



EPC

A Global Movement of Evangelical Presbyterian Churches

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
5850 T.G. Lee Blvd, Suite 510
Orlando, FL 32822
Phone: (407) 930-4239 Fax: (407) 930-4247
E-mail: epchurch@epc.org



Part 1: Church Information

1. Name: First Presbyterian Church of Jacksonville

Address: 425 Middle St. Jacksonville, OR 97530

Telephone: (541) 899-1287 Fax: (541) 899-7043

E-mail: jvillepres@jvillpres.org Website: www.jvillepres.org

2. Presbytery: _____

Presbytery Ministerial Committee Liaison: Rev. Edward Cummings

3. Search Committee Chairman: Steve Offord

Address: 4190 Livingston Rd. Central Point, OR 97502

Telephone: (541) 778-3354 E-mail: pastorsearch@jvillepres.org

4. List all paid staff positions

- | | | |
|--|---|---|
| <u>Lead Pastor</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Associate Pastor</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Director of Youth Ministries</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Director of Children's Ministries</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Director of Operations</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Church Secretary</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Staff Secretary</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Custodian</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Choir Director</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |

Position Available: Lead Pastor Date of Vacancy: _____

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	<u>338</u>	<u>347</u>
B. Number of family units	<u>350</u>	<u>296</u>
C. Worship attendance	<u>399</u>	<u>365</u>

D. Profile of church members

(1) Age:

7% 0-11 12% 12-18 10% 19-24 5% 25-34 14% 35-49
25% 50-64 27% 65+

(2) Occupation:

20% Business 24% Professional 17% Trades 13% Stay-at-home parent
1% Agriculture 25% Retired % Other (Specify: _____)

(3) Educational level of adults

15% some high school 25% high school 40% college 20% graduate school

(4) Percentage of members belonging to the congregation:

Less than one year 7%
5 years or less 28%
6-10 years 40%
10 years or more 25%

(5) Racial/Ethnic composition of congregation

 1% Asian 1% Hispanic 1% African American 97% Caucasian
 % Other / Specify: _____

6. Worship

A.	Time	Average Attendance
	<u> 8:55</u>	<u> 210</u>
	<u> 10:30</u>	<u> 165</u>
	_____	_____
	_____	_____
	_____	_____
	_____	_____

B. Frequency of communion celebration: 15 per year

C. How are members involved in planning and participation in the liturgy/worship?
Our members are involved in a number of ways that include a music worship team, choir, greeters and ushers. We also have Deacons that prepare fellowship, members that run our tech: including lighting media, sound and video.

D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety):
We have a mostly contemporary service with some traditional elements.

E. Type of music used in worship (e.g., traditional, contemporary, variety):
Contemporary praise worship team at both services. A choir sings during our second service, with some traditional hymns at both services.

7. Church/Sunday School

A. Average attendance in Church School (under 18 years) 38

B. Average attendance in Adult Education (Sunday) 25

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 checked="" type="checkbox"/> Small town | <input type="checkbox"/> College/University | <input type="checkbox"/> Static |
| <input type="checkbox"/> Metropolitan | <input checked="" type="checkbox"/> Agricultural | <input type="checkbox"/> Declining |
| <input type="checkbox"/> Suburban | <input checked="" type="checkbox"/> Recreational | |
| <input type="checkbox"/> Inner City | <input type="checkbox"/> Military | |

Approximate population of community 110,000

Racial/Ethnic composition of community:

2% Asian 8% Hispanic 1% African American 89% Caucasian

vari% Other (Specify: _____)

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	Church Leadership	12	monthly	1
Deacons		18	monthly	3
Mission Team		9	monthly	
High School Youth Group		varies	weekly	Youth Leader
Middle School Youth Group		varies	weekly	Youth Leader
Properties Team	Manage Church Property	varies	monthly	3
Praise Team	Worship Music at Church	varies	weekly	3
Choir	Sing on Sundays	varies	weekly	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 2: Building/Financial Information

1. Current annual budget: \$ 842,290.00 Last year's annual budget: \$ 782,130.00

(Please attach a copy of current budget)

2. Percentage of income received toward budget: 100 %

3. Amount contributed for (last complete reporting year: 788,250):

A. EPC per member contribution \$ 10,975.00

B. EPC World Outreach Missionaries \$ 3600.00

C. EPC Benevolence Askings \$ 810.00

D. Presbytery giving \$ 5250.00

E. Other Missions/Missionaries \$ 72,050.00

4. Property owned by church

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

- Our main campus has three buildings
- 1. A multipurpose building (this is where services are held)
- 2. A education building (this is where Sunday school and other classes are held as well as ministry team meetings and group activities.
- 3. Church Office
- 4. Historic Church Building which has been a church building since it's construction in 1881 (Established as a church in 1857)

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 and when and projected cost:

We have future plans drawn up for expansion if needed. These plans include new buildings and parking expansion.

D. Does the church own a manse?

Yes No

Condition: Good Fair Poor Number of bedrooms: _____

Office/study: In Church In Manse Not provided Other: _____

6. Compensation:

A. The salary range we are prepared to offer:

Position: Lead Pastor \$ commensurate with experience

Position: _____ \$ _____

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

Position: Lead Pastor \$ varies or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

Housing allowance

Manse only

Either of the above

D. Benefits and expenses:

10% Pension (minimum 10% gross effective salary)

EPC GOLD Medical insurance

EPC Life insurance

YES Social Security

YES/ 0.535 mile Travel/mileage

YES Book allowance

YES Study leave allowance

YES Annual vacation

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

_____ Other (Specify: _____)

Part III: Church Characteristics

Circle the number that most closely describes the current congregation characteristics and future goals:

Our congregation...	<u>Currently</u>				<u>Goal</u>			
	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 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 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
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 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 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
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

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

- Living nativity with numerous other churches
- Habitat for Humanity
- Pray weekly for other churches
- Congregate with other churches for Easter Sunday
- Rent secondary church facility to another church (10 years to Lumen Dei Church)
- Summer Bible study which attracts members of other churches
- Vacation Bible school
- Partnership with Gold Valley Fellowship's community outreach program
- Christmas caroling in Jacksonville

16. Describe the strengths of your congregation:

- Praying
- Existing small groups
- Youth groups and children's ministry
- Fellowship-loving one another
- Volunteers to help in outreach
- Administration/Organization
- Commitment to missions
- Planning
- Delegation and sharing of ministry
- Equipping
- Leaders empowering
- Deepening relationships

17. List specific problems with which your congregation struggles:

- Starting new small groups
- Finding sufficient help for sound technicians
- Media Shout technicians
- Access to counseling resources for support
- Relevance of Christian lifestyle in the community
- Fully equipping congregation to boldly evangelize
- Complacency and comfort in some areas

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

Please see Vision Team Recommendations attached or available at:
www.jvillepres.org/hp_wordpress/wp-content/uploads/2017/07/Vision-Team-Recommendations.pdf

Also noted at #21.

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: see attached No

If yes, please attach copies.

Part 4: Leadership Expectations

22. What five key characteristics/gifts/skills should a person bring to the position?

Evangelism
Preaching/Teaching
Leadership-consensus building
Delegation and equipping
Forward looking visionary

Part 5: Church History

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

Constructing new campus and burning the morgage
Joining the EPC form PCUSA
All military prayed for have come home safely

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

Replacing our Pastor of 33 years

Part 6: Other Information

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

<u>Name</u>	<u>Dates of Service</u>
<u>Rev. Robert Rigstad</u>	<u>1966</u> to <u>1969</u>
<u>Rev. Bob B. Maxson</u>	<u>1969</u> to <u>1975</u>
<u>Rev. Mel Kissinger</u>	<u>1976</u> to <u>1983</u>

2. Other significant factors about our church not covered in previous questions:

There are many kind, loving, compassionate, and caring people in our congregation.
There is a real opportunity to help embolden people in their faith to reach those in their immediate surroundings and daily life.

Clerk of Session

Date: _____

Chair, Search Committee

Date: _____

We encourage churches to list their openings on the EPC Ministry Staff Opportunities List (www.epc.org/mso). For more information or to send your posting e-mail epchurch@epc.org.