



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](http://www.epc.org/mso). For more information or to send your posting, email [info@epc.org](mailto: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](mailto: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](mailto:info@epc.org)





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**CHURCH INFORMATION FORM**

**Part 1: Church Information**

1. Church Name Eastminster Church

Address 1958 N. Webb Rd

Telephone ( 316 ) 634-0337 Fax ( 316 ) 634-1496

E-mail jgarrett@eastminster.org Website eastminster.org

2. Presbytery Great Plains Presbytery

Presbytery Ministerial Committee Liaison Kent Mathews

3. Search Committee Chairman Charity Schaulis

Address 6 N Stagecoach St

Wichita, Kansas 67230

E-mail cschaulis@gmail.com

Telephone ( 316 ) 619-9690

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

Senior Pastor  Full time  Part time

Associate Pastor  Full time  Part time

Assistant Pastor (Missions)  Full time  Part time

Assistant Pastor (Young Adults and Digital Ministry)  Full time  Part time

CAFO  Full time  Part time

Director of Communications  Full time  Part time

Director of Technology  Full time  Part time

Director of Accounting  Full time  Part time

Kids Director  Full time  Part time

16 Additional Full Time Staff  Full time  Part time



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5. List all key volunteer positions

- Board of Deacons
- Session (Seated Elders)
- Board of Trustees
- Session Committee Members
- Volunteer Front Desk Receptionists
- Sunday School Teachers
- Small Group Leaders
- High School and Middle School Youth Leaders
- Youth Retreat Cooks
- Prayer Ministry
- Bus Ministry
- Communion Preparation Team
- Ushers and Greeters
- Choir
- Worship Team (Band and Vocalists)
- Volunteer Tech Team

6. List all vacant positions

- Position Available Associate Pastor Date of Vacancy 6/1/2023
- Position Available Lead Pastor Date of Vacancy 1/15/2024
- Position Available Director of Communications Date of Vacancy 2/17/2023

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>1,449</u>	<u>1,200</u>
B. Number of family units	<u>800</u>	<u>800</u>
C. Worship attendance	<u>776</u>	<u>1,006</u>

8. Community Growth  Increasing  Static  Declining

9. Profile of church members

A. Age:

0 % 0-11    5.9 % 12-18    12.8 % 19-24    11.5 % 25-34

12 % 35-49    19.8 % 50-64    38 % 65+



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**B. Occupation:**

25 % Business    25 % Professional    \_\_\_\_\_ % Trades  
\_\_\_\_\_ % Agriculture    25 % Stay-at-Home Parent    25 % Retired  
\_\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

**C. Educational level of adults**

\_\_\_\_\_ % some high school    30 % high school    60 % college    10 % graduate school

**D. Percentage of members belonging to the congregation**

Less than one year 1.4 %  
5 years or less 13.9 %  
6-10 years 25.3 %  
10 years or more 59.4 %

**10. Racial/Ethnic composition of:**

**A. Congregation**

1 % African-American    1 % Asian    97 % Caucasian    1 % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

9 % African-American    3 % Asian    79 % Caucasian    8 % Hispanic  
1 % Other (Specify) Native American

**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: 400,000



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12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
8:00 AM	56	Traditional (no choir)
9:30 AM	252	Traditional (w/choir)
11:00 AM	212	Contemporary
Online	486	Livestream

B. Frequency of communion celebration: 10 per year

C. How are members involved in planning and participation in the liturgy/worship?  
Members serve in the choir, worship team, as greeters and ushers for a worship service.

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

E. Type of music used in worship (e.g., traditional, contemporary, variety)  
8 & 9:30 - traditional with hymns; 9:30 - traditional with hymns and choir; 11:00 - contemporary with band

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 90
- B. Average attendance in Adult Education (Sunday): 107
- C. Average involvement in Small Groups: 250



**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*
(see attached)				

\*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: \$ 3,768,529 Last year's annual budget: \$ 3,600,000  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 105.00 %



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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	Seated Ruling Elders and Teaching Elders	26	Twice a month	2
Deacons	Oversees the ministry of caring for church members, serving the sick, homebound, bereaved, and members away from home.	33	Once a month	3
Board of Trustees	Administer Church Property	5	Quarterly	3
Eastminster Church Foundation		8	Quarterly	3
Council Leads	Council lead ruling elders, Senior Pastor, CAFO	10	Monthly	2
Worship & Prayer	Support the Senior Pastor by facilitating corporate worship-related activities to the glory of God and by encouraging prayer in the councils and congregation.	9	Weekly and as needed	2
Administration Council	To support all aspects of conducting and funding church activities, including communications/technology, facilities, finance, governance, and personnel in an orderly and transparent fashion.	10	Monthly	3
Congregational Life Council	Church membership. Congregational care and all-church events.	7	Monthly	2
Discipleship Council	Encourage the congregation to enjoy the fullness of knowing, loving and becoming like Jesus through discipleship ministry by participating in grow groups.	10	Monthly	2



Local & US Mission Council	To nurture and grow the missional heart of our members. Come alongside mission partners in our city, state and nation through encouragement, support and prayer to see lives transformed with the gospel of Jesus Christ. We encourage and equip Eastminster members to actively engage in outreach opportunities.	6	Monthly	2
World Mission Council	To nurture and grow the missional heart of our members. Come alongside global mission partners through encouragement, support and prayer to see lives transformed with the gospel of Jesus Christ. Eastminster's vision is to facilitate disciple making movements and the planting of sustainable, Gospel-centered, reproducing churches in strategic regions. The council will pursue this vision by focusing primarily on unreached and unengaged people groups with particular attention to areas influenced by Islam. We strategically partner with EPC missionaries and indigenous leaders whenever possible.	8	Monthly	2
Wichita Christian Forum / Theology for Life	To engage our culture and community with Christian witness by public presentations. (Funded outside of Eastminster's operating and mission budgets.)	10	As needed	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.





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

- A. EPC Percentage of Income \$ 33,143
- B. EPC World Outreach Global Workers \$ 71,609
- C. EPC Special Projects \$ 78,638
- D. Presbytery Per Member Asking/Percentage of Income \$ 21,615
- E. Other Missions/Missionaries \$ 963,256

4. Property owned by church

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

- 1 - Main church building
- 2 - North building
- 3 - 21st & Webb Residential & Commercial Lots

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

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: Associate Pastor of Discipleship (\$60k-80k) \$ 70,000

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

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

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

Position: Associate Pastor of Discipleship \$ \_\_\_\_\_ or 2.00 %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

C. Housing

- Housing Allowance
- Manse Only
- Either of the Above

D. Benefits and expenses

- Retirement Plan (minimum 10% gross effective salary)
- Medical insurance (EPC medical coverage required for full-time TEs)
- 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)
- \_\_\_\_\_ 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



**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?**

Until 2022, officer training was provided by the Lead Pastor for all new elders and deacons. In 2022, Session took responsibility to prepare an 8 week Officer Training class presented by a team of Ruling and Teaching Elders. Training materials included the EPC Leadership Guide, Bob Hopper's EPC training videos, the Westminster Confession, the Book of Order and the Essentials. Upon completion, new officers are examined by Session before ordination and installation. Officers re-elected to serve are strongly encouraged to participate again in training because Leadership Training is effective not only for orientation in polity but for the development of important relationships across the church's leadership community.



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

None; area for growth.

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

World Impact

Hope Net

Love in Action

Navigators

TUMI

Westminster Woods

I.S.I.

Kansans for Life

Wichita Prayer Breakfast

Raise My Head

Washington Elementary

Youth Horizon

Oaks Fellowship

Boy Scouts Troop

Perspectives

F.C.A.

Wichita Prayer Movement

Young Life

Union Rescue Mission

World Impact

Embrace

Hope Ranch

Love Them Both

19. Describe the strengths of your congregation.

(see attached)

**Part 3: Church Characteristics**

**Question 19. Describe the Strengths of your Congregation:**

- We care for our pastors financially, and deep and lasting friendships often develop.
- Eastminster holds a high view of Scripture and Biblical authority.
- Traditionally, reformed theology has been held in high value and widely understood.
- The current enthusiasm for the “theology for life” program is encouraging.
- We financially support many effective evangelical ministries located here in Wichita.
- Supported ministries share the Gospel as a requirement for our financial contribution.
- Many members live out their faith with integrity vocationally and as volunteers in our communities.
- When individuals share in one-on-one conversations or in small groups, they receive compassion, prayer, understanding, and specific support.
- Those who make their needs known are met with personal presence and prayer.
- There is a solid infrastructure in place to respond rapidly with help and prayer for those in need.
- Those with musical talents are utilized in worship. Members serve as ushers and greeters and small group/class teachers.
- There is a very large pool of gifted leaders in our congregation.
- We equip our children and youth with sound Biblical teaching and programming. Eastminster’s development and nurture of a strong children’s ministry values and develops engagement between multiple generations.
- We are a very generous congregation.
- We have a strong commitment to local and global missions. We know our missionaries and they know us.
- We have an excellent worship music ministry.
- We have many long-standing, committed members.
- We are blessed with a strong staff.



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20. List specific problems with which your congregation struggles.  
(see attached)

21. List major goals that the congregation has set for itself.  
(see attached)

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

**Question 20. List specific problems with which your congregation struggles:**

- We have very high expectations of our pastors and have a history of struggle when a deficit becomes apparent.
- We can be critical of our pastor when he doesn't conform to our expectations.
- Session has sometimes abrogated its leadership responsibilities.
- We can fall short in affirming, providing encouragement, praying for, and offering constructive criticism to our pastor.
- We sometimes haven't fully utilized the pastor's natural gifting and provided grace for the pastor's natural weaknesses.
- We are an EPC session-led church, meaning session and pastors co-labor as a team, but we need help understanding the outworking of those particular roles and doing them well.
- We need a discipleship pastor who can provide leadership focused on:
  - understanding and employing spiritual gifts,
  - intentionally developing a culture of engagement
  - providing encouragement and training for volunteers
- We need help communicating opportunities and providing easy and effective "on-ramps" for service.
- We are often perceived as a formal church that lacks diversity and warmth and isn't currently growing the way we want to be.
- Eastminster is a "settled" church with a reluctance to embrace change and a suspicion of the unknown.
- Many might say hello in a service, but fail to go the next step--an invitation to lunch or a call or an invitation to serve together or join an event.
- Some members are trained and effective in ministries of both word and deed, but we have had few "new believer" baptisms outside of some from student ministries, and we lack adequate focus on evangelism.
- We do not bear the fruit of oneness or unity as described in James 3:17-18. We have three different and distinct worship services that challenge our unity. Lack of trust in leadership, difficult communication issues, lack of transparency, humility and vulnerability, and passionately held theological differences (over non-essentials) may contribute to a recurrent culture of suspicion and mistrust.
- There is a lack of maturity and grace towards those who hold differing views amongst staff, session, and congregants.
- We care about what we know about, but it's hard to know about everything. A lack of effective communication hinders us from caring as well as we could for one another.
- Many members do not feel they know Session or fully trust Session.
- The congregation has room for growth in its understanding of the Reformed faith and of Presbyterian polity.
- We need to develop empathy and compassion to care well for those with difficult, stigmatizing challenges.
- Members are not often involved in liturgy, prayer, or Scripture reading during worship, and there are few opportunities for sharing personal testimonies of faith.
- We lack the vitality, power and unity of the Holy Spirit.
- We need greater effectiveness engaging younger generations and an enhanced understanding of how to share authentically the truths of the Gospel with them.
- We need change in the culture of our church—more authenticity, vulnerability, humility, and sensitivity to the broken, even identification as the broken, sick, and desperate rather than the healthy, whole, and admirable.



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

- Repentance and healing for the church leading to spiritual unity and wholeness.
- Transformation by the Holy Spirit, characterized by lives that demonstrate the fruit of the Spirit.
- Salvation decisions and believer baptisms as a result of members sharing the Gospel and their faith with friends and family.
- Call and receive a new Senior Pastor and Associate Pastor of Discipleship and support them faithfully.
- Gladly welcome visitors and intentionally seek to grow membership as we grow spiritual vitality.
- Re-create and implement a leadership/governance structure that is well understood by the church with a robust degree of member participation and lay leadership.
- Develop future generations of spiritual church leadership.
- Find new ways to engage more people within the congregation in missional lives of service.

(This list reflects our #1 prioritized goals)

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

Yes     No

Even though we have answered this question in the negative based upon specific Book of Order ecclesiastical judicial procedures, we feel led by the Holy Spirit to expand on some of the history of pastors at Eastminster Church. Over the past thirty years, Eastminster has had five senior pastors with multiple Interim senior pastors. During this same period, numerous Associate Pastors have served the church. Many of these fine men and one woman served Eastminster well. Some were led by God to minister in different locations, and some were asked by Session to resign their positions.

This PSC feels strongly its responsibility to discern God's will in calling the next Senior Pastor and in exercising due diligence in that endeavor. Competency, character, emotional intelligence, and spiritual vitality are values we humbly and prayerfully seek in pastoral leadership for Eastminster.

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

Yes     No

Over the same period as for the pastor discipline question above, Eastminster has had many elders and deacons faithfully serve the Lord and the congregation. We have had church officers resign from the respective boards primarily due to job relocation issues, but we have also experienced resignations due to unresolved conflict based upon spiritual and theological differences. These officers have counseled with pastors and have concluded their resignations were in the best interest of all parties.



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If you answered "Yes" to either 22 or 23, please explain.  
(see attached)

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

Yes     No

If yes, Date completed 1/2018

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

(see attached)

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

X  Yes (initial study in 2018/ revised March 2023) \_\_\_\_\_ No

**MISSION, VALUES, DISTINCTIVES, AND VISION**

**Mission Statement**

*To encourage people to enjoy the fullness of knowing, loving, and becoming like Jesus.*

**Values:**

- God above All – We are determined that all we do and every decision we make bring God glory. We desire that our worship be pleasing to God and exalt Him in all ways.
- Ministry for Transformation – We preach, teach, and model the gospel of Jesus Christ for transformation of the heart and renewal of the mind. We proclaim the word of God from a reformed understanding. We emphasize discipleship through study of the Word and authentic relationship with other believers. We seek to live lives filled and in fellowship with the Holy Spirit. Our teaching should provide not only head knowledge but equip us to live what we learn. We promote transformative, lifelong learning.
- High Grace – High Truth – Our interactions, conversation, and collaboration must be clothed in Grace at all times and always be based on truth and the love of Christ. We will never shy away from truth but ensure that it is always marked by compassion and love.
- Generation to Generation -- We value intergenerational relationships and an intergenerational church. We seek to equip parents to make the home the center of discipleship and our youth to participate in the full life of the church.
- Generosity and Responsibility -- God has blessed our church with significant material resources. We intend to exercise prayerful wisdom in the use of those resources and pursue abundant generosity with our time, talent, and treasures.
- We All Go -- We represent Christ wherever we go and rejoice in sending representatives of Christ to the end of the street and the ends of the earth, especially those places to which we are uniquely called.

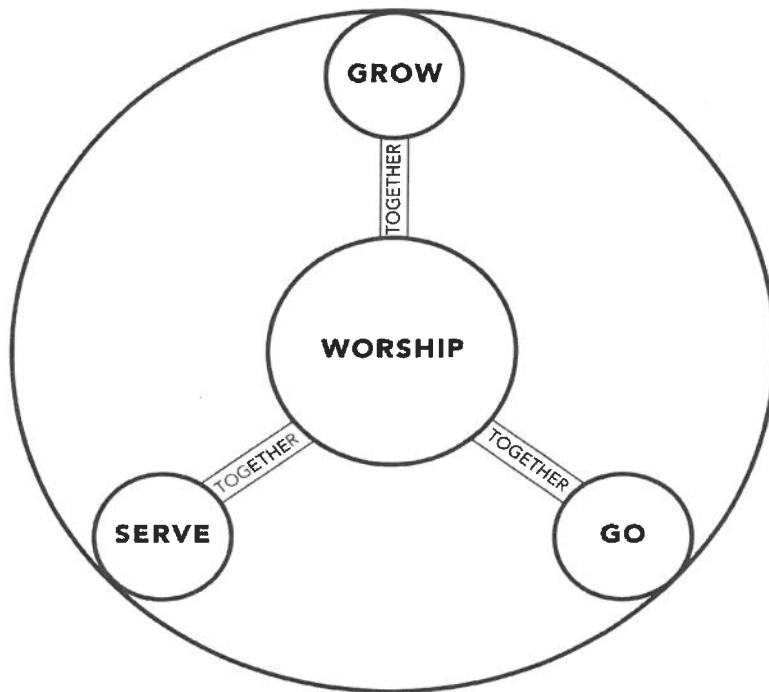
**Distinctives:**

- High View of Scripture -- We celebrate, protect, preach, and teach the word of God for the infallible treasure and authority that it is.
- Reformed Faith -- Eastminster has always valued and propagated a reformed understanding of the Christian faith.
- Discipleship -- Eastminster emphasizes and pursues the active discipleship of its members toward mature and transformative relationship with Jesus Christ.
- Call to Mission -- God called this church generations ago to the passionate support of world and local mission activities.
- Evangelism -- Eastminster desires to work with the Holy Spirit in the presentation of the gospel and conversion of people to faith.
- Resources -- Eastminster is mindful that God has blessed it with significant resources which it dedicates to the use of the Kingdom.

## We All Go

- *We are representatives of Christ wherever we go, demonstrating his love and ready to share the message of his hope*
- As demonstrated by Giving, sending and going to take this gospel to the ends of the earth, especially in those places we are uniquely called
- Scripture: Acts 1:8, John 4:35

## Strategy



## Marks of Discipleship

- I Revel in the Father's Grace
- I Connect Daily with Jesus in Word and Prayer
- I Respond to the Spirit as He Leads
- I Do Life with Others who point me to Jesus
- I desire Jesus More than Sin
- I Pursue Justice, Show Mercy, Walk Humbly
- I am Investing in Someone Far from God

## The Vision

Eastminster exists to glorify God as it impacts the city and the nations. Eastminster will share the Gospel and the love of God to the end of the street and the ends of the earth, among friends and family, in our neighborhoods, in service to Washington Elementary (an urban Wichita Title 1 school), working with supported local and global missionaries and agencies, and seeking to plant a church among unreached Albanian Muslims in North Macedonia.

## IMMEDIATE AND MID-TERM VISION

**The following reflects our church's aspirational vision to continue, expand, and invigorate our ministries which have built and sustained us since inception.**

- 1. Support the leadership and ministerial structure necessary to guard the mission and vigorously implement God's purposes for Eastminster.**
  - Foster and continuously emphasize a culture of godly communication and collaboration between staff and Session characterized by personal humility, grace, confession, and repentance.
  - Provide for the personal and spiritual well-being of Eastminster staff and their families.
  - Reduce the size of Session and establish an efficient and collaborative committee structure.
- 2. Advance a culture of discipleship which develops hearts, minds, and relationships with all ministries of the church and grow groups with special attention to intergenerational ministry.**
  - Recognize that many people in our church carry a heavy burden that can only be addressed and healed through a personal or needed relationship with Jesus and deep care from the body of Christ.
  - Develop opportunities that celebrate the centrality and wonder of scripture and our heritage in the reformed faith (e.g., theologian in residence)
  - Empower staff to pursue prayerfully, creatively and collaboratively all of the above.
- 3. Honor the power and centrality of prayer as the lifeblood for our ministry.**
  - Create opportunities that explain the biblical imperative for prayer and the desire that Eastminster be known as a house of prayer.
  - Openly admit, study, discuss, and engage in the spiritual warfare that plagues our church, our community, our nation and our world.
- 4. Promote the imperative of evangelism and the need for presenting the Gospel of Jesus Christ within our spheres of influence. (e.g., through preaching and teaching about relationship evangelism)**
  - Personally mentoring new converts and believers onto a path of discipleship.
- 5. Continue to leverage Eastminster's passion for and history with missions.**
  - Expand programming for our own church mission. (e.g., Family retreats, relationship building events.)
  - Continue to seek God's call for missionary efforts in the U.S. and the world.
  - Continue to pursue strategic relationships and our church's own internal programs with missionaries and missionary organizations to maximize impact for the Kingdom.
- 6. Live in Gratitude. Eastminster is a gift. It belongs to God.**



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## Part 4: Leadership Expectations

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

Single-Minded, Available

Psalms 27:4, "One thing I have asked of the LORD, that will I seek after: that I may dwell in the house of the LORD, all the days of my life, to gaze upon the beauty of the LORD and inquire in his temple." | Phil. 3:14, "I press on toward the goal for the prize of the upward call of God in Christ Jesus." | Luke 10:41, 42, "But the Lord answered her, 'Martha, Martha, you are anxious and troubled about many things, but one thing is necessary. Mary has chosen the good portion, which will not be taken away from her.'" | 2 Timothy 4:2, "preach the word; be ready in season and out of season; reprove, rebuke, and exhort, with complete patience and teaching."

Enthusiasm, Encourager

1 Peter 5:2-3, "Shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly, not domineering over those in your charge, but being examples to the flock." | 2 Corinthians 8:11, "So now finish doing it as well, so that your readiness in desiring it may be matched by your completing it out of what you have." | Hebrews 3:13, "But exhort one another every day, as long as it is called 'today,' that none of you may be hardened by the deceitfulness of sin." | 1 Thess 5:11, "Therefore encourage one another and build one another up, just as you are doing."

Listener, Gentle Spirit

Proverbs 2:2, "making your ear attentive to wisdom and inclining your heart to understanding." | James 1:19, "Know this, my beloved brothers: let every person be quick to hear, slow to speak, slow to anger." | 1 Corinthians 4:20-21, "For the kingdom of God does not consist in talk but in power. What do you wish? Shall I come to you with a rod, or with love in a spirit of gentleness?" | Galatians 5:22-23, "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law."

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

Associate Pastor of Discipleship & Evangelism

- Engaging Authentic Communicator
- Creative Strategic Thinker
- Developer and Equipper
- Teachable Teacher, a life-long learner
- Passion for the Unreached

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

(Position Description attached)



ENCOURAGING PEOPLE TO ENJOY THE FULLNESS  
OF KNOWING, LOVING AND BECOMING LIKE JESUS.

## ASSOCIATE PASTOR OF DISCIPLESHIP & EVANGELISM

### PURPOSE AND PRIORITY

The Associate Pastor of Discipleship's chief responsibility is to lead the congregation to fulfill the Great Commission found in Matthew 28:19-20. A distinctive priority of this role is to engage and prepare members and attendees of Eastminster for personalized reproducible ministry as disciple-makers. The Associate Pastor must feel a calling and exhibit the gifting for encouraging and equipping people to enjoy the fullness of knowing, loving, and becoming like Jesus.

*Go, therefore, and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to follow all that I commanded you; and behold, I am with you always, to the end of the age.*

Matthew 28:19-20

### ACCOUNTABLE TO

The Associate Pastor of Discipleship and Evangelism of Eastminster Presbyterian Church shall report to the Lead Pastor and is accountable to the Session of the church.

### PRIMARY RESPONSIBILITIES

- Strategically implement vision for multiplying disciples. Determine the ministry needs of Eastminster, help members identify their gifting, and develop on-ramps for growth in Christ.
- Implement and oversee an effective assimilation process for welcoming visitors and connecting new attendees with programs of the church. Present new member classes.
- Connect congregants together via Sunday School, grow groups and mentor relationships for transformative and life-long learning through the study of the Word and authentic relationships with other believers.
- Recruit, teach and equip lay leaders, providing training and resources necessary to go be disciple-makers for all ages and stages in church programs and evangelism.
- Assist, support and collaborate with all discipleship programs such as retreats, workshops, and lectures. Ensure resources are available for participant growth and follow up.
- Supervise Youth Ministry staff.
- Assume preaching and worship responsibilities as needed and agreed upon by the Lead Pastor.
- Prepare and manage the Discipleship portion of the annual church budget.

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**Interested candidates** can submit resumes to Associate Pastor Search Committee at [courtneybdarrah@gmail.com](mailto:courtneybdarrah@gmail.com)

**Additional information** can be found at <https://www.eastminster.org/employment/>

Eastminster Church • 1958 N. Webb Rd • Wichita, Kansas 67206

Tel. 316.634.0337 • [www.eastminster.org](http://www.eastminster.org)



## QUALIFICATIONS

- Masters of Divinity or equivalent.
- Ordained or ordainable by the Evangelical Presbyterian Church.
- Minimum 2 years' experience in Discipleship ministry.
- Experience training, collaborating and supervising others preferably in a church setting.
- Experience working with small groups and individuals, establishing them in their faith and equipping them for sharing their faith.
- Superior interpersonal skills that engage participation and collaboration in joy-filled authentic relationships.
- Good administrative and organizational skills with ability to multi-task.
- Exhibit a firm grip of the Bible and the gospel and be able to share both clearly from a Reformed perspective.
- Practicing Spiritual Disciplines.

## CHARACTER TRAITS

- Engaging Authentic Communicator
- Creative Strategic Thinker
- Developer and Equipper
- Teachable Teacher, a life-long learner
- Passion for the Unreached

## REVIEW OF PERFORMANCE AND COMPENSATION

After initial six months and annually thereafter, a review of compensation and performance shall be conducted by the Lead Pastor in conjunction with the Personnel Committee, with any changes in terms of call approved by Session and Presbytery as required.

## CLASSIFICATION

Full-time, salaried, exempt.



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

### **Part 5: Church History**

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

-February 4, 1976 Project Light  
(details on attached)

-Pastoral Changes and Congregational Response  
(details on attached)

-Denominational move from PCUSA to the EPC (October 2012)  
(details on attached)

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

(see attached)

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

- **February 4, 1976 – Project Light**

Eastminster has a rich history of generosity as seen in its decision in 1976 to delay its own building project to rebuild Presbyterian churches destroyed by an earthquake in Guatemala. This shows the heart of Eastminster, its generosity to those in need, and the passion of a church dedicated to missions locally and globally.

- **Pastoral Changes and Congregational Response**

A steady change in Senior Pastors, Interim Pastors and Associate Pastors in the years between Bob Henley and Stan Van Den Berg led to a lack of confidence in church leadership. This was not one single event, but a series of transitions that confused those directly involved in leadership even as it forced those serving in leadership to confidentially deal with difficult and sensitive matters. Compounding those challenges, three young staff members in key leadership roles left Eastminster to begin a new church. This was a sudden and unsettling blow to many in our congregation. A group of about 40 young families who were very involved in the life of our church left with the staff. There were hurt feelings and lots of misunderstandings as a result. There were staff members who felt blindsided by this change. There remains a significant effect from those years.

- **Denominational move from PCUSA to the EPC (October 2012)**

The change of Eastminster from the PCUSA to the EPC was important in the life of our church. The decision highlighted the church's theological unity and energized the congregation as lay leaders on Session spearheaded the transition with the assistance of EPC interim pastor Bob Hopper. The commitment of the church to Scripture and sound Biblical teaching was appreciated and celebrated as we moved into a new denomination and established a new Presbytery of the Great Plains.

**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 initial COVID disruption precipitated additional stressors in the life of Eastminster Church. Online church presented a mixed blessing. Community life was challenged and fellowship disrupted. A painful pastoral disagreement and resulting efforts at reconciliation introduced sadness, confusion, and suspicion into the congregation. This caused church attendance to decline, including the departure of longtime, deeply involved, and dearly loved church members, which further exacerbated the situation. Staff and Session were challenged in maintaining unity as the Body of Christ in the essentials and manifesting grace in the non-essentials. Coaching of both Session and the Senior Pastor has been introduced to assist as well as a renewed commitment to prayer by the congregation and leadership alike.





**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](http://www.epc.org/benefits), email [benefits@epc.org](mailto:benefits@epc.org), or call 407-930-4267.

Clerk of Session Gerri McFall Date 7/25/2023

Search Committee Chair Charity Schaulis Date 7/25/2023