



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 Presbyterian Church

Address 1901 Milton Street

Monroe, LA 71201

Telephone (318) 323-8292 Fax (_____) _____

E-mail office@covenantepc.com Website covenantepc.com

2. Presbytery Gulf South Presbytery

Presbytery Ministerial Committee Liaison Jonathan Wagner

3. Search Committee Chairman Clay Alexander

Address 407 Parrot's Beak Road

Sterlington, LA 71280

E-mail clay144@gmail.com

Telephone (318) 816-2054

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

Pastor Full time Part time

Associate Pastor Full time Part time

Office Manager Full time Part time

_____ Full time Part time

Day School Director Full time Part time

Day School Assistant Director Full time Part time

Day School Teachers (4) Full time Part time

_____ Full time Part time

Childcare Coordinator Full time Part time

Sound Tech Coordinator Full time Part time



5. List all key volunteer positions

We have a healthy committee structure that has been built over the past few years. The chairs of these committees, many of whom are elders and deacons, are all key positions (missions, finance, fellowship, Christian education, chancel, property, etc.), in addition to the many others who serve within these ministries. Further, we have a good number of Sunday school teachers, Bible study leaders and facilitators, and small group leaders, who are all key volunteers in the congregation. We also have a board that oversees our day school.

6. List all vacant positions

Position Available Associate Pastor for Congregational Care Date of Vacancy new position

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>260</u>	<u>265</u>
B. Number of family units	<u>150</u>	<u>150</u>
C. Worship attendance	<u>220</u>	<u>225</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

15 % 0-11 10 % 12-18 6 % 19-24 12 % 25-34

18 % 35-49 24 % 50-64 20 % 65+



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B. Occupation:

31 % Business 15 % Professional 2 % Trades
10 % Agriculture 24 % Stay-at-Home Parent 20 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school 5 % high school 65 % college 30 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 5 %
5 years or less 20 %
6-10 years 65 %
10 years or more 10 %

10. Racial/Ethnic composition of:

A. Congregation

1 % African-American 1 % Asian 98 % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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

37 % African-American 1 % Asian 60 % Caucasian 2 % 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: 115,900



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12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>10:30</u>	<u>215</u>	<u>Traditional</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

B. Frequency of communion celebration: 16 per year

C. How are members involved in planning and participation in the liturgy/worship?
Church members do not plan liturgy but are involved as ushers & musicians.

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)
Historic Reformed worship with Scriptural liturgy, prayers, and creeds

E. Type of music used in worship (e.g., traditional, contemporary, variety)
Historic hymnody and modern hymns

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 35
- B. Average attendance in Adult Education (Sunday): 80
- C. Average involvement in Small Groups: 70-80



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		12	monthly	pastor & laity
Diaconate		12	monthly	laity
Financial		6	semimonthly	laity
Christian Ed		6	quarterly	pastor & laity
Missions		8	monthly	pastor & laity
Fellowship		6	as needed	laity
Congregational Care		6	as needed	laity
Chancel		6	as needed	laity

*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: \$ 1,000,000 Last year's annual budget: \$ 987,404
(Attach a copy of current budget)

2. Percentage of income received toward budget: 108 %



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

- A. EPC Percentage of Income \$ 6,210
- B. EPC World Outreach Global Workers \$ 44,000
- C. EPC Special Projects \$ _____
- D. Presbytery Per Member Asking/Percentage of Income \$ 4,369
- E. Other Missions/Missionaries \$ 143,000

4. Property owned by church

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

Single story building that includes several Sunday school class rooms that are used for the day school, a renovated fellowship hall, kitchen, and offices, and a new sanctuary. The building sits on a city block with a large rec field behind the building.

B. Are your buildings adequate for your present program? Yes No

If no, please explain:

But... we are quickly running out of Sunday school space for our children. This is a demographic of our congregation which has grown rapidly over the past few years.

C. Is a building program or capital project projected? Yes No

If yes, describe what, when, and projected cost

Due to the projected space concerns, we might be looking at a building project in the next few years. We don't have anything currently in the works, though.

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: Associate Pastor \$ \$65,000 - \$85,000 (plus benefits)

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: All positions \$ _____ or 3 %

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)

Yes _____ Life insurance

Maybe _____ Social Security

Yes _____ Travel/mileage

Yes _____ Book allowance

Yes _____ Study leave allowance (minimum 2 weeks)

Yes _____ Annual vacation days (minimum 4 weeks)

_____ 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: _____)

- 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 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 type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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?

Elders and Deacons have a 9-week training period, in which they read through the Westminster Confession, the EPC Leadership Training Guide, as well as additional books on the biblical role of elders and deacons. Further, we have experimented with a leadership pipeline, in which young men are disciplined with the aim of equipping future officers.



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

The Session has a elders' retreat at least once a year, in which we focus on different issues. Additionally, we monthly go through a section of the Westminster Confession. We are currently reading *The Shepherd's Toolbox* by Timothy Witmer together as a Session and are discussing it at our monthly Session meeting. Finally, we have done Ligonier studies together in the past and have gone through a specific training on identifying and dealing with cases of abuse in the congregation.

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

The majority of our ecumenical activity is through local mission. We are involved with several mission agencies in the community, including The Renewal Center (a local ministry to the poor and homeless in our community), Salvation Army, Life Choices (the crisis pregnancy center), Mercy Multiplied, Young Life, FCA, and Team 5:18 (a prison ministry). In 2018, we partnered with a Baptist church in town to host the Perspectives mission course.

19. Describe the strengths of your congregation.

Our congregation is known for strong biblical teaching and preaching, as well as seeking to grow in relationship with one another. There is a love of community, worship, and singing among the congregation. Covenant is also known in the larger community for its support of mission.



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20. List specific problems with which your congregation struggles.

Covenant doesn't have any major struggles at the moment. The congregation earnestly loves one another and seeks to care for one another in tangible ways. We have a good number of folks who regularly go out to care for our shut ins and those who have special needs. We are working to create a more systematic approach to congregational care, in order that we can keep up with the care that is happening. We are also working to better care for our women who have suffered loss over the past few years (loss of a spouse, caring for a spouse with special needs, etc.).

The only other thing that could be mentioned under this section is perhaps that we do have a number of retired folks in the congregation who travel fairly regularly. This doesn't necessarily cause disruption in the life of the congregation. It is just a reality based on their life stage, as they seek to visit their children and grandchildren in other places.

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

To hold the leadership to strong biblical teaching and preaching

To worship the Triune God in spirit and truth, including fervent prayer, joyful, vibrant singing, and eager listening to God's Word

To be a beacon of historic, Reformed orthodoxy in our community through our witness and ministry

To participate in the Great Commission, including within our homes (discipling our children), within the community (partnering with local mission agencies), and to the ends of the earth (supporting and sending missionaries to foreign nations)

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.

Charges were filed and prosecuted against a non-installed elder in 2016. The case is now closed.

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

Yes No

If yes, Date completed 2011

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

Our goal is to glorify God as a congregation of Biblical faith centered upon the Gospel of Jesus Christ and built up by the Word of God written in the Scriptures of the Old and New Testaments, which we affirm to be the supreme, final, and only infallible rule of our faith and practice. We are Reformed in doctrine, Presbyterian in government, evangelical in practice, and missional in service; seeking to live-out the historic Christian faith in the present time, following Jesus Christ, who is "the same yesterday and today and forever" (Hebrews 13:8).



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Part 4: Leadership Expectations

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

[See the position description.](#)

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

[See the position description.](#)

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

[See the position 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?

Joining the Evangelical Presbyterian Church - January 2010

The return of Pastor John Mabray (2010), which led to the subsequent revitalization of Covenant

Capital campaign and the construction of the new sanctuary - April 2016 - August 2018

Receiving the BART HESS AWARD for Church Revitalization at General Assembly - 2019

The pastoral transition between Jonathan Wagner and John Mabray (September 2020) and John Mabray's retirement (April 2024)

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 pastoral transition between pastors Jonathan Wagner and John Mabray, as John Mabray prepared to retire after 40 years of ordained ministry.



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Part 6: Other Information

1. List the last three individuals who held this position

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

Clerk of Session Jacob Aitken Date 5-15-24

Search Committee Chair Clay Alexander Date 5-15-24