



EPC

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 Hope Community Church

Address · 2910 W. Main St
Waynesboro, VA 22009

Telephone (540)-221-4370

Fax ()

E-mail hope@hopechurchwaynesboro.org

Website hopechurchwaynesboro.org

2. Presbytery New River Presbytery

Presbytery Ministerial Committee Liaison Cameron Smith

3. Search Committee Chairman Bob Simmons

Address 102 Gloucester Rd

Stuarts Draft, VA 24477

E-mail pastorsearch@hopechurchwaynesboro.org

Telephone (540) 324-0476 (Bob's home phone)

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

Pastor (just reduced from full time) _____ Full time Part time

Pianist _____ Full time Part time

Worship Leader _____ Full time Part time

Choir Director _____ Full time Part time

Audio Technician _____ Full time Part time

_____ Full time Part time



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5. List all key volunteer positions

- Administrative Assistant
- Session
- Treasurer
- Trustees

6. List all vacant positions

Position Available Pastor Date of Vacancy 09-01-2023

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>70</u>	<u>91</u>
B. Number of family units	<u>40</u>	<u>60</u>
C. Worship attendance	<u>75</u>	<u>99</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

1% - 0-11 yrs	0 %- 12-18yrs	1% 19-24	1% 25-34
0% 35-49	17% 50-64	80% 65+	



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B. Occupation:

9% Business	15% Professional	4% Trades
0% Agriculture	0% Stay-at-Home Parent	72% Retired
0% Other		

C. Educational level of adults

1% some high school 39% high school 44% college 16% graduate school

D. Percentage of members belonging to the congregation

Less than one year	19%
5 years or less	23%
6-10 years	17%
10 years or more	41%

10. Racial/Ethnic composition of:

A. Congregation

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

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

12% African-American	1% Asian	78% Caucasian	9% Hispanic
0% Other (Specify)			

11. Community Setting (check as many as apply):

Location

Rural Small Town Metropolitan Suburban Inner City

Function

Industrial Agricultural Recreational Military College/University

**Although we don't have a college in our community, we do have 2 large state universities, 3 private colleges, and 2 community colleges within 30 minutes.*

Approximate population of community 22,808



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12. Worship

A. Worship Time 10:30 AM	Average Worship Attendance 99	Worship Style Blended
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- B. Frequency of communion celebration: 13 times per year.
- C. How are members involved in planning and participation in the liturgy/worship?
Scripture reading; Music; Decorating; Audio-Visual; Prayer; Communion, minutes for mission, announcements

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

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

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 0
- B. Average attendance in Adult Education (Sunday): 24
- C. Average involvement in Small Groups: 50



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	Oversite of all church functions	4	monthly or as needed	2
Trustees	Property, Security, Financial, & Value	3	as needed	3
Men	fellowship/ service	18	monthly	3
Men's Bible Study	Bible study	25	weekly	1
Women	Bible study, fellowship/service	35	weekly	3
Missions	Local & foreign support	8	monthly	3
Safety	insure systems in place & documented	10	as needed	3
Hospitality	Special functions	5		3
Decorating	Decorate the church	2	8 times/year	3
Custodial crew/ maintenance	Church cleaning	7	As needed	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: \$222K Last year's annual budget: \$194K
(Attach a copy of current budget)

2. Percentage of income received toward budget: 100%



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

- A. EPC Percentage of Income \$ _____
- B. EPC World Outreach Global Workers \$ 4,000 _____
- C. EPC Special Projects \$ _____
- D. Presbytery Per Member Asking/Percentage of Income \$ 2,000 _____
- E. Other Missions/Missionaries \$ 17,000 _____

4. Property owned by church

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

The facility is updated, conveniently located at the intersection of 2 major roads, situated between 2 school districts with 3 high schools nearby. The building is over 14.5K sq ft. We use approximately half & rent the back warehouse to an office supply company. Our building is all on the ground level and is handicap accessible. The sanctuary seats 200. We have 2 Sunday School rooms, a nursery, pastor's office, welcome center, front office, and 2 additional rooms. We can expand to the office supply if needed. The overall condition is excellent. We have easy access to paved parking.

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

We purchased the building in November 2022. We currently have loans for approximately 50% of the building value. We receive rental income from adjacent business.

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 \$ \$65K-\$75K

Position: _____ \$ _____

Position: _____ \$ _____

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

Pastor 2023	\$4,224	or 5%
Pastor 2022	\$0	or 0%
Pastor 2021	\$0 – did receive \$1,200 for a new computer	or 0%

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

X _____ Retirement Plan (minimum 10% gross effective salary)

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

X _____ Life insurance

X _____ Social Security

X _____ Travel/mileage

X _____ Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

4 weeks 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 _____

_____ Other (Specify: Pastor can choose how to allocate the funds)

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 type="checkbox"/> 1	<input checked="" 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 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 type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
14. Is capable of change when and where appropriate	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
15. Is connected to and prayerful about what God is doing in the global church	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

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

Our elders go through an intentional eight-week training Session, utilizing the EPC Leadership Training Guide after their election and before they are ordained/installed. They are also expected to be engaged in a discipleship opportunity (Bible study, small group, etc.) where they are fed spiritually. They also are expected to offer leadership to various ministries in the church.



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

As stated in the previous question, elders are expected to be engaged in a ministry within the church, and they are expected to be participants in discipleship opportunities in the church or beyond our local congregation. We also engage in intentional times around God's Word in our Session meetings.

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

Holy Week

We have partnered with African American churches for multiple years (excluding COVID) by participating in Holy Week services including Easter sunrise services. Preaching is shared among the various pastors, worship teams each lead one service, and each church hosts a service.

Tent Ministry Acts 1:8

We have helped launch a para church ministry, Gospel Hill Ministry by

A. Providing in excess of \$35,000 for the purchase of the tent and other equipment

B. Attending services in Waynesboro city and have witnessed it growing in surrounding counties, towns and even into neighboring North Carolina

Men's Bible study

Our pastor leads the weekly Bible study which meets at Panera Bread . These men represent three different denominations across approximately five other churches.

19. Describe the strengths of your congregation.

Worship: We are a Bible centered church who appreciate Biblical preaching guided by EPC Essentials of Faith.

Welcoming: People are recognized and acknowledged. It is common to see regular attendees interacting with visitors. People quickly feel a part of our church community.

Adult Ministries: We have a growing adult Sunday School, a Women's and a Men's ministry as well as a "Golden Oldies " group. All of these are led by knowledgeable and enthusiastic lay leadership.

Finances: Our giving always exceeds our expenses. Since we began in 2013, we have always operated in the black.



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20. List specific problems with which your congregation struggles.

- **Attracting and retaining young families** - We are predominantly an older congregation. Over the years, we have hired a children's director, youth director, and a family ministry leader. Before COVID, we had been able to retain about 5 families, but, since COVID, they have not returned.
- **Marketing** - We have a website, Facebook page, and live stream our services each week. However, we could do more advertising and improve community engagement.
- **Community Engagement:** Although we have planted seeds, we are not seeing the harvest of our labor.
 - 2014 - We delivered batteries to approximately 100 homes. Our information encouraged people to change the batteries in their smoke detectors but to also join us at HCC to learn about the real power of Jesus.
 - 2018-March 2020 - When we met at Kate Collins Middle School, we provided food for students to eat over the weekends, paid for students needing field trip money, donated donuts to teachers. Some members of our congregation provided tutoring during and after school.
 - 2019 We utilized Pray & Go to pray for over 600 individual homes in Waynesboro.

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

- More families with children
- Significant outreach efforts
- Strong, dynamic worship

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.

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

Yes No

If yes, Date completed May 2015

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

Our Vision is to be and to make disciples of Jesus Christ! *Matthew 28:19-20.*

We do this by:

GLORIFY GOD through dynamic worship!

GROW in relationship with God and others!

GO into our community and world to serve and share the Gospel.



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Part 4: Leadership Expectations

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

- Servant leader and model of living out faith among the congregation and community, including effectively living out the Great Commission
- Surrendered to God's will and purpose
- Enthusiasm for the Lord
- Approachable

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

1. Organizational skills
2. Delegation of leadership
3. Communication both internally and externally (we have great things happening)
4. Shepherd Leadership
5. Solid Biblical preaching

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

See page 17



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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. In March 2013, a great majority of the members of an established PC (USA) congregation walked away from that building, leaving all assets behind. A week later, we gathered in another church's fellowship hall and began a new journey in the EPC.
 2. In November 2022, we purchased the building we had leased for two years.
 3. In the fall of 2023, a local Methodist church had several members leave and join HCC. HCC brought their pianist and choir director on staff. This influx encouraged other people in the community to also join HCC.

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

After being in temporary church location, (Brethren Church, movie theater, and Jr. High School auditorium), God blessed us with a permanent church home and a means to purchase our current facility in November 2022.



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Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service
Dr. Glen Holman _____	Sept. 2013 to present _____
_____	_____ to _____
_____	_____ to _____

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



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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 Marty Porter Date 5/26/24

Search Committee Chair Robert H. Simmons Date 5/24/24



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PURPOSE

To provide pastoral leadership to a dynamic church ministry, while pursuing God's Vision for Hope Community Church.

POSITION SUMMARY

- The Pastor will work closely with the Session in formulating vision and strategy based on God's leading for Hope Community Church. The Pastor will engage the congregation through a process of "Glorifying God in dynamic worship; Growing in relationships with God and others, and GOING into the world, making disciples."
- The Pastor has the primary preaching responsibility. In addition, the Pastor should conscientiously engage in the oversight of teaching, outreach, evangelism, and prayer ministry in the church. He will also need to be an ambassador of Jesus Christ to the Waynesboro community on behalf of the church, along with the members.

ACCOUNTABILITY: The pastor shall be accountable to the Session and to the New River Presbytery of the Evangelical Presbyterian Church.

RESPONSIBILITIES

- As the primary shepherd of the flock, the pastor will seek to rescue, feed, equip, lead, protect, and care for the flock through consistent, compassionate, loving concern and counsel, including home, hospital, and other visitation, as well as praying for the flock regularly (1 Thessalonians 5:14)
- Provide meaningful worship in concert with the worship team, including administration of the sacraments, funerals, and weddings (Hebrews 12:28)
- Guard the flock from going astray in teaching and from savage wolves who seek to ravage them (Acts 20:28-30); preach and teach from a biblical, Reformed and relevant perspective that nourishes the soul not just tickle the ears (John 21:15,17)
- Be a leader of the flock, along with the Session, by exercising proper oversight to the flock (1 Peter 5:1-4)
- Be an example to the flock by the way in which his faith is lived out among the flock and the community (1 Timothy 4:16)
- Lead the congregation as they reach out to the lost and perishing to Jesus as the Good Shepherd, through effective outreach and evangelism (Isaiah 53:6; John 10:11); serve as an ambassador to the community, along with every member of the church
- Equip the congregation for ministry, along with the Session (Ephesians 4:10-14)
- Participate in the life of the Presbytery as a member

QUALIFICATIONS:

- Strong commitment to the Lord Jesus Christ
- Strives toward living out the qualifications of an overseer/elder (1 Timothy 3:1-7; Titus 1:5-9)
- Possesses excellent communication and interpersonal skills and works in an independent and flexible manner.

TERM: This full-time, ordained position is reviewed annually and is an indefinite term.