



EPC

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 pastor and the congregation, this is an opportunity for self-study and evaluation of current ministry and goals. This calls for honesty, effort, and open communication.

This Church Information Form (CIF) presents the local congregation’s history, challenges, and goals. It is our hope that this will help facilitate the search process by assisting both the church in focusing on future directions and applicants in gaining some sense of the nature and uniqueness of this congregation.

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.

Guidance for church-based human resources questions such as background checks, personnel policy manuals, and more is available at the Office of the General Assembly by contacting Marti Ratcliff at marti.ratcliff@epc.org or 407-930-4263.

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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



**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****Part 1: Church Information**

1. Church Name North Park Evangelical Presbyterian Church

Address 600 Ingomar Road

Wexford, PA 15090

Telephone (412) 367-5000 Fax (412) 367-9032

E-mail searchteam@northparkepc.org Website www.northparkepc.org

2. Presbytery Alleghenies

Presbytery Ministerial Committee Liaison Rick Stauffer

3. Search Committee Chairman Alison Sanders

Address 600 Ingomar Road

Wexford, PA 15090

E-mail alitwin05@hotmail.com

Telephone (724) 619-8511

4. List all paid staff positions (use additional sheet if necessary)

<u>Senior Pastor</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Music & Worship Director</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Administration & Connection Director</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Children's Ministry Director</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Student Ministry Administrator</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Media Director</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Office Director</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Ministry Engagement Director</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Custodian</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Accountant</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****5. List all key volunteer positions**

Elders on Session and its committee members for

Missions, Finance, Administration & Personnel

Student Ministry Leadership Team

Children Ministry Leadership Team

Women's "Connection" Leadership Team

Men's Ministry Leadership Team

Worship Team, Audio/Video Team

Deacons, Deaconesses, and Diaconate Teams:

- Mercy ministries: Calls, College Packages, Good Sam, Grief, Homebound, Meals

- Hospitality ministries: Coffee, Communion, Decor, Gardeners, Greeters, Welcomers

- Building: Access, First Aid, Safety Team, Safety Patrol, Snow shoveling, Ushering
Sunday School teachers for children, students, and adults**6. List all vacant positions**Position Available Assistant Pastor of Youth and Discipleship Date of Vacancy 4/10/2025

Position Available _____ Date of Vacancy _____

Position Available _____ Date of Vacancy _____

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>335</u>	<u>302</u>
B. Number of family units	_____	_____
C. Worship attendance	<u>316</u>	<u>274</u>

8. Community Growth ☒ Increasing ☐ Static ☐ Declining**9. Profile of church members**

A. Age:

<u>20</u> % 0-11	<u>12</u> % 12-18	<u>9</u> % 19-24	<u>5</u> % 25-34
<u>12</u> % 35-49	<u>17</u> % 50-64	<u>26</u> % 65+	



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B. Occupation:

10 % Business 45 % Professional 5 % Trades
 % Agriculture 5 % Stay-at-Home Parent 25 % Retired
 % Other (Please Specify) _____

C. Educational level of adults

 % some high school 5 % high school 75 % college 20 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 3 %
5 years or less 18 %
6-10 years 25 %
10 years or more 54 %

10. Racial/Ethnic composition of:

A. Congregation

<5 % African-American <5 % Asian 90 % Caucasian <5 % Hispanic
 % Other (Specify) _____

B. Community (within 5-mile radius of church)

1.5 % African-American 3.2 % Asian 95 % Caucasian <1 % Hispanic
 % Other (Specify) _____

11. 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: 18,000



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12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>10:15</u>	<u>274</u>	<u>Mixed</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

B. Frequency of communion celebration: 12 per year

C. How are members involved in planning and participation in the liturgy/worship?

- Planning (4)
- emcee (1)
- prayer / scripture (1)
- ministry highlight (1-2)
- worship team (~7)

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

Variety

E. Type of music used in worship (e.g., traditional, contemporary, variety)

Variety

13. Ministry Programs

A. Average attendance in Church School (under 18 years):	<u>60</u>
B. Average attendance in Adult Education (Sunday):	<u>100</u>
C. Average involvement in Small Groups:	<u>150</u>

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****14. Organizational Structure**

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*
Youth Group	Assistant Pastor leads		Weekly	1
Student Leaders	Assistant Pastor leads		Bi-weekly	1
Student Small Groups	Assistant Pastor responsible		Bi-weekly	3
Trekkers	3-5th grade		Monthly	3
Session			Monthly	1 (Sr)
Worship			Weekly	1 (Sr)
Staff			Weekly	1 (Sr)
Diaconate	Building/Hospitality/Mercy/Safety		various	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.
4. A staff person takes primary initiative and responsibility.

Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 1,186,100 Last year's annual budget: \$ 1,220,500
(Attach a copy of current budget)

2. Percentage of income received toward budget: 95.00 %



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3. Amount contributed for year (most recent complete reporting year)

- | | |
|--|------------|
| A. EPC Percentage of Income | \$ 8,196 |
| B. EPC World Outreach Global Workers | \$ 26,040 |
| C. EPC Special Projects | \$ 23,985 |
| D. Presbytery Per Member Asking/Percentage of Income | \$ 4,296 |
| E. Other Missions/Missionaries | \$ 104,382 |

4. Property owned by church

- A. Describe buildings and property (other than manse), including condition.

Debt free 42,000sq-ft facility over 5 floors upon a 12-acre campus situated near county park. Worship Center, Office, 3-story Education wing, Multi-purpose room, Kitchen, etc.

- B. Are your buildings adequate for your present program?
If no, please explain:

☒ Yes ☐ No

- C. Is a building program or capital project projected?
If yes, describe what, when, and projected cost

☒ Yes ☐ No

For Campus Beautification, we want to raise \$350,000 over a 5-year period and start on some smaller projects i.e., automated doors for the handicap access, exterior signage, and saving for the bigger projects i.e. paving and painting.

- 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 _____

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****5. Compensation:****A. The salary range we are prepared to offer:**Position: Low end of the range \$ 50,000Position: High end of the range \$ 75,000

Position: _____ \$ _____

B. The average annual increase over the past three years is:Position: 2022-3 \$ _____ or 4.50 %Position: 2023-4 \$ _____ or 4.00 %Position: 2024-5 \$ _____ or 3.00 %

Position: _____ \$ _____ or _____ %

C. Housing☒ Housing Allowance☐ Manse Only☐ Either of the Above**D. Benefits and expenses**10% Retirement Plan (minimum 10% gross effective salary)5000 Medical insurance (EPC medical coverage required for full-time TEs)50,000 Life insuranceYes Social Security

_____ Travel/mileage

_____ Book allowance

2 weeks Study leave allowance (minimum 2 weeks)4 weeks Annual vacation days (minimum 4 weeks)4 Number of worship services per year for which pastor is provided relief
(in addition to vacation and study leave)

_____ Sabbatical frequency and length _____

_____ Other (Specify: _____)

E. The church participates in the EPC's medical benefits plan☒ Yes ☐ No**F. The church participates in the EPC's retirement plan**☒ Yes ☐ No

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****Part 3: Church Characteristics***Check the box that most closely describes the current characteristics of the congregation.*

Our congregation...

Agree

Disagree

- | | <input checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
|--|---------------------------------------|-------------------------------------|----------------------------|----------------------------|
| 1. Is spiritually vibrant | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Demonstrates love for the pastor and his/her family | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Readily shares their gifts with the rest of the congregation | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Places a high priority on sound biblical preaching | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Effectively integrates newcomers | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is engaged in evangelism | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is often found living their faith in their communities | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Has a spirit of unity | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Cares about each other | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is supportive of the Session and pastoral leadership | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Ministers well to members that are hurting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Uses members' gifts in worship | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Contains people willing and able to lead the congregation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Is capable of change when and where appropriate | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Is connected to and prayerful about what God is doing in the global church | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

16. How are elders and deacons initially trained and equipped for ministry?

The training course has consisted of six 90-minute sessions led by the Senior Pastor covering Reformed Theology, EPC history and governance. Materials involved include the EPC Book of Church Order and GI Williamson's Study Guide version of the WCF.



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17. What is the Session's current practice regarding the ongoing discipleship of elders and deacons?

- Elders attend a yearly retreat where we focus on the health of the church and longer range directional plans. We spend this retreat also doing devotions and training.
- Each session meeting starts with devotions.
- Session invites deacons twice a year to share their work and communicate mission and vision goals.
- All elders are required to be part of a small group or care group where they are actively engaged in ministry.

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

- Our church hosts Community Bible Study weekly attended by 415 women and children from many different church backgrounds
- We host Blackburn Study Center (a home school study center) who meets twice a week providing a Christian classical education to over 100 students from many different churches
- Outreach to Ashton Commons, senior living community in church neighborhood
- Bible Study Fellowship meets weekly with 145 participants.
- Our church partners with a local independent church on mission trips
- We encourage our members to get involved in many para church ministries, Pro Life, Street missions, Prison Fellowship, College ministries, etc.

19. Describe the strengths of your congregation.

- Vibrant worship
- Focused on the Scriptures
- Faithful servant-leaders in the laity
- Substantive adult and children's education in Biblical studies
- More than 50% of church members are engaged in ministry (not an 80/20 church)
- Majority of church engaged in small groups
- 39% of the people provided 83% of funding in 2024
- Very welcoming environment
- Strong children's and youth discipleship ministries



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20. List specific problems with which your congregation struggles.

- To have grace towards each other when we are on different sides of cultural issues.
- To attract a more diverse congregation in our homogeneous suburban neighborhood
- To attract young adults
- To disciple new believers
- Anticipate significant turn over in our current adult volunteers by Fall 2025

21. List major goals that the congregation has set for itself.

- To have a greater impact in our local community (outreach, evangelism, service) both corporately and individually
- To continue to pursue unity in the gospel and the mission of Christ
- To be a place where new Christians and unbelievers can safely explore Christianity and grow in their faith
- To attract and retain young adults in their 20s-30s
- Engage new volunteers throughout the life of the congregation

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

☒ Yes ☐ No

23. Has there ever been any disciplinary action against an elder or deacon of your congregation?

☒ Yes ☐ No



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If you answered "Yes" to either 22 or 23, please explain.

- Ruling elder renounced jurisdiction when confronted with marital unfaithfulness- 1990s
- Assistant pastor defrocked by Presytery after marital unfaithfulness- 2015

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

☒ Yes ☐ No

If yes, Date completed 7/2013

If yes, enter each statement or strategic plan (or attach copies if space below is limited).

Making disciples of Jesus who WORSHIP God passionately, CONNECT with each other in caring community, & IMPACT the world through word and deed.

Core Values are

1. CHRIST Jesus is preeminent, the One from whom, through whom and unto whom are all things.
2. TRUTH - God s word is powerful and is to be learned, loved and lived.
3. DEPENDENCE God is the Source of all our strength, wisdom and love; therefore we pray.
4. THE LOST Both near and far, unbelievers matter to God and to us.
5. FAMILIES healthy marriages and children are vital to God's mission in the world.



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Part 4: Leadership Expectations

1. What are some key character strengths a person should bring to this position?

Demonstrates the Fruit of the Spirit, 1 Timothy 3 and Titus 1 characteristics of an elder, Engaging and Energetic

2. What are five key gifts/skills/abilities a person should bring to this position?

Teaching, Disciple-maker, Connects with younger generation, Pastoral Counseling, Ministry and Event planning

3. What are the primary pastoral duties for the position? (Attach a position description)

See Job Description.



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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?

1. Founding. The founding of North Park EPC as we left a church body over the issue of the deity of Christ. Bought a sportsmen's club to begin meeting in. (Morrison/Stauffer- 1982)
2. Worshiping. Launching a contemporary worship service, building a sanctuary, planting a church. (Lacich/Woodworth- 1990)
3. Discipling. Investing in Christian education, construction, planting a church. (Hopper/Stauffer- 2002)
4. Persevered through significant trials 2014-2017 (Hendley)

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

The 2025 calling of David O'Leary as our new Senior Pastor was the most interesting event in the life of our church in the last three years.

The 2023-2024 leadership transition was the most challenging season in the life of our church in the last three years, including transitions of the Sr Pastor, Associate Pastor and Director of Student Ministries within the same year.



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Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
Travis Finley	7/2023	to 6/2024
Taylor Brown	2/2015	to 8/2022
Jonathan Shirk	4/2005	to 5/2013

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

- We have only male Teaching and Ruling elders by conviction. We encourage female leadership in all others areas of our church life, i.e. Diaconate, worship service, etc.
- NPC has a vibrant Student Ministry and a history of great faithfulness in this area of our church life. Yet circumstances are such that we anticipate significant turn over in our current adult volunteers by Fall 2025.



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Statement of Acknowledgment

The EPC believes that honesty and a commitment to open communication are critical to building the body of Christ. In that spirit, please confirm your agreement to the following statements by your signatures below.

1. We attest that the information contained in this Church Information Form is true and complete to the best of our knowledge.
2. We authorize applicants for the position(s) listed herein to make inquiries regarding all statements contained in this Church Information Form.
3. We authorize the Office of the Stated Clerk to circulate, distribute, and otherwise share this Church Information Form with potential candidates for the position(s) listed herein.
4. We acknowledge the Medical Plan and Retirement Plan services offered by the EPC's Benefit Resources, Inc., exist to serve EPC churches and their staff members. We also acknowledge the EPC's Book of Order requirement that EPC churches provide medical insurance to ordained staff members through BRI as mandated by the following Acts of the General Assembly:
 - 81-04 Terms of call for any minister of member churches shall provide for participation in the denominational hospitalization and disabilities programs. (*Minutes of the 1st General Assembly, 1-32*)
 - 81-06 The denominational group insurance plan providing health, disability, and life coverage shall be mandatory for all ministers within member churches. (*Minutes of the 1st General Assembly, 1-36*)
 - 88-08 Assembly amends participatory requirements for group health insurance plan by requiring participation of all ministers on the rolls of presbyteries with the exception of:
 1. Missionaries laboring in cooperative agreements with mission agencies;
 2. Ministers laboring in institutional agencies providing their own group insurance plan;
 3. Ministers afforded group insurance coverage as part of retirement benefits from a previous employer;
 4. Ministers without call, and ministers laboring less than 20 hours in a place of ministry. (*Minutes of the 8th General Assembly, 8-24*)

For information about EPC benefits through BRI, see www.epc.org/benefits, email benefits@epc.org, or call 407-930-4267.

Clerk of Session David Pinkerton Date 4/15/2025

Search Committee Chair Bryan Whittington Date 4/14/2025