



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](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.

### ***Contents***

Part 1: Church Information

Part 4: Leadership Expectations

Part 2: Financial/Church Campus Information

Part 5: Church History

Part 3: Church Characteristics

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](mailto:info@epc.org)





**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

**Part 1: Church Information**

1. Church Name Hope Community Church

Address 2910 W. Main St  
Waynesboro, VA 22980

Telephone (540)-221-4370

Fax ( )

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

2. Presbytery New River Presbytery

Presbytery Ministerial Committee Liaison Reverend Marty Fields

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



# EPC

A Global Movement of Evangelical Presbyterian Churches

## CHURCH INFORMATION FORM

List all key volunteer positions  
Administrative Assistant (currently shared among 5 people)  
Session  
Diaconate  
Treasurer  
Trustees

5. List all vacant positions

Position Available Pastor Date of Vacancy 09-01-2023

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

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

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>70</u>	<u>86</u>
B. Number of family units	<u>40</u>	<u>60</u>
C. Worship attendance	<u>75</u>	<u>99</u>

7. Community Growth ☒ Increasing ☐ Static ☐ Declining

8. Profile of church members

A. Age:

0% - 0-11 yrs	0 %- 12-18yrs	0% 19-24	1% 25-34
0% 35-49	17% 50-64	82%	65+



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

**B. Occupation:**

10% Business

13% Professional

5% Trades

0% Agriculture

0% Stay-at-Home Parent

72% Retired

0% Other

**C. Educational level of adults**

1% some high school

39% high school

33% college

27% graduate school

**D. Percentage of members belonging to the congregation**

Less than one year

3%

5 years or less

48%

6-10 years

16%

10 years or more

33%

**9. 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)

**10. 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



# EPC

A Global Movement of Evangelical Presbyterian Churches

## CHURCH INFORMATION FORM

### 11. Worship

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

### 12. 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

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****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*
Session	Oversite of all church functions	5	monthly or as needed	2
Deacons	Care for the people	4	monthly or as needed	3
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
Maintenance	Interior & exterior maintenance	3	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: \$285K      Last year's annual budget: \$229K  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 100%

**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 \$ \_\_\_\_\_
- B. EPC World Outreach Global Workers \$ 5,000
- C. EPC Special Projects \$ \_\_\_\_\_
- D. Presbytery Per Member Asking/Percentage of Income \$ 2,200
- E. Other Missions/Missionaries \$ 28,000

**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 14,500 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 a new 1,300 sq ft ministry room. 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 \_\_\_\_\_

**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM****5. Compensation:****A. The salary range we are prepared to offer:**Position: Pastor \$ \$90K package

Position: \_\_\_\_\_ \$ \_\_\_\_\_

Position: \_\_\_\_\_ \$ \_\_\_\_\_

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

Pastor 2024 (bi-vocational)		
Pastor 2023	\$4,224	or 5%
Pastor 2022	\$0 – <i>did receive \$1,200 for a new computer</i>	or 0%

**C. Housing**☒ Housing Allowance☐ Manse Only☐ Either of the Above**D. Benefits and expenses**☒ Retirement Plan (minimum 10% gross effective salary)☒ Medical insurance (EPC medical coverage required for full-time TEs)☒ Life insurance☒ Social Security☒ Travel/mileage☒ Book allowance2 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 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 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 and deacons 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.



**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?

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.

**Prayer Room:** A nondenominational outreach, supported by area churches, aimed at helping the homeless and in many cases, chemically dependent in our community. The focus is on Christ and in helping to transform these folks' lives into productive and independent members of the community.

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.



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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.



**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?

- 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



**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. 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.



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

**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.



### 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 \_\_\_\_\_ Date \_\_\_\_\_

Search Committee Chair \_\_\_\_\_ Date \_\_\_\_\_





A Global Movement of Evangelical Presbyterian Churches

## CHURCH INFORMATION FORM

### 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.