



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.

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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](mailto:info@epc.org)





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**Part 1: Church Information**

1. Church Name Immanuel Presbyterian Church

Address 29W260 Batavia Road, Warrenville, Illinois 60555

Telephone ( 630 ) 939-4400 Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail immanpres@gmail.com Website immanuelpresbyterian.net

2. Presbytery River and Lakes Presbytery

Presbytery Ministerial Committee Liaison Jim Wilhoit

3. Search Committee Chairman Carl Pickard

Address 91 Hawkins Circle, Wheaton, Illinois 60189

E-mail search@immanuelpresbyterian.net

Telephone ( 630 ) 240-7614

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

Rev. George Garrison - Senior Pastor  Full time  Part time

Annette LaPlaca - Minsiter of Congregational Life  Full time  Part time

Mary Hopper - Minister of Music  Full time  Part time

Annika Durbin - Children's Minister  Full time  Part time

Anna and Scott Scheidt - Youth Ministers  Full time  Part time

Barb Lawrence - Secretary  Full time  Part time

Frank Lawrence - Sexton  Full time  Part time

Kim Jackson - Business Manager  Full time  Part time

\_\_\_\_\_  Full time  Part time

\_\_\_\_\_  Full time  Part time



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5. List all key volunteer positions

- Finance Committee
- Adult Education Committee
- Missions Committee
- Christian Education
- Social Committee/Memorials Committee
- Building and Grounds Committee
- Worship Committee
- Mothering Together
- Mentoring Team
- Technology Team
- Food Pantry Team

6. List all vacant positions

Position Available Assistant Pastor (Expanded Role) Date of Vacancy 5/21/2023

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>275</u>	<u>290</u>
B. Number of family units	<u>175</u>	<u>196</u>
C. Worship attendance	<u>133</u>	<u>206</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

17 % 0-11    7 % 12-18    3 % 19-24    10 % 25-34  
30 % 35-49    8 % 50-64    25 % 65+



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**B. Occupation:**

10 % Business      50 % Professional      2 % Trades  
0 % Agriculture      8 % Stay-at-Home Parent      30 % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

\_\_\_\_\_ % some high school      5 % high school      75 % college      20 % graduate school

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

Less than one year 5 %  
5 years or less 10 %  
6-10 years 25 %  
10 years or more 60 %

**10. Racial/Ethnic composition of:**

**A. Congregation**

.5 % African-American      1 % Asian      98 % Caucasian      .5 % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

3.02 % African-American      5.11 % Asian      67.36 % Caucasian      23.95 % Hispanic  
11.24 % Other (Specify) Pacific Islander

**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: 14,841





**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*
<b>Session</b>	<b>Church Oversight</b>	<b>11</b>	<b>monthly</b>	<b>2</b>
<b>Diaconate</b>	<b>Membership Needs</b>	<b>10</b>	<b>monthly</b>	<b>2</b>
<b>Finance</b>	Planning and Management	<b>8</b>	<b>monthly</b>	<b>3</b>
<b>Adult Ed./Christian Ed.</b>	Educational Programming	<b>9</b>	<b>bi-monthly</b>	<b>3</b>
<b>Food Pantry</b>	Host and Facilitate Pantry Goals	<b>40+</b>	<b>2/weekly</b>	<b>3</b>
<b>Social/Memroials Teams</b>	<b>Provide Hospitality</b>	<b>13/6</b>	<b>as needed</b>	<b>3</b>
<b>Worship Team</b>	Plan Services/Worship Initiatives	<b>10</b>	<b>monthly</b>	<b>1</b>
<b>Mothering Together</b>	<b>Relationship Building</b>	<b>2</b>	<b>as needed</b>	<b>3</b>
<b>Mentoring</b>	Connecting Teens and Adults	<b>2</b>	<b>as needed</b>	<b>3</b>
<b>Technology</b>		<b>6</b>	<b>monthly</b>	<b>3</b>
<b>Stephen Ministry</b>	<b>Peer Mercy Ministry</b>	<b>15</b>	<b>11</b>	<b>3</b>

\*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: \$ 956,300 Last year's annual budget: \$ 872,100  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 100.00 %



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

- A. EPC Percentage of Income \$ 6,500
- B. EPC World Outreach Global Workers \$ \_\_\_\_\_
- C. EPC Special Projects \$ \_\_\_\_\_
- D. Presbytery Per Member Asking/Percentage of Income \$ 6,000
- E. Other Missions/Missionaries \$ 95,600

4. Property owned by church

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

Main Worship Building - Excellent Condition. There was a major renovation of this property in 2023.

Ministry House - Good Condition

- 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 \_\_\_\_\_



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5. Compensation:

A. The salary range we are prepared to offer:

Position: Assistant Pastor \$ 75K-90K

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

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

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

Position: Across Staff Members \$ \_\_\_\_\_ or 3.50 %

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

No Travel/mileage

NO Book allowance

NO Study leave allowance (minimum 2 weeks)

Yes Annual vacation days (minimum 4 weeks)

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

None Sabbatical frequency and length \_\_\_\_\_

\_\_\_\_\_ Other (Specify: \_\_\_\_\_)

E. The church participates in the EPC's medical benefits plan  Yes  No

F. The church participates in the EPC's retirement plan  Yes  No





**Part 3: Church Characteristics**

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

Our congregation...	Agree		Disagree	
1. Is spiritually vibrant	<input 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 checked="" type="checkbox"/> 1	<input 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 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 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 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?

*The training is mostly hands-on through a ministry handbook and is administered when someone joins either of these boards.*



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

Elders are under the shepherding care of another elder, and regular contact is made for these purposes.

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

Along with Warrenville Youth Services, a Christian organization that provides various social services to the community, IPC participates in care projects for Johnson Elementary School including a supplies drive and festival at the start of the school year. IPC hosts World Relief programming and hosts and facilitates a Neighborhood Food Pantry site. In addition, we share space with another church called Iglesia Roca Eterna.

19. Describe the strengths of your congregation.

IPC has strong, intergenerational care for each other. Our blended style of worship and solid teaching and preaching care for our vibrant community. We have very strong children's and youth ministry and are increasing our welcome of those with special needs and disabilities. Our congregation is full of lay people who are very capable of preaching, teaching, and mentoring.



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20. List specific problems with which your congregation struggles.

Facilitation and oversight of small groups is lacking.  
Community building activities for the broader congregation are lacking.  
Local evangelism initiatives are lacking.

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

1. To onboard an assistant pastor to partner with the senior pastor in continuing to drive church growth and fellowship.
2. To revise and update the 2021 strategic plan.

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.

An elder was in the process of being disciplined and removed from the session because he defied the authority of the session and the Book of Order by publicly sharing his oppositional perspective on a subject of session business to the congregation. Before the formal discipline process was imposed, he chose to resign from the session.

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

Yes     No

If yes, Date completed 12/2020

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

In our love for Christ and guided by God's Word we seek to be a community of:

Joyful Worship, thoughtfully centered in the wonder and wisdom of the living God and celebrating the diversity of the body of Christ.

Loving Fellowship, encouraging and serving one another in the unifying love of the Holy Spirit.

Life-changing Learning, biblically-based preaching and teaching to equip children, youth, and adults to grow in their relationship with God.

Enthusiastic Service, reflecting the servant heart of Jesus as we proclaim the gospel near and far in word and deed.



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#### **Part 4: Leadership Expectations**

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

The ideal candidate for this job is a team player who is ready to work closely with the senior pastor. This person takes initiative and is a people-person. This person can see gaps and fill them to free up the senior pastor to do other tasks.

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

Able to administrate, coordinate, train leaders of small groups  
Able to officiate communion, visitation, weddings, funerals, etc  
Nurturing and shepherding people  
Observant of the needs of the congregation  
Takes initiative to fill needs

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

See attached job description.



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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. The founding of the church out of the Orthodox Presbyterian Church over the issue of women's ordination and the deeply collegial way this separation was handled in 1989 and breaking ground on our own building in February 1998.
2. The transition between Pastor Bob Harvey and Pastor Mateen Ellas.
3. The hiring of Pastor George Garrison in 2008.

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 is the case for many churches, the global pandemic is our most recent challenging event. Pastor George and Pastor Alva (since deceased) did an excellent job of leading us through it.

The most interesting event in recent days is the influx of new members, especially young families.



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**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service	
Annette La Placa - Minsiter of Congregtational Life	3/2014	to _____
Alva Steffler - Minister of Congregational Care	1/2012	to 2/2023
Carol Plueddemann - Minister of Congregational Care	1/1999	to 1/2012

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

A) Alva served 10 hours per week, from 2013 to early 2023, as Minister of Congregational Care. He was ordained.

B) Because of the growth of the church, the session has decided to consolidate aspects of the above mentioned positions and expand the role to a full-time, assistant pastor position.



### 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 Katherine Anderson Date 7/19/2024

Search Committee Chair Carl Pickard Date 7/19/2024