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 1: Church Information Part 4: Leadership Expectations

Part 2: Financial/Church Campus Information Part 5: Church History

Part 3: Church Characteristics Part 6: Other Information

### 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			
	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 sl	neet if necessary)		
			☐ 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 vacant positions		
	Position Available	Date o	of Vacancy
	Position Available	Date o	of Vacancy
	Position Available	Date o	of Vacancy
6.	Membership (state approximate nun	nbers and percentages)	
	A. Number of church members	Five years a 1545	go Currently 1236
	B. Number of family units		
	C. Worship attendance	794	679
7.	•	<u> </u>	clining
8.	Profile of church members A. Age:		
	% 0-11% 12-18	% 19-24 % 2	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	e % graduate school
	D. Percentage of members belonging	g to the congregation	
	Less than one year %		
	5 years or less %		
	6-10 years %		
	10 years or more %		



€.	Ra	cial/Ethnic composition of:
	A.	Congregation
		% African-American % Asian % Caucasian % Hispanic
		% Other (Specify)
	B.	<b>Community</b> (within 5-mile radius of church)
		% African-American % Asian % Caucasian% Hispanic
		% Other (Specify)
10	. Co	mmunity Setting (check as many as apply):
		cation
		Rural Small Town Metropolitan Suburban Inner City
	Fu	nction
		Industrial Agricultural Recreational Military College/University
	Ap	proximate population of community
11	Ch	urch Programming—Worship
_		
	A.	Worship Time Average Worship Attendance
		<del></del>
		<del></del>
		<del></del>
	D	Eroquonay of communion colobration.
	D.	Frequency of communion celebration: per year
	C.	How are members involved in planning and participation in the liturgy/worship?



	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.	Chi	urch Programming—Sunday School
	A.	Average attendance in Church School (under 18 years)
	B.	Average attendance in Adult Education (Sunday)
	Lis	urch Programming—Organizations/Committees t major boards, committees, and organizations that are part of your church and quency of meetings (monthly, weekly, etc.)

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

<sup>\*</sup>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: Financial/Church Campus Information

1.		rrent annual budget: \$ttach a copy of current budget)	Last year's annual budget: \$
2.	Pe	rcentage of income received toward bu	dget: %
3.	An	nount 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.		operty owned by church Describe buildings and property (othe	r than manse).
	В.	Are your buildings adequate for your p If no, please explain:	oresent program? Yes No
	C.	Is a building program projected? If yes, describe what, when, and projected	☐ Yes ☐ No
	D.	Does the church own a manse?  Condition: Good	☐ Yes ☐ No ☐ Fair ☐ Poor # of Bedrooms
		Pastor's Office/Study: In Church	III Malise Not Provided
		Other	



6.

	mpensation: 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 e	effective salary)		
	Medical insurance			
	Life insurance			
	Social Security			
	Travel/mileage			
	Book allowance			
	Study leave allowance (minimu	ım 2 weeks)		
	Annual vacation days (minimur	m 4 weeks)		
	Number of worship services pe (in addition to vacation and stu	-	stor is provided rel	ief
	Other (Specify			)

### **Part 3: Church Characteristics**

Check the box that most closely describes the current congregation characteristics and future goals

Ou	r congregation	Currently				Goal			
		Agr	ee	Disag	ree	Agr	ee	Disag	gree
1.	Supports the pastor.	<u> </u>	2	<u></u> 3	□ 4	1	2	<u></u> 3	<u> </u>
2.	Readily shares their gifts with the rest of the congregation.	<u> </u>	2	3	<b>□</b> 4	<u> </u>	2	<u></u> 3	<u> </u>
3.	Places a high priority on sound biblical preaching.	<u> </u>	_2	3	<u> </u>	<u> </u>	2	<u></u> 3	<u> </u>
4.	Gladly welcomes visitors and new members.	<u> </u>	_2	3	<u> </u>	1	2	<u></u> 3	<u> </u>
5.	Is involved in local evangelistic ministries.	<u> </u>	_2	3	<u> </u>	<u> </u>	2	<u></u> 3	<u> </u>
6.	Is often found living their faith in their communities.		_2	3	<u> </u>	<u> </u>	2	3	<u> </u>
7.	Has a spirit of unity.	<u> </u>	2	<u></u> 3	<b>4</b>	<u> </u>	2	<u></u> 3	<u> </u>
8.	Cares about each other.	<u> </u>	2	<u></u> 3	<b>4</b>	<u> </u>	2	<u></u> 3	<u> </u>
9.	Looks to its Session for leadership.	_1	_2	<u></u> 3	<u> </u>	<u> </u>	2	<u></u> 3	<u> </u>
10	Ministers well to members who are hurting.	<u> </u>	_2	3	<u> </u>	<u> </u>	2	<u></u> 3	<u> </u>
11	Uses members' gifts in its worship.	<u> </u>	_2	3	<u>4</u>	<u> </u>	2	<u></u> 3	<u> </u>
12	Contains people willing and able to lead the congregation.	_1	_2	3	<u> </u>	<u> </u>	_2	3	<u> </u>
13	Is capable of change when and where appropriate.	<u> </u>	_2	3	<u> </u>	<u> </u>	2	<u></u> 3	<u> </u>
14	Is spiritually alive.	<u> </u>	2	<u></u> 3	☐ 4	<u> </u>	2	<u></u> 3	☐ 4



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.



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.

## **Part 4: Leadership Expectations**

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

## **Part 5: Church History**

1.	What do you	consider	to be the	three n	nost importa	nt 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?



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 cov	
2	
Nielsand Corliss	
Clerk of Session	Date
Sees Live	_
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



## Memorial Park Church: Mission, Vision, Values

## **Our Mission Statement**: -the core to what we are called *to do* in Christ:

The Mission of Memorial Park Church is to Invite People into a Life-Changing and Ever-Growing Relationship with Jesus Christ!

### **Our Vision Statement**: -the core of what we are called *to become* in Christ:

We exist to glorify God as a growing family of Christ Followers; embraced, healed and restored by Jesus; empowered by the Holy Spirit; joyfully serving our neighbors, near and far.

Our Values: -our deepest shared convictions which guide our actions, shaping who we become in Christ

**Biblical Truth** -grounded in the Truth of God's Word we are transformed in all areas of life to be like Christ. The Bible is God's inerrant, infallible, and inspired Word.

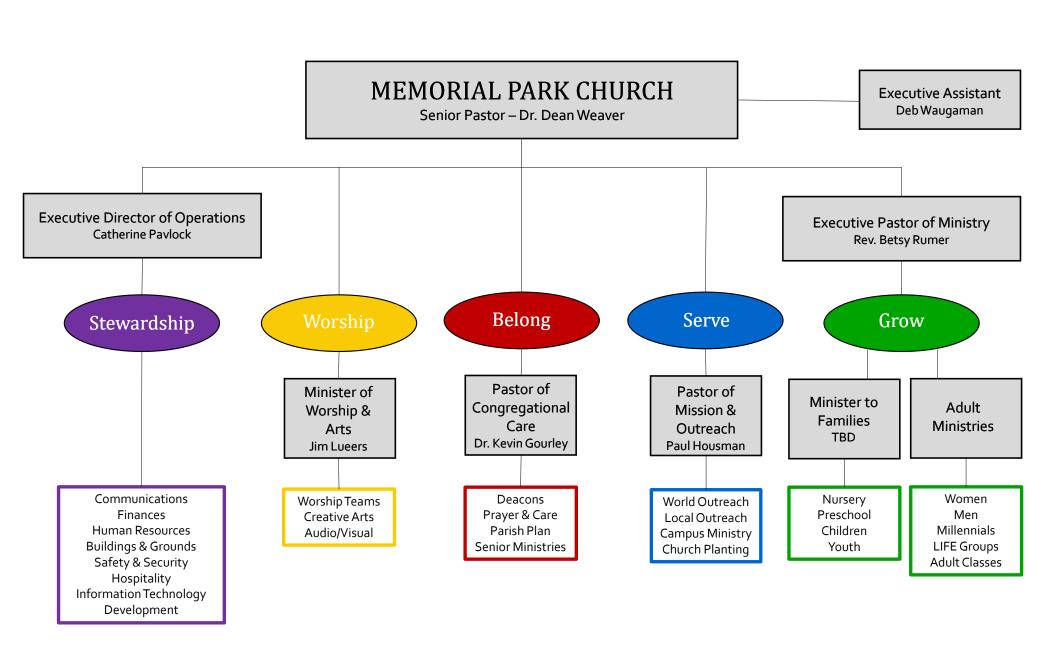
**Relationships** -our relationship with God and neighbor is a grace-filled response to God's love for us expressed fully in the person and work of Jesus Christ.

**Authenticity** -for our relationships to be grounded in God's revealed truth, we must love one another sincerely by putting the needs of others first.

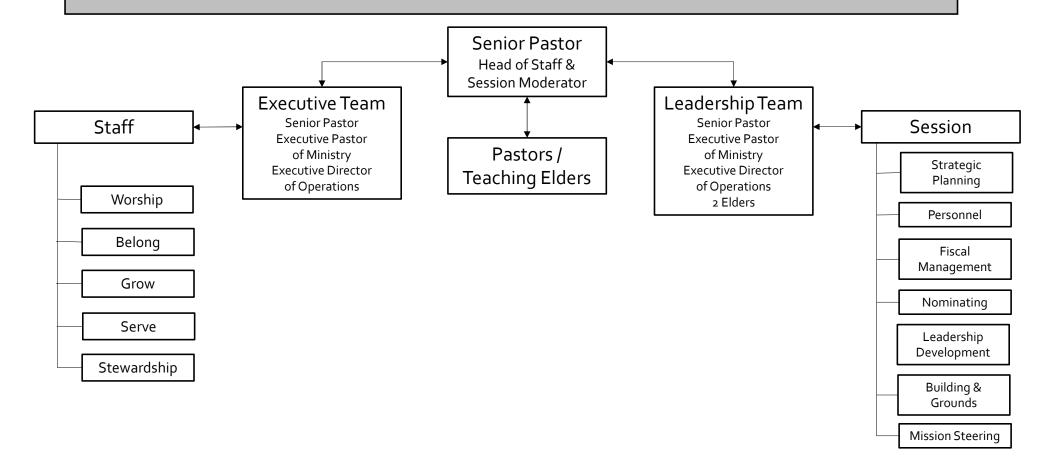
**Generosity** -the sacrificial giving and sending of self, as demonstrated by Christ as He lives in us, is the way of a faithful and Spirit-led life.

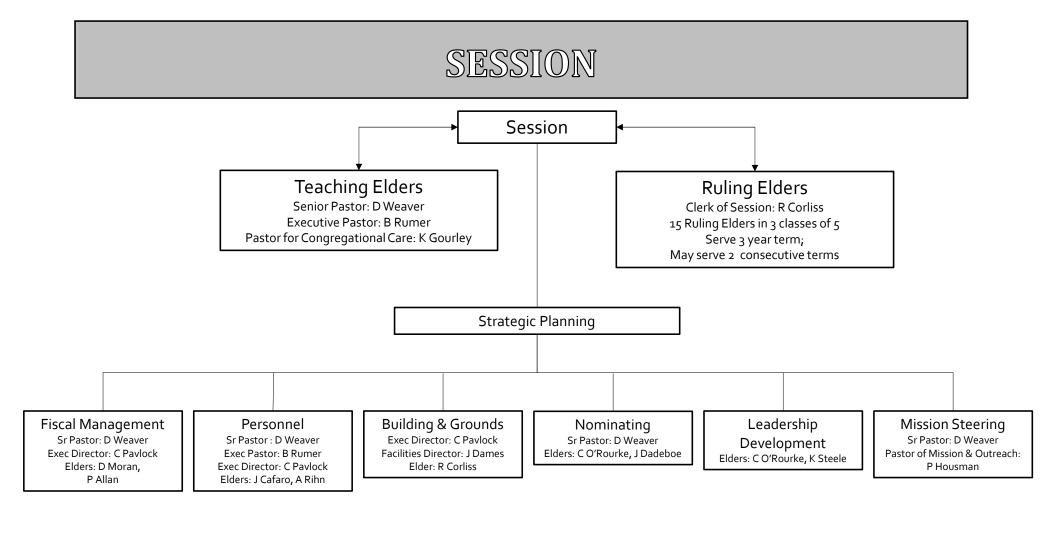
### Romans 12:1-2 - The Message

"So here's what I want you to do, God helping you: Take your everyday, ordinary life—your sleeping, eating, going-to-work, and walking-around life—and place it before God as an offering. Embracing what God does for you is the best thing you can do for him. Don't become so well-adjusted to your culture that you fit into it without even thinking. Instead, fix your attention on God. You'll be changed from the inside out. Readily recognize what he wants from you, and quickly respond to it. Unlike the culture around you, always dragging you down to its level of immaturity, God brings the best out of you, develops well-formed maturity in you."

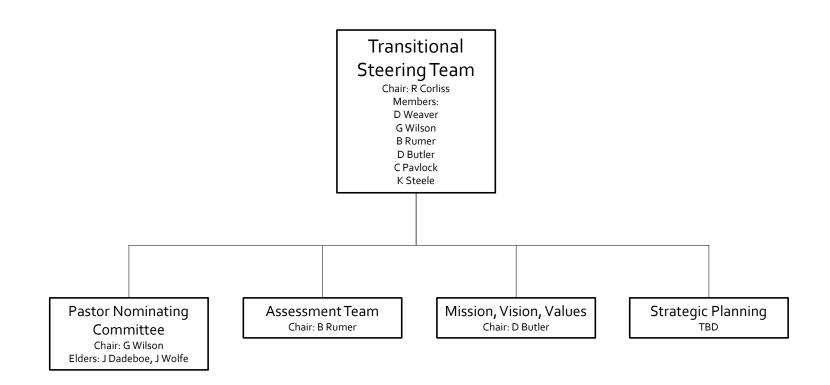


# LEADERSHIP

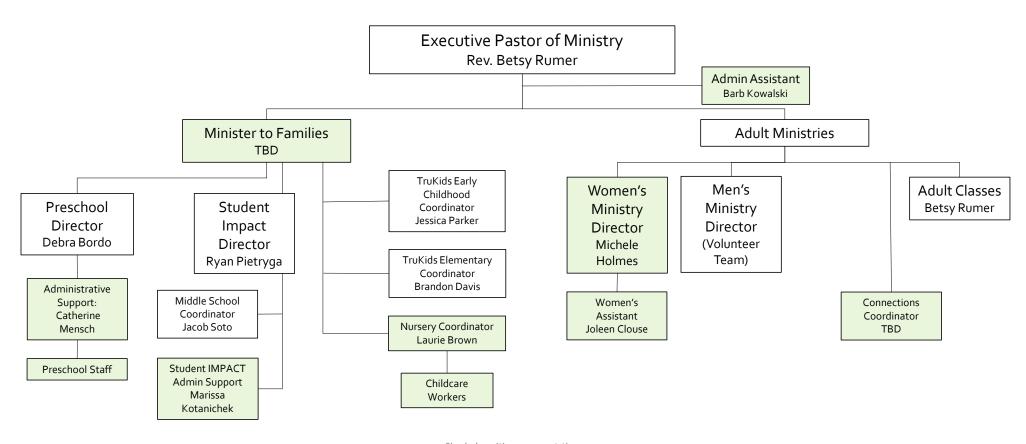




# Transitional Steering Team

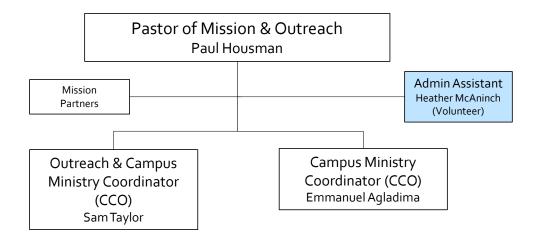


# **GROW**

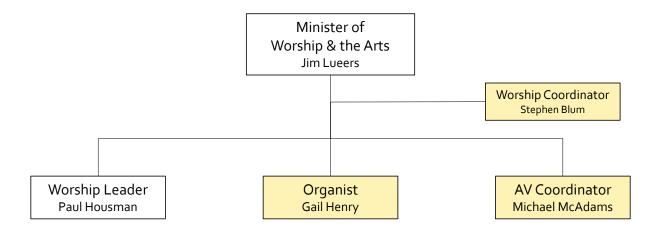


Shaded positions are part-time

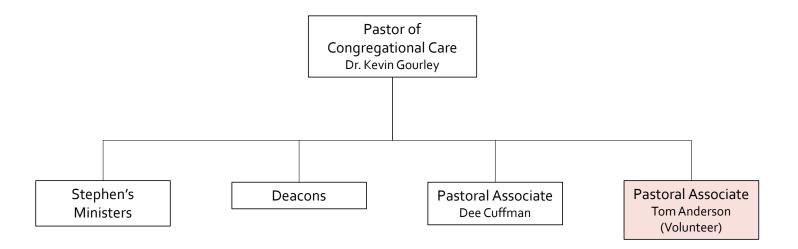
# **SERVE**



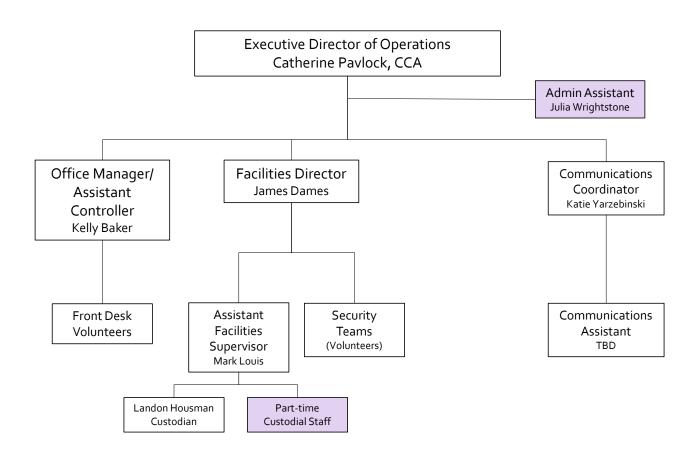
# WORSHIP



# **BELONG**



# **STEWARDSHIP**



Shaded positions are part-time

# **STEERING TEAMS**

Stewardship

Worship

Belong

Grow

Fiscal Management\*

Personnel\*

Worship Leaders Team

Senior Ministries Steering Team

Deacons Executive Team Missions Steering Team\*

Serve

Outreach Steering Team Family Ministries Steering Team

Student Ministries Steering Team

Women's Leadership Team

Men's Leadership Team

LIFE Groups Team

Pathways Team

Building & Grounds\*

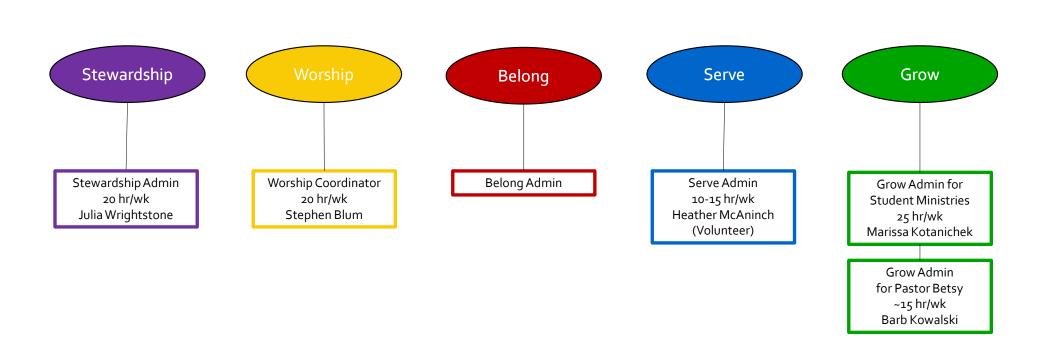
Development

Culture of Generosity

<sup>\*</sup> Session Team

# **ADMIN SUPPORT**

Executive Assistant Deb Waugaman



## 2020 Session Committees

	STEWARDS	HIP							
	Personnel Cor								
Me	ets second Tuesday of the month @	7 p.m. in the Lead Pastor's O	ffice						
Chair	Elder Representative (s)	Committee Members							
Joe Cafaro (elder)	Amanda Rihn	Dean Weaver (staff)	Jan Anderson						
		Betsy Rumer (staff)	Susan Duker						
		Cathy Pavlock (staff)	Janey Mather						
		, ,	Jeff Mensch						
Development Team									
Meets as needed									
Chair	Elder Representative	Committee Members							
Cathy Pavlock (staff)	Steve Little	Dean Weaver (staff)	John Gourley						
•	Karl Sauereisen		Tom Meinert						
Fiscal Management Team									
٨	Meets third Tuesday of the month @	7:00 p.m. in conference roor	n.						
Chair	Elders	Committee Members							
Dave Moran (elder)	Paula Allan (current)	Dean Weaver (staff)	Tom Anderson						
	John Brich (former)								
	Kirk Kjellman (former)	Cathy Pavlock (staff)	Chris Fenton (deacon)						
	Frank Sparr (former)								
	Jay Roy (former)								
	Nominating Co	mmittee							
	Meets as ne	eded							
Committee Chair	Elder Representative	Committee Members*							
Chris O'Rourke (elder)	Joshua Dadeboe	Dean Weaver (staff)	Tom Gogal						
* 2 male and 2 female me	* 2 male and 2 female members elected by congregation at		Beth Pifer						
	, ,	vice moderator)	Kelsey Steele						
February Congregational Meeting		·	Cathy Rose						
	Leadership Develop	oment Team							
	Meets as ne	eded							
Committee Chair	Elder Representative		e Members						
Chris O'Rourke (elder)	Kevin Steele	Dean Weaver (staff)	Scot Kurtz (deacon)						
	SERVE								
	Mission Steerir								
Meets third Monday of	the month @ 7:30 p.m. in the Conf	erence Room (Mission Financ	ial Team meets @ 7pm)						
Chair	Former Elders	Committee Members							
Paul Housman (staff)	Jim Crawford	Charlene Cave	Heather McAninch						
Dean Weaver (staff)	Pete Pugliese	Lauren Sullivan							
	Roger Rumer								
	BELON								
	Deacon Bo								
Meets 1st Tuesday of month									
	See 2020 Deacon	Team List							

## **2020 Deacon Team List**

Team	Members	Mission	Responsibilities
Executive Team	Kathy Fenton - Moderator Curt Powell - Vice Moderator Erin Butler - Secretary Jim Stoof - Treasurer	To further the work of Jesus Christ by encouraging unity among the Board and assisting the teams and individual members of the Board of Deacons in fulfilling their ministry.	<ul> <li>Meet with committee chairpersons</li> <li>Hold committees accountable</li> <li>Help Board be fiscally responsible</li> <li>Increase visibility of Deacons</li> <li>Relationship with Session</li> <li>Giving Tree</li> <li>Compassion Day</li> </ul>
Care Team	Shirley Crawford – Chair Laurie Brown Steve Kimmel Heather McAninch Terri Morris Kathy Patton Patrick Ward Rev. Kevin Gourley & various members of MPC	To be continually aware of congregational and community needs and to nurture, in Christ's love, those within our fellowship by meeting tangible crisis needs.	<ul> <li>Financial assistance for crisis needs</li> <li>Meals for church families in crisis</li> <li>Transportation for acute needs</li> <li>Thanksgiving baskets to homebound friends</li> <li>Resource Center coordinated with Prayer/Share Committee</li> <li>Follow-up on hospital visits</li> <li>Death acknowledgement &amp; flowers</li> <li>Prayer Chain</li> </ul>
Fellowship Team	Janell Butorac – Co-Chair Kelly Gronbeck – Co-Chair Tracy Weller – Co-Chair Melissa Bucci Claudia Fraser Carole Klocko Airong Park Jen Profozich Alexis Rose	To promote Christian fellowship in a growing congregation by creating a warm and friendly atmosphere in which to worship and grow in faith.	<ul> <li>Café maintenance and inventory</li> <li>Café Servants</li> <li>Church Picnic</li> <li>New Member Receptions</li> <li>Thanksgiving Eve Reception</li> </ul>
Sanctuary Team	Mary Lou Leibold – Co-Chair Lynn Sosovicka – Co-Chair Deb Gallo Chris Fenton Karen Kurtz Scott Kurtz Tim Molnar Jocy Waibel Lynne Rackley	To enhance the worship service by providing Sanctuary atmosphere and facilities which convey reverent natural beauty, a spirit of communication, empathy and reverent worship.	<ul> <li>Altar flower dedications</li> <li>Christmas Poinsettia distribution</li> <li>Easter Lilies distribution</li> <li>Sanctuary prep/pew rack supplies</li> <li>Communion preparation and clean-up</li> <li>Unchanging Word podcast</li> <li>Devotionals in Literature racks</li> </ul>
Welcome Team	Bob Kildea – Chair Alisha Belack Rob Burton Matt Degnan Stacie Seback Michelle Scott Ted Weller	To provide a loving and comfortable reception to persons attending MPC. It is our responsibility to make each guest or member to feel welcome and recognized each time they attend a service.	<ul> <li>Ushers</li> <li>CPR training</li> <li>Parking ministry</li> <li>Connections Corner</li> <li>Selfie Sundays (online photos)</li> </ul>

## Memorial Park Church - 2020-2021 Budget

			2019-2020 Actual Jun-May		2019-2020 Budget Jun-May		2020-2021 Budget Jun-May	% Change vs Actual	% Change vs Budget
MPC	Pledges and Contributions Facility Rental Investment Income Other Income PPP Loan/Grant	\$ \$ \$ \$	2,451,530 8,811 4,237 60,506	\$ \$ \$ \$	2,535,000 5,000 5,000 55,000	\$ \$ \$ \$	2,185,000 5,000 4,000 55,000 200,000	-10.9% -43.3% -5.6% -9.1%	-13.8% 0.0% -20.0% 0.0%
	Income from Other Funds TOTAL REVENUES	<u>\$</u> \$	2,525,084	\$	2,600,000	\$	85,000 2,534,000	0.4%	-2.5%
<b>EXPENSES</b>									
belong	BELONG Belong Staffing Deacons Congregational Ministries TOTAL BELONG	\$ \$ \$	294,912 2,651 1,028 298,591	\$ \$ \$	280,886 5,100 5,700 291,686	\$ \$ \$	296,408 5,100 3,700 305,208	0.5% 92.4% 259.9% 2.2%	5.5% 0.0% -35.1% 4.6%
grow	GROW Grow Staffing Family Ministries Adult Ministries Learning Support TOTAL LEARN	\$ \$ \$ \$	339,738 22,936 8,022 5,987 376,683	\$ \$ \$ \$	355,665 39,347 15,200 14,200 424,412	\$ \$ \$ \$	334,904 39,347 15,200 16,330 405,781	-1.4% 71.6% 89.5% 172.8% 7.7%	-5.8% 0.0% 0.0% 15.0% -4.4%
Serve	SERVE Serve Staffing Mission Partners Outreach Denominational Ministries Program Ministries TOTAL SERVE	\$ \$ \$ \$ \$	203,309 378,541 4,073 40,552 500 626,975	\$ \$ \$ \$	207,292 401,300 7,500 44,801 4,000 664,893	\$ \$ \$ \$	191,122 393,450 7,500 42,725 2,000 636,797	-6.0% 3.9% 84.1% 5.4% 300.0% 1.6%	-7.8% -2.0% 0.0% -4.6% -50.0% -4.2%
worship	WORSHIP Worship Staffing Worship & Arts TOTAL WORSHIP	\$ \$ \$	250,730 16,481 267,211	\$ \$ \$	262,081 24,400 286,481	\$ \$ \$	242,611 24,900 267,511	-3.2% 51.1% 0.1%	-7.4% 2.0% -6.6%
stewardship	STEWARDSHIP Stewardship Staffing Leadership Administration Facilities Stewardship TOTAL STEWARDSHIP	\$ \$ \$ \$ \$	451,495 1,775 174,901 216,511 12,449 857,131	\$ \$ \$ \$	457,268 2,550 196,210 253,000 23,500 932,528	\$ \$ \$ \$ \$	449,074 21,550 194,479 250,400 3,200 918,703	-0.5% 1114.1% 11.2% 15.7% -74.3% 7.2%	-1.8% 745.1% -0.9% -1.0% -86.4% -1.5%
SUMMARY									
TOTAL REVEN	IUES	\$	2,525,084	\$	2,600,000	\$	2,534,000	0.4%	-2.5%
TOTAL EXPENSES		\$	2,426,591	\$	2,600,000	\$	2,534,000	4.4%	-2.5%
NET TOTAL		\$	98,493	\$	-	\$	-		
Total Personnel		\$	1,540,184 63.5%	\$	1,563,192 60.1%	\$	1,514,119 59.8%	-1.7%	-3.1%

### Assumptions:

- \$350K (14%) decrease in Tithes & Offerings
- no COLA
- medical insurance rates estimated to increase 10% over 2019-2020

### **Highlight Changes:**

- 10% cut in expense accounts and study allowance
- No funds going to Reserve account
- Missions decrease by \$14K
- Holding Susan Umble's position open for potential new hire

### Additions:

- additions for costs associated with online worship
- increases for costs associated with additional communication