



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





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Part 1: Church Information

1. Church Name Desert Hills Presbyterian Church

Address 34605 N. Tom Darlington Road

Scottsdale, AZ 85262

Telephone (480) 488-3773 Fax (480) 488-0850

E-mail admin@deserthills.org Website www.deserthills.org

2. Presbytery Presbytery of the West

Presbytery Ministerial Committee Liaison TBD

3. Search Committee Chairman Michelle Balestra

Address 34605 N. Tom Darlington Road

Scottsdale, AZ 85266

E-mail searchcommittee@deserthills.org

Telephone (513) 235-8022

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

<u>Senior Pastor</u>	☒ Full time	☐ Part time
<u>Associate Pastor</u>	☒ Full time	☐ Part time
<u>Director of Community Life</u>	☒ Full time	☐ Part time
<u>Traditional Music Director</u>	☒ Full time	☐ Part time
<u>Office Manager</u>	☒ Full time	☐ Part time
<u>Audio Visual/Technology Manager</u>	☒ Full time	☐ Part time
<u>Director of Operations</u>	☒ Full time	☐ Part time
<u>Director of Children's Ministry</u>	☒ Full time	☐ Part time
<u>Accountant</u>	☐ Full time	☒ Part time
<u>Director of Building & Grounds</u>	☐ Full time	☒ Part time



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5. List all key volunteer positions

As it relates to the Assistant Pastor position:

Teachers
 Assistants
 Nursery attendants
 Special event volunteers
 Security
 Greeters
 Event planners
 Committee members
 Hospitality
 Kitchen staff
 Youth interns (both paid and volunteer)
 Youth group leaders
 Camp counselors

6. List all vacant positions

Position Available None other than the Assistant Pastor position Date of Vacancy _____

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>470</u>	<u>499</u>
B. Number of family units	<u>310</u>	<u>322</u>
C. Worship attendance	<u>370</u>	<u>267</u>

8. Community Growth ☒ Increasing ☐ Static ☐ Declining

9. Profile of church members

A. Age:

5 % 0-11 7 % 12-18 5 % 19-24 2 % 25-34
3 % 35-49 12 % 50-64 66 % 65+



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B. Occupation:

10 % Business 10 % Professional 1 % Trades
0 % Agriculture 1 % Stay-at-Home Parent 78 % Retired
____ % Other (Please Specify) _____

C. Educational level of adults

3 % some high school 12 % high school 72 % college 13 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 7 %
5 years or less 28 %
6-10 years 20 %
10 years or more 45 %

10. Racial/Ethnic composition of:

A. Congregation

0 % African-American 7 % Asian 93 % Caucasian 0 % Hispanic
____ % Other (Specify) _____

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

1 % African-American 2 % Asian 90 % Caucasian 5 % Hispanic
2 % 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: 74,000



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12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>9:00am</u>	<u>167</u>	<u>Traditional</u>
<u>10:30am</u>	<u>100</u>	<u>Traditional</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

B. Frequency of communion celebration: 14 per year

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

Worship committee is directly involved in the planning and invites the elders, deacons and congregation to assist where 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)

A variety of music is used but mainly traditional

13. Ministry Programs

A. Average attendance in Church School (under 18 years): 20

B. Average attendance in Adult Education (Sunday): 7

C. Average involvement in Small Groups: 60



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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*
Session	Oversight	12	Monthly	2
Discipleship	Discipleship	6	Monthly	2
Outreach	New Members	6	Monthly	2
Missions	World Involvement	8	Monthly	1
Deacons	Member Care	13	Monthly	1
Personnel	Staff Care	5	Monthly	2
Fellowship	Member Fellowship	6	Monthly	4
Music and Arts	Community Outreach	9	Monthly	2
Children's Ministry	Sunday School & Special Events	14	Monthly	2
Family & Student Ministry	Youth Group, Camp, Mission Trips	7	Monthly	2
Worship	Worship Planning	8	Monthly	1

*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: \$ 1,409,496 Last year's annual budget: \$ 1,188,182
(Attach a copy of current budget)
2. Percentage of income received toward budget: 119.00 %



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

- A. EPC Percentage of Income \$ 5,000
- B. EPC World Outreach Global Workers \$ 17,000
- C. EPC Special Projects \$ 7,500
- D. Presbytery Per Member Asking/Percentage of Income \$ 10,000
- E. Other Missions/Missionaries \$ 74,000

4. Property owned by church

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

6.9 acres at the NE corner of Carefree Highway and Scottsdale Road
17,526 sq ft 2 story Admin/Sanctuary building completed in 1996
15,376 sq ft 2 story Fellowship Center completed in 2008
Memorial Garden with 288 niches in six columbariums

- 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

- 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 _____



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5. Compensation:

A. The salary range we are prepared to offer:

Position: Assistant Pastor \$ Negotiable
Position: _____ \$ _____
Position: _____ \$ _____

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

Position: New Position \$ _____ or _____ %
Position: _____ \$ _____ or _____ %
Position: _____ \$ _____ or _____ %
Position: _____ \$ _____ or _____ %

C. Housing

- ☒ Housing Allowance
☐ Manse Only
☐ Either of the Above

D. Benefits and expenses

Yes Retirement Plan (minimum 10% gross effective salary)
Yes Medical insurance (EPC medical coverage required for full-time TEs)
No Life insurance
No Social Security
\$2,000 Travel/mileage
\$300 Book allowance
\$750 Study leave allowance (minimum 2 weeks)
20 days Annual vacation days (minimum 4 weeks)
TBD Number of worship services per year for which pastor is provided relief
(in addition to vacation and study leave)
No Sabbatical frequency and length _____
\$1,000 Other (Specify: Reimbursable Expenses)

- 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



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

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

Elders and deacons are given four hours of training in two hour increments along with a leadership manual. Presbytery of the West leadership training videos are a part of the curriculum.



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

Elders and deacons are encouraged to participate in Bible Studies, Home Groups and Discipleship Groups.

Brief scripture lessons open the meetings of elders.

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

Neighbors in Need
Foothills Caring Corp
Foothills Food Bank
Chaplaincy for the Homeless

19. Describe the strengths of your congregation.

Evangelical and genuine care for one another
Sister churches in Leupp, AZ and Jamaica
Music and Arts outreach to the community
Extensive fitness program offerings
Community Music School
Care ministries for all ages
Good participation in Bible studies and discipleship groups



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20. List specific problems with which your congregation struggles.

Scheduling around winter visitors' arrival and departure to know when to initiate and end programs.

Busy households giving less time to church.

Discerning how the church should expand family ministry with our demographic and cultural challenges, including the design of a program that's compelling, engaging and biblically grounded in addressing felt needs.

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

More people more like Christ

Creating a vibrant family and student ministry that develops young disciples who disciple others

Family development that includes an intergenerational focus

Expand the use of technology to support members, to keep them connected and to more effectively perform outreach

Enhanced senior care

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.

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

☒ Yes ☐ No

If yes, Date completed 6/2022

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

See attached Missional Marketing Study



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Part 4: Leadership Expectations

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

Honest and trustworthy
Patient
Wisdom and understanding
Compassion
Servant leader
Shows initiative
Self-directed
Sense of humor

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

A love for Jesus as Lord and Savior and an active spiritual life
Able to share the Gospel and make disciples of Jesus Christ
Have creative and visionary skills
Effectively work with teams, engendering trust, and constructively resolving conflict
Manage time, prioritize activities and develop long-range plans

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

Create a strong:
 Infant through college age ministry
 Welcoming and membership process
 Fellowship ministry across several generations and centered around interests



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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?

In 2012, DHPC completed a three-year process of affiliation with the Evangelical Presbyterian Church. For some time, the congregation had felt more closely aligned with the EPC, based on their highly relational nature, their evangelical character and their clearly stated Essentials of Faith. Three years of discernment had made it even more clear that this was the path that God would have us follow. Our smooth assimilation into the EPC has confirmed that this is where we belong.

Over 40 years ago, DHPC established a sister church relationship with the Presbyterian Church of Leupp, AZ, a church on the Navajo Reservation in Northeast Arizona. We continue to share friendship with many of our brothers and sisters there. Each year in April, many of us travel to Leupp to share a weekend with them. In October, they come to spend a weekend with us. We pray for each other, break bread together, and help each other in our ministries. Our lives have been greatly enriched by the relationship. We also established a sister church relationship with Ebenezer United in Mandeville, Jamaica, using a similar model. The three churches often join together in mission work.

Our Fellowship Hall was built in 2008. It gave us a large open area that could be used for church-wide gatherings, as well as additional rooms for Sunday School and other classes. This structure enables us to meet as a church body, and has greatly enhanced our ability to carry on our ministry and fellowship activities.

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

DHPC is such an active church it is difficult to share only one of our church life events; here are a few of our most recent:

A dream of one of our families was to offer world-class instruction in piano, guitar, and other instruments to our community as a means of evangelistic outreach. This has now become a reality in the formation of the Desert Hills Community School of Music which attracted 16 students to Band Camp and six more to a Strings Program in June 2023. See <https://www.deserthillsmusic.org/> for more information.

Arts at the Rocks continues to offer varied and entertaining music and arts performances which provide steady growth in the number of community members who attend each event. We hope those attending will be encouraged to connect with our congregation through the other ministries that we offer.

During COVID, DHPC initiated a worship service live-stream platform that averages 39 viewers on Sunday morning and average weekly viewership of 137. This has allowed home-bound members and winter visitors to feel connected and supported in their faith. During the past two years, the children's and youth program was restarted and rebuilt including the remodeling and refurbishment of the classrooms and other children's and youth spaces.

Finally, DHPC was instrumental in the development and re-organization of the Chaplaincy for the Homeless in downtown Phoenix. Through the efforts of members of DHPC, the Chaplaincy is now offering weekly worship services, Bible studies and spiritual support. The Chaplaincy has been expanding by adding chaplains in areas throughout the greater Phoenix area.



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Part 6: Other Information

1. List the last three individuals who held this position

Name

Dates of Service

New Position

_____ to _____
_____ to _____
_____ to _____

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

In addition to the small groups mentioned in Part 1: Section 13, DHPC has the following:

Confirmation classes

Bible studies

Discipleship groups which we call PODs: Pathways of Discipleship

Youth group



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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 Kathleen Harris Date 8/8/23

Search Committee Chair Michelle Boush Date 8/8/23