



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

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.

***Contents***

Part 1: Church Information

Part 4: Leadership Expectations

Part 2: Financial/Church Campus Information

Part 5: Church History

Part 3: Church Characteristics

Part 6: Other Information

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](mailto:info@epc.org)







5. List all vacant positions

Position Available Pastor Date of Vacancy 2019

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>113</u>	<u>86</u>
B. Number of family units	<u>81</u>	<u>60</u>
C. Worship attendance	<u>89</u>	<u>75</u>

7. Community Growth  Increasing  Static  Declining

8. Profile of church members

A. Age:

1 % 0-11    2 % 12-18    1 % 19-24    2 % 25-34  
13 % 35-49    18 % 50-64    63 % 65+

B. Occupation:

5 % Business    19 % Professional    \_\_\_\_\_ % Trades  
 \_\_\_\_\_ % Agriculture    3 % Stay-at-Home Parent    69 % Retired  
4 % Other (Please Specify) \_\_\_\_\_

C. Educational level of adults  
 \_\_\_\_\_ % some high school 53 % high school 46 % college 1 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 0 %  
 5 years or less 8 %  
 6-10 years 12 %  
 10 years or more 79 %



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

9. Racial/Ethnic composition of:

A. **Congregation**

2 % African-American    \_\_\_\_\_ % Asian    98 % Caucasian    \_\_\_\_\_ % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

B. **Community** (within 5-mile radius of church)

12 % African-American    8 % Asian    60 % Caucasian    13 % Hispanic  
7 % Other (Specify) 4% are Native Hawaiian or other Pacific Islander

10. 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 Tacoma, WA - 213,000, Parkland 35,000

11. Church Programming—Worship

A. **Worship Time**

10:15

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Average Worship Attendance**

75

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Frequency of communion celebration: 12 per year

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

leading singing, reading scripture, leading corporate prayer, singing in choir



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

Traditional elements: call to worship, confession of sin, profession of faith

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

Mixture of praise and worship songs and hymns

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) <sup>5</sup> \_\_\_\_\_

B. Average attendance in Adult Education (Sunday) <sup>10</sup> \_\_\_\_\_

13. Church Programming—Organizations/Committees

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	spiritual oversight	9	monthly	2
Deaconate	ministries of service	12	monthly	3
Christian Education	oversees education	6	monthly	3
Finance Committee	oversees finances	6	monthly	3
Mission Committee	oversees	8	monthly	3
Small Groups	fellowship/bible study	30	monthly	3
Prayer Group	prayer	6	weekly	3
Women/Men Fellowship	fellowship/bible study	15	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.



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**Part 2: Financial/Church Campus Information**

1. Current annual budget: \$ 214,400 Last year's annual budget: \$ 204,000  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 100 %

3. Amount contributed for year 2019 (most recent complete reporting year)

- A. EPC Per Member Asking \$ 2,370
- B. EPC World Outreach Global Workers \$ 6,000
- C. EPC Special Projects \$ 3,000
- D. Presbytery Per Member Asking \$ 2,100
- E. Other Missions/Missionaries \$ 39,000

4. Property owned by church

A. Describe buildings and property (other than manse).

15,000 sq.ft building (Sanctuary, Offices, Educational Wing, Fellowship Hall) on 4 acres with two out buildings and Basketball Courts with adjacent open field. All property is debt free.

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, when, and projected cost

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 \_\_\_\_\_



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

6. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ 60,000-70,000  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_

(includes housing allowance)

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

Position: all 2017 \$ \_\_\_\_\_ or 2 %  
 Position: all 2018 \$ \_\_\_\_\_ or 2 %  
 Position: all 2019 \$ \_\_\_\_\_ or 4 %  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

10% Pension (minimum 10% gross effective salary)  
15-22k Medical insurance  
 \_\_\_\_\_ Life insurance  
 \_\_\_\_\_ Social Security  
2500 Travel/mileage  
300 Book allowance  
2 weeks Study leave allowance (minimum 2 weeks)  
4 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)  
 \_\_\_\_\_ Other (Specify: \_\_\_\_\_)



**Part 3: Church Characteristics**

*Check the box 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 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 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
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 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
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 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
12. Contains people willing and able to lead 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
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





**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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

Our Vacation Bible School has served children from a number of churches who do not offer VBS. Additionally, we have "nested" three different churches over the years.

16. Describe the strengths of your congregation.

Parkway is a very friendly and welcoming Bible-based congregation with a strong commitment to prayer. Parkway generously supports our community with a food and clothing bank. 18% of our operational budget is given to local and worldwide mission programs.

17. List specific problems with which your congregation struggles.

We are an aging congregation that lacks young people and can be complacent, having done ministry the same way year after year. Reaching and retaining new people is a challenge.

18. List major goals that the congregation has set for itself.

Discerning and implementing how best to serve and reach our community, growing the church in worship and educational ministries, aligning our ministries with the Great Commission and staying Biblically-centered



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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.

In the 70's, an elder, who also served as treasurer, embezzled money.

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

Yes     No

Mission Statement: "We are a people who seek to live out the truths: Jesus Christ our Savior, the Cross our Message, His Word Our Guide", circa 2000

If yes, Date completed \_\_\_\_\_

If yes, attach copies of each statement or strategic plan the church has completed.



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

#### **Part 4: Leadership Expectations**

1. What five key characteristics, gifts, and/or skills should a person bring to the position?

1. The Pastor must have a vibrant spiritual life, i.e. his relationship with Christ must be strong.
2. The Pastor must be able to bring people together with the Word of the Lord through strong Biblical preaching.
3. The Pastor must have a strong desire and calling to lead Parkway.
4. The Pastor must have a shepherd's heart that spans all ages: children to seniors.
5. The Pastor must be willing to be involved in the community.



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

### **Part 5: Church History**

1. What do you consider to be the three most important events in the history of your church?

1. Establishing the church in 1964.
2. Moving out of the PCUSA and into the EPC without losing any members.
3. Adding the Educational Wing and the Elevator, particularly how people gave generously.

2. What do you consider to be the most interesting and challenging event in the life of your church in the last three years?

1. The retirement of the previous pastor after nearly 20 years of ministry.
2. The transitional model of ministry we are currently in seeks to implement the revitalization process advocated by the EPC's GoCenter.
3. Developing a partnership with a local elementary school which provides the congregation opportunities to serve and support where needed.



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**Part 6: Other Information**

1. List the last three individuals who held the position of Minister/Pastor

Name	Dates of Service	
Ron Ganzer	2000	to 2018
Byron Travis	1982	to 1998
Wes Drummond	1963	to 1981

2. Describe any significant factors about the church not covered in previous questions.

While we do not have many children involved in our ministry, we have seen nearly 100 children participate in our Vacation Bible School ministry.

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

Search Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

We encourage churches to list their vacancies on the Ministry Staff Opportunities webpage at [www.epc.org/mso](http://www.epc.org/mso). For more information or to send your posting, email [info@epc.org](mailto:info@epc.org)