



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 Covenant Evangelical Presbyterian Church

Address 102 Yaupon

Lake Jackson, TX 77566

Telephone (979) 297-3049 Fax ()

E-mail admin@cepclj.org Website cepclj.org

2. Presbytery Gulf South

Presbytery Ministerial Committee Liaison

3. Search Committee Chairman Jim Turney

Address 1240 Pyburn St.

Angleton, TX 77515

E-mail jrturney44@att.net

Telephone (979) 848-7480



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

Name	Role	Full Time	Part Time
Alan Trafford	Pastor	✓	
Shawn Kadlecik	Parish Associate	✓	
Jaelisa Nichols	Church Administrator	✓	
Carrie Woolsey	Church Secretary		✓
Paula Meyer	Financial Secretary		✓
Kristy Kadlecik	Media Coordinator		✓
Carolyn Ross	Technology Coordinator		✓
Carolyn Ross	Youth Choir Director		✓
Melissa Torres	Handbell Choir Director		✓
Bob Goff	Praise Team Leader		✓
Anne Williams	Organist		✓
Jen LaRowe	Children's Church Coordinator		✓
Adam Poindexter	Safety Officer		✓
Steve Fisher	Maintenance		✓
Sierra Watts	Custodian		✓
Butch Broom	Chancel Choir Director - Interim		✓
Open	Nursery Coordinator		✓

List of Key volunteer positions:

- Treasurer
- Assistant Treasurers
- Clerk
- Safety Team
- Nursery Coordinator and Workers
- Church School Superintendent
- Pew Bunnies
- Head Usher
- Usher
- Counter
- Lay Leaders
- Greeters
- Broadcasters



5. List all vacant positions

Position Available Chancel Choir Director Date of Vacancy 1/1/24

Position Available Nursery Coordinator Date of Vacancy 1/1/23

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>423</u>	<u>383.....</u>
B. Number of family units	<u>211.....</u>	<u>186.....</u>
C. Worship attendance	<u>249.....</u>	<u>190.....</u>

7. Community Growth Increasing Static Declining

8. Profile of church members

A. Age:

0 % 0-11 3 % 12-18 9 % 19-24 4 % 25-34
11 % 35-49 21 % 50-64 53 % 65+

B. Occupation:

4 Business 30 % Professional 5 % Trades
____ % Agriculture 2 % Stay-at-Home Parent 59 % Retired
____ % Other (Please Specify) _____

C. Educational level of adults

____ % some high school 22 % high school 71 % college 7 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 4 %
5 years or less 10 %
6-10 years 22 %
10 years or more 64 %



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9. Racial/Ethnic composition of:

A. **Congregation**

3 % African-American _____ % Asian 94 % Caucasian 3 % Hispanic
_____% Other (Specify) _____

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

8 % African-American 3 % Asian 40 % Caucasian 46 % Hispanic
3 % Other (Specify) Indian _____

10. 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: 76,800 – Brazosport area (Lake Jackson, Clute, Richwood, Freeport, Angleton, Brazoria) _____



11. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>9:00 AM</u>	<u>107</u>	<u>Contemporary</u>
<u>11:00 AM</u>	<u>83</u>	<u>Traditional</u>

B. Frequency of communion celebration: 6 times per year

C. How are members involved in planning and participation in the liturgy/worship?
Through lay leaders, Praise Band, Special Music, Bell Choir, Youth Choir, Technology, Safety Team. Elders Ushering, Chancel Choir

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

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

12. Ministry Programs

A. Average attendance in Church School (under 18 years): 15

B. Average attendance in Adult Education (Sunday): 61

C. Average involvement in Small Groups: 10-125

Worship-

- Wednesday Prayer Group
- Friday Prayer Group

Fellowship –

- Men’s Breakfast/Bible Study
- Fellowship Day
- Sunday Lunch Bunch
- Game Night

Christian Education –

- Celebrate Recovery
- Thursday Morning Bible Study
- Life Group
- Covenant Women

Youth –

- Refuge Youth

Mission Team –

- See table on page 11



13. 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*
Discipleship Ministry	Christian Ed Team	10	Monthly	3/4
	Youth Team	4		
Evangelism Ministry	Evangelism Team	13	Monthly	3
Fellowship Ministry	Fellowship Team	10	Monthly	3
	Member Care Team	8		
Mission Ministry	Mission Team	10	Monthly	3
Worship Ministry	Worship Team	7	Weekly	2
Resources	Property Team	11	Monthly	3
	Finance Team	6	Monthly	3
	Personnel Team	2	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: \$ 759,110 Last year's annual budget: \$ 742,145
(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 \$ 7,100 - 1%
 - B. EPC World Outreach Global Workers \$ 13,114
 - C. EPC Special Projects \$ 3,000
 - D. Presbytery Per Member Asking/Percentage of Income \$ 6,800
 - E. Other Missions/Missionaries \$ 48,000 non-EPC

4. Property owned by church

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

The campus consists of –

Main Building

- Sanctuary
- Fellowship hall – with large kitchen
- Faith Hall – Multi use facility with commercial kitchen
- Office complex
- 25 Rooms used for classes, nursery, safety, school office, etc.

Youth Center

- Common area
- 2 classrooms
- Small kitchen

The facility is well maintained through a work order process. As issues come up that need attention, a work order is written and turned into the Church Administrator and then passed on to the Maintenance personnel or Property Team.

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 _____



5. Compensation:

A. The effective salary range we are prepared to offer:

Position: Pastor \$ 80,000 - 110,000

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Pastors \$ _____ or 3 %

Position: Other staff including Hourly \$ _____ or 2 %

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)

Yes + D&V Medical insurance (EPC medical coverage required for full-time TEs)

Accident Life insurance

_____ Social Security

\$6,000 Rem Travel/mileage

\$1,450 Rem Book allowance

X Study leave allowance (minimum 2 weeks)

X Annual vacation days (minimum 4 weeks)

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

_____ Sabbatical frequency and length _____

X Other (Specify: Moving Allowance)

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 checked="" type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
7. Is often found living their faith in their communities	<input checked="" type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
14. Is capable of change when and where appropriate	<input checked="" type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

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

For many years our elders-elect have been trained by the Senior Pastor through a series of meetings where the Book of Order, The Westminster Confession, the essential tenets of the Evangelical Presbyterian Church are reviewed and discussed. The elders-elect are also given the questions they must answer and are taught what they mean. Once the Senior Pastor gets to know the elders-elect, there generally is a mutual agreement on what ministry unit will be matched with each new elder.

When the above training is complete, elders-elect are examined by the current Session. The candidates are given an opportunity to make their faith statements.



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While this training process is going on, the congregation is encouraged to pray for the incoming elders.

After their installation, the Church Administrator visits the January Session meeting to go over practical administrative details for all elders.

Typically, new elders are assigned to ministry teams with seasoned elders to gain further training experience in performing the duties of being an elder.

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

Each Session meeting consists of time for business and ministry unit reports, a devotional time, and a time of prayer. Then elders are encouraged to engage in the same in their ministry unit meetings. Elders are called to leadership in teaching, in Bible study, and in service.

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

Covenant EPC is active both officially, through its ministry units, and individually through the volunteer efforts of its members with other Christian organizations.

Local Benevolences (Monetary plus others noted)		
Brazosport Cares – \$, food volunteers	Texas Port Ministries –\$, food, volunteers	Faith in Action –\$, in-kind, volunteers
Food Pantry – \$, food, volunteers	Pregnancy Help Center – \$, in-kind, volunteers	Habitat for Humanity of Brazoria County –\$, in-kind, volunteers
Refuge for Women – \$, in-kind, volunteers	Freeport Salvation Army - \$, in-kind, volunteers	Warrior's Refuge –\$, in-kind, volunteers
True to Life –\$	Women's Center - \$	River of Hope - \$, in-kind, volunteers
His Love Counseling - \$	Brazos Place - \$	Dream Center - \$, in-kind
Texas Benevolences (Monetary plus others noted)		
Quest (EPC church plant) - \$	Genesis Church – \$, in-kind, volunteers	Presbyterian Pan American School – \$, in-kind, volunteers
Kairos Prison Ministry – \$, in-kind, volunteers	Presbyterian Children's Home and Services - \$, in-kind	
International Benevolences (Monetary plus others noted)		
World Outreach Missionary support in Lebanon, Malaysia, Japan – EPC Church - \$, in-kind	Missionary support in Dominican Republic, Iraq - \$	Edunations – Sierra Leone – EPC Church - \$, in-kind
Haiti Children's nutrition program – Pennies for Hunger - \$	Samaritan's Purse – Operation Christmas Child - \$, in-kind	



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Covenant EPC hosts Foundation Preparatory Academy, a K-12 school with a Christian underpinning, on our campus.

Church wide Bible studies occur twice a year during the Lenten season and the fall.

We partner with other churches on our street for special events. For example, this past Halloween we had a Trunk or Treat campaign in cooperation with the other churches.

We have events related to Christmas and Easter to which the community is invited. Breakfast with Santa and the community Easter egg hunt have consistently attracted large numbers.

Low-cost medical help is provided by a group called Live Oak Clinic, which is housed on our campus.

Other organizations and activities we are active in are –

- Walk to Emmaus
- Camp Blessing
- Celebrate Recovery
- Community Bible Study

19. Describe the strengths of your congregation.

Our greatest strength is the commitment we have as a church and as individuals to the worship, praise, and glorification of Jesus. This singleness of purpose makes us get along with each other harmoniously. There are no cliques. All are welcome. All are loved.

Our church is grounded in Bible-based teaching and preaching.

Our members are ordinary people who achieve extraordinary things. We have continuous consistently excellent leadership from our pastors and elders, as well as strong workers who get the job done.

We have great facilities, highlighted by our beautiful sanctuary and by Faith Hall, our most recent addition, and the separate youth center.

A great majority of our members are generous and prosperous, so we generally are able to muster the funds we need to finance our projects and to help each other and others who are not as blessed.



20. List specific problems with which your congregation struggles.

When the Covid pandemic came and many people chose to worship at home through technology instead of attending in person, habits of church attendance were broken. Some have not returned. Our worship attendance continues to improve and approach pre-Covid levels, but it continues to be a concern.

We desperately want to be effective evangelists. Knowing that God calls people to Himself as He will, we want to be a place that new believers are called to. Yet, most of our growth in numbers has been by accepting transfers from other local churches. We welcome them, but we want to be a magnet for new believers.

As an aging congregation, we want to be able to attract young families. We have made formal efforts to do so, most recently with consultation with Ministry Architects. Those efforts have attracted some new young families. As we continue our efforts with the work of the Renewal Team, a subgroup of the Evangelism Team, there are planned outreach activities to spread the Gospel to the unchurched.

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

- Grow membership through Worship, Sunday School, Youth, and Evangelism
- Be good stewards of the gifts we are given while we spread the word of Jesus Christ.

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.



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

Yes No

If yes, Date completed Mission Statement developed in 2008

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

Mission Statement

Welcoming, Growing, Sending

Vision Statement

We seek to be a church that is:

- Glorifying God through Worship.
- Reaching the lost through Evangelism.
- Deepening relationships through Fellowship.
- Growing in faith through Discipleship.
- Serving Christ by serving others through Mission.



Part 4: Leadership Expectations

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

- A. Humility
- B. Integrity
- C. Pleasing personality
- D. Compassion
- E. Courage

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

- A. Faithful commitment to Jesus, to the Bible as the word of God and knowledge of Scripture, and to our church
- B. Ability to increase membership, especially young families, to our church through inspirational sermons and evangelism
- C. Strong leadership and communication skills
- D. Compelling and inspirational preaching and teaching
- E. Administrative ability/organizational skills/ability to guide various church staff and committees

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

- A. Preaching
- B. Administration and planning
- C. Visitation with sick/grieving members

Provide a Biblically-based preaching and teaching ministry. Sermons shall be compelling and inspirational.

Plan and lead a variety of worship experiences.

Minister to the spiritual needs of the congregation.

Lead and inspire the Session, the congregation, and its organizations to develop programs that will enable the church to grow spiritually and numerically.

Administer the church's program by leading, directing, supervising, and encouraging the church staff; ordained and lay; employed and volunteer.



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Function as the congregation's Chief Executive Officer.

Officiate at weddings, baptisms, funerals, and memorial services as necessary.

Provide pastoral care to those in special need, in particular to those in crisis situations.

Serve as a resource person for the Ministry Teams of Session.

Part 5: Church History

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

- A. Calling of Alan Trafford as pastor
- B. Addition of Faith Hall complex and separate youth facility; these give us opportunities for outreach
- C. Our withdrawal from PCUSA and our acceptance by EPC

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

The Covid pandemic has been the most challenging event our church has ever faced. We were forced to close our doors to personal attendance to worship services, but continued to live stream. We were among the first to return to face-to-face worship. Our worship attendance numbers fell sharply and are just now beginning to return to pre-Covid levels. Monetary gifts decreased for a year or two, but they have now returned to pre-Covid levels.

Recovery from the freeze damage which caused significant flooding to our campus created challenges.

The absorption of Foundation Preparatory Academy in our daily operation has been interesting and challenging.



Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service
<u>Alan Trafford</u>	<u>February 1998 to present</u>
<u>Tom Huser</u>	<u>April 1987 to February 1997</u>
<u>Lonnie Duvall</u>	<u>September 1982 to June 1985</u>

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

About twenty years ago our Session decided to reorganize itself around the five great ends of the church: worship, discipleship, fellowship, evangelism, and mission. The ministry units were called Worship, Christian Education, Youth, Fellowship, Member Care, Evangelism, and Mission, supported by resources, which included Personnel, Finance, and Property. The work of the church is assigned to these ministry units, each of which is headed by one or two of our eighteen Session members. This has proved to be an effective organization. In particular, it not only makes clear the responsibilities of each ministry unit, but it also fosters a spirit of cooperation among the teams.

With regard to goals, we typically do not set annual goals as a Session. Each ministry team sets its own goals for the coming year, through the budgeting process and in the planning of activities and the involvement of their various volunteers. When Session approves the budget and the planning for the coming year, though perhaps not explicitly stated, it approves the goals of the ministry units. Of course, the ultimate goal of each individual and for our church is to make our every deed honor and glorify Jesus.

Every church wants to be known as a warm loving one, but not all qualify. We do. All of our new members always say that they were made to feel "at home" here when they first attended. This grows out of the mutual love we have for Christ and for each other and a universal desire to welcome all who would come to join us. Finally, EPC gives each church/presbytery freedom in non-essential matters, in particular in choosing whether women will be able to serve as ruling elders. We have chosen to encourage women to take leadership roles in our church, which has served us very well. Our Session is composed of approximately 50% women. We believe that makes us stronger and have no plans to change that arrangement.



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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 Jackie S Hicks Date 5-5-24

Search Committee Chair [Signature] Date 5-5-24