

Church Information Form
Associate Reformed Presbyterian Church

Name of Church: _____ Date: _____

Address _____

City _____ State _____

Presbytery: _____ Phone: _____

Church Contact Person: _____

Address _____

Position to be filled _____

Part I: The Church

A. Basic information about the church

When was the church organized? _____

Active Membership _____

Total Membership _____ Church Membership 5 Years Ago _____

Annual General Budget _____

Number of New Members Last Year by:

Profession _____ Transfer _____ Reaffirmation _____

Number of members lost last year by:

Death _____ Transfer _____ Removal from Roll _____

Is your church part of a yoked parish? _

Number of members who are Adult Women _____ Adult Men _____

Youth//Children _____ Ethnic (Specify) _____

Former Pastors. Please list your last three pastors, their addresses (if known) and the years they were at your church.

1. _____
2. _____
3. _____

B. Narrative information about the church

On a separate sheet of paper, describe your congregation. Here are some suggestions to help you think about your congregational life.

1. Describe the physical building where your church is meeting.
2. Describe a typical Sabbath morning worship service.
3. How do members describe your church? How do visitors describe your church?
4. What is the social background of your church membership? What are their occupations?
5. What is the unique mission of your congregation within your community?
6. What are the ministry goals of your church?
7. What are the greatest challenges confronting your church in the coming year?
8. What special joys, opportunities, or challenges await a pastor in your congregation?

Part II: The Neighborhood

Check any terms which might apply to your neighborhood:

Inner City _____ Downtown _____ Urban _____
Residential _____ Suburb _____ Rural _____ Small
Town _____ College _____ Retirement _____ Resort _____ Agri
cultural _____

The total population of the town, community, or rural area within which the church is located is approximately _____

What would you say is the average distance your members drive to and from work each day? _____

Narrative about the Neighborhood (on a separate sheet)

1. Describe the community in which your church ministers (occupations, recreational pastimes, social and ethnic makeup, etc.).
2. What changes is your community undergoing, and how is it affecting your church?
3. What does your church do to serve the local community? What does your church do to reach out to your neighbors?

Part III: Activities

- A. Session.** How many members are on your Session _____? Are they rotating or permanent? _____
- B. Diaconate.** How many members are on your diaconate? _____ Are they rotating or permanent? _____ Do you have women on the diaconate? _____
- C. Youth.** How many youth do you have in your Junior High? _____ Senior High? _____ Combined? _____ College groups? _____

Do you have any special programs other than Sabbath School and youth groups for your youth? (For example, youth choir, drama group, sports programs, etc.)?

- D. Children.** How many elementary school children do you have? _____
Pre-School children? _____

Do you have a children's church? _____ What ages? _____

What other special youth events/activities do you have?

- E Women's Societies.** Do you have an active WOC group? _____ How many regular participators? _____ How many circles do you have? _____ What special events does your WOC sponsor annually?
- F. Outreach Ministries.** List any special service or outreach ministries you have, describe them, and list how many people participate.

G. Missions. Describe how your church promotes World Missions and Local Missions.

What local missions do you support?

H. Social Events. What other on-going fellowship activities does your church have?

What special events occur annually in the life of your church that brings all your people together?

I. Worship. When are your worship services?

What special worship events happen annually throughout the year?

J. Stewardship. Describe how your church encourages stewardship every year.

Does your church have a pledge system as part of your budget process?_____ If so, how does it work?_____

K. Staff. Please list the full or part-time staff of your church.

L. Christian Education. What is the average attendance in your Sabbath School?_____

What other educational/discipleship programs do you have?

Does your church have a regular new members' class?_____
Officer training?_____

M. Music. What on-going music ministries do you have in your church?

Part IV: Expectations of a Pastor

Describe the characteristics and qualifications needed in a person who would fill this position.

If this is an associate position, describe how this person would work with the rest of the staff.

What sort of ongoing evaluation will be offered by the church? Who will do the evaluation?

What style of leadership will the church expect of its new pastor?

Preferred experience: Not necessary _____ 1-2 years _____ 2-5 years _____
 _____ 5-10 years _____ 10 years or above _____

What other expectations do you have for a pastor? (Such as doctrinal beliefs, values, lifestyle, etc.)?

B. Pastoral Activities

Listed below are 20 activities of a pastor in a church. Please determine a priority rating of these activities for the minister. Please limit your #1 categories to 6, and same for #2s.

Category	High			Low
1. Corporate worship and sacraments (Pastor works with congregation to develop a rich, meaningful worship experience)	1	2	3	4
2. Proclamation of the Word. (The Word of God is preached with urgency and conviction. High priority on sermon preparation)	1	2	3	4
3. Spiritual development of members (Pastor facilitates spiritual growth through individual training, counseling, and small groups)	1	2	3	4
4. Evangelism of the lost outside the church (Pastor facilitates programs that train laypersons in sharing Jesus Christ with others)	1	2	3	4
5. Church growth and church planting (Pastor places strong emphasis on increasing church size and/or starting a new church)	1	2	3	4
6. Support and encouragement of missions (Pastor facilitates support and awareness of home and foreign missions)	1	2	3	4
7. Home Visitation of the members (Pastor places high priority on visiting people in their homes regularly)	1	2	3	4
8. Hospital or emergency visitation (Pastor willing to take time anytime to visit during sickness or emergencies)	1	2	3	4
9. Support of Christian education program (Pastor encourages education for all ages consistent with mission of church)	1	2	3	4
10. Counseling and referral (Pastor places high priority on developing counseling and referral programs)	1	2	3	4
11. Congregational fellowship (Pastor places strong emphasis on developing congregational community of mutual love and support)	1	2	3	4
12. Administrative leadership in the church (Pastor is comfortable with accepting administrative responsibility, delegation, and training of leadership)	1	2	3	4
13. Stewardship and commitment programs (Pastor works with church to develop a stewardship program of time and talent.)	1	2	3	4
14. Encouraging the ministry of the laity (Pastor encourages spiritual gifts of members, sharing opportunities for planning and participation)	1	2	3	4
15. Responsibility for teaching within the church (Pastor places emphasis on his own personal role of teacher)	1	2	3	4
16. Denomination and Presbytery service (Pastor is involved in and encourages participation on Presbytery and Synod level)	1	2	3	4
17. Social and political witness within and without the church (Pastor emphasizes Biblical witness in politics and society)	1	2	3	4

18. Social service (Pastor places emphasis on the ministry of social assistance in the community)	1	2	3	4
19. Development of congregation prayer (Pastor places strong emphasis on the ministry of prayers, offers prayer opportunities)	1	2	3	4
20. The development of youth and/or children's ministries (Pastor encourages programs to reach youth and children)	1	2	3	4

Part V: Compensation

Please state the compensation your church provided for your last pastor:

Salary _____

Manse Allowance (if any) _____

Other Allowances _____

What other forms of compensation does your church provide?

What is the annual vacation period? _____

What time is allotted for study leave? _____

Did your church pay insurance? Yes _____ No _____ Social Security? Yes _____ No _____

Does your church provide a manse? Yes _____ No _____ If you do, please describe it.

Has your church provided utilities for the manse? Yes _____ No _____

If you have a manse, have you provided an equity allowance? Yes _____ No _____

Are you willing to make changes in the compensation package for the next spastor? Yes _____ No _____

Part VI: References

Please list at least three people outside the church including at least one former pastor, who the candidate could contact to find out more about your church.
