



A Global Movement of Evangelical Presbyterian Churches

CHURCH INFORMATION FORM

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 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





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Part 1: Church Information

1. Church Name _____

Address _____

Telephone (_____) _____ Fax (_____) _____

E-mail _____ Website _____

2. Presbytery: _____

Presbytery Ministerial Committee Liaison _____

3. Search Committee Chairman _____

Address _____

E-mail _____

Telephone (_____) _____

4. List all paid staff positions (use additional sheet if necessary)

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

Facilities Maintenance

Secretary to Lead Pastor (currently vacant)

Full time

Full time



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5. List all vacant positions

Position Available _____ Date of Vacancy _____

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 | _____ | _____ |
| B. Number of family units | _____ | _____ |
| C. Worship attendance | _____ | _____ |

7. Community Growth ☐ Increasing ☐ Static ☐ Declining

8. Profile of church members

A. Age:

_____ % 0-11 _____ % 12-18 _____ % 19-24 _____ % 25-34
_____ % 35-49 _____ % 50-64 _____ % 65+

B. Occupation:

_____ % Business _____ % Professional _____ % Trades
_____ % Agriculture _____ % Stay-at-Home Parent _____ % Retired
_____ % Other (Please Specify) _____

C. Educational level of adults

_____ % some high school _____ % high school _____ % college _____ % graduate school

D. Percentage of members belonging to the congregation

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



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9. Racial/Ethnic composition of:

A. Congregation

_____ % African-American _____ % Asian _____ % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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

_____ % African-American _____ % Asian _____ % Caucasian _____ % Hispanic
_____ % Other (Specify) _____

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 _____

11. Church Programming—Worship

A. Worship Time

Average Worship Attendance

B. Frequency of communion celebration: _____ per year

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



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

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

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) _____

B. Average attendance in Adult Education (Sunday) _____

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* |
|------|------------------|-------------------|-----------------------|------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

*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.
4. Ministry staff takes primary initiative and responsibility.
5. Ministry staff and laity share responsibility.



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Part 2: Financial/Church Campus Information

1. Current annual budget: \$_____ Last year's annual budget: \$ _____
(Attach a copy of current budget)
2. Percentage of income received toward budget: _____ %
3. Amount contributed for year _____ (most recent complete reporting year)
 - A. EPC Per Member Asking \$ _____
 - B. EPC World Outreach Global Workers \$ _____
 - C. EPC Special Projects \$ _____
 - D. Presbytery Per Member Asking \$ _____
 - 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, 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 _____



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6. Compensation:

A. The salary range we are prepared to offer:

Position: _____ \$ _____

Position: _____ \$ _____

Position: _____ \$ _____

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

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

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 (minimum 2 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: _____)



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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 type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input 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 type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input 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 type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input 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 type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input 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 type="checkbox"/> 4 | <input 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 type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input 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 type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| 8. Cares about each other. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input 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 type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input 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 type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input 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 type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input 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 type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input 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 type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| 14. Is spiritually alive. | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |



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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 the congregation has set for itself.



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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 ☐ No

If yes, Date completed _____

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



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Part 4: Leadership Expectations

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



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Part 5: Church History

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

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



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Part 6: Other Information

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

| Name | Dates of Service |
|--------------------------|---------------------------------------|
| <u>William D. Vogler</u> | <u>Sept. 1989</u> to <u>Oct. 2021</u> |
| <u></u> | <u></u> to <u></u> |
| <u></u> | <u></u> to <u></u> |

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

Our church was initially formed by several families who recognized the need to leave another presbyterian congregation in Lawrence.

Our initial pastor led us from the late 1980's until now.

We are committed to the complementarian understanding to the office of elder.

We embrace the EPC Essentials of the Faith but we are a Church that has always adhered closely to the Westminster Confession, which means we are committed to the reformed tradition in theology as conveyed in the Westminster Confession.

We own a house for ministry within walking distance of the University of Kansas that is used for our church's college ministry endeavors as well as a resource for other Christian campus ministries operating in Lawrence.

Clerk of Session  Date December 28, 2021

Search Committee Chair Scott C. Rask Date December 28, 2021

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

Grace EPC
2021 Annual Budget

| | <u>2020 YTD</u> | <u>2020</u> | <u>2021</u> |
|-----------------------------|--------------------|--------------------|--------------------|
| | <u>Actuals</u> | <u>Annual</u> | <u>Annual</u> |
| | <u>12/31/20</u> | <u>Budget</u> | <u>Budget</u> |
| Income | | | |
| Contributions | \$1,282,438 | \$1,273,193 | \$1,043,691 |
| Other Income(Int.) | 6,479 | 5,650 | 5,100 |
| Total Income | <u>\$1,288,917</u> | <u>\$1,278,843</u> | <u>\$1,048,791</u> |
| Expenses | | | |
| Worship | \$6,974 | \$3,230 | \$4,220 |
| Operations | 831,529 | 944,770 | 776,108 |
| House & Grounds | 71,454 | 94,374 | 81,144 |
| Capital Expenditures | 6,639 | 3,000 | 3,000 |
| Koinonia\Visitation | 2,119 | 5,224 | 2,724 |
| Children's Ministry | 16,136 | 22,950 | 19,200 |
| Youth Ministry | 14,548 | 45,325 | 36,325 |
| Adult Education | 178 | 450 | 250 |
| Women's Ministry | 1,351 | 5,200 | 4,700 |
| Men's Ministry | (407) | 1,600 | 1,600 |
| College Ministry | 5,434 | 10,400 | 4,200 |
| Care & Compassion | 6,047 | 8,300 | 4,840 |
| Congregational Life | 1,023 | 6,700 | 6,110 |
| Missions | 128,244 | 127,320 | 104,370 |
| Total Operations Expenses | <u>\$1,091,269</u> | <u>\$1,278,843</u> | <u>\$1,048,791</u> |
| Surplus/(Deficit) | \$197,648 | \$0 | \$0 |
| Building Fund Contributions | \$ 193,712 | \$ 265,519 | \$ 202,619 |
| Building Fund Expenses | 244,755 | 265,519 | 202,619 |
| Surplus/(Deficit) | <u>\$ (51,043)</u> | <u>\$ -</u> | <u>\$ -</u> |
| Total Surplus/(Deficit) | \$146,605 | \$0 | \$0 |
| General Fund avg per month | \$ 107,410 | \$ 106,570 | \$ 87,399 |
| Building Fund avg per month | 16,143 | 22,127 | 16,885 |
| TOTAL | <u>\$ 123,553</u> | <u>\$ 128,697</u> | <u>\$ 104,284</u> |

GRACE EPC MISSION

We are a church that draws our identity as a particular people of God from the reformed understanding of Scripture and the traditions of practice as expressed through the Westminster Confession of Faith and the Larger and Shorter Catechisms. As such, our chief end as a church is simply to glorify the triune God and enjoy Him forever (WSC Q.1). Our mission as the visible church is to be the body of Christ, which is the fullness of God. This mission is summarized in Jesus' 'great commission' to make disciples of all the nations, baptizing them, and teaching them to observe all the commandments of God (Matthew 28:19-20).

We at Grace EPC understand ourselves as one local congregation of the great visible church, which is the kingdom of the Lord Jesus Christ, and the house and family of God. We believe the church to be the ark without which people cannot ordinarily be saved from the judgement of God. We know that in order to gather and perfect the saints in this life, God gives His church the holy scriptures and the ordinances of God—which are His means of grace. There is no head of the church or of Grace EPC other than Jesus. (WCF 25.2-6)

These ordinances of God are the preaching of the Word, by which we receive it, lay it up in our hearts, and practice it in our lives; the sacraments; and prayer. We rely on these means of grace within the church as the effectual ways of building us in holiness, through faith, to salvation. We desire to attend to these means with diligence and preparation. (WSC Q.88-90)

We know that through these practices, we receive the benefits of union with Christ, having been joined with Him by the saving work of God. And having this privilege, we are under God's special care and government, preserved and protected from all enemies. We have fellowship among God's people, receive the ministry of the gospel, testify to an unbelieving world of the saving work of the Lord Jesus Christ, and exclude no one from fellowship who desires to come to Christ. (WLC Q.62-66)

These are the historic beliefs and practices we have received from our fathers in the faith and pass on to our children. It is our mission to embody these truths as fully as we are able, by grace through faith. We understand that to a perishing world the visible church, including Grace EPC, ought to stand as a prophetic rebuke to sin—and as a welcoming refuge to those who might be saved, a fragrance of life to life, and death to death. (II Corinthians 2:16)