



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 St Paul's Evangelical Presbyterian Church

Address 1845 N. Center Avenue

Somerset, PA 15501

Telephone (814) 445-5341 Fax (814) 443-9752

E-mail office@stpaulsepc.org Website stpaulsepc.org

2. Presbytery Presbytery of the Alleghenies

Presbytery Ministerial Committee Liaison Pastor Josh Brown

3. Search Committee Chairman Ken VanAntwerp and Eric Johnston

Address St Paul's EPC 1845 N. Center Ave, Somerset, PA 15501

attn: pastoral search team

E-mail pastoralsearch@stpaulsepc.org

Telephone (814) 233-5901 (Ken), 442-7705 (Eric)

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

- Pastor Full time Part time
- Associate Pastor Full time Part time
- Student Ministries Director Full time Part time
- Student Ministries Associate Full time Part time
- Office Administrator Full time Part time
- Housekeeper Full time Part time
- Children's Ministries Director Full time Part time
- Music Director Full time Part time
- Assistant Music Director Full time Part time
- Church Treasurer Full time Part time



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5. List all key volunteer positions

Additional Part-Time Paid Staff:

- Financial Secretary
- Facility Manager

Key Volunteer Postions:

- Sound Booth and Video Services
- Women's Ministry
- Heads of all committees led by Session Members
- Hospitality Team and Wedding Coordinator
- Homeless Meals Ministry
- Volunteer Pastoral Administrator

6. List all vacant positions

Position Available Full Time Associate Pastor Date of Vacancy 6/18/2023

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>482</u>	<u>600</u>
B. Number of family units	<u>257</u>	<u>224</u>
C. Worship attendance	<u>395</u>	<u>402</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

N/A % 0-11 0.5 % 12-18 11.5 % 19-24 20 % 25-34
22 % 35-49 21 % 50-64 25 % 65+



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B. Occupation:

27 % Business 26 % Professional 5 % Trades
1 % Agriculture 9 % Stay-at-Home Parent 32 % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

0 % some high school 46 % high school 36 % college 18 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 03 %
5 years or less 24 %
6-10 years 25 %
10 years or more 48 %

10. Racial/Ethnic composition of:

A. Congregation

0 % African-American 1 % Asian 99 % Caucasian 0 % Hispanic
0 % Other (Specify) _____

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

4.3 % African-American 1.6 % Asian 91 % Caucasian 2.2 % Hispanic
0.9 % Other (Specify) Native American and others

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: 52,000



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
8:30	243	Blended
11:00	159	Blended

B. Frequency of communion celebration: 14 per year

C. How are members involved in planning and participation in the liturgy/worship?
Music and Worship Team
Session

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)
Blended - Traditional/Contemporary

E. Type of music used in worship (e.g., traditional, contemporary, variety)
Blended - Traditional/Contemporary

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 50
- B. Average attendance in Adult Education (Sunday): 125
- C. Average involvement in Small Groups: 100



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 and Music	Oversee Worship	10	monthly	2
Men's Ministry	Serve/Support Men	12	monthly	1
Women's Ministry	Serve/Support Women	20	bi-monthly	3
Dream Team	Jr/Sr High Ministry	10	monthly	1
Family Ministry	Teaching/Support	10	monthly	3
Session	Church Oversight	12	monthly	1
Deacons	Care and support	15	monthly	1
Property	Maintain/Manage	12	monthly	3
Choir	Support Worship	12	monthly	3
Missions	Support Church Missions	8	monthly	3
Prayer Groups	Prayer support	25	weekly	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: \$ 903394 Last year's annual budget: \$ 881435
(Attach a copy of current budget)
2. Percentage of income received toward budget: 100 %



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

- A. EPC Percentage of Income \$ 13639
- B. EPC World Outreach Global Workers \$ 19092
- C. EPC Special Projects \$ _____
- D. Presbytery Per Member Asking/Percentage of Income \$ 8598
- E. Other Missions/Missionaries \$ 202000

4. Property owned by church

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

Church building and property on North Center Avenue

- 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 \$ 75 to 93,000 (total comp pkg)

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: Lead Pastor \$ _____ or 3 %

Position: Associate Pastor \$ _____ or 3 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

- X Retirement Plan (minimum 10% gross effective salary)
- X Medical insurance (EPC medical coverage required for full-time TEs)
- X Life insurance
- X Social Security
- X Travel/mileage
- X Book allowance
- X Study leave allowance (minimum 2 weeks)
- X Annual vacation days (minimum 4 weeks)
- 12 Number of worship services per year for which pastor is provided relief (in addition to vacation and study leave)
- _____ Sabbatical frequency and length negotiable
- _____ Other (Specify: vision, dental, long term disability)

- 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 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 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 type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4

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

Elders and deacons are trained by the pastors before they serve in these roles. This involves several months of regular meetings to instruct, study, dialogue, and pray.



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

We have begun a regular pattern of Sunday school classes focused on training and equipping leaders. Current leaders are encouraged to attend.

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

St. Paul's partners with other churches and works to serve the larger church in many ways. These include:

- supporting missionary teams around the world through EPC World Outreach and other relationships
- investing in local missions and ministries
- partnering with Somerset-area churches through Somerset Area Ministries (SAM)
- leading Crossroads Youth Ministry that serves students in our community, including many connected with other churches
- facilitating Bible studies for men and women in our community

19. Describe the strengths of your congregation.

There is a high regard for Scripture throughout our church family. We are blessed by strong, Biblical preaching, teaching, Bible studies, and Sunday school classes.

St. Paul's is committed to prayer; we recognize our dependence on God. There is a genuine desire to seek God's heart and follow Him as we journey forward.

We are a friendly, caring congregation that is connected with one another and our community.

There is strong leadership at all levels and a commitment to significant ministry to children, students, and families.



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20. List specific problems with which your congregation struggles.

1. St. Paul's has struggled to navigate some challenges surrounding a growing church. We have not excelled in identifying and integrating newcomers- particularly younger people. Some, newer to our family, have failed to make significant relational connections. There's not broad buy-in and support for the ministry and mission of the church.

2. St. Paul's currently lacks the systems to train, raise up, and send emerging leaders. We are without the infrastructure to intentionally develop people and set up "next steps" for Jesus followers.

3. Broadly, our family members have been slow to intentionally share the gospel with people who are not in a relationship with God.

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

We desire to grow in the knowledge and glorification of God by:

Making Disciples. Create effective discipling groups in multiple communities in Somerset County. Grow disciples who glorify God and meet the brokenness of the world with the compassion and restoration of Jesus Christ.

Developing Leaders. Create systems through which we can train emerging leaders and foster pathways towards congregational investment and missional ownership.

Casting Vision. Articulate a unifying vision to be the family of Jesus Christ, integrating faith and life wherever we go. Emphasize the pursuit of our core values of authentic relationships, relentless obedience, Christlike compassion, fervent prayer, and spiritual maturity.

Calling a Pastor. Hire a pastor to join our current pastoral team to work collaboratively leading, teaching, shepherding, and training our church family.

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.

About eight years ago, there was a situation that was resolved by the Session of St. Paul's. There was no disciplinary involvement at any other level of the EPC.

An elder came before the Session and humbly confessed a sin they had committed. A motion was passed that the individual be relieved of Session duties for four months. At the end of four months, the individual was to make a report back to the Session about the actions that had been taken to resolve the situation. After four months, the Session heard the elder's report and it was moved and approved to reinstate the individual for the remainder of the term.

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

Yes No

If yes, Date completed 2022

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

Please see attached strategic plan.



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Part 4: Leadership Expectations

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

Humble, collaborative, approachable, passionate.

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

1. Humble Servant. We are looking for a man with an authentic faith in Jesus that is reflected by his life. His primary concerns should be pleasing God and serving people.

2. Equipping Teacher. We are searching for a faithful steward of the gospel with a history of training the saints so that the people of St. Paul's might be prepared for the work of ministry and grown to maturity.

3. Collaborative Leader. We are seeking someone with solid communication and administrative skills who is able to lead together with the pastors, staff, elders, and deacons. The ability to motivate people, keep the vision and mission before the church, and think strategically will be valuable.

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

Please see the attached primary pastoral duties for both lead and associate pastoral positions.



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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?

1984- A revival of reformed Biblical teaching and preaching.

2008- The church's strategic move to the EPC.

2011- The church's move to a new building.

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 resignation and departure of our Senior Pastor, Tony Myers, in 2021.



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Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Rev Doug Rehberg</u>	<u>1984</u>	to <u>1990</u>
<u>Rev Keith Fink</u>	<u>1991</u>	to <u>2016</u>
<u>Rev Tony Myers</u>	<u>2017</u>	to <u>2021</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 Susan Foor Date 7/28/2023

Search Committee Chair Ken VanAntwerp, Eric Johnston Date 7/28/2023