



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



Part 1: Church Information

1. Church Name First Presbyterian Church
 Address 252 College Ave.
Beaver, PA. 15009
 Telephone (724) 774-6398 Fax ()
 E-mail office@fpcbeaver.com Website www.fpcbeaver.com

2. Presbytery Presbytery of the Alleghenies
 Presbytery Ministerial Committee Liaison Bruce Tenenbaum

3. Search Committee Chairman Christine Cole
 Address 3315 5th Ave 
Beaver Falls, PA 15010
 E-mail cmkcole@gmail.com
 Telephone (724) 581-6453

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

<u>Senior Pastor</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Associate Pastor of Community Care</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Director of Student Ministry</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Director of Childrens Ministry</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Director of Music Ministries</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Contemporary Worship Director</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Connections Coordinator</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Building Coordinator</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Director of Young Adults</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Office Manager</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time

5. List all key volunteer positions

Committee chairs
Sunday School teachers
Choir/Praise team members
Technology Team
Building Security Team
Youth and Childrens Leaders
Stephen Ministers

6. List all vacant positions

Position Available Associate Pastor for Discipleship Date of Vacancy 1/2025

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>710</u>	<u>878</u>
B. Number of family units	<u>NA</u>	<u>NA</u>
C. Worship attendance	<u>600</u>	<u>550</u>

8. Community Growth ☐ Increasing ☒ Static ☐ Declining

9. Profile of church members

A. Age:

26 % 0-11 15 % 12-18 8 % 19-24 2 % 25-34
13 % 35-49 11 % 50-64 19 % 65+

B. Occupation:

_____ % Business _____ % Professional _____ % Trades
 _____ % Agriculture _____ % Stay-at-Home Parent _____ % Retired
 _____ % Other (Please Specify) (We don't track info in B, C or D.)

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**

2 % African-American 1 % Asian 95 % Caucasian 2 % Hispanic
 _____ % Other (Specify) _____

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

7 % African-American 1 % Asian 89 % 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: Beaver Boro-4,500, Surrounding Twps-8,500

12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
9:00	350	Contemporary Service ⁺
11:15	200	Traditional Service

B. Frequency of communion celebration: 12 times per year

C. How are members involved in planning and participation in the liturgy/worship?
We have a very active Worship and Music Committee. There are several choirs for members of all ages to participate: Chancel Choir, Praise Team, Adult Handbell Choir and Children's Choirs. There are gifted lay preachers who complement the pastors. Lay leaders also assist in worship.

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety) ⁺
We have one traditional worship service and one contemporary service.

E. Type of music used in worship (e.g., traditional, contemporary, variety)
Traditional service is piano/organ-led with a choir and the contemporary service is piano-led choruses with a variety of instruments including guitar, bass, and drums. Both services include traditional hymns and contemporary music.

13. Ministry Programs

A. Average attendance in Church School (under 18 years):	<u>105</u>
B. Average attendance in Adult Education (Sunday):	<u>160</u>
C. Average involvement in Small Groups:	<u>300</u>

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	Lead the Church	15	Monthly	2
Deacons	Congregational Care	18	Monthly	3
Adult Discipleship Comm	Discipleship	8	Monthly	2
Budget, Stewardship Comm	Financial Management	10	Monthly	3
Children's Discipleship Comm	Discipleship for Children	7	Monthly	3
Domestic Missions Comm	Missions	8	Monthly	3
International Missions Com	Missions	7	Monthly	3
Personnel Comm	Human Resources	8	Monthly	3
Connections Comm	Fellowship	12	Monthly	3
Student Discipleship	Discipleship	6	Monthly	3
Worship & Music Comm	Worship	8	Monthly	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: \$ 1,475,000 Last year's annual budget: \$ 1,395,000
(Attach a copy of current budget)

2. Percentage of income received toward budget: 100 %

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

A. EPC Percentage of Income	\$ <u>0</u>
B. EPC World Outreach Global Workers	\$ <u>0</u>
C. EPC Special Projects	\$ <u>0</u>
D. Presbytery Per Member Asking/Percentage of Income	\$ <u>11,175</u>
E. Other Missions/Missionaries	\$ <u>0</u>

4. Property owned by church

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

The original church building contains a recently renovated 300 seat sanctuary, refurbished organ and numerous basement Sunday School rooms. There is an attached 4 story Sunday School building that contains spaces for Sunday School, admin offices, library and nurseries. Fellowship Hall seats 400, The Commons is a multipurpose space. There are 5 kitchens, a music suite and a new counseling center. All are in excellent 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 _____

5. Compensation:

A. The salary range we are prepared to offer:

Position: Associate Pastor for Discipleship \$ 55 to 70,000 based on experience
 Position: _____ \$ (includes Housing Allowance)
 Position: _____ \$ _____

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

Position: Ministry staff \$ _____ or 2 1/2 %
 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)
Provided Medical insurance (EPC medical coverage required for full-time TEs)
\$50,000 Life insurance
Provided Social Security
up to \$2,000 Travel/mileage
\$1,200 Book allowance
2 weeks Study leave allowance (minimum 2 weeks)
4 weeks Annual vacation days (minimum 4 weeks)
6 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
5 days Other (Specify: Personal Days)

- 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 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 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 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 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?

Our Nominating Committee intentionally seeks out leaders who are already invested in the life of our church. We can expect that those brought forward are already volunteering with the youth ministry or leading small groups, and are already engaged in their own ways of being nurtured. Once voted in by the congregation, we have specific training for elders and deacons, accompanied by a ministry notebook that includes all of the strategic ideas and policies of our church.

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

We expect our elders and deacons to be invested in the life of the church, as volunteers serving and as participants being nurtured. Our leaders are in small groups and most attend Sunday School. Our varied board meetings all open with, and engage regularly in, prayer, with opportunity for devotionals and other learning opportunities during meetings.

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

Our pastors recently helped to launch a local ministerium. We support a county-wide Community Bible Study (CBS) by providing meeting space. We also support and participate in numerous local missions in our county, including, but not limited to, the Women's Shelter, Aliquippa Impact, Blessings Through Adoption, Men's Emergency Shelter, Uncommon Grounds Café, Undivided in Christ and Tiger Pause. We support relationships with camps such as Ligonier Camp and Conference Center.

19. Describe the strengths of your congregation.

Our members are actively engaged in the ongoing process of spiritual formation in small groups, Bible study and Sunday School.

As mentioned in our Head, Heart, Hands Vision Statement, we are working toward becoming a congregation who demonstrates God's love by serving and witnessing.

FPC has several strong, long-term mission partnerships. We support and send full-time missionaries and short term teams domestically and internationally.

We have strong lay leadership disciplined by a dedicated and caring staff.

Our elders and deacons recognize and affirm strong expository preaching.

We have come through Covid, by God's grace, with growth in attendance post 2020.

20. List specific problems with which your congregation struggles.

We are not a strong praying congregation, but are increasingly focused on teaching/modeling/supporting congregational prayer.

We struggle to reach young adults, especially young singles, but have recently hired a part-time staff member and seminarian, who has been called to work with this population.

Multiple worship services make fellowship among the members who attend different services a challenge.

While we can all agree that we need to become less pastor/staff driven (non-hierarchical) and more member-led, committee meetings may not reflect this goal and members may see a disconnect here.

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

Every year our elders identify several areas of emphasis, and in the fall our committee submit goals and budget needs for the coming year. Our current objectives include:

- 1). Connecting FPC internally and externally in community.
- 2). Continue to promote inter church/racial connections.
- 3). Develop and support domestic missions in our community.
- 4). Maintain church property through ongoing capital projects.

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

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 9/2020

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

Our Mission: To be the people of God declaring His glory by living the love of Christ.

Our Vision: A church body learning to love God with our collective heart, soul, mind, & strength, love one another as Christ has loved us, and love our neighbors as ourselves in Beaver County & beyond.

Our Values: In our church life together we value Biblical truth, Spirit inspired grace and Kingdom mission.

Head: "He has called you into His wonderful Light..."

Heart: "Now you have received mercy..."

Hands: "that you may declare the praises of Him who called you..."

Part 4: Leadership Expectations

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

Reflect the love and compassion of Jesus Christ in life and work.

A passion for reaching and discipling others.

Heart of a servant leader.

(See job description for more details.)

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

Teaching

Preaching

Effective administrative/planning skills

Creative problem solver

Strong written and oral communication skills

(See job description for more details)

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

Oversight of Adult Discipleship Committee and its ministries.

Teaching adults.

Preaching and leading corporate worship.

(See job description for more details.)

Part 5: Church History

1. What do you consider to be the three most important events in the history of your church?

The Church has a long and rich tradition, dating back to 1798.

1. In the 1950's, the Church experienced a significant renewal and outgrew its building, which led to the construction of a fantastic four-story education wing. This has created an ethos of discipleship.

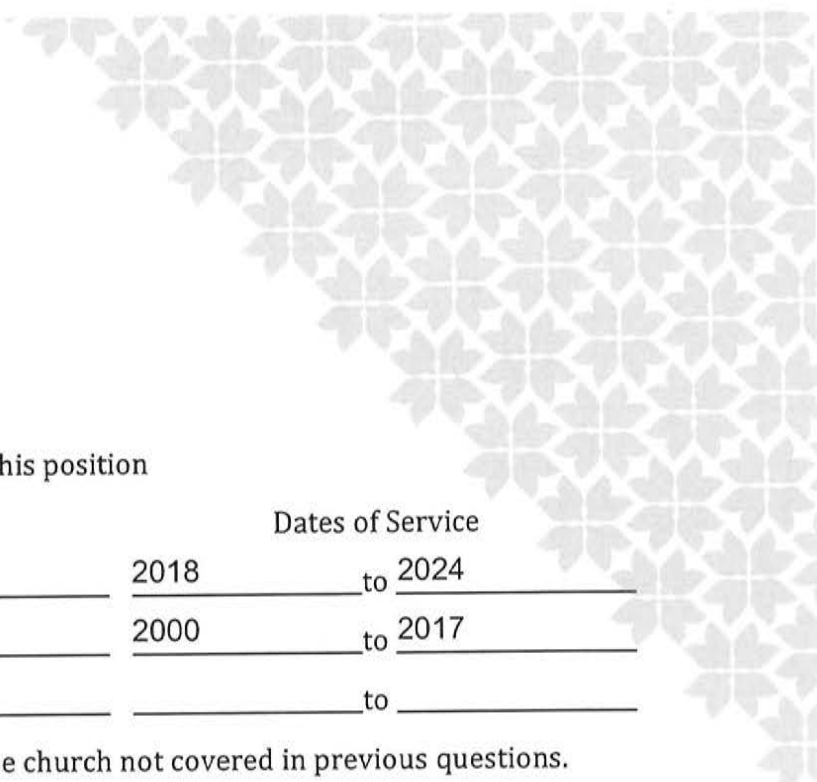
2. In the late 1970's, the Church reversed a long, slow decline by calling Rev. Bill Meyer, who led a return to the evangelical, reformed tradition.

3. In 1997, the Church called our current Senior Pastor, Rev. Jeff Arnold, who has increased the growth of the congregation through:

- a. Addition of a 9 am Contemporary Worship Service
- b. Expanded Mission Initiatives
- c. Church Plants in Beaver County
- d. Transfer from PCUSA to EPC
- e. New Marriage and Parenting Initiative
- f. Continued vitality

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 had a serious impact on our church. As most churches experienced, we saw a significant drop in attendance and a loss of momentum in our growth. We had to be responsive. We modified our services, including moving them outside in good weather and following spacing requirements indoors. We improved our online video church service broadcasting and modified our communion offering. As time passed, we began to see a slow return in attendance, to a point where we are approaching our pre-Covid attendance. We lost some members during this period, but we have also added new members since Covid began. FPC has also regained momentum in volunteers and program attendance.



1. List the last three individuals who held this position

Name	Dates of Service
<u>Martha Shartner</u>	<u>2018</u> to <u>2024</u>
<u>Henry Knapp</u>	<u>2000</u> to <u>2017</u>
<u> </u>	<u> </u> to <u> </u>

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 Jeffrey Cole

Date 4/28/2025

Search Committee Chair Christine Cole

Date 4/28/2025