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 pastor and the congregation, this is an opportunity for self-study and evaluation of current ministry and goals. This calls for honesty, effort, and open communication.

This Church Information Form (CIF) presents the local congregation's history, challenges, and goals. It is our hope that this will help facilitate the search process by assisting both the church in focusing on future directions and applicants in gaining some sense of the nature and uniqueness of this congregation.

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*.

Guidance for church-based human resources questions such as background checks, personnel policy manuals, and more is available at the Office of the General Assembly by contacting Marti Ratcliff at *marti.ratcliff@epc.org* or 407-930-4263.

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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*

Part 1: Church Information

1. Church Name Lebanon Presbyterian Church

   Address 8312 Brooksville Road

   Greenwood, VA 22943

   Telephone (540) 456-6719 Fax ( ) N/A

   E-mail churchoffice.lepc@gmail.com Website lebanonepc.org

2. Presbytery New River Presbytery

   Presbytery Ministerial Committee Liaison

3. Search Committee Chairman Elizabeth Bowman

   Address 1121 Kingsway Road

   Afton, VA 22920

   E-mail eubowman@outlook.com

   Telephone (540) 825-9995

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

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
	☐ Full time	☐ Part time

5. List all key volunteer positions

Secretary
Treasurer
Sunday School Teachers
Nursery Workers
Musicians

6. List all vacant positions

Position Available Senior Pastor Date of Vacancy 1/1/2026

Position Available _____ Date of Vacancy _____

Position Available _____ Date of Vacancy _____

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	44 (active)	46
B. Number of family units	25	25
C. Worship attendance	44	44

8. Community Growth ☒ Increasing ☐ Static ☐ Declining

9. Profile of church members
   A. Age:

4 % 0-11 4 % 12-18 9 % 19-24 9 % 25-34
4 % 35-49 27 % 50-64 43 % 65+

B. Occupation:

10 % Business 16 % Professional 5 % Trades

2 % Agriculture 4 % Stay-at-Home Parent 34 % Retired

29 % Other (Please Specify) 18% Student and 11% non-professional

C. Educational level of adults

____ % some high school 27 % high school 60 % college 13 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 18 %

5 years or less 9 %

6-10 years 6 %

10 years or more 67 %

10. Racial/Ethnic composition of:

A. **Congregation**

2 % African-American _____ % Asian 96 % Caucasian 2 % Hispanic

_____ % Other (Specify) _____

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

2 % African-American 2 % Asian 92 % Caucasian 4 % Hispanic

_____ % Other (Specify) _____

11. 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: 35,000 within 8 mile radius of church

12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
10:45AM	44	Liturgical/Blended

B. Frequency of communion celebration: 52 with pastor; 12 without pastor per year

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

1. Pastor and two members coordinate and plan liturgy and worship
2. AV team assists every Sunday
3. Two volunteer teams prepare communion elements
4. Musical team supports worship; congregants participate in open prayer time

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

Blended

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

Blended

13. Ministry Programs

A. Average attendance in Church School (under 18 years): 4

B. Average attendance in Adult Education (Sunday): 20

C. Average involvement in Small Groups: 24

14. Organizational Structure

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 Team	Facilitate regular and special worship services	6	weekly	2
Mission Team	Engage and support missions and ministries international and local	3	quarterly	3
Buildings & Grounds	Maintain church, manse, and grounds	5	called	3
Session	Governing and Care of the Congregation	4	2X/mon	3
Christian Education	Volunteers available every Sunday for Nursery and Sunday School	10	2X/year	2
Greeting Team	Greet	20	2X/year	3
Visitation Team	Visit Church Shut-ins	10	2X/year	3
Young Men's Ministry	Build relationships and discipleship to encourage church membership	7	weekly	3
Hospitality		2	2X/year	3
Treasurer/Secretary	Administrative	2	N/A	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.
4. A staff person takes primary initiative and responsibility.

Part 2: Financial/Church Campus Information

1. Current annual budget: $ 122,500 Last year's annual budget: $ 132,000
   (Attach a copy of current budget)

2. Percentage of income received toward budget: 82.00 %

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

A. EPC Percentage of Income $ 1,825

B. EPC World Outreach Global Workers $ 5,500

C. EPC Special Projects $ 0

D. Presbytery Per Member Asking/Percentage of Income $ 1,825

E. Other Missions/Missionaries $ 22,125

4. Property owned by church

A. Describe buildings and property (other than manse), including condition.

Main Building includes a Sanctuary which can seat between 150-200 people. Sanctuary includes a balcony. The main building also includes a fellowship hall with a full kitchen, five separate bathrooms, four classrooms, a nursery, a pastor's study, a church office and several storage areas; There is a 600 square foot storage building on the back side of the property. There is also a 2-car garage next to the manse.
All property including the manse is owned by the church free and clear of any liens.

B. Are your buildings adequate for your present program? ☒ Yes ☐ No
If no, please explain:

C. Is a building program or capital project 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 4

Pastor's Office/Study: ☒ In Church ☐ In Manse ☐ Not Provided

☐ Other _____

5. Compensation:

A. The salary range we are prepared to offer:

Position: Senior Pastor $ $50K - $70K (salary)

Position: _____ $ + Manse (approx value $30K)

Position: _____ $ _____

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

Position: _____ $ N/A or _____ %

Position: _____ $ _____ or _____ %

Position: _____ $ _____ or _____ %

Position: _____ $ _____ or _____ %

C. Housing

☐ Housing Allowance

☐ Manse Only (=$30K Fair Market Value)

☒ Either of the Above

D. Benefits and expenses --negotiable in total compensation package

_____ Retirement Plan (minimum 10% gross effective salary)

_____ Medical insurance (EPC medical coverage required for full-time TEs)

_____ 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)

_____ Sabbatical frequency and length _____

_____ Other (Specify: _____)

E. The church participates in the EPC's medical benefits plan ☒ Yes ☐ No

F. The church participates in the EPC's retirement plan ☒ Yes ☐ No

Part 3: Church Characteristics

Check the box that most closely describes the current characteristics of the congregation.

Our congregation…	Agree		Disagree	
1. Is spiritually vibrant	☐ 1	■ 2	☐ 3	☐ 4
2. Demonstrates love for the pastor and his/her family	■ 1	☐ 2	☐ 3	☐ 4
3. Readily shares their gifts with the rest of the congregation	☐ 1	■ 2	☐ 3	☐ 4
4. Places a high priority on sound biblical preaching	■ 1	☐ 2	☐ 3	☐ 4
5. Effectively integrates newcomers	☐ 1	☐ 2	■ 3	☐ 4
6. Is engaged in evangelism	☐ 1	☐ 2	■ 3	☐ 4
7. Is often found living their faith in their communities	☐ 1	■ 2	☐ 3	☐ 4
8. Has a spirit of unity	☐ 1	■ 2	☐ 3	☐ 4
9. Cares about each other	■ 1	☐ 2	☐ 3	☐ 4
10. Is supportive of the Session and pastoral leadership	☐ 1	■ 2	☐ 3	☐ 4
11. Ministers well to members that are hurting	■ 1	☐ 2	☐ 3	☐ 4
12. Uses members' gifts in worship	■ 1	☐ 2	☐ 3	☐ 4
13. Contains people willing and able to lead the congregation	☐ 1	☐ 2	■ 3	☐ 4
14. Is capable of change when and where appropriate	☐ 1	■ 2	☐ 3	☐ 4
15. Is connected to and prayerful about what God is doing in the global church	☐ 1	■ 2	☐ 3	☐ 4

16. How are elders and deacons initially trained and equipped for ministry?

Elders are trained using the EPC training materials.

17. What is the Session's current practice regarding the ongoing discipleship of elders and deacons?

- The Session meets bi-weekly; each meeting includes prayer and Bible study incorporating the Westminster Standards

- There are currently no serving deacons; diaconal functions are carried out through committees and ministry teams

- The Session remains open to re-establishing the diaconate in the future; ongoing discipleship for deacons would be provided

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

- The church participates in ecumenical activities through occasional partnerships with Church of the Blue Ridge and Hope Community Church

- Partnerships include combined worship services such as the Easter Sunrise Service

- Additional collaborative efforts include a community Psalm Sing; Friendsgiving gatherings; community children's choir

- Shared outreach ministries including the Crozet Cares Closet, Love INC, and LifeWise

19. Describe the strengths of your congregation.

- Deep reliance on the Bible as the sole authority and a desire for sound doctrine
- Functions as a true family with members who value corporate worship and are supported by a faithful core of servants

- Musically gifted and service-oriented despite its size
- Discipleship and mutual care through home fellowship groups, weekly men's and women's prayer groups, and visitation ministry to the home-bound

- Older, spiritually mature congregation continuing to bear fruit (Psalm 92:14–15)
- Marked by faithfulness, a welcoming spirit without favoritism or cliques
- Well located with a visible, accessible building along the main highway

20. List specific problems with which your congregation struggles.

- Congregation is considering leaving the EPC and struggling with denominational affiliation

- Aging congregation facing challenges including stagnation in membership and financial contributions

- Lacks a systematic, proactive approach to evangelism and outreach to the affluent and the poor

- Marketing and promotion efforts have been minimal.

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

- Secure a pastor and grow numerically

- Faithfully study God's Word and impact the community for Christ

- Ensure ongoing health and survival of this particular church

- Foster a culture of discipleship within the congregation and community

- Remain open to following God's leading

22. Has there ever been disciplinary action taken against a pastor of your congregation?

☐ Yes ☒ No

23. Has there ever been any disciplinary action against an elder or deacon of your congregation?

☐ Yes ☒ No

If you answered "Yes" to either 22 or 23, please explain.

N/A

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

☒ Yes ☐ No

If yes, Date completed 10/2022

If yes, enter each statement or strategic plan (or attach copies if space below is limited).

Mission Statement-We glorify God by making disciple of Jesus, who makes disciples

Vision Statement-to be an equipping outpost that sends disciples into the community for kingdom impact.

Part 4: Leadership Expectations

1. What are some key character strengths a person should bring to this position?

- Approachable, relational, and able to communicate Scripture clearly to believers and non-believers
- Sympathetic to everyday struggles and committed to biblical truth
- Discerning, prompt in addressing issues, and teachable regarding elder guidance
- Nurtures unity, strengthens the congregation, and encourages spiritual growth
- Mission-minded, cultivates spiritual gifts (Rom. 12:6-8; 1 Cor. 12:8-12), and guides effective outreach
- Strong in leadership, teamwork, delegation, and teaching/preaching all of Scripture

The ideal candidate should be faithful, honest, hardworking, humble, prayerful, and passionately devoted to the Lord

2. What are five key gifts/skills/abilities a person should bring to this position?

- Accurately teaches and preaches all of Scripture with a thirst for truth and grounding in Reformed theology
- Faithful to God's Word, the congregation, and family; diligent work ethic and generous spirit
- Discernment, mission- and outward-focused, with effective delegation
- Exercises pastoral wisdom to navigate conflict, clarify misunderstandings, and shepherd beyond the pulpit
- Guides spiritual growth, deepens unity, and equips members for vibrant ministry
- Emphasizes expository preaching as a primary focus

The ideal candidate should have a church planting mindset

3. What are the primary pastoral duties for the position? (Attach a position description) T

The pastor's role is to lead, equip, and shepherd the congregation in partnership with the elders and members. Key areas include:

-Preaching and teaching God's Word, and administering the sacraments - "Feed and tend my sheep" (John 21:15-18).

-Encouraging discipleship, service, and gospel-centered living, and promoting outreach where the congregation takes ownership of ministry - Love God and love neighbors (Matthew 22:34-40); Make disciples of all nations (Matthew 28:19); Equip the saints for the work of ministry (Ephesians 4:11-12); Use gifts to serve one another (1 Peter 4:10).

-Providing spiritual oversight through prayer, devotions, mentoring leaders, and correcting or guiding those who stray - "... he desires a noble task" (1 Timothy 3:1b); Call upon the Lord (Psalm 18:3).

-Supporting small groups, educational programs, and denominational participation - "...all things should be done decently and in order" (1 Corinthians 14:40).

The Session has prepared an accompanying document outlining pastoral expectations and aspirations, which is attached.

Part 5: Church History

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

- Founded in 1747 with the calling of the first pastor

- Revival and growth in the 1970s

- Denominational transitions: left PCUSA for EPC in 1985; recently considering leaving EPC to pursue faithfulness to Scripture

- 2013 church plant in Crozet (later reintegrated with new members)

- Navigated challenges such as Covid-19

- Over 300 years of church history

link to church website: https://lebanonepc.org/getting-to-know-us/lebanon-history

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

Over the past four years, the congregation has experienced an extended period without a called pastor.

- Facing the challenge of discerning its denominational affiliation and determining whether to remain in the EPC or pursue a new path

Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service		
Philip Rice (stated supply)	8/2023	to	12/2025
Michael Payne	11/2015	to	12/2021
Don Hardman	5/2002	to	11/2015

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

Bruce Hankee (stated supply) 1/2022 to 7/2023

From 9/2024 to 12/2024, we sponsored an intern who was considering ministry. We are open to continuing this.

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Statement of Acknowledgment

The EPC believes that honesty and a commitment to open communication are critical to building the body of Christ. In that spirit, please confirm your agreement to the following statements by your signatures below.

1. We attest that the information contained in this Church Information Form is true and complete to the best of our knowledge.
2. We authorize applicants for the position(s) listed herein to make inquiries regarding all statements contained in this Church Information Form.
3. We authorize the Office of the Stated Clerk to circulate, distribute, and otherwise share this Church Information Form with potential candidates for the position(s) listed herein.
4. We acknowledge the Medical Plan and Retirement Plan services offered by the EPC's Benefit Resources, Inc., exist to serve EPC churches and their staff members. We also acknowledge the EPC's Book of Order requirement that EPC churches provide medical insurance to ordained staff members through BRI as mandated by the following Acts of the General Assembly:

   81-04 Terms of call for any minister of member churches shall provide for participation in the denominational hospitalization and disabilities programs. *(Minutes of the 1st General Assembly, 1-32)*

   81-06 The denominational group insurance plan providing health, disability, and life coverage shall be mandatory for all ministers within member churches. *(Minutes of the 1st General Assembly, 1-36)*

   88-08 Assembly amends participatory requirements for group health insurance plan by requiring participation of all ministers on the rolls of presbyteries with the exception of:

   1. Missionaries laboring in cooperative agreements with mission agencies;
   2. Ministers laboring in institutional agencies providing their own group insurance plan;
   3. Ministers afforded group insurance coverage as part of retirement benefits from a previous employer;
   4. Ministers without call, and ministers laboring less than 20 hours in a place of ministry. *(Minutes of the 8th General Assembly, 8-24)*

   For information about EPC benefits through BRI, see www.epc.org/benefits, email benefits@epc.org, or call 407-930-4267.

Clerk of Session _____ Date 2-FEB-2026

Search Committee Chair _____ Date 2/1/26

Lebanon Presbyterian Church
Pastor Expectations & Aspirations

TOPIC	TASKS	OUTCOMES
The following tasks are principally the responsibility of the Pastor.		
Feed & tend my sheep. John 21:15-18	Prepare and preach sermons based upon the full counsel of God in his Word. Administer the sacraments. Work with Worship Committee & Session to design worship services. Assist the Session in developing and facilitating educational & motivational opportunities, such as Sunday School. Teach and uphold church doctrine (Westminster Standards). Work with Elders to discern gifts among our members and encourage their application to advance the kingdom and prepare for an eternal future. Optimize functional teams for church ministries. Encourage purity in living. Set a godly example of the same. Participate in the people's joys and sorrows. Visit the sick and immobile. Counsel those in need and refer to professional counselors as appropriate. Comfort the grieving. Correct, rebuke, and discipline those who stray. Preside at, e.g., weddings and funerals. Support establishment of deaconate (ministry via deed, not teaching) and training of new deacons. Support shepherding groups. Shepherd the Elders.	(45) Sunday Sermons/year. At least (2) special services/year (typ. Christmas Eve and Good Friday). At least (3) adult Sunday School class topics (but not all the teaching/facilitating). Able after six months to know who's who and what some of their gifts are. Ways to support people against temptation. Within a year, visit every member/regular attender (including shut-ins) in their homes. Be present at church functions. Participate in youth ministries. Remain after the service, meet new visitors.
In the following tasks, the Pastor has an important leadership role, but responsibility for achieving the desired outcomes is shared among the elders and congregation (as enabled by the Lord, of course).		
Love God. ***Love neighbors.*** Matthew 22:34-40	Inspire the flock to live out the great commandment. Identify opportunities for service to others in Jesus' name. Become acquainted with area ministries & opportunities to share the good news. Help shape the church's external communications.	Work with church leadership and congregation to develop a vision for what service that draws people to Christ looks like. A happier, more inviting website. Ideas for social media.

TOPIC	TASKS	OUTCOMES
Make disciples of all nations… Matthew 28:19	Equip and encourage our members to bring in the harvest and to disciple new believers. Invite membership commitment from regular attenders. Revitalize small groups as vectors for neighborhood outreach. Encourage generous support of missions that foster discipleship.	Celebrate small triumphs, including among the often quiet. Membership class offered. Introductory classes to Christianity offered to the local community Increased (sacrificial) giving to missions. More of the "wrong kind of people" attend church.
…he desires a noble task. 1 Timothy 3:1b	Participate in EPC Presbytery and General Assembly gatherings (and encourage elders and members to do so).	Attend two Presbytery/General Assembly meetings, as church funding enables.
In the following areas, the Pastor has an <u>organizing and supportive</u> role.		
…all things should be done decently and in order. 1 Cor. 14:4	Assist the secretary, treasurer, and clerk in maintaining orderly records and systems for doing so. Manage them as direct reports. Organize and/or carry out prompt response to inquiries that come in via mail, phone, and online. Collect mail daily. Follow up with new church visitors. Advise on new church policies and procedures, and revisions of the same.	Help us transition from a "bunch of disparate lists" to a church database that people can access to update their info and align with ministries.
Call upon the Lord. Psalm 18:3	Pray. Lead prayer. Teach people to pray. Encourage family devotions. Call for fasting. Ask the Lord to grow his church.	Promote a daily devotional that is easy for people to do.
NOTE: Other areas of skill required by the church (e.g., landscaping, plumbing, marketing) are not the responsibility of the pastor and should not be allowed to distract from the spiritual and equipping work described above. However, a pastor who *happens* to have experience or expertise in such areas is welcome to contribute such knowledge.		