



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.

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 First Presbyterian Church

Address 201 W. Fifth Street

Dexter, NM 88230

Telephone (575) 734-5797 Fax (_____) n/a

E-mail dfpc7345797@gmail.com Website fpcdexter.org

2. Presbytery Presbytery of the West

Presbytery Ministerial Committee Liaison Jon Sharpe

3. Search Committee Chairman Susan Garnett

Address P.O. Box 116

Dexter, NM 88230

E-mail garnetts@leaco.net

Telephone (575) 910-0707

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

- | | | |
|---------------------------------|---|---|
| <u>Pastor</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>Administrative Assistant</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Youth Director</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>Custodians</u> | <input type="checkbox"/> Full time | <input checked="" type="checkbox"/> Part time |
| <u>_____</u> | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>_____</u> | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>_____</u> | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>_____</u> | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>_____</u> | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <u>_____</u> | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |

5. List all key volunteer positions

- Ruling Elder
- Deacon
- Service Elder
- Treasurer
- Choir Leader
- Christian Education Teacher
- Technology Operators
- Ollie McNeil Circle Members
- Wacky Wednesday Childrens' Program Volunteers
- Mission Volunteers
- House and Finance Volunteers

6. List all vacant positions

Position Available Pastor Date of Vacancy 2/1/2025

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>206</u>	<u>150</u>
B. Number of family units	<u>90</u>	<u>75</u>
C. Worship attendance	<u>85</u>	<u>60</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

0 % 0-11 6 % 12-18 6 % 19-24 13 % 25-34
21 % 35-49 32 % 50-64 22 % 65+

B. Occupation:

8 % Business 20 % Professional 13 % Trades
21 % Agriculture 4 % Stay-at-Home Parent 28 % Retired
 _____ % Other (Please Specify) _____

C. Educational level of adults

1 % some high school 36 % high school 55 % college 8 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 2 %
 5 years or less 12 %
 6-10 years 7 %
 10 years or more 79 %

10. Racial/Ethnic composition of:

A. **Congregation**

_____ % African-American _____ % Asian 87 % Caucasian 13 % Hispanic
 _____ % Other (Specify) _____

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

0 % African-American .1 % Asian 16.3 % Caucasian 83.3 % Hispanic
.4 % Other (Specify) Pacific Islander

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: 1,000

12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
10:30 am	60	traditional/flexible
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Frequency of communion celebration: 12 per year

C. How are members involved in planning and participation in the liturgy/worship?
 Welcome to give input to Session, Service Elders, Greeters, Collect Offering, Music, Media and Sound Volunteers, Special Music, Elders serve communion and provide pulpit supply if needed

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

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): 2
- B. Average attendance in Adult Education (Sunday): 6
- C. Average involvement in Small Groups: 5

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*
Contact Persons	moving from committee			2
	structure to a contact			
	person for needed areas			

*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: \$ 282,870 Last year's annual budget: \$ 256,257
(Attach a copy of current budget)

2. Percentage of income received toward budget: _____ %

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

- A. EPC Percentage of Income \$ 2,500
- B. EPC World Outreach Global Workers \$ _____
- C. EPC Special Projects \$ _____
- D. Presbytery Per Member Asking/Percentage of Income \$ 2,000
- E. Other Missions/Missionaries \$ 9,000

4. Property owned by church

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

Single story 68,625 square foot facility with chapel, sunday school rooms, fellowship hall, kitchen, sanctuary, large pastor's office with adjoining administrative assistant's office. Large lawn and parking lot.

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

- C. Is a building program or capital project projected? Yes No
If yes, describe what, when, and projected cost

- D. Does the church own a manse? Yes No

Condition: Good Fair Poor # of Bedrooms 4

Pastor's Office/Study: In Church In Manse Not Provided

Other _____

5. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ 35,900-\$45,900
 Position: _____ \$ _____
 Position: _____ \$ _____

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

Position: Pastor (transitional contract) \$ _____ or _____ %
 Position: Youth Director \$ _____ or 5.00 %
 Position: Administrative Assistant \$ _____ or 5.00 %
 Position: Custodians \$ _____ or 5.00 %

C. Housing

Housing Allowance
 Manse Only
 Either of the Above

D. Benefits and expenses

Y _____ Retirement Plan (minimum 10% gross effective salary)
Y _____ Medical insurance (EPC medical coverage required for full-time TEs)
Y _____ Life insurance
Offset _____ Social Security
Y _____ Travel/mileage
Y _____ Book allowance
2 Weeks _____ Study leave allowance (minimum 2 weeks)
4 Weeks _____ Annual vacation days (minimum 4 weeks)
As needed _____ Number of worship services per year for which pastor is provided relief
 (in addition to vacation and study leave)
 _____ Sabbatical frequency and length _____
Y _____ Other (Specify: Continuing Education/Books)

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

Part 3: Church Characteristics

Check the box that most closely describes the current characteristics of the congregation.

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

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

We need growth in this area. Elders are asked for their Statement of Faith, but additional training would be beneficial.

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

Elders have been given a list of the responsibilities of elders and asked to rate their fulfillment of these responsibilities.

The pastor has given handouts on topics related to the church and their service to the Session to review.

Growth in this area would be welcome.

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

Youth Group activities, member commitment to volunteering at Cafe Cha Cha Cha Youth Center and Loaves and Fishes Food Pantry, Silver Tea, Vacation Bible School, Wacky Wednesday Children's Program, Bobcat Bible Break Youth Program, Backpack Blessings. Provide a place for school and community activities. Easter Sunrise Service, Thanksgiving Service, Memorial Day Service, National Day of Prayer, Candlelight Service.

19. Describe the strengths of your congregation.

We are firm in our faith and hold the Bible to be the true word of God and we yield to its authority. We enjoy fellowship, we care about each other and we include everyone. Many of our families are three or four generations together. Fifth Sunday Dinners (after church potlucks on months with 5 Sundays) Support families in times of need: weddings/funerals. Allow/encourage children in church. Church is supportive of youth programs, youth missions and activities. We have a willingness to reach out to the community. We are a place for community activities. We have a relationship with the school. Mission to the poor. The membership loves the church and is enthusiastically responsive to needs and requests. We are a reasonably young and dynamic church..

20. List specific problems with which your congregation struggles.

- How to attract new and younger members to our church.
- Need to encourage more male leadership.
- Need more adult small group activities.
- Need to encourage additional people to participate and assume leadership roles.
- Find a place for everyone to feel needed and able to contribute.
- Broaden pool of volunteers.
- Have a small community to support big issues.
- Rural, large geographical area.
- Loss of members due to industry change and those who were called home has changed the giving dynamic.

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

- Be grounded in truth as revealed in God's Word
- Be joined as a body of Christ
- Strive to live to God's glory
- Advance God's Kingdom
- Be a part of the Valley community
- Be resolute about the value of each person

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

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

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

Yes No

If yes, Date completed 4/2025

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

Please see attached

Part 4: Leadership Expectations

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

Integrity
Honesty
Continual Learner
Humble
Teachable Spirit

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

1. Grounded in sound doctrine, follow and adhere to scripture, able to reach everyone's ears, knowledge of his/her faith (difference in a pastor and a preacher), educated/steeped in the Gospel, continually studying.
2. Welcoming all God's children, people of all ages throughout the community, include and serve youth and children in the church, children are welcome in the church. Caring and able to share love and administer to all without reservation, encourage the gifts of the body. Spanish speaking would assist in welcoming the community. Have an appreciation for and enjoy living in a rural community.
3. Someone who pastors their flock and has a heart of mission and evangelism.
4. Sense of humor, bold as opposed to timid, balanced with humility, engaging, energetic with vitality and stamina because the church is at a turning point, patient, leads by example.

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

See attached

Part 5: Church History

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

1. Leaving PCUSA and joining EPC. The congregation agreed to this decision without division or loss of members.

2. Building a new sanctuary and facilities to embrace the history of the church and provide for the future. The congregation has a long history in the Pecos Valley. It began meeting about 120 years ago. It was blessed to retain two pastors from 1966 to 2020. The building project kept the old sanctuary and fellowship hall. The sanctuary became a chapel that has been used for various activities including VBS, youth group activities, a meeting room and as a sanctuary when a flood made use of the main sanctuary unusable. The fellowship hall was made into additional rooms which met the need for Sunday school, storage and other ministries as needed.

3. COVID - 19. Our church responded well. Many avenues were found to remain active, engaged, alive and provide support/inclusion. Even though directives were given to close church doors, technology, the church parking lot and members gifts and abilities were utilized to reach our congregation, community and beyond. We were able to hold services and meet in responsible ways.

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

Maintaining the church activities and covering the pulpit during a time of transition. We are in a rural area. The distance between us and other EPC churches and contacts in the Presbytery of the West created a challenge in the life of the church and pulpit coverage for Sunday services during a time of change. It was necessary that we rely on the gifts, abilities and commitment of our congregation and staff to be able to provide for the members, the community and surrounding area in the way we feel that God has asked us to.

Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
John McCarthy	10/2021	to 12/2022
Stephen Deutsch	7/1990	to 12/2020
Charles Fullinwider	10/1966	to 5/1989

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

Generations of families have continued to worship at the Little Gray Church; we have kept traditional values and practices but welcome new, contemporary, different forms of worship/music.

Dexter is a small, agricultural community; the church building serves as a community center free of charge for many uses. We love fellowship and there are a lot of good cooks. We are hospitable. We continually try to find new ways to meet the needs of the community and surrounding communities by encouraging perspectives, groups and cultures to meld.

Youth of all ages in our valley are strongly supported by the congregation. Our Youth Director, and her husband, are committed, energetic, creative and compassionate, and are a real strength in our church and community.

The Dexter area was flooded in October 2024. The church served as a hub for assistance for those in need. Donations of supplies were collected and stored at our church and FEMA was able to set up in our parking lot. The church and homes of our members and staff were damaged. EPC Disaster Relief provided assistance. It was amazing to see God's hand in the recovery process and in allowing us to be a part of the rebuilding of the area we call home.

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 _____ Date _____

Search Committee Chair _____ Date _____