



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 Grace Chapel Madison

Address 307 New Mannsdale Rd

Madison, MS 39110

Telephone ( 601 ) 856-7223 Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail lori@gracechapelmadison.org Website www.gracechapelmadison.org

2. Presbytery Gulf South

Presbytery Ministerial Committee Liaison TE Andrew Mills

3. Search Committee Chairman Alice Watkins

Address 103 Water Street

Madison, MS 39110

E-mail aliceholliswatkins@gmail.com

Telephone ( 769 ) 234-4692

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

Pastor  Full time  Part time

Office Administrator  Full time  Part time

Children's Director  Full time  Part time

Worship Director  Full time  Part time

Nursery (3)  Full time  Part time

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

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

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

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

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



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5. List all key volunteer positions

- Family Night Suppers
- Vacation Bible School
- Sunday School Teachers
- Women's Bible Study
- Committee Members

6. List all vacant positions

Position Available Associate Pastor Date of Vacancy 9/20/25

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>131</u>	<u>144</u>
B. Number of family units	<u>50</u>	<u>65</u>
C. Worship attendance	<u>73</u>	<u>80</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

9 % 0-11    13 % 12-18    4 % 19-24    11 % 25-34  
13 % 35-49    16 % 50-64    34 % 65+



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**B. Occupation:**

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

**C. Educational level of adults**

100 % some high school    100 % high school    75 % college    20 % graduate school

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

Less than one year 4 %  
5 years or less 35 %  
6-10 years 14 %  
10 years or more 51 %

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

**A. Congregation**

\_\_\_\_\_% African-American    \_\_\_\_% Asian    100 % Caucasian    \_\_\_\_% Hispanic  
\_\_\_\_\_% Other (Specify) \_\_\_\_\_

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

38 % African-American    3 % Asian    56 % Caucasian    3 % 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: 105000



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12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
10:30	80	Traditional
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: 13 per year

C. How are members involved in planning and participation in the liturgy/worship?  
Pastor and worship director plan services. Elders serve communion. Deacons collect offerings and greet.  
The pastor gets feedback from the congregation on worship and will occasionally ask them to submit suggestions for sermon series.

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)  
Traditional

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 13
- B. Average attendance in Adult Education (Sunday): 33
- C. Average involvement in 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*
Session	Shepherd/Leadership	9	monthly	2
Diaconate	Service/Care	8	monthly	3
Missions/Outreach		n/a	quarterly	2
Finance/Administration		8	quarterly	3
Christian Education		n/a	quarterly	2
Safety and Security		n/a	n/a	3
Building and Grounds		n/a	monthly	3
Hospitality		na		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: \$ 422285 Last year's annual budget: \$ 436140  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 120 %



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

- A. EPC Percentage of Income \$ 3105
- B. EPC World Outreach Global Workers \$ 7000
- C. EPC Special Projects \$ 1050
- D. Presbytery Per Member Asking/Percentage of Income \$ 2160
- E. Other Missions/Missionaries \$ 28327.73

4. Property owned by church

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

Chapel (seats 200)

Administration Building: reception area, offices, conference room, work room, and kitchen

Education Building: fellowship hall, kitchen, classrooms, media room, playground

Additional 11.6 acres of undeveloped land on campus

- 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: Associate Pastor \$ based on experience

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

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

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

Position: Pastor \$ \_\_\_\_\_ or 5.33 %

Position: Office Administrator \$ \_\_\_\_\_ or 4.67 %

Position: Children's Director \$ \_\_\_\_\_ or 4.67 %

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

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

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

yes Medical insurance (EPC medical coverage required for full-time TEs)

\_\_\_\_\_ Life insurance

\_\_\_\_\_ Social Security

\_\_\_\_\_ Travel/mileage

yes Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

4 weeks Annual vacation days (minimum 4 weeks)

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

\_\_\_\_\_ Sabbatical frequency and length 2 months every 7 years

\_\_\_\_\_ Other (Specify: all benefits negotiable with call)

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 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 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?

- Officer Training Videos for self-study
- Conversations with the Pastor and current officers
- Examined by the Session
- Mentored by current/previous Ruling Elders



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

Encouraged to be involved in a Sunday school class and/or Bible study, but is an area where both Session and Diaconate need to improve.

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

Participation with and support of local missions and care organizations from a variety of denominations (Center for Pregnancy Choices- Metro area, Center for Violence Prevention, Crossroads Ministries, French Camp Academy, Gateway Rescue Mission, Hope House, Jackson Stewpot, MadCAAP, the Mustard Seed, Shower Power, and Wingard Home).  
Angel Tree program at Christmas  
Operation Christmas Child (Samaritan's Purse)  
Support of global missions

19. Describe the strengths of your congregation.

Sound  
Biblically-oriented  
Welcoming  
Spirit of community/fellowship amongst membership  
Great volunteerism for various tasks  
Active in the overall community  
Stable financially  
Exist within a growing community



20. List specific problems with which your congregation struggles.

Struggle with reaching and keeping young families and young adults. Lack of programs for these demographics.

Difficulties ministering to the youth of the church effectively.

Struggle with having an adequate number of volunteers to lead in teaching capacities.

Volunteer/Leadership burnout

Spiritual growth amongst congregation, especially with youth, young adults, and young families.

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

Embrace God's intention for our church in the coming years.

Calling an associate pastor.

Grow and adapt to the future

Transition the music ministry after the retirement of longtime worship director.

Focus on and seek opportunities for our youth, young adults, and young families.

Grow spiritually (prayer, deeper study of Scripture, etc.)

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.

A Deacon disciplined for a gambling addiction many years ago.

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

Yes    No

If yes, Date completed \_\_\_\_\_

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



#### Part 4: Leadership Expectations

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

Sound biblical knowledge  
Able to build relationships with people of all ages  
Able to coordinate and communicate with volunteers effectively  
Needs to be self-motivated  
Enthusiasm and willingness to work with youth, young adults, and young families.  
Ability to develop and shape youth and family programs.  
A desire to help the church grow in, improve, and develop to the best of our ability.

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

Relates to youth, young adults, and young families  
  
The ability to create something (visionary). The ministry to those in the younger demographic (6th grade through young adults) has largely been absent. There is a willingness to go where we need to go, but we need someone with a vision/drive for getting us there.  
  
Desire to learn, adapt, and grow.  
  
Ability to work with the senior pastor, Session, and congregation.  
  
Sense of humor

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

Ministering to youth, young adults, and families of the church. The primary task in the beginning will be to give structure and stability to our youth program. Over time, our vision is for this to expand to where this position would service all of our families, giving them biblical guidance as they raise their children.

Along with these responsibilities, this person will assist the pastor with worship, preach on occasion, minister to the younger families in the church, periodically teach adult classes, coordinate and recruit volunteers for our youth program, and assist the senior pastor with various other ministry responsibilities.



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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?

Moving from the PC(USA) to the EPC in 2007.

The construction of our expanded facility in 2011.

The loss of all ministry staff in 2013 as a result of an inappropriate relationship among the church staff which included the pastor.

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 loss of some "key" members who were very involved in the life of the church. Those losses came from death, relocations, burnout, and people leaving the church.

The loss of some younger families in the church due to the lack of a consistent program for their youth-aged children.

The retirement of our worship director after 30 years with the church.



Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service
N/A	_____ to _____
_____	_____ to _____
_____	_____ to _____

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

We are a church that is very much going out on faith with this position. While our demographics would indicate that we are a bit small for an associate pastor, and the age of our congregation doesn't quite fit the position we're looking for, we feel that God has led us to this place. He has blessed us with the resources that we need in order to bring someone on who can minister to our youth, young adults, and the families of our church.

As has been mentioned previously, the responsibilities of this position are both blessing and curse. There is not much of a foundation programmatically to build upon. However, there is a "blank canvas" to be painted on. The Session and congregation are in full agreement that this is an area of ministry where we need to invest heavily. We are in need of someone who has a calling to this particular age demographic, who can help us create a vision to care for and nurture future generations of Christians.

The senior pastor and Session are committed to supporting this position to the fullest extent. We have very much felt God's leading us in this direction and are committed to following His will for our church.



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 [Signature] Date 9/29/25
Search Committee Chair [Signature] Date 9/29/25