



# 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 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](mailto:info@epc.org)



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

1. Church Name Fellowship of Christ

Address 1788 Kildaire Farm Rd. Cary, NC, 27511

Telephone ( 919 ) 319-1000 Fax (      )                     

E-mail info@fellowshipofchrist.org Website www.fellowshipofchrist.org

2. Presbytery: Presbytery of the Mid-Atlantic

Presbytery Ministerial Committee Liaison Phil Stump

3. Search Committee Chairman John Shirey

Address 7636 Jenks Rd. Apex, NC, 27523

E-mail jksapex@gmail.com

Telephone ( 919 ) 500-9793

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

Lead Pastor - David McLean

☒ Full time ☐ Part time

Administration Director - Jeff Bizik

☐ Full time ☒ Part time

Office Team Leader - Maggie Buchanan

☐ Full time ☒ Part time

Communications Team Leader - Dawn Stuart

☐ Full time ☒ Part time

Bookkeeper - Danielle Bell

☐ Full time ☒ Part time

Children's Team Leader - Morgan Mills

☐ Full time ☒ Part time

Creative Arts Director(s) - Stan Elder, Kristen Ligotino

☐ Full time ☒ Part time

Sound & Video Team Leader - Tom Miller

☐ Full time ☒ Part time

Sound & Video Technician(s) - Guy Williams & Paxton Bell

☐ Full time ☒ Part time

Dance Team Leader - Pam Yarborough

☐ Full time ☒ Part time

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## 5. List all vacant positions

Position Available Assistant Pastor Date of Vacancy Fall 2019

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	<u>157</u>	<u>129</u>
B. Number of family units	<u>77</u>	<u>63</u>
C. Worship attendance	<u>300</u>	<u>155 + 65 online</u>

7. Community Growth ☒ Increasing ☐ Static ☐ Declining

## 8. Profile of church members

## A. Age:

3 % 0-11    3 % 12-18    4 % 19-24    10 % 25-34  
15 % 35-49    25 % 50-64    40 % 65+

## B. Occupation:

20 % Business    30 % Professional    15 % Trades  
0 % Agriculture    5 % Stay-at-Home Parent    30 % Retired  
0 % Other (Please Specify) for retired and stay at home, we mean 0 earned income

## C. Educational level of adults

0 % some high school    30 % high school    60 % college    10 % graduate school

## D. Percentage of members belonging to the congregation

Less than one year 4 %  
 5 years or less 16 %  
 6-10 years 18 %  
 10 years or more 62 %



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9. Racial/Ethnic composition of:

A. **Congregation**

< 5 % African-American 0 % Asian 95 % Caucasian 0 % Hispanic  
0 % Other (Specify) \_\_\_\_\_

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

5 % African-American 5 % Asian 85 % Caucasian 5 % 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 175,000

11. Church Programming—Worship

A. **Worship Time**

9:00

11:15

**Average Worship Attendance**

30

125 + online viewers

B. Frequency of communion celebration: 52 per year

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

Worship team, dance team, communion preparation/distribution, prayer teams during service, AV team

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

Contemporary

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

Variety

**12. Church Programming—Sunday School**

A. Average attendance in Church School (under 18 years) 10

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*
Administrative Team	fulfill administrative functions (office, facilities, etc.)	8	varies	3
Care Team	to offer spiritual and physical assistance to members	4	varies	3
Community Life	to provide ministry to children, young adults and small groups	3	weekly	3
Connexions	to coordinate Sunday morning activities and welcome new members	2	weekly	3
Creative Arts	to offer a variety of worship opportunities	25	weekly	3
Equipping, Prayer, Healing	to offer training and prayer opportunities to members and the community	7	weekly	2

\*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.



## CHURCH INFORMATION FORM

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****6. Compensation:****A. The salary range we are prepared to offer:**Position: Assistant Pastor \$ 75,000 total package

Position: \_\_\_\_\_ \$ \_\_\_\_\_

Position: \_\_\_\_\_ \$ \_\_\_\_\_

**B. The average annual increase over the past three years is:**Position: N/A position vacant since 2019 \$ \_\_\_\_\_ 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: \_\_\_\_\_)

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**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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" 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 checked="" type="checkbox"/> 4	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input checked="" 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 checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Cares about each other.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" 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 checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input checked="" 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 checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" 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 checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" 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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" 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 checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
14. Is spiritually alive.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" 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?

Prison ministry - prayer and physical support for female prisoners

House of Joy - a servant organization demonstrating restoration through a ministry of creative helps

Oak Tree Ministries - a ministry utilizing the gift of prophecy in the community and training others to do so as well

Servants for Life - a ministry that exists to bring life to women and children by developing leaders for Kingdom Service

With Love from Jesus - providing food, clothing, prayer and hope to people in Wake and Johnston counties

16. Describe the strengths of your congregation.

High level of participation in ministries within the church

Balanced, strong emphasis on BOTH Biblical teaching as well as the gifts and fruits of the Spirit

Generous givers and eager to practice hospitality

17. List specific problems with which your congregation struggles.

Recovering from pastoral misconduct situation

Exodus of attenders under 30

Communication challenges between congregation and leadership

The recent pastoral misconduct hurt many in our congregation. The church's response was made more difficult by the shutdown of regular church functions and in person services required by the pandemic. At this time, many still feel hurt and unheard.

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

Increase attendance, especially those < 35, both singles and young families

Renewed outreach to the community

Establish small groups

**Church Information Form  
Fellowship of Christ Presbyterian Church  
Cary, NC**

**15. continued**

**Raleigh Area Concerts of Prayer – to encourage and mobilize united prayer**

**Appalachian Impact service trips – trips to minister in prayer and practical ways to communities in the rural areas of Kentucky**

**Equipping and Training classes provided by Fellowship of Christ are open to all Christians**



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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.

Assistant pastor was accused of misconduct. When asked to resign by Session, he immediately did so.

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

☒ Yes    ☐ No

If yes, Date completed Updated 2018

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?

Integrity

Humility

Committed to the vision and mission of Fellowship of Christ

Extensive experience ministering with the gifts of the Holy Spirit, manifesting the fruit of the Spirit while guiding others in the same.

Administrative/organizational ability



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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?

Joining the EPC

Obtaining the current church property

Ministry of Chuck Taylor, resulting in the establishment of the School of Equipping, inner healing ministry, prophetic ministry, outreach and interfaith activities with Muslim communities still active today

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

Pastoral misconduct concurrent with COVID



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Part 6: Other Information

1. List the last three individuals who held the position of Assistant Pastor

Name	Dates of Service	
<u>Greg Fisher</u>	<u>1994</u>	to <u>2020</u>
<u>Thomas Davis</u>	<u>2016</u>	to <u>2019</u>
<u>Gary McGhee</u>	<u>2009</u>	to <u>2015</u>

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

Clerk of Session Stephen Cook Date 1/6/2022

Search Committee Chair John Dwyer Date 1/6/2022

We encourage churches to list their vacancies on the Ministry Staff Opportunities webpage at [www.epc.org/mso](http://www.epc.org/mso). For more information or to send your posting, email [info@epc.org](mailto:info@epc.org)