



A global movement of
evangelistic presbyterians

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.epconnect.org/mso. For more information or to send your posting, email mso@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 Desert Hills Presbyterian Church

Address 34605 N. Tom Darlington Rd.

Scottsdale, AZ 85262

Telephone (480) 488-3384 Fax (480) 488-0850

E-mail admin@deserthills.org Website www.deserthills.org

2. Presbytery Presbytery of the West

Presbytery Ministerial Committee Liaison TBD

3. Search Committee Chairman Dave Hulbert

Address 34605 N. Tom Darlington Rd

Scottsdale, AZ 85266

E-mail apnc@deserthills.org

Telephone (480) 488-3384

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

Senior Pastor [x] Full time [] Part time

Associate Pastor [x] Full time [] Part time

Director of Community Life [x] Full time [] Part time

Music and Arts Director [x] Full time [] Part time

Office Manager [x] Full time [] Part time

Executive Administrative Assistant [x] Full time [] Part time

Audio Visual/Technology Manager [x] Full time [] Part time

Director of Health and Wellness [x] Full time [] Part time

Accountant [] Full time [x] Part time

Director of Buildings and Grounds [] Full time [x] Part time

5. List all key volunteer positions
As it relates to the Assistant Pastor position

Welcome Committee
Committee members
Greeters
Ambassadors

Community Outreach Committee
Committee members (varies based on the project)
Community leaders

Missions Committee
Missionaries
Local mission representatives
Sister church liaisons

Session/Elders

6. List all vacant positions

Position Available Assistant Pastor Date of Vacancy _____
 Position Available Children's Ministry Coordinator Date of Vacancy 8/12/2025
 Position Available _____ Date of Vacancy _____

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>470</u>	<u>583</u>
B. Number of family units	<u>310</u>	<u>334</u>
C. Worship attendance	<u>370</u>	<u>276</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:
57 % 0-11 7 % 12-18 2 % 19-24 2 % 25-34
3 % 35-49 17 % 50-64 66 % 65+



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B. Occupation:

10 % Business 10 % Professional 1 % Trades
0 % Agriculture 1 % Stay-at-Home Parent 78 % Retired
% Other (Please Specify)

C. Educational level of adults

3 % some high school 12 % high school 72 % college 13 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 7 %
5 years or less 28 %
6-10 years 20 %
10 years or more 45 %

10. Racial/Ethnic composition of:

A. Congregation

% African-American 7 % Asian 93 % Caucasian 0 % Hispanic
% Other (Specify)

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

1 % African-American 2 % Asian 90 % Caucasian 5 % 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: 94,700

12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
9:00am	154	Traditional
10:30am	122	Traditional

B. Frequency of communion celebration: 14 per year

C. How are members involved in planning and participation in the liturgy/worship?
Worship committee is directly involved in the planning and invites the elders, deacons and congregation members to assist where needed.

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

E. Type of music used in worship (e.g., traditional, contemporary, variety)
A variety of music is used by mainly traditional.

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 20
- B. Average attendance in Adult Education (Sunday): 7
- C. Average involvement in Small Groups: 60



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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*
Adult Discipleship	Discipleship	6	Monthly	2
Buildings and Grounds	Maintenance	21	Monthly	4
Children's Ministry	Sunday School	6	Monthly	2
Community Outreach	Local community Activities	2	As Needed	2
Deacons	Member Care	13	Monthly	2
Family and Student Ministry	Youth Group, Camp	5	Monthly	2
Fellowship	Member Fellowship	7	Monthly	4
Missions	Local and global mission	7	Monthly	1
Music and Arts	Enhancing the arts	9	Monthly	4
Personnel	Staff Care	4	Monthly	2
Welcome	Guest/Member Assimilation	7	Monthly	2
Worship	Worship Planning	8	Monthly	1

*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: \$ 1,647,281 Last year's annual budget: \$ 1,409,496
(Attach a copy of current budget)
2. Percentage of income received toward budget: 109.00 %



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

- | | |
|--|------------|
| A. EPC Percentage of Income | \$ 15,000 |
| B. EPC World Outreach Global Workers | \$ 16,250 |
| C. EPC Special Projects | \$ 25,950 |
| D. Presbytery Per Member Asking/Percentage of Income | \$ 0 |
| E. Other Missions/Missionaries | \$ 215,040 |

4. Property owned by church

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

6.9 acres at the NE corner of Carefree Highway and Scottsdale Road
17,526 sq ft 2 story Admin/Sanctuary Building completed in 1996
16,376 sq ft 2 story Fellowship Center completed in 2008
Memorial Garden with 288 niches in 6 columbariums

- 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
An architectural review is in process.

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 _____

5. Compensation:

A. The salary range we are prepared to offer:

Position: Assistant Pastor \$ Negotiable

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: New Position \$ _____ or _____ %

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)

No Life insurance

No Social Security

\$2000 Travel/mileage

\$300 Book allowance

\$750 Study leave allowance (minimum 2 weeks)

20 days Annual vacation days (minimum 4 weeks)

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

No Sabbatical frequency and length _____

\$1000 Other (Specify: Discretionary)

- 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



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Part 3: Church Characteristics

Check the box that most closely describes the current characteristics of the congregation.

Our congregation...	Agree		Disagree	
1. Is spiritually vibrant	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
2. Demonstrates love for the pastor and his/her family	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
3. Readily shares their gifts with the rest of the congregation	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
4. Places a high priority on sound biblical preaching	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Effectively integrates newcomers	<input 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 type="checkbox"/> 2	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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 type="checkbox"/> 1	<input checked="" 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?				

Elders and deacons are given four hours of training in two hour increments along with the EPC Leadership Manual. Presbytery of the West leadership training videos are a part of the curriculum.



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

Brief scripture lessons open the meetings of elders and deacons.

All elders and deacons are encouraged to be in a Bible study or small group.

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

Foothills Caring Corps

Foothills Food Bank

Chaplaincy for the Homeless

19. Describe the strengths of your congregation.

Evangelical and genuine care for one another

Sister churches in Leuppp, AZ and Jamaica

Music and Arts outreach to the community

Fitness and Wellness programs

Community School of Music

Care ministry for all ages

Good participation in Bible studies and discipleship groups



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20. List specific problems with which your congregation struggles.

Scheduling around winter visitors' arrival and departure to know when to initiate and end programs.

Busy households giving less time to church.

Finding new ways to create and draw community members into the Christian faith and the life of the church.

Expanding the use of technology and social media to support members and keep them connected and to more effectively perform outreach.

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

More people more like Christ

Exploring new, innovative ways to attract people to our church

Provide intergenerational opportunities for fellowship and discipleship

Enhanced senior care

Creating effective community outreach strategies to reach the various demographic and cultural populations

Intentional integration of our school of music, fitness programs and scouts into our church life.

22. Has there ever been disciplinary action taken against a pastor of your congregation?

Yes No

23. Has there ever been any disciplinary action against an elder or deacon of your congregation?

Yes No



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

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

Yes No

If yes, Date completed 8/2022

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

See attached.

Part 4: Leadership Expectations

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

Self-directed
Shows initiative
Honest and trustworthy
Patient
Demonstrates wisdom and understanding
Compassion
Servant and shepherd leader
Sense of humor

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

A love for Jesus as Lord and Savior and an active spiritual life.
Able to share the Gospel and make disciples of Jesus Christ.
Have creative and visionary skills.
Effectively work with teams, engendering trust, and constructively resolving conflict.
Manage time, prioritize activities and develop long-range plans.

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

Create a strong:
Welcoming Committee and process for following up on guests and prospective members.
Lead the "Life in Community" classes for prospective members.
Ensure that the "Life in Connection" (new member classes) are scheduled and assist the Sr. Pastor in their facilitation.
Work with the Community Outreach Committee to identify community events for church participation.
Assist the Sr. Pastor in working with the Missions Committee, local mission and planning of mission trips.



Part 5: Church History

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

In 2012, DHPC completed a three-year process of affiliation with the Evangelical Presbyterian Church. For the time, the congregation had felt more closely aligned with the EPC, based on their highly relational nature, their evangelical character and their clearly stated Essentials of Faith. Three years of discernment made it even more clear that this was the path that God would have us follow. Our smooth assimilation to the EPC has confirmed that this is where we belong.

Over 40 years ago, DHPC established a sister church relationship with the Presbyterian Church of Leupp, a church on the Navajo Reservation in Northeast Arizona. We continue to share friendship with many brothers and sisters there. Each year in April, many of us travel to Leupp to share a weekend with them. In October, they come to spend a weekend with us. We pray for each other, break bread together, and help each other in our ministries. Our lives have been greatly enriched by the relationship. We also established a sister church relationship with Ebenezer United in Mandeville, Jamaica, using a similar model. The three churches often join together in mission work.

Our Fellowship Hall was built in 2008. It gave us a large open area that could be used for church-wide gatherings, as well as additional rooms for Sunday School and other classes. This structure enables us to meet as a church body, and has greatly enhanced our ability to carry on our ministry and fellowship activities.

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

As DHPC is such an active church it is difficult to share only one of our church life events; here are a few of the most recent:

One of our families was to offer world-class instruction in piano, guitar, and other instruments to our community as a means of evangelistic outreach. This has now become a reality in the formation of the Desert Hills Community School of Music. With over 125 students and 16 part-time instructors, the School of Music is an exciting addition to our church. See <https://www.deserthillsmusic.org/> for more information.

Our music ministry at the Rocks continues to offer varied and entertaining music and arts performances which provide steady growth in the number of community members who attend each event. We hope those attending will be encouraged to connect with our community.

Our fitness ministry at the Rocks was started in 2021 to offer vibrant fitness classes as well as health and wellness education for our members and community. Fitness at the Rocks offers 12 weekly fitness classes, two monthly Healthy Life Style Luncheons, and monthly health topics.

In 2023, members of our congregation felt led by God to provide support and resources for families who attended a private Christian education and to give financially to private Christian schools. This year the Christian Education Initiative has provided 55 student scholarships and meals, uniforms and supplies for students.



Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service
New Position _____	_____ to _____
_____	_____ 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.epconnect.org/benefits, email benefits@epc.org, or call 407-930-4267.

Clerk of Session Kathleen Harris Date 12/9/25

Search Committee Chair D. Hulbert Date 12/9/25