

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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Please return the completed document to:

Office of the Stated Clerk
Evangelical Presbyterian Church
17197 N. Laurel Park Drive, Suite 567
Livonia, MI 48152-7912
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November 2009

Church Information Form

Part I: Church Information

1. Name: _____
Address: _____

Telephone: (_____) _____ Fax: (_____) _____
E-mail: _____ Web site: _____

2. Presbytery: _____
Presbytery Ministerial Committee Liaison: _____

3. Search Committee Chairman: _____
Address: _____

Telephone: (_____) _____ E-mail: _____

4. List all paid staff positions

_____	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
_____	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
_____	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
_____	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
_____	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
_____	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
_____	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
_____	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
_____	<input type="checkbox"/> Full time	<input type="checkbox"/> 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+

Church Information Form

Church Information – continued

(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?

c. Style of liturgy used in your worship (e.g., traditional, contemporary, variety):

e. Type of music used in worship (e.g., traditional, contemporary, variety)

Church Information Form

Church Information – continued

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> |
| <input type="checkbox"/> Rural | <input type="checkbox"/> Industrial | <input type="checkbox"/> Growing |
| <input type="checkbox"/> Small town | <input type="checkbox"/> College/University | <input type="checkbox"/> Static |
| <input type="checkbox"/> Metropolitan | <input type="checkbox"/> Agricultural | <input type="checkbox"/> Declining |
| <input type="checkbox"/> Suburban | <input type="checkbox"/> Recreational | |
| <input type="checkbox"/> Inner City | <input type="checkbox"/> 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 take primary initiative and responsibility.

Church Information Form

Part II: 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: _____

Church Information Form

Building/Financial Information – continued

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: _____)

Church Information Form

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

Church Information Form

Church Characteristics – continued

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:

Church Information Form

Church Characteristics - continued

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.

Church Information Form

Part IV: Leadership Expectations:

Below are listed 42 items which represent a range of qualities in the ministry of the church. **Choose the 12 items which your church feels are the most important aspects of ministry for your church at this time. Then place the numbers in the blanks following the list.** All the qualities are important and there are other qualities that are not listed. Please choose those 12 which you feel are highest priority at this time. Do not rank the items.

Write no more than 12 numbers in the blanks at the end of this list.

Our church needs a person who...

- | | |
|--|---|
| 1. is an effective preacher/speaker. | 23. works regularly at bringing new members into the church. |
| 2. continues to develop his/her theological and biblical skills. | 24. regularly encourages support of the EPC's missions and outreach. |
| 3. helps people develop their spiritual life. | 25. reaches out to inactive members. |
| 4. helps people work together in solving problems. | 26. works regularly in the development of stewardship growth. |
| 5. is effective in planning and leading worship. | 27. is active in ecumenical relationships and encourages the church to participate. |
| 6. has a sense of the direction of his/her ministry. | 28. is a person who cultivates a close, devotional relationship with God. |
| 7. regularly encourages people to participate in denominational activities and programs. | 29. writes clearly and well. |
| 8. helps people understand and act upon issues of social justice. | 30. works well on a team. |
| 9. is a helpful counselor. | 31. is effective in working with youth. |
| 10. ministers effectively to people in crisis situations. | 32. organized people for community action. |
| 11. makes pastoral calls on people in hospitals and nursing homes and those confined to their homes. | 33. is skilled in planning and leading programs. |
| 12. makes pastoral calls on members not confined to their homes or in hospitals. | 34. plans and leads well-organized meetings. |
| 13. is a good leader. | 35. encourages people to relate their faith to their daily lives. |
| 14. is effective in working with children. | 36. is accepting of people with divergent backgrounds and traditions. |
| 15. builds a sense of fellowship among the people with whom he/she works. | 37. encourages others to assume and carry out leadership. |
| 16. helps people develop their leadership abilities. | 38. is mature and emotionally secure. |
| 17. is an effective administrator. | 39. has strong commitment and loyalty to the Evangelical Presbyterian Church. |
| 18. is effective with committees and officers. | 40. maintains confidentiality. |
| 19. is an effective teacher. | 41. is a compassionate and caring person, sensitive to others' needs. |
| 20. has a strong commitment to the educational ministry of the church. | 42. deals effectively with conflict. |
| 21. is effective in working with adults. | |
| 22. inspires a sense of confidence. | |

_____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____
Comments:

Church Information Form

Part V: Church History (please limit to one page)

A. What have been the three most important events in the history of your church?

B. What has been the most interesting and challenging event in the life of your church in the last three years?

Church Information Form

Part VI: Other Information

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

<u>Name</u>	<u>Dates of Service</u>
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

2. Please list names of any persons whose profiles you wish us to mail you:

- | | |
|----|----|
| 1) | 4) |
| 2) | 5) |
| 3) | 6) |

3. Do you want the Office of the Stated Clerk to suggest some names of pastors whom you might consider for a call? If so, completed Personal Information Forms will be sent.

Yes No

4. Please indicate if there are any special preferences based on gender, age, race or national origin in consideration of persons' profiles that may be sent:

No basis for preference

Please consider the following factors that we believe require consideration:

Clerk of Session

Chairman, Search Committee