

#### **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 <a href="https://www.epconnect.org/mso">www.epconnect.org/mso</a>. For more information or to send your posting, email <a href="mso@epc.org">mso@epc.org</a>.

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			
	Address			35
	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)		
			☐ Full time	Part time
			☐ Full time	Part time
			Full time	Part time
			☐ Full time	☐ Part time
			☐ Full time	☐ Part time
			☐ Full time	Part time
			☐ Full time	☐ Part time
			☐ Full time	Part time
			☐ Full time	Part time
			☐ Full time	☐ Part time



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 percentag	es)
	Five	years ago Currently
	A. Number of church members	
	B. Number of family units	
	C. Worship attendance	
8.	Community Growth	Declining
9.	Profile of church members A. Age:	
	% 0-11 % 12-18 % 19-24	% 25-34
	% 35-49 % 50-64 % 65+	



B.	Occupation:			
	% Business	% Professional		_ % Trades
	% Agriculture	% Stay-at-Hom	e Parent	_ % Retired
	% Other (Please Spe	cify)		
C.	Educational level of adults% some high school	% high school	% college	% graduate school
D.	Percentage of members bel	onging to the cong	regation	
	Less than one year	%		
	5 years or less	%		
	6-10 years	%		
	10 years or more	%		
	Congregation % African-American% Other (Specify)  Community (within 5-mile	radius of church)		
	% African-American % Other (Specify)			
Lo Fu	ommunity Setting (check as mocation   Rural	nany as apply):	Suburban	☐ Inner City
	Industrial Agricultural	∐ Recreational	Military	College/University
Ap	oproximate population of con	nmunity:		



12. W	orship		
A.	Worship Time	Average Worship Attendance	Worship Style
B.	Frequency of comm	nunion celebration:	per year
C.	How are members i	nvolved in planning and participation in	the liturgy/worship?
D.	Style of liturgy used	l in your worship (e.g., traditional, conte	mporary, variety)
E.	Type of music used	in worship (e.g., traditional, contempora	nry, variety)
13. Mi	nistry Programs		
A.	Average attendance	e in Church School (under 18 years):	
В.	Average attendance	e in Adult Education (Sunday):	
C	Average involveme	nt 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*

<sup>\*</sup>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: \$	Last year's annual budget: \$	
	(Attach a copy of current budget)		
2	Percentage of income received toward hu	døet:	0/6



3.	An	ount contributed for y	ear (most rece	nt complete re	porting ye	ear)		
	A.	EPC Percentage of Inco	ome		\$			
	B.	EPC World Outreach G	lobal Workers		\$			265
	C.	EPC Special Projects			\$			
	D.	Presbytery Per Membe	er Asking/Perc	entage of Inco				
	E.	Other Missions/Mission	naries		\$			
4.		operty owned by church Describe buildings and		er than manse	e), includir	ng condition	l <b>.</b>	
	В.	Are your buildings ade If no, please explain:	equate for your	present progi	ram?		]Yes	□No
	C.	Is a building program of the second of the s					]Yes	□No
	D.	Does the church own a Condition:	Good	☐ Fair	Poor	# of Bedro	] Yes ooms	□No
		Pastor's Office/Study:	_	<u> шиманзе</u>	□ NOU PI	ovided		
			Other					



5.	Со	ompensation:							
	A.	The salary range we are prepared to offer:							
		Position:	\$		96				
		Position:	\$						
		Position:	\$						
	B.	The average annual increase over the past the	rree years is:						
		Position:	\$	or	%				
		Position:	\$	or	%				
		Position:	\$	or	%				
		Position:	\$	or	%				
	C.	Housing							
		☐ Housing Allowance							
		Manse Only							
		☐ Either of the Above							
	D.								
		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 (minimun	n 2 weeks)						
		Annual vacation days (minimum	4 weeks)						
		tor is provided	l relief						
		Sabbatical frequency and length							
		Other (Specify:			)				
	E.	The church participates in the EPC's medical	l benefits plan	Yes	□No				
	F.	The church participates in the EPC's retirem	ent plan	Yes	□No				



### **Part 3: Church Characteristics**

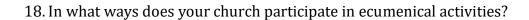
Check the box that most closely describes the current characteristics of the congregation.

Ou	r congregation	Agree		Disagree	
1.	Is spiritually vibrant	<u> </u>	2	☐ 3	□ 4
2.	Demonstrates love for the pastor and his/her family	<u> </u>	2	☐ 3	<b>4</b>
3.	Readily shares their gifts with the rest of the congregation	<u> </u>	2	☐ 3	<u> </u>
4.	Places a high priority on sound biblical preaching	<u> </u>	2	☐ 3	<u> </u>
5.	Effectively integrates newcomers	<u> </u>	2	☐ 3	<u> </u>
6.	Is engaged in evangelism	<u> </u>	2	☐ 3	<b>4</b>
7.	Is often found living their faith in their communities	<u> </u>	2	☐ 3	<u> </u>
8.	Has a spirit of unity	<u> </u>	2	☐ 3	<u> </u>
9.	Cares about each other	<u> </u>	2	☐ 3	<u> </u>
10	Is supportive of the Session and pastoral leadership	<u> </u>	2	□ 3	<u> </u>
11	Ministers well to members that are hurting	<u> </u>	2	□ 3	<u> </u>
12	Uses members' gifts in worship	<u> </u>	2	☐ 3	<b>4</b>
13	Contains people willing and able to lead the congregation	<u> </u>	2	☐ 3	<b>4</b>
14	Is capable of change when and where appropriate	<u> </u>	2	☐ 3	<b>4</b>
15	Is connected to and prayerful about what God is doing in the global church	<u> </u>	2	3	<u> </u>

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



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



19. Describe the strengths of your congregation.



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?
23. Has there ever been any disciplinary action against an elder or deacon of your congregation?



If you answered "Yes" to either 22 or 23, please explain.

	ou completed a mission statement, vision statement, and/or a strategic plan for ongregation?
Yes	□No
If yes, I	Date completed
If yes, e	enter each statement or strategic plan (or attach copies if space below is limited).



# **Part 4: Leadership Expectations**

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)



## **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?



## **Part 6: Other Information**

Name	Dates of Service
	to
	to
	to

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 <u>www.epconnect.org/</u>benefits, email benefits@epc.org, or call 407-930-4267.

Clerk of Session	Date
Search Committee Chair	Date