

# Church Information Form

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## 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  
Phone: (734) 742-2020 Fax: (734) 742-2033



Form 2004

## Church Information Form

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### Part I: Church Information

1. Name: Forks of the Brandywine Manor EPC  
Address: 1648 Horseshoe Pike Glenmoore, PA 19343  
Telephone: (610) 942-2626 Fax: (610) 610-942-7066  
E-mail: office@forkschurch.org Web site: [www.forkschurch.org](http://www.forkschurch.org)
2. Presbytery: New Wineskins Association of Churches Non Geographic Presbytery  
Presbytery Ministerial Committee Liaison: Pastor Dan Stewart
3. Search Committee Chairman: Glenn McClintock  
Address: 1648 Horseshoe Pike Glenmoore, PA 19343  
Telephone: (610) 942-2626 E-mail: pastorsearch@forkschurch.org

4. List all paid staff positions

Pastor	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
Secretary	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Sexton	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
Choir Director	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Organist	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
_____	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time

Position Available: Pastor

5. Membership (please state approximate numbers and percentages)

	<u>Five years ago</u>	<u>Currently</u>
a. Number of church members	285	215
b. Number of family units	152	125
c. Worship attendance	151	141

d. Profile of church members

(1) Age:

6% 0-11	8% 12-18	4% 19-24	1% 25-34	17% 35-49
34% 50-64	30% 65+			

### Church Information – continued

(2) Occupation:

18% Business	27% Professional	12% Trades	5% Stay-at-home parent
1% Agriculture	34% Retired	3% Other (Specify: Part-time and students)	

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(3) Educational level of adults

\_\_\_\_% some high school    43% high school    36% college    11% graduate school

(4) Percentage of members belonging to the congregation:

Less than one year    4%  
5 years or less        14%  
6-10 years            20%  
10 years or more     62%

(5) Racial/Ethnic composition of congregation

1% Asian    0% Hispanic    0% African American    99% Caucasian  
\_\_\_\_% Other (Specify: \_\_\_\_\_)

6. Worship

a.            Time                      Average Attendance  
                 10:30 AM                      150

b. Frequency of communion celebration: 10 per year.

c. How are members involved in planning and participation in the liturgy/worship?  
At the discretion of the Pastor

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

e. Type of music used in worship (e.g., traditional, contemporary, variety)  
Traditional led by the organ and contemporary led by the Praise Band

### Church Information – continued

7. Church/Sunday School

a. Average attendance in Church School (under 18 years)    15  
b. Average attendance in Adult Education (Sunday)            30

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

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

Approximate population of community 41,000- this number includes Honey Brook, Coatesville, Glenmoore & Downingtown.

Racial/Ethnic composition of community:

.7% Asian    3.9% Hispanic    15.4% African American    79.9% Caucasian

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		9	2x per month	2
Trustees		9	1x per month	2
Deacons		10	1x per month	2
Discipleship Committee		5	1x per month	3
Fellowship Committee		7	1x per month	3
Mission Committee		8	1x per month	3
Senior & Junior High Youth		4 leaders	1x per week	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.

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### Part II: Building/Financial Information

1. Current annual budget: \$341,529.00      Last year's annual budget: \$357,074.00

*(Please attach a copy of current budget)*

2. Percentage of income received toward budget: 87%

3. Amount contributed for (last complete reporting year: 2008):

- a. EPC per member contribution:      \$16.60
- b. EPC World Outreach Missionaries:    \$ N/A
- c. EPC Benevolence Askings            \$ N/A
- d. Presbytery giving                    \$ N/A
- e. Other Missions/Missionaries        \$ 70,913.00

4. Property owned by church:

a. Describe buildings and property (other than manse)

1875 Church Building, the 1993 addition which has Sunday school rooms, Fellowship Hall, Kitchen and Chapel; the Scout House, Manor House, Ball Field, Pastor and secretary offices & 2 cemeteries.

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: \_\_\_\_\_

**Building/Financial Information – continued**

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6. Compensation:

- a. The salary range we are prepared to offer:

Position: Pastor

Up to \$42,000.00

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

Position: Pastor- 0% in 2006 due to finances, decrease in 2007 due to finances, 3% increase in 2008

- c. Housing

Housing allowance

Manse only

Either of the above

- d. Benefits and expenses:

\$6,000.00

Pension (minimum 10% gross effective salary)

\$13,044.00

Medical insurance

\$180.00

Life insurance

\$3,213.00

Social Security

\$3,000.00

Travel/mileage

\$150.00

Book allowance

\$1,500.00

Study leave allowance

4 weeks

Annual vacation

7

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

\$1,000.00

Annuity

\$342.00

Long term disability

\$1,000.00

Dental re-imbusement

\$4,000.00

Major Medical

\$6,000.00

Utilities cap for oil & electric

\$500.00

Maintenance on Manse

## Church Information Form

### Part III: Church Characteristics

Circle 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.	1	<b>2</b>	3	4	1	2	3	4
2. readily shares their gifts with the rest of the congregation.	1	<b>2</b>	3	4	<b>1</b>	2	3	4
3. places a high priority on sound biblical preaching.	1	<b>2</b>	3	4	<b>1</b>	2	3	4
4. gladly welcomes visitors and new members.	1	<b>2</b>	3	4	1	2	3	4
5. is involved in local evangelistic ministries.	1	2	<b>3</b>	4	<b>1</b>	2	3	4
6. is often found living their faith in their communities.	1	<b>2</b>	3	4	1	2	3	4
7. has a spirit of unity.	1	2	<b>3</b>	4	<b>1</b>	2	3	4
8. cares about each other.	<b>1</b>	2	3	4	<b>1</b>	2	3	4
9. looks to its Session for leadership.	1	2	<b>3</b>	4	1	2	3	4
10. ministers well to members who are hurting.	1	2	<b>3</b>	4	<b>1</b>	2	3	4
11. uses members' gifts in its worship.	1	<b>2</b>	3	4	1	2	3	4
12. contains people willing and able to lead the congregation.	1	<b>2</b>	3	4	1	2	3	4
13. is capable of change when and where appropriate.	1	<b>2</b>	3	4	1	2	3	4
14. is spiritually alive.	1	<b>2</b>	3	4	<b>1</b>	2	3	4

\*On the right hand side (goals), the committee decided to narrow it down to the top 5 goals we as a church would like to work on. It should be noted that #2, #8, & #10 all tied for the 5<sup>th</sup> place goal.

### Church Characteristics – continued

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

- Thanksgiving Service
- Pro-life marches with Catholic church
- Blood drive
- Cantatas
- We support mission organizations
- World Day of Prayer
- Lenten Services
- Maundy Thursday Service
- Pine Brook Retreat
- National Day of Prayer/See you at the Pole

16. Describe the strengths of your congregation:

- Good missions support
- Willing to take on jobs long term
- Our congregation has compassion for the needy, but we are not trained in how to help with their needs.
- Good fellowship group
- Good organist, choir & choir director
- Core of faithful members
- Great youth programs and devoted youth leaders
- Congregation is characterized by warmth, love & kindness
- Pro-life
- Generosity
- VBS
- Devotion to staff of the church
- Beautiful church, property and history
- We have sent out about 9 men who have become ministers
- “There for you” congregation
- Welcoming to all no matter what that person’s status in life may be.
- Strong family units

17. List specific problems with which your congregation struggles:

The Forks of the Brandywine Church is in need of sound Biblical preaching, teaching and training. We believe this would lead us to the Godly pursuits of spiritual growth, unity in Spirit, vibrant youth and family ministries, shepherding and a strong commitment to live out our mission statement and be “salt and light” in our community and around the world. More specifically, the committee felt there are three primary areas in which the church faces struggles:

A. Leadership-

- Lack of strong biblical teaching and preaching
- Deficiency of training our church leadership
- Stronger and more purposeful emphasis is needed on the spiritual growth and health of the congregation. In many cases our church members tend to be complacent and resistant to change. This has led to some stagnant spiritual lives. There are also perceived and/or the actual existence of factions or cliques within the congregation.

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### B. Ministry-

- Enlarging and sustaining youth ministry
- Shepherding and caring ministries are weak
- Lack of committed and called ministry members/leaders
- Ministries do not fully incorporate/emphasize mission statement

### C. Evangelism-

- Focus is inward rather than outward and evangelical
- Lack of younger families and couples
- Community outreach is minimal

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

Our major goals are outlined in our mission statement:

*To Love the Lord God with all our heart;*

*To Love one another;*

*To Share salvation in Christ;*

*To Welcome all to be a part of the family of God; and*

*To Help the family of God grow in faith.*

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:

One of the committee remembers an incident, approximately 35 years ago, where an Elder was removed from his position for inappropriate conduct.

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

Yes    The Mission Statement is noted above in question #18.

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

**1, 2, 3, 6, 11, 13, 19, 28, 35, 38, 41, 42**

**Church Information Form**

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

- A. What have been the three most important events in the history of your church?
- The struggle against the liberal drift of the PC (USA) between 1924-2007 culminating in disaffiliation from the PC (USA) and affiliation with the EPC in 2007.
  - God’s providential blessing upon our church in that He has protected and sheltered this congregation, in times of turmoil and uncertainty, for 275 years.
  - The building of the addition to the church in 1993, without a mortgage.
- B. What has been the most interesting and challenging event in the life of your church in the last three years?
- Our congregation stepping out in faith to leave the PC (USA) and in doing so, being willing to sacrifice our church building and all assets to be faithful to Jesus Christ our Lord and Savior.

**Part VI: Other Information**

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

<u>Name</u>	<u>Dates of Service</u>
James Andrew Curtis	1997 to 2008
Robert Stier	1978 to 1995
John Kauffroth	1966 to 1977

2. Please list names of any persons whose profiles you wish us to mail you: None
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:
- We prefer a male pastor
  - He should be able to relate to young people
  - He should be currently serving or should have previously served in a call to parish ministry.

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Clerk of Session

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Chairman, Search Committee