

## 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](http://www.epc.org/mso). For more information or to send your posting, email [info@epc.org](mailto: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](mailto: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](mailto:info@epc.org)





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### Part 1: Church Information

1. Church Name Peter's Creek Evangelical Presbyterian Church

Address 250 Brookwood Rd

Venetia, PA. 15367

Telephone ( 724 ) 941-6210 Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail info@pcepc.org Website www.peterscreekchurch.org

2. Presbytery Presbytery Of The Alleghenies

Presbytery Ministerial Committee Liaison Valerian Moeller

3. Search Committee Chairman Benjamin David Demers

Address 410 Memorial Ave

New Eagle, PA. 15067

E-mail ben@pcepc.org

Telephone ( 724 ) 967-5378

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

Stated Supply Pastor  Full time  Part time

Director of Children's Ministry  Full time  Part time

Youth Ministry Director (vacant as of September 2025)  Full time  Part time

Director of Music Ministry  Full time  Part time

Office Manager  Full time  Part time

Audio/Visual Lead  Full time  Part time

Bookkeeper  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time

5. List all key volunteer positions

Assistant to the Pastor for Visitation  
Audio/Visual Assistants (2)  
Safety/Medical Team (21)

6. List all vacant positions

Position Available Senior Pastor Date of Vacancy 5/1/2025

Position Available Director of Youth Ministry Date of Vacancy 9/1/2025

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>255</u>	<u>313</u>
B. Number of family units	<u>76</u>	<u>100</u>
C. Worship attendance	<u>80</u>	<u>145</u>

8. Community Growth  Increasing  Static  Declining

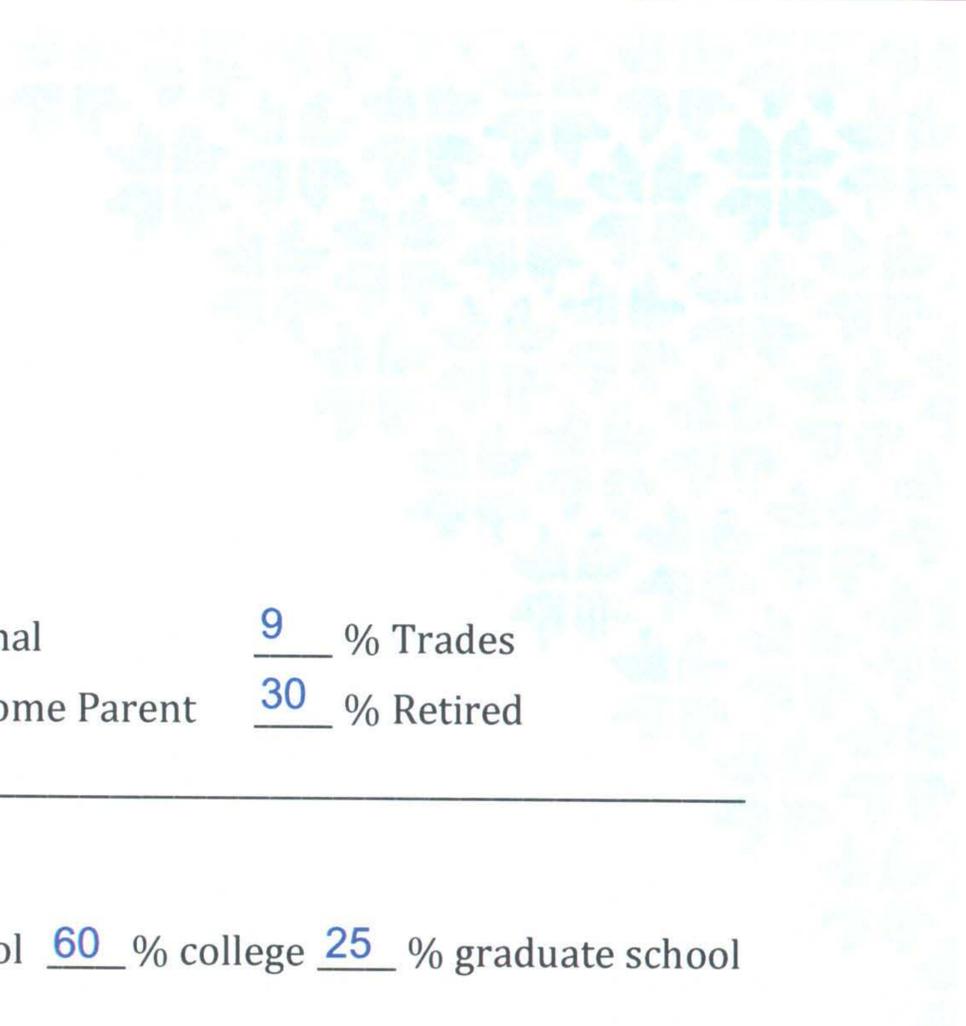
9. Profile of church members

A. Age:

5 % 0-11    5 % 12-18    5 % 19-24    10 % 25-34  
13 % 35-49    17 % 50-64    45 % 65+



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B. Occupation:

30 % Business      25 % Professional      9 % Trades  
1 % Agriculture      5 % Stay-at-Home Parent      30 % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

C. Educational level of adults

1 % some high school      14 % high school      60 % college      25 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 10 %  
5 years or less 30 %  
6-10 years 10 %  
10 years or more 60 %

10. Racial/Ethnic composition of:

A. **Congregation**

0 % African-American      2 % Asian      97 % Caucasian      1 % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

2 % African-American      4 % Asian      92 % Caucasian      2 % 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: 93,000

12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
11:00 AM	145	Traditional
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: 13 per year

C. How are members involved in planning and participation in the liturgy/worship?  
 Our Music and Worship Ministry Team works with the Pastor and Director of Music to plan our Sunday morning and special worship services. Congregational members serve as liturgists on a rotating basis.

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

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

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 20
- B. Average attendance in Adult Education (Sunday): 40
- C. Average involvement in Small Groups: 33

#### 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	8	Monthly	1
Board Of Deacons	Care and Compassion	10	Monthly	3
Board Of Trustees	Facilities Maintenance	9	Monthly	3
Music And Worship	Sunday/Special Worship	6	Monthly	2
Next Gen	Children And Youth	5	Monthly	4
Adult Discipleship	Adult Studies	4	Monthly	3
Safety	Security And Medical	16	Monthly	3
Fellowship	Fellowship Events	21	Monthly	3
Mission	Benevolence & Projects	5	Monthly	3
Finance	Budget And Spending	5	Monthly	3
Alignment	Keep Activites Focused	5	Monthly	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: \$ 542,000 Last year's annual budget: \$ 446,000  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 110.00 %

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

A. EPC Percentage of Income	\$ <u>4,830</u>
B. EPC World Outreach Global Workers	\$ <u>0</u>
C. EPC Special Projects	\$ <u>0</u>
D. Presbytery Per Member Asking/Percentage of Income	\$ <u>3,045</u>
E. Other Missions/Missionaries	\$ <u>72,674</u>

4. Property owned by church

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

We have two buildings, one on either side of Brookwood Road. The primary building (Building 250) was built in the 1960s and includes the sanctuary, a fellowship hall (Hinman Hall), and adult and children Sunday school rooms. Building 251 includes the church offices and youth rooms (built in the 1960s) and the old church sanctuary (built in 1832) that was remodeled decades ago into multiple rooms but is not usable at this time because of a collapsed ceiling.

B. Are your buildings adequate for your present program?  Yes  No  
If no, please explain:

After a 5-year absence due to PCUSA issues, we moved back to our current facility which consists of two buildings. The facility is adequate for our current needs even though space in our primary building (250) is a bit crowded on Sunday morning for our adult and children's programs. The two buildings are on opposite sides of a fairly busy street which creates some safety concerns. After years of little maintenance, we continue to make improvements to our physical

C. Is a building program or capital project projected?  Yes  No  
If yes, describe what, when, and projected cost

We do anticipate a building program in our future, however the timing and extent of such a program is not established. We currently carry a mortgage on our facility and also have expectations for remodeling the old church sanctuary section in Building 251 that experienced a ceiling collapse two years ago which will provide significant additional space.

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 \$ 70k - 90k Salary + Housing  
 Position: \_\_\_\_\_ \$ (up to \$110k - \$120k total)  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_

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

Position: Senior Pastor \$ 3-year increase or 11.00 %  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

C. Housing

- Housing Allowance  
 Manse Only  
 Either of the Above

D. Benefits and expenses

10-15% Retirement Plan (minimum 10% gross effective salary)  
Yes Medical insurance (EPC medical coverage required for full-time TEs)  
Yes Life insurance  
Yes Social Security  
Yes Travel/mileage  
Yes Book allowance  
2 Weeks Study leave allowance (minimum 2 weeks)  
4 Weeks Annual vacation days (minimum 4 weeks)  
2 Number of worship services per year for which pastor is provided relief  
 (in addition to vacation and study leave)  
 \_\_\_\_\_ Sabbatical frequency and length \_\_\_\_\_  
Yes Other (Specify: Educational & Other Expenses)

- 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input 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 checked="" type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 1	<input 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 type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4

16. How are elders and deacons initially trained and equipped for ministry?

All new previously unordained elders and deacons are required to attend a six-session Officer Training Class that includes an in-depth study of the Westminster Confession and the Catechisms, the EPC Leadership Training Guide, and the EPC Book of Order. Following this and prior to ordination, the elder and deacon candidates are examined by the Session as a whole.

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

We don't have any ongoing discipleship requirements for ordained elders and deacons. However, our ordained officers are encouraged to continue their spiritual development and theological understanding through daily personal Bible study and prayer, and by attending and leading Bible studies and other classes. Our Officer's Training Class is led by our elders, and requires the ongoing study of the Westminster Confession and the Catechisms, the EPC Leadership Training Guide, and the EPC Book of Order.

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

We do not actively participate in ecumenical activities with the exception of participating in the local community Good Friday. We are involved in many local missions including South Hills Interfaith Movement (SHIM) for helping the needy, and Living Stones which provides meals to the needy. One day a week during the school year we host a LifeWise Academy School for "Released Time Religious Instruction" of children in our local Peter's Township School District.

19. Describe the strengths of your congregation.

1. We are a very friendly, loving, giving, and welcoming congregation with strong friendships, which results in genuine care for one another.
2. We have a high level of spiritual unity with strong Biblical knowledge and sound Reformed beliefs as we strive to know God's truth and how it applies to our lives.
3. We work together in great harmony in seeking to serve God, and have very little tension in our church. We are committed to glorifying God in all that we do, and are very respectful and reverent in our worship.
4. We have Spirit-filled leaders who desire to grow God's kingdom.
5. Our family and youth programs are growing.
6. We have a very strong benevolence program giving over 15% of general income to outside mission programs. We are financially sound.
7. We have a strong adult music program with a bell choir and vocal choir.

20. List specific problems with which your congregation struggles.

1. We struggle with intentional personal evangelism and corporate community outreach.
2. While we do have some new young families attending, we struggle to attract young families to the degree we would like.
3. Being an aging congregation, we struggle with hands-on mission work particularly beyond our local area.
4. We struggle with leadership development as we do not have an intentional program to identify and train young leaders.
5. We struggle with engaging many in the congregation in our various ministries.

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

1. To stay true to the Word of God in worship and ministry.
2. To continue to be a congregation that works in unity and worships in spirit and truth.
3. To become a more family-focused church through better outreach and programming.

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.

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).

Mission Statement (2013): Saved By Grace Alone, Through Christ Alone, We Love God, Love Others, And Share The Gospel.

Vision Statement (2022): To Be A Family-Focused Ministry Leading All To A Full Life In Christ.

Core Value Statement (2022): Disciples Passionate For Worship, Growth, Outreach, And Biblical Truth.

Vision Plan (2022): See Attached.

#### **Part 4: Leadership Expectations**

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

We are looking for a senior pastor who:

1. Is fully engaged in leading and participating in the life of the congregation, BOTH in preaching AND in shepherding (a "pastor" not just a "preacher")
2. Cultivates a close, devotional relationship with God
3. Demonstrates the mind and spirit of Christ in daily life
4. Is mature and emotionally secure
5. Truly loves serving the Lord, personally and corporately
6. Is a compassionate and caring person who is sensitive to others' needs
7. Maintains Confidentiality

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

1. Can help people become mature disciples of Christ through developing their spiritual life and encouraging them to relate their faith to their daily lives ("walk the walk" not just "talk the talk")
2. Can preach and speak effectively
3. Can plan and lead worship effectively
4. Relates well and appeals to children and young families
5. Can effectively administrate

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

1. Preaching and leading the worship of the church
2. Serving as the head of staff
3. Serving as the Moderator of the Session and congregation
4. Providing leadership and training for members on Biblical and Spritual Topics
5. Attending and resourcing committees as requested
6. Officiating at baptisms, weddings, and funerals as requested
7. Visiting the sick and shut-in
8. Counseling members as requested

## Part 5: Church History

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

1. The ministry of the Rev. Bob Hinman from the 1960s until his death in 1983, including the building of the current sanctuary, fellowship hall, and education building. Peter's Creek grew many-fold during his 28 years as senior pastor, and became a strong witness for Christ in the community.

2. The decision to leave the PCUSA in 2007 and join the EPC. In this split from the PCUSA, God did a great work by changing the character of our congregation by drawing us closer to Him and unifying us in Spirit and Mission.

3. The calling of Doug Brandt as senior pastor in 2012 who held us together through our lawsuit with the PCUSA, which resulted in us having to give up our property on Brookwood Road to them in 2018, and forcing us to move to a temporary rented space. Pastor Brandt's leadership united our congregation in faith and worship and allowed us to repurchase our old church facility on Brookwood Road from the PCUSA in 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?

In the time since joining the EPC, God has graced us with many challenges and blessings, all serving to recreate our church. Since the time of our split from the PCUSA, God has done a major work in our church by unifying our congregation through attrition and addition to build us up in His truth to better serve Him according to His will. In 2022, we began the process of looking to move from our temporary location of some 5 years to a permanent facility. This led to the repurchase of our old facility that, in God's perfect timing, all of a sudden became available to us just as we were considering our options.

God's perfect timing again blessed us in that, just as we were in the process of repurchasing our old facility, He graced us with an influx of numerous people from another local EPC church that had undergone a significant split due to a change in leadership. This blessed addition of mature, well-disciplined Christians re-energized our church and has allowed us to continue to expand our ministries.

**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service	
Doug Brandt	9/2012	to 4/2025
L. Rus Howard	6/1997	to 10/2008
Jim Farrell	6/1983	to 6/1984

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](http://www.epc.org/benefits), email [benefits@epc.org](mailto:benefits@epc.org), or call 407-930-4267.

Clerk of Session *Keith A. Zupin* Date *10/28/25*

Search Committee Chair *Benjamin David Jones* Date *10/29/2025*