**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](mailto:epchurch@epc.org)

Part 4 Leadership Expectations Part 5 Church History

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### Part 1: Church Information

1. Name: **Princeville Presbyterian Church**

Address: **339 S Santa Fe Ave.**

**Princeville, IL 61559**

Telephone: **( 309 ) 385-4402** Fax: **( 309 ) 385-4498**

E-mail: **office@princevillepc.org** Website: **www.princevillepc.org**

1. Presbytery: **Rivers & Lakes Presbytery** Presbytery Ministerial Committee Liaison: **Justin Sembler**
2. Search Committee Chairman: **John Meuser** Address: **311 S Tremont Princeville, IL 61559**

Telephone: **( 309 ) 339-6652**

1. List all paid staff positions

**Pastor**

**Secretary**

**Custodian**

E-mail: **j.meuser@mchsi.com**

**Organist/Pianist**

**Custodian**

Full time Part time

Full time Part time

Full time Part time

Full time Part time

Full time Part time

Position Available: **Pastor** Date of Vacancy: **4/26/2017**

1. Membership (please state approximate numbers and percentages)

Five years ago Currently

* 1. Number of church members **100 70**
  2. Number of family units **65 41**
  3. Worship attendance  **72** **50-55**
  4. Profile of church members
     1. Age:

**0** % 0-11  **4.5** % 12-18  **4.5** % 19-24 **6** % 25-34  **22** % 35-49

**13** % 50-64 **50** % 65+

* + 1. Occupation:

**7** % Business **15** % Professional

**3** % Agriculture **44** % Retired

**12** % Trades **6** % Stay-at-home parent

**13** % Other (Specify: **student, missionary** )

* + 1. Educational level of adults

**4** % some high school **51** % high school **42** % college **3** % graduate school

* + 1. Percentage of members belonging to the congregation: Less than one year **7.5** %

5 years or less **10.5** % 6-10 years **16** %

10 years or more **66** %

* + 1. Racial/Ethnic composition of congregation

**1** % Asian **0** % Hispanic **0** % African American **99** % Caucasian

% Other / Specify:

1. Worship
   1. Time Average Attendance

**10:25am - Main Worship Service**

**50-55**

**11:10-11:35am – Children’s Church**

**9:05-10am – Sunday School**

**10-25**

**5-10**

* 1. Frequency of communion celebration: **12** per year
  2. How are members involved in planning and participation in the liturgy/worship?

**Pastor & Worship Committee** – Plan Service

**Session Members** – Liturgist – Communion

**Congregation** – Candles, Bell, Offering, Greeters, Advent Readings, Responsive Readings, Special Music, Nursery Workers, & Children’s Church

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

**Traditional**

* 1. Type of music used in worship (e.g., traditional, contemporary, variety):

**Mostly traditional, however before service and on occasion, contemporary songs are used.**

1. Church/Sunday School
   1. Average attendance in Church School (under 18 years) **10-12**
   2. Average attendance in Adult Education (Sunday) **15**
2. Community Setting (check as many as apply):

|  |  |  |
| --- | --- | --- |
| Location | Function | Growth |
| Rural | Industrial | Growing |
| Small town | College/University | Static |
| Metropolitan | Agricultural | Declining |
| Suburban | Recreational |  |
| Inner City | Military |  |

Approximate population of community **1,744** Racial/Ethnic composition of community:

**.12** % Asian **2.71**% Hispanic **0**% African American **97.59**% Caucasian

% Other (Specify: **.31 Native American, 1.98 Other** )

1. 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 Government** | **5** | **Monthly** | **2** |
| **Deacons** | **Sympathy & Service** | **2** | **Monthly** | **2** |
| **W.O.W. (Women Of the Word)** | **Biblical & Christian Growth** | **10-12** | **Weekly** | **3** |
| **AWANA** | **Children’s Biblical Growth & Community Outreach** | **60** | **Weekly** | **3** |
| **Youth Group** | **Youth Spiritual Growth & Fellowship** | **10** | **Weekly** | **3** |
| **Sunday Night Group** | **Christian Growth, Fellowship, & Prayer** | **10-12** | **2/Month** | **2** |
| **Missions** | **Missions** | **5** | **Monthly** | **2** |
| **Rockin’ Seniors** | **Fellowship/Meal** | **10** | **Monthly** | **3** |
| **Prayer Group** | **Prayer** | **3-5** | **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: $ **106,765.00** Last year’s annual budget: $ **110,406.80**

*(Please attach a copy of current budget)*

1. Percentage of income received toward budget: **82** % (**2016**)
2. Amount contributed for (last complete reporting year: **2016** ):
   1. EPC per member contribution $ **0**
   2. EPC World Outreach Missionaries $ **0**
   3. EPC Benevolence Askings $ **0**
   4. Presbytery giving $ **0**
   5. Other Missions/Missionaries $ **21,943.68**
3. Property owned by church
   1. Describe buildings and property (other than manse).

**Church w/attached fellowship hall**

**Church Farm – 95 acres tillable farmland, 25 acres timber/recreation**

**Church Van – 1999 Oldsmobile Silhouette**

* 1. Are your buildings adequate for your present program? Yes No If no, please explain:
  2. Is a building program projected?

Yes No If yes, describe what and when and projected cost:

**We completed a basement remodel in 2016.**

**The remaining balance is $88, 046.85**

**We make annual payments in December of approximately $12-13,000.**

**A description of this remodel is answered in part 6, question 2.**

* 1. Does the church own a manse? Yes No

Condition: Good Fair Poor Number of bedrooms: **3**

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

1. Compensation:
   1. The salary range we are prepared to offer:

Position: **Pastor**

**- Option #1 -** **$38-45,000 (Base Salary + Manse)**

**- Option #2 – \*$48-55, 200 (Base Salary W/No Housing)**

**\*Includes Housing Allowance**

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

Position: **Pastor**

**1-3**%

* 1. Housing

Housing allowance Manse only

Either of the above

* 1. Benefits and expenses:

**10% (Base Salary+Housing+Manse)** Pension (minimum 10% gross effective salary)

**$11,200.00** Medical insurance

**$150.00** Life insurance

**none** Social Security

**Optional** Travel/mileage (Church van + gas for all church related travel)

**$2,000.00** Book allowance

**2 Weeks** Study leave allowance

**4 Weeks** Annual vacation

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

**Listed below** Other (Specify: )

**$130.00** LTD

(**$10,200.00** Manse Rental Value)

### 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. | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 2. Readily shares their gifts with the rest of the congregation. | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 3. Places a high priority on sound biblical preaching. | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 4. Gladly welcomes visitors and new members. | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 5. Is involved in local evangelistic ministries. | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 6. Is often found living their faith in their communities. | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 7. Has a spirit of unity. | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 8. Cares about each other. | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 9. Looks to its Session for leadership. | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 10. Ministers well to members who are hurting. | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 11. Uses members’ gifts in its worship. | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 12. Contains people willing and able to lead the congregation. | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 13. Is capable of change when and where appropriate. | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 14. Is spiritually alive. | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |

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

**We have an AWANA program that shares the Gospel with the youth in our community. Our church also houses, staffs, and operates the Princeville area food pantry. We also participate and share responsibilities with the other churches in our community for VBS, Thanksgiving dinner, and a once a year Worship in the Park service (during Heritage Days). In the past, our pastor has been the one to pray at See You at the Pole, as well as gathering with other pastors for the National Day of Prayer.**

1. Describe the strengths of your congregation:

**Our church welcomes those visiting with open arms, hearts, and minds. Our congregation also has an immense compassion for those who are hurting or are in need.**

**Our congregation is involved during the worship service through the acts found in question 6 of Part 1.**

**We have had a great and steady spiritual growth taking place in our congregation over the past 4 years.**

**We also have a great percentage of our members and congregation actively involved in the ministries of our church.**

1. List specific problems with which your congregation struggles:

**Although many of our members and congregation are actively involved in the ministries, the reality is that 44% of our congregation is retired. Many of these retirees are beyond the age and ability to serve in the ministries. This leaves a lot of the same people serving in several ministries and that can be taxing.**

**A very small but “loud” portion of our congregation is still struggling with wanting to do things “the way we used to do it”. These struggles stem from a long period of time without a pastor and the core of these people still struggle with the new denomination (PCUSA to EPC), reformed theology, and a change in the focus of our Church Session as the Governing body.**

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

**Although our church congregation has not formally set any specific goals, we continue to strive forward in a reformed direction. We came from the PCUSA to the EPC because we recognized that the Word of God was being corrupted and ignored. We vow to stay true to our mission statement of seeking to be a community of love, under the authority of God’s Word, centered upon the Gospel, for the glory of God. We place great value on our reformed heritage and will continue to stay Gospel-Centered. Semper Reformada!!**

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

Yes No

1. 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:

**#19. Prior to our most recent pastor, we had hired a person who we found had significant**

**problems which prohibited him from holding the position of Teaching Elder. His contract**

**was terminated.**

**#20 During the past 4 ½ years, through an informal process (sending of a letter on their behalf),**

**two Elders have left our church over issues of morality and reformed doctrine.**

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

Yes Date: **11/1/2012** No

**We seek to be a community of love, under the authority of God’s Word, centered upon the Gospel, for the glory of God.**

# Part 4: Leadership Expectations

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

**We believe that our desires for what we look for in a pastor should be biblically based. While recognizing that we are all sinners and inclined to our fleshly desires, we are seeking someone who will strive to fulfill the role according to Titus 1:6-9 and 1 Timothy 3:1-7; 4:11-16.**

**Knowing that these biblically based qualifications are essential, we have chosen the following 5 skills/gifts as most important to this position:**

1. **Someone with a gifted preaching and presenting ability.**
2. **Someone who is passionate about and considers themselves a skilled teacher of the Scriptures.**
3. **Someone who is willing to and is experienced in counseling our congregation in a variety of struggles and across many generations.**
4. **A compassionate person willing to tend to the needs of members and attenders that are hurting.**
5. **As our AWANA program is a major outreach of our church, we are looking for someone who has a heart for youth ministries.**

# Part 5: Church History

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

1. **We moved from the PCUSA to the EPC in the spring of 2012. This moved has set our church on a more Gospel-centered path.**
2. **Over the past 4 ½ years, we have had the honor of having a pastor who taught theologically sound and reformed doctrine. The Lord has worked through Him, using the Holy Spirit to create great spiritual growth among our members and congregation.**
3. **Our church received a most generous gift from a member that passed away in 1982. Her name was Ruth Corney. Her gift gave us the ability to remodel our sanctuary and build the fellowship hall. She also donated the farmland/timber that is described in question 4 of Part 2. This farm brings a yearly income that provides for some of the monetary needs of the church as well as providing money to update the church siding and make basement remodel payments.**

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

**In the summer of 2015, we began the remodel of our church basement. This was a great undertaking. The basement had mold and water damage, as well as being out dated and inefficient for the needs of our youth ministries. It had become unsuitable for our children to go down and learn. The remodel was completed in the fall of 2016 and is now a hub of youth learning and growth. We have an open area for multi-use needs, 6 classrooms (one of the rooms being suitable for youth group and larger gatherings), new restrooms, several storage areas, and a custodial closet. This has been a much needed addition to our church.**

**Over the past 4 years, our church Session has experience a host of challenges. These have been very difficult and have challenged them in ways they hadn’t been before. They had to learn to set aside their personal wants and seek what the Lord wanted. They have learned to seek the Bible as the ultimate authority in their lives as well as in the life of the church. This growth has been, although at times wearisome, a very welcome experience and they seek to continue to grow and hold fast to the Word of the Lord.**

# Part 6: Other Information

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

Name Dates of Service

**Jacob Puckett**

**2/2013** to **4/2017**

**Troy Agema**

**11/2009** to **5/2010**

**Harold Losey**

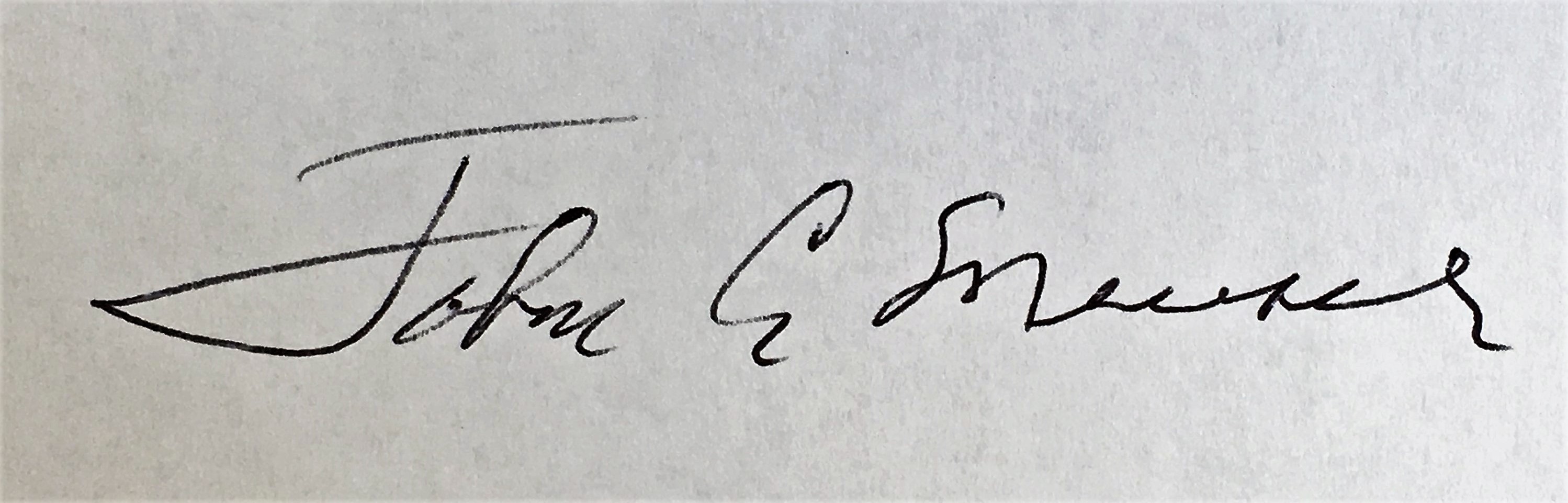
**2/1993** to **12/2008**

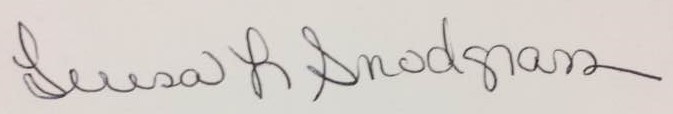
1. Other significant factors about our church not covered in previous questions:

**Our church holds fast to the Westminster Confession of Faith and its teachings. This is a very important part of who we are. We teach this to our youth in Children’s Church, use it in Sunday School, profess it in worship services, and study it in our women’s ministry. We pray that this will be of the same importance to our new pastor.**

**We are currently in the process of revising and giving our Missions Ministry a new direction. This will allow the missionaries that we support to be known by our congregation as well as allowing the missionaries, themselves, to be more involved with our church.**

**We have also had many technological updates. We have an overhead projector in our sanctuary as well as in our fellowship hall. Our sound system has been updated over the years and we also now have the ability to stream audio from our mobile devices in the fellowship hall. All of these updates, as well as now having Wi-Fi throughout the church, have been beneficial to our worship services, Sunday school, and our youth programs.**





## Clerk of Session Chair, Search Committee

Date: 5/9/2017 & 8/30/2017 Date: 5/9/2017 & 8/30/2017

We encourage churches to list their openings on the EPC Ministry Staff Opportunities List (\_w\_w\_w .e\_p\_c\_.o\_r\_g\_/\_m\_s\_o\_). For more information or to send your posting, e-mail [epchurch@epc.org.](mailto:epchurch@epc.org)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2016 Budget** | **2016 Actual** | **2017 Budget** |
| **Expenses** |  |  |  |
| **House & Grounds** |  |  |  |
| Boiler | $100.00 | $0 | $0 |
| Building Maint. | $800.00 | $1,001.49 | $1,000.00 |
| Insurance | $6,000.00 | $6,320.02 | $6,350.00 |
| Janitorial Supplies | $300.00 | $241.05 | $250.00 |
| Manse | $250.00 | $378.11 | $250.00 |
| Utilities – Electric | $2,800.00 | $3,893.57 | $3,000.00 |
| Utilities – Gas | $2,000.00 | $1,403.01 | $1,500.00 |
| Utilities – Telephone | $1,600.00 | $1,708.91 | $1,600.00 |
| Utilities – Water | $850.00 | $784.63 | $800.00 |
| Pest Control | $65.00 | $65.00 | $65.00 |
| Kitchen Supplies | $400.00 | $326.63 | $350.00 |
| Basement Remodel |  | $59,136.72 |  |
| **H&G Totals** | $15,165.00 | **$16,122.42** | **$15,165.00** |
| **Office** |  |  |  |
| Equip & Maint. | $1,700.00 | $1,555.23 | $1,600.00 |
| Supplies | $1,000.00 | $1,045.82 | $1,000.00 |
| Accounting Software | $660.00 | $605.00 | $660.00 |
| Postage | $300.00 | $286.00 | $300.00 |
| Website | $350.00 | $347.87 | $350.00 |
| **Office Totals** | $4,010.00 | **$3,839.92** | **$3,910.00** |
| **Programs** |  |  |  |
| Service Projects | $50.00 | $50.10 | $50.00 |
| VBS | $300.00 | $123.33 | $300.00 |
| Christian Ed. | $1,000.00 | $1,691.70 | $1,500.00 |
| Evangelism | $200.00 | $402.50 | $300.00 |
| AWANA | $2,000.00 | $2,047.67 | $2,000.00 |
| Christian Nurture | $20.00 | $48.47 | $20.00 |
| Presbytery Misc. Exp. | $200.00 | $214.02 | $200.00 |
| Youth Group | $250.00 | $340.56 | $500.00 |
| W.O.W. | $200.00 | $128.29 | $150.00 |
| **Program Totals** | $4,220.00 | **$5,046.64** | **$5,020.00** |
| **Personnel** |  |  |  |
| Secretary | $6,240.00 | $5,963.00 | $6,240.00 |
| FICA Exp | $1,500.00 | $1,087.88 | $1,100.00 |
| Workman’s Comp | $800.00 | $721.00 | $775.00 |
| Pastor Development | $2,500.00 | $2,113.49 | $500.00 |
| Pastor’s Salary | $38,500.00 | $38,455.91 | $38,500.00 |
| Misc. General Exp. | $0 | $96.30 | $0 |
| Guest Speakers | $500.00 | $500.00 | $500.00 |
| Custodian | $3,120.00 | $3,580.00 | $5,200.00 |
| Choir Director | $0 | $0 | $0 |
| Nursery Attendant | $1,200.00 | $190.00 | Delete |
| Organist | $4,800.00 | $4,675.00 | $4,800.00 |
| Organist Sub | $400.00 | $650.00 | $400.00 |
| Pastor’s Health Plan | $12,000.00 | $11,143.92 | $11,200.00 |
| Pastor’s Life Ins. | $150.00 | $150.00 | $150.00 |
| Pastor’s LTD Ins. | $150.00 | $121.80 | $130.00 |
| Pastor’s 403B Plan | $5,716.80 | $5,873.86 | $5,800.00 |
| Pastor’s Utilities | $6,000.00 | $6,000.00 | $6,000.00 |
| **Personnel Totals** | $83,576.80 | **$81,322.16** | **$81,295.00** |
| **Worship** |  |  |  |
| Copyright License | $150.00 | $0 | $0 |
| C.U.P. | $25.00 | $0 | $25.00 |
| Music Supp/Bulletins | $550.00 | $1,122.47 | $500.00 |
| Seasonal Flowers | $10.00 | $17.75 | $0 |
| **Worship Totals** | $735.00 | **$1,140.22** | **$525.00** |
| **Misc. Expense** |  |  |  |
| Tax Consultant | $400.00 | $240.00 | $350.00 |
| Per Capita | $1,800.00 | $0 | $0 |
| Van Expenses | $500.00 | $376.00 | $500.00 |
| Interest on Loan |  | $613.70 |  |
| **Misc. Exp. Totals** | $2,700.00 | **$1,229.70** | **$850.00** |
|  |  |  |  |
| **Expense Totals** | $110,406.80 | **$108,701.06** | **$106,765.00** |
|  |  |  |  |
|  |  |  |  |