a copy of current budget)
2. Percentage of income received toward budget: 110.00 %



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

- A. EPC Percentage of Income \$ 1,800
- B. EPC World Outreach Global Workers \$ _____
- C. EPC Special Projects \$ 180
- D. Presbytery Per Member Asking/Percentage of Income \$ 1,800
- E. Other Missions/Missionaries \$ 18,000

4. Property owned by church

- A. Describe buildings and property (other than manse), including condition.
Church built in 1998; moved into in July 1999; 12 acres with baseball field, pavilion, and outbuilding including a garage/workshop and shed.

- 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: Pastor \$ 50,000 (split as appropriate between salary and housing)

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Pastor (when we had FT pastor) \$ 600 or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

5000 Retirement Plan (minimum 10% gross effective salary)

21172* Medical insurance (EPC medical coverage required for full-time TEs)

included Life insurance

4000 Social Security

500 Travel/mileage

250 Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

6 weeks** Annual vacation days (minimum 4 weeks)

as needed 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: _____)

*That was the amount last time we payed it. **for vacation not more than 3 consecutive weeks

- 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 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 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 type="checkbox"/> 3	<input checked="" 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 type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
9. Cares about each other	<input type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4
15. Is connected to and prayerful about what God is doing in the global church	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4

16. How are elders and deacons initially trained and equipped for ministry?
 We completed the EPC Leadership class in the fall of 2023 led by Ruling Elder and Transitional Pastor. The plan is to offer this class bi-annually or as needed.



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

This would be an area of needed growth. However, all Elders are active teachers and participants in multiple small groups (Sunday School, Trail Life, Property, etc.). Additionally the weekly corporate prayer time focuses a portion of the prayer for the Elders and Deacons.

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

We partner with other community churches for Ash Wednesday and Maundy Thursday services.

Our American Heritage Girls (~35 girls) and Trail Life USA (~50 boys) reaches into multiple other churches in the community including ministering to the children of four pastors' families (two of those pastors also participate in helping with Trail Life).

We participate with other churches in the Laurel Project Hope initiative, which supports families in the local school district.

Collect food goods for the Church of Genesis Food Pantry and support para-church ministries like The City Rescue Mission and The Promise of Life Network.

19. Describe the strengths of your congregation.

Please see attached SWOB report.



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20. List specific problems with which your congregation struggles.

Please see attached SWOB report.

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

Stated in attached Vision Challenge

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.

Approximately 17 years ago a Ruling Elder who was serving as an usher took money from the offering. Church discipline was implemented and that RE was removed from the role of usher. While the process sought for restorative discipline, the RE did choose to leave the church.

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

Yes No

If yes, Date completed 9/2023

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

Please see attached Vision Challenge Statement



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Part 4: Leadership Expectations

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

- Mature believer with a vibrant relationship with Christ

- Ability to assess their own weakness and surround themselves with support of those who can assist with those weaknesses.

- Appreciation for the strengths and needs of an aging congregation.

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

- 1- Strong Biblical Preaching
- 2- Ability to provide Congregational Care
- 3- Desire to equip members for outreach ministry
- 4- Knows Western Pennsylvania culture and how to connect with our church neighbors.
- 5- Willingness to be engaged in the local community.

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

- Preaching

- Congregational Care

- Church Administration



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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?

1) Leaving the mainline Presbyterian USA, forming a church, and joining EPC in 1995.

2) Building a church building and paying off the mortgage many years ahead of schedule.

3) We were able to hire an Associate Pastor and maintain two pastors for several years prior to Pastor Emeritus George Yates' retirement.

4) Working through the revisioning process and discerning God's direction for New Covenant EPC in fall of 2023.

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

Following the abrupt departure of our previous pastor (only 30 days notice was given) there was a Leadership vacuum. During this period several congregational hurts boiled to the surface and led our congregation to a challenging place. While we were searching for a pastor at this time, the Search Committee recommended to the Session that we go through the EPC transitional pastor and revitalization process. Working through that process and presenting the SWOB report to the congregation was very eye-opening.

Since then, the Vision Team firmly believes that the Holy Spirit led the members to the current Vision Challenge that was presented and accepted by the congregation in October. We are optimistic for the opportunity for new ministry implementation, opportunities, and excitement—some of which has already begun to take shape.



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Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
<u>George Yates</u>	<u>1/1997</u>	to <u>12/2012</u>
<u>K. Chris Curtis</u>	<u>1/2009</u>	to <u>12/2021</u>
<u>Charles (Billy) Woodman</u>	<u>10/2022</u>	to <u>3/2024</u>

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



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 Dennis Neese

Digitally signed by Dennis Neese
DN: cn=Dennis Neese, o, ou, email=denny.neese@zoominternet.net, c=US
Date: 2024.01.31 08:27:36 -05'00'

Date 2/1/2024

Search Committee Chair Jarrett M. Chapman

Digitally signed by Jarrett M. Chapman
DN: cn=Jarrett M. Chapman, o=Grove City College, ou=Education Department, email=chapmanjm@gcc.edu, c=US
Date: 2024.01.31 08:25:19 -05'00'

Date 2/1/2024