

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.

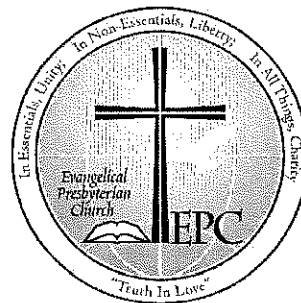
The Church Information Form presents the local congregation’s history, challenges, and goals. It is our hope that this will be of help in facilitating the search process, assisting the church in focusing on future directions, and pastors in gaining some sense of the nature and uniqueness of this congregation.

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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
E-mail: epchurch@epc.org



November 2009

Church Information Form

Part I: Church Information

1. Name: **Sylvania Evangelical Presbyterian Church**

Address: P.O. Box 376

Ward, AR 72176

Telephone: (501) 8437979

Fax: (501) 6051094

E-mail:

Web site: sylvaniaepc.org

2. Presbytery: **Central South**

Presbytery Ministerial Committee Liaison:

3. Search Committee Chairman: **Doug Sikes**

Address: 174 Allison Road

Austin, AR 72007

Telephone: (501) 605-1285

E-mail: ctr69356@centurytel.net

4. List all paid staff positions

Pastor

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: **Pastor**

Date of Vacancy: **Now Open**

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	75	58
b. Number of family units	25	20
c. Worship attendance	41	36

d. Profile of church members

(1) Age:

0% 0-11	2% 12-18	5% 19-24	5% 25-34	14% 35-49
34% 50-64	40% 65+			

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Church Information – continued

(2) Occupation:

15% Business 5% Professional 0% Trades 3% Stay-at-home parent
5% Agriculture 72% Retired n/a% Other (Specify:)

(3) Educational level of adults

3% some high school 75% high school 17% college 5% grad. school

(4) Percentage of members belonging to the congregation:

Less than one year 5%
5 years or less 9%
6-10 years 10%
10 years or more 76%

(5) Racial/Ethnic composition of congregation

% Asian % Hispanic % African American 100% Caucasian
% Other (Specify:)

6. Worship

a. Time Average Attendance
 11:00 A.M. 36

b. Frequency of communion celebration: 7 per year.

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

Session determines/approves special services. Choir leader plans choir activity and special music

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

Traditional

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

Variety

Church Information Form

Church Information – continued

7. Church/Sunday School

- a. Average attendance in Church School (under 18 years) 6
- b. Average attendance in Adult Education (Sunday) 15

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 type="checkbox"/> Small town | <input checked="" 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 checked="" type="checkbox"/> Military | |

Approximate population of community 40,000 in 10 mile radius

Racial/Ethnic composition of community:

2% Asian 8% Hispanic 5% African American 85% Caucasian
 0% Other (Specify: n/a)

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	Oversight of all church activities	3	monthly	2
Women of the Church	Bible study, outreach, missions, and fellowship	12	monthly	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 takes primary initiative and responsibility.

Part II: Building/Financial Information

1. Current annual budget: \$89,715. Last year's annual budget: \$91,480.

(Please attach a copy of current budget)

Church Information Form

Building/Financial Information – continued

2. Percentage of income received toward budget: 55% in 2011

3. Amount contributed for (last complete reporting year: 2010):

- a. EPC per member contribution: \$1909
- b. EPC World Outreach Missionaries: \$0
- c. EPC Benevolence Asking \$0
- d. Presbytery giving \$2244
- e. Other Missions/Missionaries \$800

4. Property owned by church:

a. Describe buildings and property (other than manse)

Approximately 20 acres including cemetery

b. Are your buildings adequate for your present program?

Yes No

If no, please explain:

n/a

c. Is a building program projected?

Yes No

If yes, describe what and when and projected cost:

n/a

d. Does the church own a manse?

Yes No

Condition: Good Fair Poor Number of bedrooms: 3

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: Pastor \$25,000.

Position: \$

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

Position: Pastor \$ or 5.3%

Position: \$ or %

c. Housing

Housing allowance

Manse only

Either of the above

d. Benefits and expenses:

\$3,200. Pension (minimum 10% gross effective salary)

\$15,000. Medical insurance

0 Life insurance

0 Social Security

0 Travel/mileage

0 Book allowance

0 Study leave allowance

2 weeks Study leave (cumulative up to 6 weeks)

4 weeks Annual vacation

0 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

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 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
2. readily shares their gifts with the rest of the congregation.	<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
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 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
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 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
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 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
12. contains people willing and able to lead the congregation.	<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
13. is capable of change when and where appropriate.	<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
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

Church Information Form

Church Characteristics – continued

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

Support Gideons International in their program of bible distribution.

16. Describe the strengths of your congregation:

We are a praying church.

SEPC members care deeply for one another.

17. List specific problems with which your congregation struggles:

Attendance has decreased

Income is now less than expense since attendance has decreased

Visitors are not coming back.

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

- 1) Attract a wider age group to our membership.

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. | |

1, 11, 12, 13, 19, 21, 23, 25, 28, 38, 40, 42

Comments:

None

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?

Founding as the 2nd Presbyterian Church in Arkansas in 1843.

Leaving the PCUSA.

Reconstruction of the Sanctuary in 2005.

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

Certain members of the Session found themselves in disagreement with one or more points of the Confession of Faith, the Essentials and/or the Book of Order. Before these disagreements could be dealt with by the Session and Presbytery, three of four elders resigned and the pastor had requested dissolution of his pastoral relationship.

Part VI: Other Information

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

<u>Name</u>	<u>Dates of Service</u>
James Vincent	01/1991 to 07/1995
Jon White	08/1995 to 12/1997
Richard Miller-stated supply	01/1998 to 06/2000
Tommy Jordan	09/2002 to 10/2011

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:

Eddie Deaton
Clerk of Session

Douglas R. Likes 12/1/11
Chairman, Search Committee