

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.epconnect.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 _____

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)

☐ 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

4. (Continued)

<u>Church Hostess</u>	☐ Full time	☐ Part time
<u>MMS Director</u>	☐ Full time	☐ Part time
<u>MMS Asst Director</u>	☐ Full time	☐ Part time
<u>12 MMS Teachers</u>	☐ Full time	☐ Part time
<u>Maintenance Worker</u>	☐ Full time	☐ Part time
<u>Relief and Recovery Manager</u>	☐ Full time	☐ Part time
<u>Bookkeeper</u>	☐ Full time	☐ Part time
<u>Director of Children (PT moving to FT)</u>	☐ Full time	☐ Part time
<u>Asst Director of Children</u>	☐ Full time	☐ Part time
<u>4 Nursery and Children Workers</u>	☐ Full time	☐ Part time
<u>Sound Tech</u>	☐ Full time	☐ Part time
<u>Audio/Visual Tech</u>	☐ 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 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+

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: _____

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:	_____

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*

*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 budget: _____ %

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?
If no, please explain:

☐ Yes ☐ No

- C. Is a building program or capital project projected?
If yes, describe what, when, and projected cost

☐ Yes ☐ No

- 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: _____ \$ _____

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

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

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?

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

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?

☐ 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 _____

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

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

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)

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 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.

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.epconnect.org/benefits, email benefits@epc.org, or call 407-930-4267.

Clerk of Session _____ Date _____

Search Committee Chair _____ Date _____

Senior Pastor

Exempt Full Time position

Primary Function: The Senior Pastor will be the head of staff with prime responsibility for advancing the Identity and Calling of Christ Community Church Montreat (CCCM). The primary duty will be to proclaim the Gospel through preaching of the Word so the congregation and its ministry is centered in Jesus Christ.

Responsibilities:

Worship and Sacraments

- Study and prepare for the ministry of the Word in Worship, Bible studies, and other teaching opportunities;
- Be the primary preacher on Sundays of God's Word and leader in the congregation's worship life;
- Oversee the proper administration of the sacraments including weekly communion in worship;
- Coordinate with the worship team to plan, coordinate and lead weekly worship services as well as special services, in all aspects, including music and liturgy;
- Plan, coordinate, and lead the congregation's ministry of prayer in its corporate and private applications.

Leadership

- Moderate all session meetings and work with the Session in leading and equipping the church for advancing the mission strategies of CCCM;
- On behalf of the session direct, review, and evaluate staff and lay leadership in accomplishing the mission of CCCM;
- In conjunction with the Session, implement and promote ongoing short & long range planning process that ensures alignment with our Identity, Calling, Values, Strategies, and resources that God has given us;
- Supervise Pastor of Discipleship and Missions, Director of Youth Ministry; Director of Worship Arts, Children's Discipleship Director, Church Administrator, and Office/Building Manager;
- Oversee, with Associate Pastor and session, new member orientation (including communicant classes).
- Serve as moderator at all congregational meetings;
- Prepare and provide training for incoming deacons and elders for ordination/installation.

Pastoral Care

- Plan, coordinate and lead with the Director of Congregational care the church's ministry to the poor, sick and troubled in such places as homes, hospitals, nursing homes, and hospice centers;
- Provide personal, pre-marital, marital, crisis and conflict resolution counseling in a safe and non-intimate setting, referring to professionals when necessary;

- Plan, coordinate, and lead the other pastoral staff in administering and participating in care and counseling of the congregation.

Presbytery

- Participate in the larger mission of the church by attending Presbytery, and General Assembly.

Other duties

- Other duties as assigned by the Session;
- Opportunities and interests beyond this job description will be negotiated with the Session.

Financial Responsibilities

- Provide budgetary needs for leadership to the Church Administrator;
- Stay within the budgetary parameters for approved budget;
- Maintain records of all expenditures for each area of program responsibility.

Administration

- Follow the protocol set forth by Christ Community Church Montreat human resources policy for the hiring of all paid staff and volunteers.

Accountability

- Maintain an active prayer/devotional/study life;
- Ensure significant time for family and for maintaining personal health and wellbeing;
- Plan for and take vacation as well as sabbatical leave per CCC policy;
- Accountable to the Session;
- Submit a written report to the Session monthly;
- Participate in annual job performance evaluation;
- Engage in professional development as needed and mutually agreed upon;
- Work interdependently with colleagues;
- Adhere to policies as stated in the CCCM Ministry Standards Handbook.

Qualifications:

- Minimum of Master's level theological training (M.Div. or equivalent).
- Proven experience as an institutional leader.
- Ordained – or willingness to be ordained – in the EPC.
- Agreement with the Identity, Calling and Core Values of CCCM.

Gifts

- Excellent communication, interpersonal, and motivational skills.
- Vision casting.