



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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5. List all key volunteer positions

- Session - Ruling Elders
- Deacons
- Worship Team
- Outreach/Missions Team
- Relationships Team
- Discipleship Team
- Coordinating Team
- Property Team
- Finance Team
- Helps Team
- Mercy Team
- Women's Ministries Team
- Men's Ministries Team

6. List all vacant positions

Position Available Assistant Pastor Date of Vacancy 3/3/24

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>390</u>	<u>527</u>
B. Number of family units	<u>205</u>	<u>247</u>
C. Worship attendance	<u>317</u>	<u>326</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

10 % 0-11    6 % 12-18    8 % 19-24    14 % 25-34  
16 % 35-49    16 % 50-64    31 % 65+



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**B. Occupation:**

\_\_\_\_\_ % Business      \_\_\_\_\_ % Professional      \_\_\_\_\_ % Trades  
\_\_\_\_\_ % Agriculture      \_\_\_\_\_ % Stay-at-Home Parent      \_\_\_\_\_ % Retired  
\_\_\_\_\_ % Other (Please Specify) unknown

**C. Educational level of adults**

1 % some high school    20 % high school    55 % college    24 % graduate school

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

Less than one year 10 %  
5 years or less      25 %  
6-10 years            25 %  
10 years or more    40 %

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

**A. Congregation**

\_\_\_\_\_ % African-American    \_\_\_\_\_ % Asian    \_\_\_\_\_ % Caucasian    \_\_\_\_\_ % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

2 % African-American    4 % Asian    90 % Caucasian    4 % 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: 508,000 (Kansas City, MO) 2.4 Million -Metro



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
8:30AM	136	Traditional
11:00AM	190	Blended
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: 12+ per year

C. How are members involved in planning and participation in the liturgy/worship?  
Our Worship Team under the direction of the Pastor oversees both services with members participating in the following roles: media, tithe collection, communion administration, ushering, leading and performing music (choir in the 8:30 service and praise band in the 11:00), making announcements and testimonials, as well as providing instruction in the children’s church, nursery through first grade.

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)  
Traditional (8:30AM) and Blended (11:00AM)

E. Type of music used in worship (e.g., traditional, contemporary, variety)  
The 8:30 AM traditional service employs hymns and choral anthems, and the 11:00 AM blended employs hymn-based and contemporary praise songs.

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 44
- B. Average attendance in Adult Education (Sunday): 81
- C. Average involvement in Small Groups: 80 (Wed & Small Groups)



**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*
Worship Team	Please See attachment #	6-10	monthly	1
Outreach/Missions Team		6-10	monthly	4
Relationships Team		6-10	monthly	2
Discipleship Team		6-10	monthly	2
Coordinating Team		6-10	monthly	2
Property Team		6-10	monthly	2
Finance Team		6-10	monthly	2
Helps Team		6-10	monthly	2
Mercy Team		6-10	monthly	2
Session		9 RE, 2 T	monthly	2
Deacons		9	monthly	2

\*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: \$ 904,608.43 Last year's annual budget: \$ 923,691  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 15% as of February %



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

- A. EPC Percentage of Income \$ 8,630
- B. EPC World Outreach Global Workers \$ 10,000
- C. EPC Special Projects \$ 5,000
- D. Presbytery Per Member Asking/Percentage of Income \$ 6,000
- E. Other Missions/Missionaries \$ 64,000

4. Property owned by church

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

The main building houses a sanctuary, chapel, ministry center (gymnasium), dividable reception area, two kitchens (fully stocked), twenty Sunday School rooms, five office spaces, music room, library, three-room nursery, Mother's Room, and two large lobby areas. The multi-level property also has two separate elevators, outdoor pavilion, new playground, outdoor basketball court, and the Amos House (ministry house) on 2.5 acres all in good working 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

We just completed a capital campaign which resulted in our being debt-free. The extra funds that were collected are currently being used to upgrade the sound system and complete other projects around the building.

- 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 \$ 55,000-70,000

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

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

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

Position: Assistant Pastor \$ \_\_\_\_\_ or 7.33 %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

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

~32-35% Medical insurance (EPC medical coverage required for full-time TEs)

included Life insurance

7.65% Social Security

~2% Travel/mileage

~3-4% Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

4 weeks Annual vacation days (minimum 4 weeks)

~6-10 Number of worship services per year for which pastor is provided relief (in addition to vacation and study leave)

Yes Sabbatical frequency and length 3 months every 7 years

\_\_\_\_\_ 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 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 type="checkbox"/> 1            | <input checked="" 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 type="checkbox"/> 1            | <input checked="" type="checkbox"/> 2 | <input type="checkbox"/> 3            | <input type="checkbox"/> 4 |
| 11. Ministers well to members that are hurting                                 | <input type="checkbox"/> 1            | <input checked="" 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 trained using the EPC leadership guide.



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

Occasionally, discipleship is provided through book studies, video series, workshops, and retreats; however, this is an area for growth.

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

We offer financial, material, and volunteer support to several ecumenical local missions: A Turning Point, Hillcrest Transitional Housing, Resource Health, Bible Study Fellowship, Young Life, and City Union Mission. We do not currently participate in any inter-denominational activities.

19. Describe the strengths of your congregation.

Our congregants are generous, welcoming, committed to biblical principles and teaching, yet charitable on non-essentials. Currently, Gashland is experiencing growth in all age groups. Our new young adult class, Abide, meets every Sunday for collaborative study and also regularly throughout the year for fellowship activities. Our dynamic youth groups have experienced exponential growth over the past year and gather multiple times weekly for instruction, fellowship, and outreach-oriented relationship-building activities. The children's ministries during worship, Sunday School, and Wednesday nights provide intentional discipleship through Scripture memorization, music, and learning. This includes even the youngest in the nursery. God has blessed us with numerous spiritually mature and wise members many of whom help to plan and provide a strong slate of Sunday school classes each semester.



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20. List specific problems with which your congregation struggles.

- \*disconnection between the two services
- \*care of the elderly
- \*consistent and timely follow-up with congregants who stop attending \*inconsistency in shepherding
- \*insufficient efforts to reach our local community

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

- We would like to create better community and care within our congregation.
- We would like to become more engaged in outreach to the community, in personal evangelism, and in church planting.
- We would like to grow more in the area of 1 on 1 discipleship and have more of our church engaged in these relationships.

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 3/3/24

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

Vision: Love Jesus, Live as Family, Look to the Fields.

First and foremost, our heart at Gashland is to fall deeper in love with Jesus and to never lose our first love. Secondly, we pray that this love of Jesus would lead us to live as the family that we are in Christ. We are eager to grow in community, care for one another, and discipleship. Thirdly, our desire is to look to the fields (John 4:35). We long to grow in personal evangelism, in our outreach to the community, and in planting churches so that God’s Kingdom may grow.



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

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

- 1) Trustworthy in Character (1 Timothy 3:2)
- 2) Loyal & Faithful Partner in Ministry (Philippians 1:3-5)
- 3) Loves people as Jesus has loved us (John 13:34)
- 4) Abide in the Word (Colossians 3:16)
- 5) Humble (Philippians 2:3 and Proverbs 9:9)

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

- 1) Teach God's Word (2 Timothy 4:1-5)
- 2) Shepherd God's People (1 Peter 5:2)
- 3) Equip the Saints for Ministry (Ephesians 4:12)
- 4) Godly Wisdom and Counsel (Proverbs 20:5 and Proverbs 15:22)
- 5) Encourager (Romans 12:7-8 and Romans 12:15)

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

See Attachment #2.



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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?

With a church history spanning more than 75 years, determining the three most important events is nearly impossible. However, the three most important events of recent years are moving from a single pastor to a two-pastor church in the 1980's, a 2001 3.1 million dollar building expansion, and surviving a precedence-setting legal battle in 2008 during which Pastor Ed Longabaugh led the congregation out of the PCUSA and into the New Wine Skins Presbytery ultimately leading us into the EPC. For further information on the history of our church, we have attached a series of articles from our church newsletter "The Porch: The Life and Stories of Gashland EPC." <https://gashland.org/windows-on-our-world-volume-3/>

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

Covid certainly impacted Gashland as it did so many other congregations; however, it did not significantly diminish our church attendance or finances primarily because of our ability to quickly implement online services and Zoom classes and meetings which allowed us to keep remote congregants engaged. The results of our recent capital campaign "Debt-free in '23" are evidence of the strength of the congregation immediately following Covid. God not only blessed us with the funds to pay off all of our debts, but we collected more than we needed more than a year before the original end date for the campaign. A portion of those excess funds are now being used to purchase a new sound system which will enable us to continue to improve and enhance those online services which we intend to continue indefinitely.



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**Part 6: Other Information**

1. List the last three individuals who held this position

Name	Dates of Service	
Michael Morefield	2015	to 2024
_____	_____	to _____
_____	_____	to _____

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

We are on the cusp of significant growth and ripe for new opportunity. Our church is healthy and maturing in new ways. We are excited for the future and looking for someone to help us live out our vision and thrive in the gospel.



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 \_\_\_\_\_ Date \_\_\_\_\_

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



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# The Session

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God gives direction to His leadership structure through an office in the church known as “elder”. The elders together create a team called “The Session”. The Session is responsible for the primary leadership and oversight of the church. In the Bible elders are specifically responsible for two items, 1) ministry of the word and 2) prayer.

There are four ministry teams that seek to oversee the ministry of the word. Those teams form the acronym, W.O.R.D., which stands for Worship, Outreach, Relationships, Discipleship. There is a fifth team, the Coordinating Team, that oversees other duties assigned to the elders by our denomination, the EPC.



## WORSHIP TEAM

The Worship Team’s primary responsibility is to facilitate and implement biblically-based Christ-centered worship services focused on God’s redemptive work for sinful people through the death and resurrection of God the Son – Jesus Christ!



## OUTREACH TEAM

The Outreach team plans and oversees GEPC’s ministries that focus on bringing the power and hope of the Gospel to a lost and broken world. They oversee outreach events of the church as well as the missionaries Gashland supports.



## RELATIONSHIPS TEAM

The Relationships team initiates and oversees the various ministries that foster loving relationships among the members of GEPC. It also functions to encourage the Session and individual members to grow in relationship with one another.



## DISCIPLESHIP TEAM

The Discipleship Team provides leadership, perspective and oversight for all Christian education ministries. The Discipleship Team encourages spiritual growth and development—“Teaching these new disciples to obey all the commands I have given you.”



## COORDINATING TEAM

The Coordinating Team provides oversight and facilitates the functioning of the body, members and staff, in accordance with the Holy Scriptures, the EPC Book of Order, and Book of Government through service to the glory of the Almighty God.

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# The Deacons

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In the book of *Acts*, the office of Deacon (Acts 6) falls under the umbrella of leadership of the Session. The Deacons are an office of service, and seek to manage the material items of the church as well as help in the areas of mercy and benevolence within the church and the surrounding community. The four teams listed below oversee these aspects of ministry. Finance and Property oversee the material items of the church, while Mercy and Helps serve and meet other needs.



## MERCY TEAM

The Mercy Team provides help and care for the sick, elderly, and those in need within Gashland Presbyterian Church as well as assist with walk in requests and catastrophic situations outside Gashland.



## HELPS TEAM

The Helps Team serves Gashland by presenting a warm welcome on Sunday mornings, as well as working with the Session teams to help serve any ministry event needs.



## FINANCE TEAM

The Finance Team records and reports the financial resources of the church. They also seek to give the Session financial information important for them to carry out Gashland's ministry vision.



## PROPERTY TEAM

The Property Team seeks to keep the property functional and operational, and maintain the integrity of the building so that the ministries of the church can move forward unhindered.

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## Notes



**Position Title:** Assistant Pastor of Community & Care

**Reports to:** Senior Pastor

**GEPC's Vision:** Love Jesus, Live as Family, Look to the Fields

**Overview:** The Assistant Pastor of Community & Care will seek to lead the church in Gashland's vision to live as family through community, care, and shepherding

**Job:** Full-time, salaried position with benefits

**Salary Range:** \$55,000-\$70,000

**Qualifications:**

- Love Jesus deeply
- MDIV
- Ordained in the EPC or Ordainable in the EPC
- We are looking for someone who is highly relational and who desires to build and foster relationships and community within the church
- We are looking for someone who has strong pastoral skills to shepherd and care well for the members and regular attenders of the church
- Professional, team player, loyal, initiator
- **Optional:** Masters of Counseling. We would love to have someone with a background in counseling who desires to use these skills to shepherd and care for the members and regular attenders of the congregation.

**Main Responsibilities:**

- **Oversee Congregational Care**
  - Oversee Gashland's Congregational Care Team of Elders & Deacons & Congregation Members
  - Regular pastoral visitation, shepherding, and care to the flock
- **Oversee Relational Ministries at Gashland**
  - Lead the church in Gashland's vision to live as family through community, care, and shepherding
  - Have Oversight over Relationships Team
  - Encourage & energize congregation for participation in community and social events
  - Oversee Community Groups/Small Groups at GEPC
  - Help Senior Pastor teach New Members class and integrate new members into the church family

- Oversee *Conversations* (Wednesday Night Ministry)
  - Provide support and direction as needed to relational ministry teams (Men's Ministry, Women's Ministry, Abide (Young Families), and Prime Timers (50 and older))
  - Connect 1st Service and 2nd Service in Community
  - Lead & initiate new relational ministries as desired/needed
- **Other Pastoral Duties**
    - Partner with Senior Pastor in ministry
    - Support the overall vision of the church (Love Jesus, Live as Family, Look to the Fields)
    - Preach approximately 8-12 times a year
    - Assist in leading worship and administering the sacraments
    - Assist in overseeing the staff alongside Senior Pastor
    - Perform Funerals & Weddings as needed
    - Promote community & fellowship among staff members alongside Senior Pastor
    - Participate in monthly Session Meetings
    - Attend Presbytery Meetings & General Assembly
- **Staff Member Duties**
    - Attend Weekly Staff meetings
    - Regular coordination and communication with Senior Pastor
    - Regular coordination and communication with other staff members
    - Prepare annual goals & objectives in coordination with Senior Pastor
- **Other Possible Duties: Counseling\*\*\***
    - If possessing a Masters of Counseling, set a vision for a counseling ministry at Gashland
    - Create a culture for biblical counseling & its importance in spiritual formation
    - Provide counseling to the congregation
    - Use expertise in counseling to provide care for the congregation through educational seminars, support groups, or classes