



A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

Introduction

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 individual pastor and the congregation, this is an opportunity for self-study and for evaluation of current ministry and goals. This calls for honesty, effort, and commitment to open communication.

The Church Information Form presents the local congregation’s history, challenges, and goals. It is our hope that this will be of help in facilitating the search process, assisting the church in focusing on future directions and pastors in gaining some sense of the nature and uniqueness of this congregation.

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Part 2	Building/Financial Information	Part 5	Church History
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Please return the completed document to:

Office of the Stated Clerk
Evangelical Presbyterian Church
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. Name: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____

E-mail: _____ Website: _____

2. Presbytery: _____

Presbytery Ministerial Committee Liaison: _____

3. Search Committee Chairman: _____

Address: _____

Telephone: (____) _____ E-mail: _____

4. List all paid staff positions

_____	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

Position Available: _____ Date of Vacancy: _____

Position Available: _____ Date of Vacancy: _____

5. Membership (please state approximate numbers and percentages)

	<u>Five years ago</u>	<u>Currently</u>
A. Number of church members	_____	_____
B. Number of family units	_____	_____
C. Worship attendance	_____	_____

D. Profile of church members

(1) Age:

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

(2) Occupation:

___% Business ___% Professional ___% Trades ___% Stay-at-home parent
___% Agriculture ___% Retired ___% Other (Specify: _____)

(3) Educational level of adults

___% some high school ___% high school ___% college ___% graduate school

(4) Percentage of members belonging to the congregation:

Less than one year ___%

5 years or less ___%

6-10 years ___%

10 years or more ___%

(5) Racial/Ethnic composition of congregation

___% Asian ___% Hispanic ___% African American ___% Caucasian

___% Other / Specify: _____

6. Worship

A. Time Average Attendance

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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):

7. Church/Sunday School

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

B. Average attendance in Adult Education (Sunday) _____

8. Community Setting (check as many as apply):

<u>Location</u>	<u>Function</u>	<u>Growth</u>
Rural	Industrial	Growing
Small town	College/University	Static
Metropolitan	Agricultural	Declining
Suburban	Recreational	
Inner City	Military	

Approximate population of community _____

Racial/Ethnic composition of community:

___% Asian ___% Hispanic ___% African American ___% Caucasian

___% Other (Specify: _____)

9. Program Information: 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

*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.

Part 2: Building/Financial Information

1. Current annual budget: \$_____ Last year's annual budget: \$_____

(Please attach a copy of current budget)

2. Percentage of income received toward budget: _____%

3. Amount contributed for (last complete reporting year: _____):

A. EPC per member contribution \$_____

B. EPC World Outreach Missionaries \$_____

C. EPC Benevolence Askings \$_____

D. Presbytery giving \$_____

E. Other Missions/Missionaries \$_____

4. Property owned by church

A. Describe buildings and property (other than manse).

B. Are your buildings adequate for your present program?

Yes No If no, please explain:

C. Is a building program projected?

Yes No If yes, describe what and when and projected cost:

D. Does the church own a manse?

Yes No

Condition: Good Fair Poor Number of bedrooms: _____

Office/study: In Church In Manse Not provided Other: _____

6. Compensation:

A. The salary range we are prepared to offer:

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

Housing allowance

Manse only

Either of the above

D. Benefits and expenses:

_____ Pension (minimum 10% gross effective salary)

_____ Medical insurance

_____ Life insurance

_____ Social Security

_____ Travel/mileage

_____ Book allowance

_____ Study leave allowance

_____ Annual vacation

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

_____ Other (Specify: _____)

Part III: Church Characteristics

Circle the number that most closely describes the current congregation characteristics and future goals:

Our congregation...	<u>Currently</u>				<u>Goal</u>			
	Agree		Disagree		Agree		Disagree	
1. Supports the pastor.	1	2	3	4	1	2	3	4
2. Readily shares their gifts with the rest of the congregation.	1	2	3	4	1	2	3	4
3. Places a high priority on sound biblical preaching.	1	2	3	4	1	2	3	4
4. Gladly welcomes visitors and new members.	1	2	3	4	1	2	3	4
5. Is involved in local evangelistic ministries.	1	2	3	4	1	2	3	4
6. Is often found living their faith in their communities.	1	2	3	4	1	2	3	4
7. Has a spirit of unity.	1	2	3	4	1	2	3	4
8. Cares about each other.	1	2	3	4	1	2	3	4
9. Looks to its Session for leadership.	1	2	3	4	1	2	3	4
10. Ministers well to members who are hurting.	1	2	3	4	1	2	3	4
11. Uses members' gifts in its worship.	1	2	3	4	1	2	3	4
12. Contains people willing and able to lead the congregation.	1	2	3	4	1	2	3	4
13. Is capable of change when and where appropriate.	1	2	3	4	1	2	3	4
14. Is spiritually alive.	1	2	3	4	1	2	3	4

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

16. Describe the strengths of your congregation:

17. List specific problems with which your congregation struggles:

18. List major goals that this congregation has set for itself:

19. Has there ever been disciplinary action taken against a pastor of your congregation?

Yes No

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

Yes No

If you answered "Yes" to either 19 or 20, please explain:

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

Yes Date: _____ No

If yes, please attach copies.

Part 4: Leadership Expectations

22. What five key characteristics/gifts/skills should a person bring to the position?

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

1. List the last three persons in this position: Position: _____

Name

Dates of Service

_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

2. Other significant factors about our church not covered in previous questions:

Clerk of Session
Date: _____

Sarah Smith

Chair, Search Committee
Date: _____

We encourage churches to list their openings on the EPC Ministry Staff Opportunities List (www.epc.org/mso). For more information or to send your posting e-mail epchurch@epc.org.

CHRIST ALONE CHURCH

VISION STATEMENT

To become the dynamic Church
that aligns our hearts with God
through prayer, worship, and the Word
daily sharing God's love and grace
with the people He places in our paths.

MISSION STATEMENT

Having experienced God's love for us,
we glorify God,
striving to be biblically faithful
equipping and sending believers to engage the world
with the Good News of Jesus Christ.

Income and Expense Statement
GENERAL FUND 01, December 2018

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	Current Period	Year to Date	Year to Date Budget	Next Year Annual Budget
INCOME				
CONTRIBUTION INCOME				
UNRESTRICTED				
Contributions	\$45,393.31	\$185,166.92	\$194,636.00	\$194,636.00
Loose Offering	947.00	5,011.24	5,364.00	5,364.00
Subtotal Unrestricted	46,340.31	190,178.16	200,000.00	200,000.00
DONOR RESTRICTED				
TEMPORARILY RESTRICTED				
Subtotal Donor Restricted	170.00	2,866.43	0.00	0.00
Subtotal Contribution Income	46,510.31	193,044.59	200,000.00	200,000.00
RELEASE FROM RESTRICTIONS				
TEMP RESTRICTED RELEASE				
Released from restriction	-165.76	-3,202.36	0.00	0.00
Subtotal Release From Restrictions	165.76	3,202.36	0.00	0.00
TOTAL INCOME	46,510.31	193,044.59	200,000.00	200,000.00
EXPENSES				
MISSIONAL/OUTREACH				
John Haspels	0.00	500.00	0.00	0.00
Child Evangelism Fellowsh	0.00	824.00	0.00	0.00
WO-Mitchell, Tim & Kim	0.00	500.00	0.00	0.00
WO-Nykamp, Jon & Kristi	0.00	1,000.00	0.00	0.00
WO-Shawn Stewart	0.00	500.00	0.00	0.00
WO-Ed & Nan McCallum	0.00	500.00	0.00	0.00
WO-Patricia Premick	0.00	1,000.00	0.00	0.00
SIM-Nycamp Bibles	0.00	500.00	0.00	0.00
EPC-Andrew Brunson	0.00	500.00	0.00	0.00
Mission Giving-Other	0.00	500.00	0.00	0.00
CEF Good News Club Expens	0.00	84.65	0.00	0.00
WO-Chris & Kirsten Furr E	0.00	500.00	0.00	0.00
Samaritan's Purse Expense	0.00	1,290.00	0.00	0.00
Saturday AM Breakfast Exp	53.90	1,766.68	0.00	0.00
ELIC-Tim Knoespel Expense	0.00	1,000.00	0.00	0.00
WO-Mark Vanderput Expense	0.00	500.00	0.00	0.00
Secret Church Expense	0.00	707.69	0.00	0.00
Phil Harms Wycliffe Missi	0.00	100.00	0.00	0.00
Chaplains Work & Care Exp	0.00	434.00	0.00	0.00
Mission Trips Expense	2,000.00	2,000.00	0.00	0.00
St Johns Homeless Shelter	0.00	5.37	0.00	0.00
O.Keating Russia Mission	0.00	700.00	0.00	0.00
Subtotal Missional/outreach	2,053.90	15,412.39	20,000.00	20,000.00
PASTORAL SALARY/BENEFITS				
EFFECTIVE SALARY				
Salary	4,135.62	36,636.00	35,455.00	42,852.00
Housing	2,750.00	33,000.00	33,000.00	26,400.00
Subtotal Effective Salary	6,885.62	69,636.00	68,455.00	69,252.00
PASTORAL BENEFITS				
Health Insurance	924.00	11,088.00	11,088.00	13,453.00

Income and Expense Statement

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GENERAL FUND 01, December 2018

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	Current Period	Year to Date	Year to Date Budget	Next Year Annual Budget
Death/Disability	14.82	177.84	192.00	194.00
Life Insurance	8.61	103.32	103.00	103.00
Pension	0.00	6,846.00	6,846.00	6,925.00
Subtotal Pastoral Benefits	947.43	18,215.16	18,229.00	20,675.00
Subtotal Pastoral Salary/benefits	7,833.05	87,851.16	86,684.00	89,927.00
PASTORAL ALLOWANCES				
Mileage	496.66	5,745.28	7,490.00	7,490.00
Continuing Education	0.00	195.13	1,000.00	1,000.00
Professional Expenses	12.98	110.93	1,000.00	1,000.00
Subtotal Pastoral Allowances	509.64	6,051.34	9,490.00	9,490.00
YOUTH LEADER	0.00	8,000.00	12,000.00	0.00
SUPPORT STAFF				
Treasurer	750.00	9,000.00	9,000.00	9,000.00
EMPLOYER EXPENSES				
Payroll Taxes	57.38	1,300.56	918.00	689.00
ADMINISTRATIVE EXPENSE				
Bank Charges	-20.60	-242.45	0.00	0.00
Office Supplies	0.00	1,201.59	375.00	1,200.00
Postage	0.00	611.89	600.00	660.00
Professional Services	0.00	21.00	20.00	20.00
Church Phones	77.50	892.32	900.00	900.00
Web Hosting	0.00	0.00	53.00	53.00
Internet Access	104.99	1,207.96	1,100.00	1,100.00
Computer Software	0.00	179.00	0.00	0.00
Subtotal Administrative Expense	161.89	3,871.31	3,048.00	3,933.00
FACILITY RELATED EXPENSES				
Facility Improvements	0.00	0.00	1,800.00	1,800.00
Large Item Allocation	4,634.00	19,017.00	20,000.00	20,000.00
UTILITIES				
Electricity	248.37	3,154.48	4,025.00	4,025.00
Electricity-BOB	44.04	499.32	600.00	600.00
Water & Sewer	305.76	3,813.59	4,800.00	4,800.00
Gas	551.72	3,162.92	3,750.00	3,750.00
Gas-BOB	26.14	285.70	600.00	600.00
Subtotal Utilities	1,176.03	10,916.01	13,775.00	13,775.00
Bldg Ins-WC & Liability	0.00	7,121.00	6,700.00	7,500.00
BUILDING MAINTENANCE				
Janitorial Supplies	34.96	109.76	400.00	400.00
Cleaning Service	397.00	4,764.00	4,775.00	4,775.00
Repairs/Maintenance	0.00	1,457.23	4,000.00	4,000.00
Subtotal Building Maintenance	431.96	6,330.99	9,175.00	9,175.00
Elevator/Lift	0.00	0.00	210.00	210.00
GROUNDS MAINTENANCE				
Landscaping	0.00	27.96	100.00	100.00
Snow & Lawn Service	0.00	2,568.58	1,300.00	2,600.00
Subtotal Grounds Maintenance	0.00	2,596.54	1,400.00	2,700.00

Income and Expense Statement

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GENERAL FUND 01, December 2018

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	Current Period	Year to Date	Year to Date Budget	Next Year Annual Budget
Subtotal Facility Related Expenses	6,241.99	45,981.54	53,060.00	55,160.00
EPC PER MEMBER ASKING				
EPC Per Member Asking	0.00	3,200.00	3,200.00	3,120.00
CHRISTIAN EDUCATION				
Nursery	0.00	0.00	120.00	120.00
Children Sunday School	0.00	84.66	1,000.00	1,000.00
Youth Group	0.00	148.67	780.00	780.00
Adult Sunday School	0.00	200.46	750.00	750.00
Subtotal Christian Education	0.00	433.79	2,650.00	2,650.00
MUSIC				
Music Supplies	0.00	72.08	240.00	240.00
Copyright Licensing	0.00	209.55	201.00	210.00
Piano/Organ Tuning Repair	450.00	450.00	800.00	900.00
Subtotal Music	450.00	731.63	1,241.00	1,350.00
EVANGELISM				
Mailers/Events-Outreach	0.00	1,505.00	200.00	200.00
BOB Expenses	0.00	0.00	1,000.00	1,000.00
Subtotal Evangelism	0.00	1,505.00	1,200.00	1,200.00
FELLOWSHIP				
Fellowship Meals	0.00	136.57	1,200.00	1,200.00
Fellowship-Sunday Service	0.00	0.00	560.00	560.00
Kitchen	0.00	220.78	500.00	500.00
Subtotal Fellowship	0.00	357.35	2,260.00	2,260.00
WORSHIP EXPENSE				
Flowers/Gifts	111.86	410.76	400.00	400.00
Worship Supplies	0.00	548.26	450.00	600.00
Subtotal Worship Expense	111.86	959.02	850.00	1,000.00
PRESBYTERY MEETINGS				
Presbytery Meetings	0.00	1,361.30	4,000.00	4,000.00
TOTAL EXPENSES	18,169.71	186,016.39	209,601.00	203,779.00
EXCESS INCOME\EXPENSES	\$28,340.60	\$7,028.20	-\$9,601.00	-\$3,779.00