



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 _____

Address _____

Telephone (_____) _____ Fax (_____) _____

E-mail _____ Website _____

2. Presbytery _____

Presbytery Ministerial Committee Liaison _____

3. Search Committee Chairman _____

Address _____

E-mail _____

Telephone (_____) _____

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

- | | | |
|-------|------------------------------------|------------------------------------|
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
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| _____ | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |



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5. List all key volunteer positions

6. List all vacant positions

Position Available _____ Date of Vacancy _____

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	_____	_____
B. Number of family units	_____	_____
C. Worship attendance	_____	_____

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

_____ % 0-11 _____ % 12-18 _____ % 19-24 _____ % 25-34
 _____ % 35-49 _____ % 50-64 _____ % 65+



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B. Occupation:

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

C. Educational level of adults

_____ % some high school _____ % high school _____ % college _____ % graduate school

D. Percentage of members belonging to the congregation

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

10. Racial/Ethnic composition of:

A. Congregation

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

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

_____ % African-American _____ % Asian _____ % Caucasian _____ % 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: _____



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12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: _____ per year

C. How are members involved in planning and participation in the liturgy/worship?

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

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

13. Ministry Programs

A. Average attendance in Church School (under 18 years): _____

B. Average attendance in Adult Education (Sunday): _____

C. Average involvement in Small Groups: _____



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

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

4. Property owned by church

A. Describe buildings and property (other than manse), including 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: _____ \$ _____

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: _____ \$ _____ or _____ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

_____ Retirement Plan (minimum 10% gross effective salary)

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

_____ Life insurance

_____ Social Security

_____ Travel/mileage

_____ Book allowance

_____ Study leave allowance (minimum 2 weeks)

_____ 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 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 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
4. Places a high priority on sound biblical preaching	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Effectively integrates newcomers	<input 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
7. Is often found living their faith in their communities	<input 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Cares about each other	<input 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Ministers well to members that are hurting	<input 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 type="checkbox"/> 3	<input type="checkbox"/> 4
13. Contains people willing and able to lead the congregation	<input 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 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 type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

16. How are elders and deacons initially trained and equipped for ministry?



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

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

19. Describe the strengths of your congregation.



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20. List specific problems with which your congregation struggles.

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

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 _____

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



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Part 4: Leadership Expectations

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

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

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

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



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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.



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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 Richard Corless Date _____

Search Committee Chair [Signature] Date _____

Mission Statement—January 2021

Love People. Know Jesus. Live Transformed.

Love People.

“A new command I give you: Love one another. As I have loved you, so you must love one another” (John 13:34, NIV).

“We love because he first loved us. Whoever claims to love God yet hates a brother or sister is a liar. For whoever does not love their brother and sister, whom they have seen, cannot love God, whom they have not seen” (1 John 4:19-20, NIV).

- Show people that they are loved and known by welcoming them to worship, listening to their deepest concerns, and caring for them as Jesus has cared for us.
- Invite and nurture a community rich and diverse in gender, age, and ethnicity.
- Serve and care for members and our neighbors locally and around the world.

Know Jesus.

“In the beginning was the Word, and the Word was with God, and the Word was God” (John 1:1, NIV).

“I am the good shepherd; I know my sheep and my sheep know me...My sheep listen to my voice; I know them, and they follow me” (John 10:14,27, NIV)

- **Learn Biblical Truth through studying God’s Word, congregational worship, small groups, and discipleship classes.**
- Continually grow a closer personal relationship with Jesus and pray without ceasing.
- Discern the will of God and live lives submitting to His will, not our own.

Live Transformed.

*“And we all, who with unveiled faces reflect **the Lord’s glory**, are being transformed into his image with ever-increasing glory, which comes from the Lord, who is the Spirit” (2 Corinthians 3:18, NIV)*

“Man’s chief end is to glorify God, and to enjoy him forever.” (Westminster Shorter Catechism, Question 1).

- **Let your life be a reflection of God’s glory, so that others may see Him through you, and want to know Him.**
- Live bold and courageous lives, built on the hope of the Gospel of Jesus Christ.
- Practice obedience and sacrifice; be joyful and faithful.
- Share the great hope of Christ as you invite others to have a relationship with Him.

Values—January 2021

Our Values are our deepest shared convictions and beliefs. They shape our thoughts, our actions, and how we desire to be known.

Biblical Truth. The Bible is the written source of all Truth from the one who is Truth, Jesus Christ.

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work” (2 Timothy 3:16-17, NIV).

Growing. We commit to continually deepening our faith and helping others do the same.

“God wants us to grow up, to know the whole truth and tell it in love – like Christ in everything. We take our lead from Christ, who is the source of everything we do. He keeps us in step with each other. His very breath and blood flow through us, nourishing us so that we grow up healthy in God, robust in love” (Ephesians 4:15-16, MSG).

Listening. We are called to listen to all people, helping them feel known, valued, and part of authentic community.

“My dear brothers and sisters, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry” (James 1:19, NIV).

Serving. As Christ came to serve us, we are called to serve and encourage one another, both near and far, with humility and love.

“I tell you the truth, when you did it to one of the least of these my brothers and sisters, you were doing it to me” (Matthew 25:40, NLT).

“Serve one another in love” (Galatians 5:13, MSG).

Sharing. We are called to share with others the hope we have in Christ.

“But in your hearts revere Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect” (1 Peter 3:15, NIV).

God's Vision for Memorial Park Church

A Place to Follow Jesus Together

“How good and pleasant it is when God’s people live together in unity.”

Psalm 133.1, NIV

- It is God’s design for us to be in community.
- We recognize that it is by God’s grace and providence that we have the privilege of worshipping together.
- We recognize and understand that our belief in Jesus Christ is the very foundation of our Life Together.

“To each is given the manifestation of the spirit for the common good.”

2 Corinthians 12:7, ESV

- We believe that God has brought each person to MPC for a reason.
- We believe in a shared responsibility, given to the whole church, that God uses people to bring the good news of Jesus Christ to others.
- We recognize that we are all part of the body of Jesus Christ, uniquely created and bestowed with God given gifts for the benefit of one another.

“Therefore, if you have any encouragement from being united in Christ, if any comfort from his love, if any common sharing in the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind.”

Philippians 2:1-2, NIV

- We believe that our single greatest goal is to follow Jesus together, which supersedes our individual desires.
- We are “like-minded” in the Essentials of Our Faith.
- We believe that Jesus is the answer to our sin and that peace and love can only be found in Him.



MEMORIAL PARK CHURCH

Lead Pastor

Executive Assistant

Executive Pastor

Men's Ministries
Women's Ministries
Marriage Ministry
Communications
Finances
Human Resources
Buildings & Grounds
Safety & Security
Information Technology
Development Initiatives

Director of
Family Life &
Discipleship

Childcare
Children's Ministries
Student Ministries
Adult Discipleship
Classes

Pastor of
Congregational
Care

Online Ministries
Deacons
Prayer & Care
Senior Ministries
Stephen Ministries

Pastor of
Missions &
Outreach

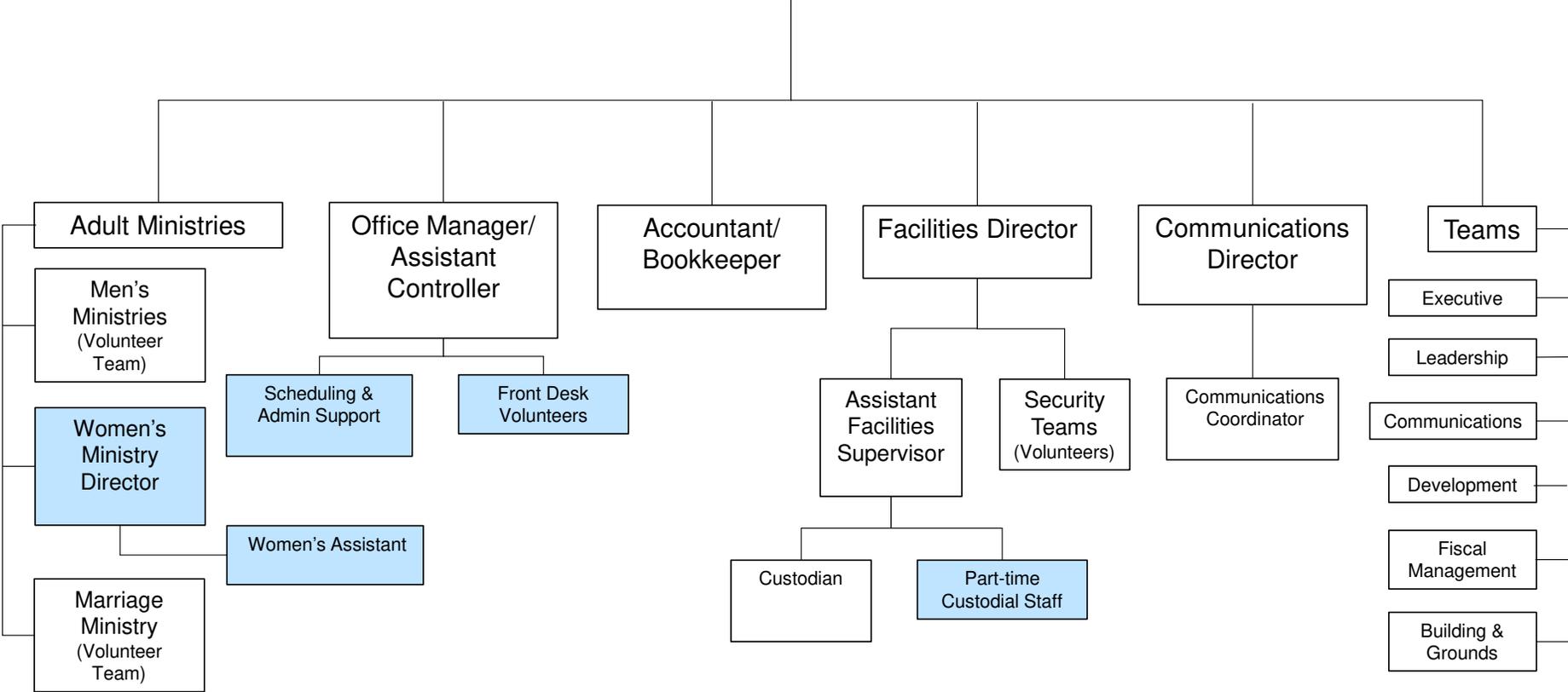
World Outreach
Local Outreach
Campus Ministry
Church Planting

Director of
Worship

Worship Teams
Creative Arts
Audio/Visual

Director of
Preschool

Executive Pastor



11/16/2023

Shaded positions are part-time