



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



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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.



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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: _____)

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****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

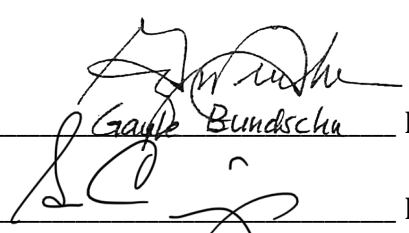
1. List the last three individuals who held the position of _____

Name

Dates of Service

_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

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

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. For more information or to send your posting, email info@epc.org

New Hope Presbyterian Church of SWFL, Inc.
Session General Fund Financials vs Budget

January 1, 2022

	2022	<u>Annual Budget</u>
Ordinary Income/Expense		
Income		
40000 · General Budgeted Income		1,850,000.00
Total Income		<u>1,850,000.00</u>
Gross Profit		<u>1,850,000.00</u>
Expense		
62000 · Worship/Music		21,000.00
63000 · Christian Education		
63100 · Preschool		10,500.00
64100 · Kids		29,500.00
64801 · RightNow Media		4,000.00
64901 · Child Protection Services		500.00
65000 · Student Ministries		29,500.00
66100 · Adult Ministry		14,000.00
66200 · Womens Ministry		2,000.00
66500 · Men's Ministry		2,000.00
66600 · Family Ministry		6,500.00
Total 63000 · Christian Education		<u>98,500.00</u>
66800 · Hospitality/Fellowship		13,000.00
70000 · Missions & Outreach		
71000 · Local Outreach		40,000.00
73100 · Supporting Roles		32,000.00
75000 · Outreach		110,500.00
77011 · Mission General Spending		2,500.00
Total 70000 · Missions & Outreach		<u>185,000.00</u>
78100 · Care Ministries		28,000.00
78500 · Deacons		3,000.00
79000 · EPC Support		38,000.00
85000 · Tech - IT/AV/Video		42,148.00
88000 · Facilities & Campus		169,000.00
88500 · Administration		133,000.00
89401 · Amortized Capital Reserve		37,000.00
90000 · Personnel		1,082,352.00
Total Expense		<u>1,850,000.00</u>
Net Ordinary Income		<u>0.00</u>
Net Income		<u>0.00</u>

Attachment to Church Information Form
New Hope Presbyterian
Part 1 – Item 4. List of All Paid Staff Addendum

Director of Facilities	Full Time
3 Custodians	Part time
Under Associate Pastor	
Contemporary Music Worship Coordinator	Part-time
Praise Team Lead Singer	Part-time
Under Director of Traditional Music	
Traditional Music Assistant	Part-time
Under the Director (Interim) of Student Ministries	
Student Ministries Fellow	Full-time (temporary)
Assistant Student Ministries Director	Part-time
Under the Director of Children's Ministries	
Children's Ministry Assistant	Part-time
Under the Director of Early Childhood Ministries	
21 Nursery workers	Part-time
Under the Director of Finance & Administration	
Administrative Assistant	Full Time

NEW HOPE CHURCH

SESSION PHILOSOPHY AND COMMITMENT

We are one body, a union of hundreds of people with a common bond which is faith in the power, authority and grace of God the Father, Jesus Christ the son and savior, and the Holy Spirit our teacher and guide. We have a collective belief that we are one body in Christ with a common purpose: honoring the great commission given to us by Christ to “Go forth into all the world making disciples of all nations, baptizing them in the name of the Father, the Son and the Holy Ghost.” Our mission is to glorify God and make disciples by living out the gospel together. In doing so, our core values are lavish grace, foundational truth, caring community, transforming growth, and strategic action.

Although we come together with passions and interests of our own, we share a common commitment to our existence as one church, one unified body of Christians with two styles of worship, both of which honor and glorify God the Father. We remember that the early churches had multiple styles of worship and met in various places from the Temple to private homes. As members of one church we love, respect and support both traditional and contemporary styles of worship, and that means we pray for, invest in, represent, engage, and value each expression. As Elders and as a congregation we vow to model that mindset. Together as one body in Christ we honor the commandment to “Love the Lord our God with all our hearts, all our minds and with all our souls” and to love our neighbor as ourselves.” This is how we “Glorify God by making disciples and living out the Gospel together.”

We believe that leadership is an action, not a position, and that people of action look beyond perceived limitations and develop visions for the future in recognition of Proverbs 29:18 “Where there is no vision, the people perish.” We believe in the principle of servant leadership as Jesus gave us a model when he said, “I came to serve not to be served,” Mark 10:45”. We believe that a leader can serve the church by motivating others to become leaders and co-leaders as we develop a culture that seeks a dynamic vision for New Hope Church, a vision that looks into the future with enthusiasm about its relevance in a rapidly changing society.

We are a church that is ready for action! We are ready to pray up, stand up, speak up and challenge the future with faithfulness, determination, and commitment. With God as our guide, we are going to prepare New Hope Church to be a relevant voice for Christianity in our present and future societies by providing the preaching and teaching to change hearts for Christ and make disciples. We believe that New Hope Church will be a dynamic, exciting and welcoming place to worship and serve our God.