



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](mailto:info@epc.org)





**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**Part 1: Church Information**

1. Church Name St. Paul's Evangelical Presbyterian Church

Address 1845 N. Center Avenue

Somerset, PA 15501

Telephone ( 814 ) 445-5341 Fax ( 814 ) 443-9752

E-mail office@stpaulsepc.org Website stpaulsepc.org

2. Presbytery: Presbytery of the Alleghenies

Presbytery Ministerial Committee Liaison Eric Toohey/Marc Dejeau

3. Search Committee Chairman Ken VanAntwerp and Eric Johnston

Address Ken-164 Oxford Heights Rd. Somerset, PA 15501-1134

Eric-131 Que Way, Hollsopple, PA 15935 (cell-814-442-7705)

E-mail pastoralsearch@stpaulsepc.org

Telephone ( 814 ) 233-5901 (Ken)

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

- |                                       |   |   |
|---------------------------------------|---|---|
| <u>Pastor</u>                         | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Associate Pastor</u>               | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Assistant Pastor</u>               | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Student Ministries Director</u>    | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Student Ministries Associate</u>   | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Office Administrator</u>           | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Children's Ministries Director</u> | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Music Director</u>                 | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Assistant Music Director</u>       | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Church Treasurer</u>               | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |



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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)

Financial Secretary \_\_\_\_\_

Full time  Part time

Facility Manager \_\_\_\_\_

Full time  Part time

Housekeeper \_\_\_\_\_

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



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5. List all vacant positions

Position Available Pastor Date of Vacancy 09/12/2021

Position Available Student Ministries Associate Date of Vacancy 07/31/2022

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

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>482</u>	<u>584</u>
B. Number of family units	<u>257</u>	<u>279</u>
C. Worship attendance	<u>395</u>	<u>410</u>

7. Community Growth  Increasing  Static  Declining

8. Profile of church members

A. Age:

N/A % 0-11 0.5 % 12-18 11.5 % 19-24 20 % 25-34  
22 % 35-49 21 % 50-64 25 % 65+

B. Occupation:

27 % Business 26 % Professional 5 % Trades  
1 % Agriculture 9 % Stay-at-Home Parent 32 % Retired  
\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

C. Educational level of adults

0 % some high school 46 % high school 36 % college 18 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 03 %  
5 years or less 24 %  
6-10 years 25 %  
10 years or more 48 %



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9. Racial/Ethnic composition of:

A. **Congregation**

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

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

4.3 % African-American 1.6 % Asian 91 % Caucasian 2.2 % Hispanic  
.9 % Other (Specify) Native American and other

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 51,919

11. Church Programming—Worship

A. **Worship Time**

**Average Worship Attendance**

8:30 a.m. 251

11:00 a.m. 159

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Frequency of communion celebration: 14 per year

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

Music and Worship Team and Session



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

Blended- Traditional and Contemporary

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

Blended- Traditional and Contemporary

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years)<sup>50</sup> \_\_\_\_\_

B. Average attendance in Adult Education (Sunday) 125 \_\_\_\_\_

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*
Worship and Music	Oversee Worship	10	monthly	2
Men's Ministry	Serve/Support Men	12	monthly	1
Women's Ministry	Serve/Support Women	20	bi-monthly	3
Dream Team	Set Curri/Teach JH/SH	10	monthly	3
Men's Bible Study	Biblical Teaching	25	monthly	1
Women's Bible Study	Biblical Teaching	25	weekly	3
Family Ministry	Set/Teach Curriculum	10	monthly	3
Adult Sunday School	Biblical Teaching		N/A	2

\*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.



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

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

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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*
Session	Church Oversight	12	monthly	1
Deacons	Care and Support All	15	monthly	1
Property	Maintain/Manage	12	monthly	3
Choir	Support Worship	12	monthly	3
Missions	Support Church Missions	8	monthly	3
Small Groups	Guidance/Support	5	bi-monthly	3
Prayer Groups	Prayer Support	25	weekly	2
Connections	Connect People	11	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.



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

1. Current annual budget: \$ 881,435 (2022) Last year's annual budget: \$ 890,845 (2021)  
(Attach a copy of current budget) \*

2. Percentage of income received toward budget: 88 (January-November) %

3. Amount contributed for year 2021 (most recent complete reporting year)

- A. EPC Per Member Asking \$ 13,639
- B. EPC World Outreach Global Workers \$ 19,092
- C. EPC Special Projects \$ -
- D. Presbytery Per Member Asking \$ 8,598
- E. Other Missions/Missionaries \$ 176,908

4. Property owned by church

A. Describe buildings and property (other than manse).  
Church building and property on North Center Avenue

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 \_\_\_\_\_

\* Budget available upon request.  
EPC Church Information Form, 2019-09 Update





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6. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ 70,000-\$107,500 (benefits incl.)

Position: \_\_\_\_\_ \$ \_\_\_\_\_

Position: \_\_\_\_\_ \$ \_\_\_\_\_

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

Position: Pastor \$ \_\_\_\_\_ or 3 %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

X \_\_\_\_\_ Pension (minimum 10% gross effective salary)

X \_\_\_\_\_ Medical insurance

X \_\_\_\_\_ Life insurance

X \_\_\_\_\_ Social Security

X \_\_\_\_\_ Travel/mileage

X \_\_\_\_\_ Book allowance

X \_\_\_\_\_ Study leave allowance (minimum 2 weeks)

X \_\_\_\_\_ Annual vacation days (minimum 4 weeks)

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

X \_\_\_\_\_ Other (Specify: Vision, Dental, Long Term Disability )



**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 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 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 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 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 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
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 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



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

St. Paul's partners with other churches and works to serve the larger church in many ways. These include:

- supporting missionary teams around the world through EPC World Outreach and other relationships
- investing in local missions and ministries
- partnering with Somerset-area churches through Somerset Area Ministries (SAM)
- leading Crossroads Youth Ministry that serves students in our community, including many connected with other churches
- facilitating Bible studies for men and women in our community

16. Describe the strengths of your congregation.

There is a high regard for Scripture throughout our church family. We are blessed by strong, Biblical preaching, teaching, Bible studies, and Sunday school classes.

St. Paul's is committed to prayer; we recognize our dependence on God. There is a genuine desire to seek God's heart and follow Him as we journey forward.

We are a friendly, caring congregation that is connected with one another and our community.

There is strong leadership at all levels and a commitment to significant ministry to children, students, and families.

17. List specific problems with which your congregation struggles.

1. St. Paul's has struggled to navigate some challenges surrounding a growing church. We have not excelled in identifying and integrating newcomers- particularly younger people. Some, newer to our family, have failed to make significant relational connections. There's not broad buy-in and support for the ministry and mission of the church.
2. St. Paul's currently lacks the systems to train, raise up, and send emerging leaders. We are without the infrastructure to intentionally develop people and set up "next steps" for Jesus followers.
3. Broadly, our family members have been slow to intentionally share the gospel with people who are far from God.

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

We desire to grow in the knowledge and glorification of God by:

**Making Disciples.** Create effective discipling groups in multiple communities in Somerset County. Grow disciples who glorify God and meet the brokenness of the world with the compassion and restoration of Jesus Christ.

**Developing Leaders.** Create systems through which we can train emerging leaders and foster pathways towards congregational investment and missional ownership.

**Casting Vision.** Articulate a unifying vision to be the family of Jesus Christ, integrating faith and life wherever we go. Emphasize the pursuit of our core values of authentic relationships, relentless obedience, Christlike compassion, fervent prayer, and spiritual maturity.

**Calling a Pastor.** Hire a pastor to join our current pastoral team to work collaboratively leading, teaching, shepherding, and training our church family according to their gifts.



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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.

About eight years ago, there was a situation that was resolved by the Session of St. Paul's. There was no disciplinary involvement at any other level of the EPC.

An elder came before the Session and humbly confessed a sin they had committed. A motion was passed that the individual be relieved of Session duties for four months. At the end of four months, the individual was to make a report back to the Session about the actions that had been taken to resolve the situation. After four months, the Session heard the elder's report and it was moved and approved to reinstate the individual for the remainder of the term.

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

Yes     No

If yes, Date completed 2022

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?

1. Humble Servant. We are looking for a man with an authentic faith in Jesus that is reflected by his life. His primary concerns should be pleasing God and serving people.

2. Equipping Teacher. We are searching for a faithful steward of the gospel with a history of training the saints so that the people of St. Paul's might be prepared for the work of ministry and grown to maturity.

3. Collaborative Leader. We are seeking someone with solid communication and administrative skills who is able to lead together with the pastors, staff, elders, and deacons. The ability to motivate people, keep the vision and mission before the church, and think strategically will be valuable.

4. Approachable Shepherd. We are looking for someone with a heart for the lost who is approachable to people of all ages.

5. Reformed Thinker. We are searching for someone who holds high the Sovereignty of God, affirms Biblical doctrine as expressed in the Westminster Confession of Faith and could find himself at home theologically in an EPC church.



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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?

1984- A revival of reformed Biblical teaching and preaching.

2008- The church's strategic move to the EPC.

2011- The church's move to a new building.

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

The resignation and departure of our Senior Pastor, Tony Myers, in 2021.



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**Part 6: Other Information**

1. List the last three individuals who held the position of pastor

Name	Dates of Service	
Rev. Douglas A. Rehberg	1984	to 1990
Rev. Keith McCaig Fink	1991	to 2016
Rev. Tony Myers	2017	to 2021

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

Clerk of Session Nancy Welch Date 12/20/2022

Search Committee Chair Kenneth VanAntwerp Date 12/20/2022

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)