

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 Dr., Suite 567
Livonia, MI 48152-7912
Phone: (734) 742-2020 Fax: (734) 742-2033
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November 2009

Church Information Form

Part I: Church Information

1. Name: **Central Presbyterian Church**

Address: 406 Randolph Avenue, Huntsville, Alabama 35801

Telephone: (256) 534-8446

Fax: (256) 539-2471

E-mail: cpchsv@bellsouth.net

Web site: www.centralpresb.org

2. Presbytery: **NWEPC**

Presbytery Ministerial Committee Liaison:

3. Search Committee Chairman: **Durwood White**

Address: 406 Randolph Avenue, Huntsville, Alabama 35801

Telephone: (256) 5393438

E-mail: durwoodwhite@att.net

4. List all paid staff positions

Pastor-Rev. Dr. Randall Jenkins Full time Part time

Youth Director-Dan Kish Full time Part time

Children's Director-Randal Saraceni Full time Part time

Sr. Adult Dir.-Joyce Rodgers Full time Part time

Preschool Dir.-Cindy Ward Full time Part time

Hawthorne Music Dir.-Mary Flynn Full time Part time

Admin. Asst.-Tina Johnson Full time Part time

Bookkeeper Full time Part time

Custodian -Russell Sisk Full time Part time

Position Available: **Church Planter**

Date of Vacancy: **N/A**

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	281	284
b. Number of family units		
c. Worship attendance	159	174
d. Profile of church members		

(1) Age:

15% 0-11	15% 12-18	5% 19-24	5% 25-34	20% 35-49
10% 50-64	30% 65+			

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Church Information – continued

(2) Occupation:

10% Business 50% Professional % Trades 10% Stay-at-home parent
% Agriculture 20% Retired % Other (Specify:)

(3) Educational level of adults

% some high school 2% high school 60% college 38% grad. school

(4) Percentage of members belonging to the congregation:

Less than one year 8%
5 years or less 20%
6-10 years 25%
10 years or more 47%

(5) Racial/Ethnic composition of congregation

2% Asian 1% Hispanic % African American 97% Caucasian
% Other (Specify:)

6. Worship

a.	Time	Average Attendance
	9:15	78-Sunday School
	10:30	174-Worship Service

b. Frequency of communion celebration: 12 per year.

c. How are members involved in planning and participation in the liturgy/worship?

3-5 members set schedule, plan music and special events

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

traditional/variety

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

traditional/variety

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Church Information – continued

7. Church/Sunday School
- a. Average attendance in Church School (under 18 years) 22
- b. Average attendance in Adult Education (Sunday) 56
8. Community Setting (check as many as apply):

<u>Location</u>	<u>Function</u>	<u>Growth</u>
<input type="checkbox"/> Rural	<input checked="" type="checkbox"/> Industrial	<input checked="" type="checkbox"/> Growing
<input type="checkbox"/> Small town	<input checked="" type="checkbox"/> College/University	<input type="checkbox"/> Static
<input type="checkbox"/> Metropolitan	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Declining
<input checked="" type="checkbox"/> Suburban	<input type="checkbox"/> Recreational	
<input type="checkbox"/> Inner City	<input checked="" type="checkbox"/> Military	

Approximate population of community 300,000 in Madison County

Racial/Ethnic composition of community:

3% Asian 2% Hispanic 24% African American 71% 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
Session	Leadership of Church	9	9	1
Deacons		9	9	2
Trustees		3		3
Worship Committee				3
Christian Education Committee			4	3
Membership Development				3
Preschool Board			4	3
Hawthorne Conservatory Board				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 take primary initiative and responsibility.

Part II: Building/Financial Information

1. Current annual budget: \$672,219.00 Last year's annual budget: \$674,000.00

(Please attach a copy of current budget)

Church Information Form

2. Percentage of income received toward budget: 90%
3. Amount contributed for (last complete reporting year: 2009):
- a. EPC per member contribution: \$4800.00
 - b. EPC World Outreach Missionaries: \$4800.00
 - c. EPC Benevolence Askings \$0.00
 - d. Presbytery giving \$4800.00
 - e. Other Missions/Missionaries \$150,000.00

4. Property owned by church:

- a. Describe buildings and property (other than manse)

Church Building-Sanctuary, Chapel, Offices, Education Wing. Freeman House- Hawthorne Music Classes, Sunday School, Receptions. Cooper House-Fellowship Hall and Offices.

- b. Are your buildings adequate for your present program?

Yes No

If no, please explain:

We have undergone a major renovation project to the Cooper House for our congregation and a church plant.

- c. Is a building program projected?

Yes No

If yes, describe what and when and projected cost:

Completion Date Estimated: November 2011

- 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: Church Planter \$45,000.00-55,000.00

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:

Yes Pension (minimum 10% gross effective salary)

Yes Medical insurance

Yes Life insurance

Yes Social Security

Yes Travel/mileage

Yes Book allowance

Yes Study leave allowance

4 weeks Annual vacation

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

Other (Specify:)

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Part III: Church Characteristics

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

Our congregation...	Currently				Goal			
	Agree		Disagree		Agree		Disagree	
1. supports the pastor.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
2. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
3. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
4. gladly welcomes visitors and new members.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. is involved in local evangelistic ministries.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
7. has a spirit of unity.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. cares about each other.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. looks to its Session for leadership.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
10. ministers well to members who are hurting.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. uses members' gifts in its worship.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. contains people willing and able to lead the congregation.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
13. is capable of change when and where appropriate.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
14. is spiritually alive.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

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Church Characteristics – continued

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

We do not participate in ecumenical activities, although the staff maintains good relations throughout the church community.

16. Describe the strengths of your congregation:

Central is a loving, sweet-spirited highly-educated congregation actively looking to fulfill its mission through the centrality of Jesus Christ.

17. List specific problems with which your congregation struggles:

Lack of lay leadership to volunteer and get involved. Lack of community-knowing each other burdens.
Absence of community structure.

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

Mobilize the laity.
Create community unity-small groups to grow our congregation.
To reach the unchurched in an organized uncoventional manner.

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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.

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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. | |

1, 3, 5, 13, 15, 21, 23, 28, 36, 38, 40, 41

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?

Struggling to overcome a very bad intern Pastor situation which resulted in the loss of 200 members.
The decision to plant a new church and building across the street.

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

Leaving the PCUSA.

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Part VI: Other Information

1. List the last three persons in this position: Position: N/A

Name

Dates of Service

to

to

to

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

1)

2)

3)

4)

5)

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:

Applicant to be male. Ordained or potential to be ordained. Church Planter for Unchurched and Young Adults.

Clerk of Session

Chairman, Search Committee