



A Global Movement of Evangelical Presbyterian Churches

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.

Contents

- Part 1: Church Information
- Part 2: Financial/Church Campus Information
- Part 3: Church Characteristics
- Part 4: Leadership Expectations
- Part 5: Church History
- Part 6: Other Information

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





EPC

A Global Movement of Evangelical Presbyterian Churches

Part 1: Church Information

1. Church Name Brainerd Presbyterian Church, EPC

Address 1624 Jenkins Road

Chattanooga, TN 37421

Telephone (423) 899-2424 Fax (_____) _____

E-mail ebpcoffice@gmail.com Website bpcepc.org

2. Presbytery Presbytery of the Southeast

Presbytery Ministerial Committee Liaison Rev. Bill Pardue

3. Search Committee Chairman RE Jerry Griswold

Address 1602 Buttonwood Loop

Chattanooga, TN 37421

E-mail jgris0412@gmail.com

Telephone (423) 432-7307

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

- | | | |
|---|---|---|
| <u>Pastor</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Music Director</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Administrator Office</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Childcare Coordinator</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>BPC Hispanic Ministries Director</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 |



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

5. List all key volunteer positions

- Daily Office Volunteers
- Sunday School Teachers
- Child Ministries Volunteers
- Youth Ministries Volunteers
- Women's Council
- Missions and Outreach Ministry
- Sound, screens and streaming volunteers

6. List all vacant positions

Position Available Pastor Date of Vacancy 11/1/2022

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>160</u>	<u>134</u>
B. Number of family units	<u>106</u>	<u>98</u>
C. Worship attendance	<u>85</u>	<u>95</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

11 % 0-11 10 % 12-18 4 % 19-24 9 % 25-34
15 % 35-49 19 % 50-64 32 % 65+



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

B. Occupation:

35 % Business 15 % Professional 4 % Trades
0 % Agriculture 6 % Stay-at-Home Parent 35 % Retired
5 % Other (Please Specify) school, military, children

C. Educational level of adults

6 % some high school 54 % high school 36 % college 4 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 5 %
5 years or less 8 %
6-10 years 12 %
10 years or more 75 %

10. Racial/Ethnic composition of:

A. Congregation

 % African-American % Asian 75 % Caucasian 25 % Hispanic
 % Other (Specify) _____

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

15 % African-American % Asian 70 % Caucasian 15 % 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: 47000 in East Brainerd (37421)

180,000 in City of Chattanooga



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>10:00 am</u>	<u>50</u>	<u>Sunday School</u>
<u>11:00 am</u>	<u>65</u>	<u>Traditional English</u>
<u>11:00 am</u>	<u>30</u>	<u>Traditional Hispanic</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

B. Frequency of communion celebration: 12 per year

C. How are members involved in planning and participation in the liturgy/worship?
Announcements, prayer, scripture, call to worship, Moment for Mission, choir, special music

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)
Traditional order of worship with congregational singing, choir and a variety of liturgy and music

E. Type of music used in worship (e.g., traditional, contemporary, variety)
Traditional congregational singing with choral music of hymns, gospel, spiritual and occasional contemporary music

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 25
- B. Average attendance in Adult Education (Sunday): 50
- C. Average involvement in Small Groups: 40



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*
Board of Session	Spiritual/Oversite	5	Monthly	2
Board of Deacons	Ministry Service	7	Monthly	3
Choir	Music	15	Weekly	4
Women’s Ministry	Coord. women, service	10	Monthly	3
Youth Ministry	Coord. Youth activities	3	Weekly	3
Childrens Ministry	Coord Child.activities	3	Weekly	3
Mission/Outreach	Coord. Missions	6	Quarterly	3
Finance	Coord. Review finances	5	Quarterly	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: \$ 339,514 Last year’s annual budget: \$ 365,870
(Attach a copy of current budget)
2. Percentage of income received toward budget: 93.00 %



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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

- A. EPC Percentage of Income \$ 5,840
- B. EPC World Outreach Global Workers \$ 500
- C. EPC Special Projects \$ _____
- D. Presbytery Per Member Asking/Percentage of Income \$ 2,760
- E. Other Missions/Missionaries \$ 36,587

4. Property owned by church

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

Main Building (17,000 sq ft): offices, classrooms (children's/adult's), choir room, nursery, sanctuary, kitchen, meeting rooms.

Community Life/Youth Center (10,750 sq ft): Youth recreational/class/worship facilities, Fellowship hall, classrooms.

Memorial Garden, Children's Playground, Pavilion (3,000 sq ft)

Adequate parking, Approximately 10 acres

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

Yes No

C. Is a building program or capital project projected?
If yes, describe what, when, and projected cost

Yes No

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 _____



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

5. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ 45,000 to 72,000

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Pastor \$ _____ or 3.00 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

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

no Social Security

yes Travel/mileage

yes Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

4 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)

0 Sabbatical frequency and length _____

N/A 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="radio"/> 1	<input checked="" type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
2. Demonstrates love for the pastor and his/her family	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
3. Readily shares their gifts with the rest of the congregation	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
4. Places a high priority on sound biblical preaching	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
5. Effectively integrates newcomers	<input type="radio"/> 1	<input type="radio"/> 2	<input checked="" type="radio"/> 3	<input type="radio"/> 4
6. Is engaged in evangelism	<input type="radio"/> 1	<input type="radio"/> 2	<input checked="" type="radio"/> 3	<input type="radio"/> 4
7. Is often found living their faith in their communities	<input type="radio"/> 1	<input checked="" type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
8. Has a spirit of unity	<input type="radio"/> 1	<input checked="" type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
9. Cares about each other	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
10. Is supportive of the Session and pastoral leadership	<input type="radio"/> 1	<input checked="" type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
11. Ministers well to members that are hurting	<input type="radio"/> 1	<input checked="" type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
12. Uses members' gifts in worship	<input type="radio"/> 1	<input checked="" type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
13. Contains people willing and able to lead the congregation	<input type="radio"/> 1	<input checked="" type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
14. Is capable of change when and where appropriate	<input type="radio"/> 1	<input checked="" type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
15. Is connected to and prayerful about what God is doing in the global church	<input type="radio"/> 1	<input checked="" type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

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

There is a training curriculum for both Elders and Deacons. Also, persons have to be members for at least two years before they can be considered for leadership.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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

Elders work with Deacons on needs of the church and church members. Elders have shepherding lists of all members.

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

Community projects and events, i.e. Heritage Park, East Brainerd School/Snack Packs

Community Missions/ministries, i.e. Channels of Love, Volunteers in Medicine of Chattanooga, Young Life (Meets bi-weekly with large group 75+, smaller Bible study, 35+ students)

Missionaries and Mission trips

- Usually once per year

Special Worship Services, i.e. Easter Sunrise, Christmas Cantata

Sharing of facilities and property, i.e. building classrooms, church van, etc, i.e

Classical Conversations Home School (Meets weekly with 75 kids)

Vacation Bible School

19. Describe the strengths of your congregation.

Loving, compassionate and caring church.

Bible focused church adhering to sound doctrine and biblical scripture.

A church that is friendly and welcoming.

A church that loves the Lord.

A church that is prayerful, praying for each other.

A church with members that are helpful and helping, both inwardly and outwardly.

A church that is a close family community.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

20. List specific problems with which your congregation struggles.

Worship service styles.

Serving/volunteer commitment.

Communication/transparency/session leadership (although MUCH better over the past 3 years).

Inward focus.

Music division.

Growing and maintaining active youth group (this too has grown over the past 2 years but largely due to Hispanic ministry).

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

Becoming a Great Commission church within our community.

Grow membership - increase attendance.

Unity and purpose (which is becoming better)

Spiritual growth/loving Christ and others

More volunteers - using gifts from the Lord for His glory

Hispanic outreach

Working toward more lifestyle ministries

Amplify outreach ministries to age 50+

Create small groups in age 50+ age neighborhoods

- Currently doing via Women's Ministry, Men's Monthly Breakfast, OWLS - Older Wiser Loving Seniors Group

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



EPC

A Global Movement of Evangelical Presbyterian Churches

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

The Session of EPC has taken disciplinary action on two occasions. One occasion was with a Deacon while the second occasion was with an Elder. In both cases, sexual immorality was the offense requiring disciplinary actions. In each case, the proper steps of disciplinary action prescribed in the EPC Book of Discipline were followed. Individual discussions by one and later two Elders were conducted with offenders in each case, using loving counsel and admonition. Further actions were required with both offenders being summoned before Session with disciplinary sanctions of exclusion of the officers from their respective offices and sacraments administered. Reclamation through repentance was achieved with one of the officers while repentance did not result with the other officer. That officer left the church on their own accord.

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

Yes No

If yes, Date completed 1/2017

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

MISSION STATEMENT: To be a family of believers engaging the community by sharing Christ's love.

BPC VISION:

A church that fully utilizes the gifts that the Lord has provided for His glory

Engaged with our community by offering worship and programs that are relevant and Biblically centered

A family of Christ followers that loves, supports, encourages and strengthens all

A church that equips our members to bring others to know Christ Jesus



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 4: Leadership Expectations

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

A pastoral heart - compassionate and relational
Good communicator and listener
Desire to develop a heart for evangelism in the congregation
Commitment to Biblical conflict resolution

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

1) Sound Biblical preaching and teaching
2) Good leadership and administrative skills - help develop leaders
3) Ability to minister to various ages and groups (English / Spanish)
4) Ability to encourage a greater percentage of the congregation to become involved in the life and ministry of the church
5) Desire to help BPC spiritually grow to better fulfill Jesus' great commission of being and making disciples

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

Preach the Good News
Lead and encourage the elders to be shepherds
Participate in the life of the congregation
Perform normal pastoral duties - baptisms, marriages, funerals, etc.



EPC

A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Part 5: Church History

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

1. BPC leaving PCUSA and joining EPC.
2. BPC giving away a two million dollar Tuxedo Avenue church campus to a predominantly black congregation to better serve both the Brainerd area and the East Hamilton County area. We wandered in the wilderness waiting for God to show BPC our new church location. Obtaining that location was definitely in God's plan.
3. The Hispanic Ministry (Los Redimidos / Redeemed) joined the BPC Church in 2014.

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

Struggling with issues and concerns related to different types of formats for worship service. Trying to create different preferences in worship style and music has been a concern that we all look to God for guidance.

Coordinating versions of worship service and offerings during COVID.



Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
Rev. Dane Deatherage	2/2019	to 11/2022
Rev. Jonathan Schwartz	6/2008	to 6/2017
Rev Ronald Ragon	6/1972	to 6/2007

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

BPC has a Hispanic congregation (Los Redimidos / Redeemed) that is also a vital part of the church. The congregation worships at the same time with an English and Spanish Service. The Hispanic children/youth participates with the BPC Sunday School and youth activities.

BPC had a transitional pastor for the last year - May 1, 2023 - March 10, 2024.



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 John Workman Date 4/24/2024

Search Committee Chair Jerry Griswold Date 4/24/2024





Brainerd Presbyterian Church Job Description

Sr. Pastor

POSITION OVERVIEW

Brainerd Presbyterian Church exists to bring about the joyful fulfillment of God's design for every last person.¹ The Senior Pastor is called to assist BPC in accomplishing this goal through the preaching of the Word, shepherding members, and leading the vision and theology of the church in accordance with Scripture at the constitution of the Evangelical Presbyterian Church.

ROLES & RESPONSIBILITIES

PREACHING, TEACHING, & SUNDAY WORSHIP GATHERINGS

Oversight – Oversees & coordinates the yearly preaching calendar and makes decisions about preaching series. Works with the Session, Worship Committee, and Music Minister to oversee the weekly service planning, including service elements, song choice, and other liturgical aspects of the service.

Preaching – Leads our church family through regular preaching during our Sunday worship services, typically 44-46 times per year.

Prayer & Personal Devotion – The Lead Pastor is expected to regularly dedicate time towards prayer and personal devotion, with the goal of personal growth and fellowship with God and for the purpose of modeling Christian discipleship for our church family.

Preparation - Studies and meditates on God's Word, and reads church history, theology, biblical studies, and/or ministry leadership works to enhance understanding, teaching, preaching prowess, and leadership.

Teaching Opportunities – Supports the teaching ministries of BPC by providing teaching and instruction for smaller groups within the church, like teaching a Core Class on Wednesday night.

¹ Josh Hausen of Redeemer Community Church in Birmingham, AL, authored a great deal of this job description. It has been amended and edited, but he provided the basic structure and verbiage.

CHURCH LEADERSHIP

Church Mission – Works with BPC’s Session to develop and lead our congregation towards the pursuit of the core mission of the church.

Congregational Leadership – Provides congregational leadership through preaching, relational care and counsel, and any other form of leadership needed to guide our congregation towards an understanding of the gospel and the pursuit of the core mission & vision for the church.

Session – Meets regularly with the Session to discuss aspects of church leadership and provide guiding direction & oversight for the church, with an emphasis on addressing the leadership and needs of the congregation towards the fulfillment of our mission.

Staff - Responsible for leading and pastoring BPC’s staff, which includes encouragement, training, and pastoral oversight. Meets with staff to help them to fulfill BPC’s core mission.

EVANGELISM & DISCIPLESHIP

Meetings – Aims to meet with individuals in an evangelistic setting as an opportunity to pursue the lost with the gospel and carry out the mission of our church as a model for our church family.

Discipleship – Seeks opportunities to personally disciple individuals within our church family through small group discipleship or one-on-one meetings.

PASTORAL DUTIES

Sunday Worship Services – Performs pastoral duties of teaching and the administration of sacraments during our Sunday worship services.

Pastoral Care – Meets with individuals throughout our church family to provide care, crisis counseling, and spiritual formation as needed.

Weddings & Funerals – Performs weddings and funerals for those within our church family.

EPC DENOMINATIONAL INVOLVEMENT

Presbytery, General Assembly, and Service - The Senior Pastor should attend Presbytery as often as possible and General Assembly when able; furthermore, he should seek one way to serve the denomination.