

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.

Contents

Part I	Church Information	Part IV	Leadership Expectations
Part II	Building/Financial Information	Part V	Church History
Part III	Church Characteristics	Part VI	Other Information

Please return the completed document to:

Office of the Stated Clerk
Evangelical Presbyterian Church
17197 N. Laurel Park Drive, Suite 567
Livonia, MI 48152
Phone: (734) 742-2020 Fax: (734) 742-2033



Form 2004

Church Information Form

Part I: Church Information

1. Name: *First Presbyterian Church*

Address: *1321 9TH Avenue, Greeley, CO 80631*

Telephone: *(970) 352-3030* Fax: *(970) 352-3037*

E-mail: *jreimers@firstpresgreeley.org* Web site: www.firstpresgreeley.org

2. Presbytery: *Presbytery of the West*

Presbytery Ministerial Committee Liaison: *TBD*

3. Search Committee Chairman: *Curtis Sears*

Address: *7211 W. Canberra Street Drive, Greeley, CO 80634*

Telephone: *(970) 381-5100* E-mail: curtis.sears@gmail.com

4. List all paid staff positions

Senior Pastor	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
Director of Worship Arts	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
Director of Youth Ministry	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
Director of Children's Ministry	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
Director of Care & Community Life	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
Church Business Administrator	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
Administrative Assistant	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Facilities Manager	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
Assistant Facilities Manager	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Nursery Coordinator	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Assistant Sunday Sexton	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Children's Ministry Assistant	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Church Organist	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Praise Band Leader	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Parish Nurse	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Sound Tech	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Music Ministry Assistant	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Child Care Provider	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Wedding Coordinator	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
Youth Ministry Assistant	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time

Church Information Form

Position Available: *Associate Pastor of Discipleship & Mission*

Date of Vacancy: *New/Open*

5. Membership (please state approximate numbers and percentages)

	<u>Five years ago</u>	<u>Currently</u>
a. Number of church members	546	449
b. Number of family units	352	302
c. Worship attendance	347	484

d. Profile of church members

(1) Age:

0% 0-11 2% 12-18 4% 19-24 6% 25-34 18% 35-49
28% 50-64 42% 65+

(2) Occupation: **INFORMATION NOT AVAILABLE**

____% Business ____% Professional ____% Trades ____% Stay-at-home parent
____% Agriculture ____% Retired ____% Other (Specify: _____)

(3) Educational level of adults **INFORMATION NOT AVAILABLE**

____% some high school ____% high school ____% college ____% graduate school

(4) Members belonging to the congregation: **INFORMATION NOT AVAILABLE**

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

(5) Racial/Ethnic composition of congregation

1% Asian 1% Hispanic 1% African American 97% Caucasian
____% Other (Specify: _____)

6. Worship

a.	<u>Time</u>	<u>Average Attendance</u>
	8:15am	258
	11:00am	219

Church Information Form

- b. Frequency of communion celebration: **12 + per year.**
- c. How are members involved in planning and participation in the liturgy/worship: **2-5.**
- 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): **All.**

7. Church/Sunday School

- a. Average attendance in Church School (under 18 years): **91**
- b. Average attendance in Adult Education (Sunday): **131**

8. Community Setting (check as many as apply):

- | <u>Location</u> | <u>Function</u> | <u>Growth</u> |
|--------------------------------------------------|--------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Rural | <input type="checkbox"/> Industrial | <input checked="" type="checkbox"/> Growing |
| <input type="checkbox"/> Small town | <input checked="" type="checkbox"/> College/University | <input type="checkbox"/> Static |
| <input checked="" type="checkbox"/> Metropolitan | <input checked="" type="checkbox"/> Agricultural | <input type="checkbox"/> Declining |
| <input type="checkbox"/> Suburban | <input type="checkbox"/> Recreational | |
| <input type="checkbox"/> Inner City | <input type="checkbox"/> Military | |

Approximate population of community: 95,288

Racial/Ethnic composition of community:

1% Asian 55% Hispanic 1% African American 43% Caucasian
 ____% Other (Specify: _____)

9. Program Information: List major boards, committees and organizations that are part of your church and frequency of meetings (monthly, weekly, etc.): **PLEASE SEE ATTACHED RESPONSE.**

Name	Purpose of Group	Number of members	Frequency of meetings	*Leadership role

Church Information Form

*Indicate leadership role expected by using the number below:

1. Pastor takes primary initiative and responsibility.
2. Pastor and laity share responsibility.
3. Laity take primary initiative and responsibility.

Part II: Building/Financial Information

1. Current annual budget: **\$1,142,458** (*Please attach a copy of current budget*)

Last year's annual budget: **\$1,112,192**

2. Percentage of income received toward budget: **74%**

3. Amount contributed for (last complete reporting year: 2008):

- a. EPC per member contribution: **\$17,764**
- b. EPC World Outreach Missionaries: **\$N/A (new to denomination)**
- c. EPC Benevolence Askings **\$N/A (new to denomination)**
- d. Presbytery giving **\$10,000**
- e. Other Missions/Missionaries **\$120,481 (\$232,137 including designated gifts)**

4. Property owned by church:

a. Describe buildings and property (other than manse): ***Church building (sanctuary, children and youth rooms, meeting rooms, offices and fellowship area (45,000 sq.ft) plus two (2) adjacent houses used for meetings and local mission/outreach.***

b. Are your buildings adequate for your present program?

Yes No

If no, please explain: N/A

c. Is a building program projected?

Yes No

If yes, describe what and when and projected cost: N/A

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: _____

Building/Financial Information – continued

5. Compensation:

- a. The salary range we are prepared to offer:

Position: *Associate Pastor of Discipleship and Mission* *\$50,000 - \$60,000 DOE*

- b. The average annual increase over the past three years is: *N/A (new position)*

- c. Housing

Housing allowance (*included in salary quoted above*)

Manse only

Either of the above

- d. Benefits and expenses:

15%/gross salary *EPC Pension Plan*

\$1,500/yr *Reimbursable Expenses (travel, mileage, meals, etc.)*

\$2,000/yr *Continuing Education*

All additional benefits including health, disability and life insurance, vacation, study leave, etc. are all per stipulated minimum requirements established by the General Assembly and/or Presbytery of the West.

Church Information Form

Part III: Church Characteristics

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

Our congregation...	Currently				Goal			
	Agree		Disagree		Agree		Disagree	
1. supports the pastor.	<i>1</i>	2	3	4	<i>1</i>	2	3	4
2. readily shares their gifts with the rest of the congregation.	1	2	3	4	<i>1</i>	2	3	4
3. places a high priority on sound biblical preaching.	<i>1</i>	2	3	4	<i>1</i>	2	3	4
4. gladly welcomes visitors and new members.	1	2	3	4	<i>1</i>	2	3	4
5. is involved in local evangelistic ministries.	1	2	3	4	<i>1</i>	2	3	4
6. is often found living their faith in their communities.	1	2	3	4	<i>1</i>	2	3	4
7. has a spirit of unity.	<i>1</i>	2	3	4	<i>1</i>	2	3	4
8. cares about each other.	<i>1</i>	2	3	4	<i>1</i>	2	3	4
9. looks to its Session for leadership.	1	2	3	4	<i>1</i>	2	3	4
10. ministers well to members who are hurting.	1	2	3	4	<i>1</i>	2	3	4
11. uses members' gifts in its worship.	1	2	3	4	<i>1</i>	2	3	4
12. contains people willing and able to lead the congregation.	1	2	3	4	<i>1</i>	2	3	4
13. is capable of change when and where appropriate.	<i>1</i>	2	3	4	<i>1</i>	2	3	4
14. is spiritually alive.	<i>1</i>	2	3	4	<i>1</i>	2	3	4

Church Characteristics – continued

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

1. *EPC General Assembly and Presbytery of the West activities*
2. *Greeley Area Evangelical Pastors Association*
3. *Greeley Area Room at the Inn (ecumenical ministry serving homeless families)*
4. *Financially support many additional ecumenical activities (local, regional, national and international).*

16. Describe the strengths of your congregation:

1. *Unity as a Body of Christ (e.g., universal support for recent denominational change to EPC)*
2. *Unity as a Staff (addition of Assoc. Pastor expected to complete a very strong/cohesive staff)*
3. *Strong pastoral leadership/teaching based upon reformed orthodoxy*
4. *Commitment to prayerful Spirit-led polity, leadership and decision making*
5. *Intergenerational (active participation and dynamic ministries ranging from children to seniors)*
6. *Dynamic worship arts/experience (blended worship with music, reading, drama, video, etc.)*
7. *Financially stable/strong (recent campaign will enable total debt retirement within 1 to 2 years)*
8. *Historic church dating back to the founding of the City of Greeley (the “Union Colony”)*

17. List specific problems with which your congregation struggles:

The Associate Pastor position is intended to address the primary areas of need in our church: (a) adult discipleship (the key areas needing attention being men and younger adults); and (b) missions and outreach (being closely linked to adult discipleship and including those un-churched and in need locally, regionally, nationally and globally).

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

The primary goal of FPC is to develop and grow the areas of ministry to be served by the new Associate Pastor...adult discipleship, missions and outreach...to focus our lives outwardly to those not in the church and especially to better reach the generation in their twenties and thirties.

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: N/A

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

- Yes: **“Leading Greeley and the Nations to experience God's heart in Jesus Christ.”**

Church Information Form

Part IV: Leadership Expectations:

Below are listed 42 items which represent a range of qualities in the ministry of the church. **Choose the 12 items which your church feels are the most important aspects of ministry for your church at this time. Then place the numbers in the blanks following the list.** All the qualities are important and there are other qualities that are not listed. Please choose those 12 which you feel are highest priority at this time. Do not rank the items.

Write no more than 12 numbers in the blanks at the end of this list.

Our church needs a person who...

- | | |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1. is an effective preacher/speaker. | 22. inspires a sense of confidence. |
| 2. continues to develop his/her theological and biblical skills. | 23. works regularly at bringing new members into the church. |
| 3. helps people develop their spiritual life. | 24. regularly encourages support of the EPC's missions and outreach. |
| 4. helps people work together in solving problems. | 25. reaches out to inactive members. |
| 5. is effective in planning and leading worship. | 26. works regularly in the development of stewardship growth. |
| 6. has a sense of the direction of his/her ministry. | 27. is active in ecumenical relationships and encourages the church to participate. |
| 7. regularly encourages people to participate in denominational activities and programs. | 28. is a person who cultivates a close, devotional relationship with God. |
| 8. helps people understand and act upon issues of social justice. | 29. writes clearly and well. |
| 9. is a helpful counselor. | 30. works well on a team. |
| 10. ministers effectively to people in crisis situations. | 31. is effective in working with youth. |
| 11. makes pastoral calls on people in hospitals and nursing homes and those confined to their homes. | 32. organized people for community action. |
| 12. makes pastoral calls on members not confined to their homes or in hospitals. | 33. is skilled in planning and leading programs. |
| 13. is a good leader. | 34. plans and leads well-organized meetings. |
| 14. is effective in working with children. | 35. encourages people to relate their faith to their daily lives. |
| 15. builds a sense of fellowship among the people with whom he/she works. | 36. is accepting of people with divergent backgrounds and traditions. |
| 16. helps people develop their leadership abilities. | 37. encourages others to assume and carry out leadership. |
| 17. is an effective administrator. | 38. is mature and emotionally secure. |
| 18. is effective with committees and officers. | 39. has strong commitment and loyalty to the Evangelical Presbyterian Church. |
| 19. is an effective teacher. | 40. maintains confidentiality. |
| 20. has a strong commitment to the educational ministry of the church. | 41. is a compassionate and caring person, sensitive to others' needs. |
| 21. is effective in working with adults. | 42. deals effectively with conflict. |

Answers: *1, 2, 3, 6, 13, 15, 19, 20, 21, 24, 28, 35, 38*

Comments:

Part V: Church History (please limit to one page)

A. What have been the three most important events in the history of your church?

- 1. Transition from the PC (USA) to the EPC in June 2008.*
- 2. Development and application of a theology of worship and resulting unification of worship.*
- 3. Construction of our Celebration Center (dedicated in 8/02) without a pastor.*
- 4. Historic pattern of sending missionaries.*

B. What has been the most interesting and challenging event in the life of your church in the last three years?

- 1. Transition from the PC (USA) to the EPC in June 2008.*

Church Information Form

Part VI: Other Information

1. List the last three persons in this position: Position: **Associate Pastor of Discipleship & Mission**

Name

Dates of Service

N/A – New Position

N/A – New Position

2. Please list names of any persons whose profiles you wish us to mail you: N/A

3. Do you want the Office of the Stated Clerk to suggest some names of pastors whom you might consider for a call? If so, completed Personal Information Forms will be sent.

Yes No

4. Please indicate if there are any special preferences based on gender, age, race or national origin in consideration of persons' profiles that may be sent:

No basis for preference

Please consider the following factors that we believe require consideration: ***Because a key aspect of the ministry will be men's ministry, we are seeking a male to fill the position. And because a key aspect of the ministry will be discipleship of younger adults in their twenties and thirties, while we are not establishing any specific age criteria, we are seeking a person well suited to minister to young adults.***

Clerk of Session

Chairman, Search Committee

Church Information Form

Attachment to CIF

Part I: Church Information

Section 9. Program Information

The following ministry teams all serve under the authority of the Session of FPC although they are not all led by an elder. Some are led by staff or volunteers.

- a) Strategic Leadership Team – composed of four current elders & ordained staff; chaired by the Sr. Pastor; meets as needed; discern the Lord’s leading in major decisions, which affect the entire church such as budget, hiring etc; reports directly to the Session for confirmation of its decisions.
- b) Finance committee – chaired by an elder; 4-5 members; meets monthly.
- c) Personnel committee – chaired by an elder; 4-5 members; meets as needed.
- d) Facilities committee– comprised of 4-5 volunteers; meets as needed.
- e) Nominating committee – chaired by an active elder; comprised of an additional active elder & deacon as well as four at-large members from the congregation; meets numerous times in the Fall.
- f) Worship committee – chaired by Director of Worship Arts; comprised of 5-6 members; meets monthly.
- g) Student ministry team – chaired by Director of Student Ministries; comprised of 6-7 parents and other volunteers; meets monthly.
- h) Children’s Ministry Team – chaired by Director of Children’s Ministry; comprised of 5-6 volunteers; meets monthly.
- i) Deacons – 18-22 Deacons; meet monthly.
- j) Prayer Team – chaired by elder; comprised of 3-4 volunteers; meets monthly.
- k) Restore My Soul Prayer Ministry Team – chaired by volunteer; comprised of 5-6 trained volunteers; meets weekly with people to pray for inner healing.
- l) International missions – chaired by an elder; comprised of 7-8 volunteers; meets monthly 9will be led by associate pastor).
- m) Local Outreach Team – comprised of 5-6 volunteers (will be led by associate pastor; may be joined with international team).
- n) First Impressions – led by Director of Care Ministries; comprised of several volunteers; meets as needed (ushers, greeters, welcome center hosts).

Church Information Form

Attachment to CIF
Part II: Building/Financial Information

FIRST PRESBYTERIAN CHURCH – BUDGET

INCOME

Contributions (Anticipated Income) \$ 1,158,797.00

EXPENSES

We Share:

Ordained Staff 136,896.00

Support Staff 145,025.00

Operations (fixed expenses, EPC per capita and 313,367.00
PC(USA) settlement)

Total \$ 595,288.00

We Pray (Training) 1,500.00

We Teach (Children, Youth & Adult) 201,758.00

includes salaries for Donny Butkus, Zoe
Adamson & Ken Wiggers and programs

We Praise (Worship, Music) 128,986.00

includes salaries for Marvin Easter, Sue
Pfund, MMA's, Jerome Kayl and programs

We Care (Nurse, Deacons) 86,576.00

includes salaries for Linda Randolph,
Ellen Laurence and programs

We Reach (Local, National & International) 128,350.00*

outreach and missions

Total expenses \$ 1,142,458.00

Net Income \$ 16,339.00

*Total outreach and missions is \$240,006 including designated gifts.