



Cup Evangelical Presbyterian Church

530 Blackhawk Rd. ~ Beaver Falls, PA. 15010

724-843-1594 cupepc.org

“Join us for a drink of Living Water!”

Job Description – Pastor/Teaching Elder CUP EPC

Summary: The pastor is called, working with the elders, to lead the congregation in fulfilling the vision of the church. The primary responsibility of the teaching elder is to provide spiritual leadership, guidance, and pastoral care to the congregation in accordance with the teachings of the Evangelical Presbyterian Church. The pastor will serve as a shepherd to the congregation, nurturing their faith, facilitating their spiritual growth, and fostering a sense of community within the church.

Key Responsibilities

1. **Preaching and teaching.** Deliver engaging and biblically sound sermons and teachings that inspire and edify the congregation to seek the Holy Spirit’s direction in all aspect of life.
2. **Pastoral care.** Provide compassionate care and support to individuals and families in times of need, including counseling, visitation, and prayer ministry. Officiate at weddings and funerals.
3. **Leadership development.** Equip and empower lay leaders and volunteers for ministry, fostering a culture of fruitful discipleship and service within the church community.
4. **Ambassador.** Lead efforts to purposefully engage with and serve the local community, demonstrating Christ’s love through acts of compassion and evangelism.
5. **Administration and governance.** Oversee the administrative functions of the church along with the staff. Lead staff meetings.
6. **Collaboration.** Work collaboratively with and provide guidance to church elders, deacons, trustees, staff, and other ministry leaders to implement the vision of the church.
7. **Lead the Session.** Prepare the agenda and act as moderator of session (elder) meetings.
8. **Worship.** Attend worship committee meetings and work closely with the lead elder of this team.
9. **Sacraments.** Serve communion on a regular basis.
10. **Membership.** When appropriate, hold classes for prospective members and conduct confirmation classes for youth.
11. **Continuing education.** Pursue ongoing personal and professional development through study, training, and participation in denominational conferences and events.



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Qualifications

Required

- A deep personal faith in Jesus Christ.
- Ordination or eligibility for ordination in the Evangelical Presbyterian Church.
- Graduate-level theological education from an accredited seminary or theological institution.
- Strong communication skills, both oral and written, with the ability to communicate biblical truths effectively and knowledgably with wisdom and compassion to diverse audiences.
- A shepherd’s heart for pastoral care and a willingness and ability to engage and successfully communicate with people of all ages and backgrounds.
- Adherence to high ethical standards and a commitment to integrity in ministry.

Preferred

- Pastor experience and demonstrated ability to provide effective leadership in a congregational setting.
- Proficiency in pastoral counseling and conflict resolution.

Application

Interested candidates should apply by sending a letter of interest and a resume to the chair of the search committee, Brian O’Roark, at bcoroark@gmail.com.



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 CUP EPC Church

Address 530 Blackhawk Rd

Beaver Falls, PA 15010

Telephone (724) 843-1594 Fax (_____) n/a

E-mail office@cupepc.org Website cupepc.org

2. Presbytery Presbytery of the Alleghenies

Presbytery Ministerial Committee Liaison Patrick Keely

3. Search Committee Chairman Brian O'Roark

Address 446 McClain Rd

Beaver Falls, PA 15010

E-mail bcoroark@gmail.com

Telephone (724) 987-2208

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

Pastor/Teaching Elder

Full time Part time

Youth Pastor

Full time Part time

Secretary

Full time Part time

Custodian

Full time Part time

Organist

Full time Part time

Nursery attendant

Full time Part time



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5. List all key volunteer positions
- Shine volunteers
 - Sunday school teachers
 - VBS volunteers
 - Youth group volunteer
 - Nursery workers
 - Library volunteer
 - Audio/video volunteer

6. List all vacant positions

Position Available Pastor/Teaching Elder

Date of Vacancy November 2022

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>156</u>	<u>122</u>
B. Number of family units	<u>65</u>	<u>50</u>
C. Worship attendance	<u>95</u>	<u>67</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

0-11: <u>3.4%</u>	12-18: <u>15.5%</u>	19-24: <u>8.6%</u>	25-34: 3.4%
35-49: <u>13.8%</u>	50-64: <u>20.7%</u>	65+: <u>34.5%</u>	



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B. Occupation:

20.8 % Business 33.3 % Professional 4.2 % Trades
0 % Agriculture 2.1 % Stay-at-Home Parent 33.3 % Retired
6.3 % Other (Please Specify) Retail

C. Educational level of adults

0 % some high school 29.2 % high school 54.2 % college 16.7 % graduate school

D. Percentage of members belonging to the congregation

Less than one year 0 %
5 years or less 31.4 %
6-10 years 17.6 %
10 years or more 50.1 %

10. Racial/Ethnic composition of:

A. **Congregation**

0 % African-American 0 % Asian 91.4 % Caucasian 8.6 % Hispanic
0 % Other (Specify) _____

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

1 % African-American 1 % Asian 92 % Caucasian 2 % Hispanic
5 % Other (Specify) Mixed race

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: 8,050



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	Governing body of the church.	6	monthly	1
Deacons	Ministry to the needs of others.	8	monthly	3
Trustees	Oversee the property of the church.	8	monthly	3
Worship	Coordinate worship service	6	monthly	3
Nominating	Build a slate of officers for the congregation to vote on.	7	annually	3
Fellowship	Provide opportunities for congregants to gather together.	9	monthly	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.
 4. A staff person takes primary initiative and responsibility.

Part 2: Financial/Church Campus Information

1. Current annual budget: \$ 273,550 — Last year’s annual budget: \$ 253,600
(Attach a copy of current budget)
2. Percentage of income received toward budget: 96.00 %



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- 3. Amount contributed for year (most recent complete reporting year)
 - A. EPC Percentage of Income 1%
 - B. EPC World Outreach Global Workers \$ 8,500
 - C. EPC Special Projects \$ 0
 - D. Presbytery Per Member Asking/Percentage of Income \$ 15
 - E. Other Missions/Missionaries \$ 15,500

- 4. Property owned by church
 - A. Describe buildings and property (other than manse), including condition.

Church building - good condition.

Parking lot – 126 spaces

Physical property – 3.5 acres

- 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: 5

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: Teaching Elder \$ 80,000 - \$100,000 full compensation package (subject to experience)

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

Position: Teaching Elder \$ _____ or 2.50 %
Position: _____ \$ _____ or %

Housing

- Housing Allowance
- Manse Only
- Either of the Above

C. Benefits and expenses

10% Retirement Plan (minimum 10% gross effective salary)
Family Medical insurance (EPC medical coverage required for full-time TEs)
Through EPC Life insurance
In lieu of Social Security
Yes Travel/mileage
Yes Book allowance
2 Study leave allowance (minimum 2 weeks)
4 Annual vacation days (minimum 4 weeks)
negotiable Number of worship services per year for which pastor is provided relief (in addition to vacation and study leave)
negotiable Sabbatical frequency and length Varies
Yes Other (Specify: moving allowance)

D. The church participates in the EPC’s medical benefits plan Yes No

E. 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 checked="" type="checkbox"/>	2	<input 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 checked="" type="checkbox"/>	2	<input type="checkbox"/>	3 <input type="checkbox"/> 4
6. Is engaged in evangelism	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	3 <input type="checkbox"/> 4
7. Is often found living their faith in their communities	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	3 <input type="checkbox"/> 4
8. Has a spirit of unity	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	3 <input type="checkbox"/> 4
9. Cares about each other	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	3 <input type="checkbox"/> 4
10. Is supportive of the Session and pastoral leadership	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	3 <input type="checkbox"/> 4
11. Ministers well to members that are hurting	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	3 <input type="checkbox"/> 4
12. Uses members' gifts in worship	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input checked="" 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?

Annual training workshop in January. New officers and those currently serving are invited to participate.

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

At the outset of Session meetings members are led by the teaching elder through a devotional.

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

Our vacation Bible school and Shine programs are open to the community.

We participate in a refugee resettlement program in Allegheny County (next to Beaver County, where CUP is located).

Youth have been involved in missions work in Pittsburgh and Kentucky.

We engaged in a pulpit exchange with Rochester Baptist Church.

19. Describe the strengths of your congregation.

Our Shine program is a unique after school drama program incorporating lessons about the Christian faith with opportunities for kids to perform a twice yearly musical.

Connections with Blackhawk High School with whom we share parking facilities. We are involved in events at the high school.

Heart for missions giving 10% of the annual church budget. We have a relationship with various local missions and provide funds to missionaries serving locally, in other parts of the U.S. and overseas, including Sierra Leone. Funds are also provided to PCUSA; EPC; Presbytery of the Alleghenies and World Outreach toward mission objectives.

The members of CUP are devoted to the church and each other.

Our youth leader consistently comes up with new ideas to attract young people to Cross-Current, our youth program. Many of the participants are not from our church. She is devoted to the kids in our church and in the community and can frequently be found engaging with them in a variety of elementary, middle, and high school events.



20. List specific problems with which your congregation struggles.

Attendance falling since Covid.

Lack of opportunities for members ages 18-25.

Sunday school opportunities for school age children.

An aging congregation.

Communication with the congregation.

Establishing opportunities to evangelize.

Growing the congregation in general.

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

Become more evangelical. We have established a committee to evaluate ways to do this. Their conclusions can be found in Appendix A.

Attract congregants ages 18 to 35 years old.

Increase volunteer participation and student attendance at the Shine program.

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.



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CHURCH INFORMATION FORM

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

Yes No

If yes, Date completed: December 2023

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

[See attached Mission and Values in Appendix B.](#)



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CHURCH INFORMATION FORM

Part 4: Leadership Expectations

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

Clear personal love of Jesus
Humble spirit
Good communicator
Strong leadership abilities
Servant leader
Transparency
Positive attitude
Desire to participate in the life of the church
Healthy church/family life balance
Sense of humor

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

1. The ability to effectively preach the Word of God in an engaging, thought-inspiring manner.
2. The ability to connect with different age groups.
3. The willingness to delegate responsibilities.
4. The ability to handle conflict and make decisions with grace.
5. Effectively communicate opportunities and challenges within the body.

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

See attached.



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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?

1. Changes resulting from the Covid pandemic.
2. Joining the EPC.
3. The beginning of the Shine program.

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

1. Covid and the resulting changes to how we interact with our congregation and the community around us.
2. The departure of our pastor.
3. Preparing a vision statement and goals as a congregation in anticipation of a new pastor.



Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
<u>Marc Shefelton – transition pastor</u>	<u>12/2022</u>	to <u>present</u>
<u>Scott Graham</u>	<u>6/2003</u>	to <u>11/2022</u>
<u>Bob Frasier</u>	<u>6/1996</u>	to <u>6/2002</u>
<u>Curtiss Brown</u>	<u>6/1974</u>	to <u>6/1994</u>

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

We are next door to the high school.

We have a manse, which is occupied by the youth director.

Inability for disabled members and visitors to get from the sanctuary level to the fellowship hall downstairs (without going outside) and upstairs (where the classrooms and meeting rooms are located). There is not an elevator in the church.



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: Judson Herter _____ Date: March 4, 2024 _____

Search Committee Chair: Brian O'Roark _____ Date: March 4, 2024 _____

Appendix A: Evangelistic Vision

Vision – The kingdom of God has grown spiritually and numerically through Cup Church’s sharing their faith with the community.

Goal – Increase the amount of people sharing their faith with others

- Prayer
 - Ask congregation to be praying over specific prayer topics
 - Form prayer teams
 - 1-2 issues each service to pray over
 - Invite current groups to champion prayer focus
- Connect
 - Increase awareness and understanding of the Great Commission Matrix, and connect church programming with the matrix
 - Help church members connect with unbelievers
 - Connect church members for encouragement and equipping
 - Continue incorporating 3 Circles/Gospel Presentation in New Members’ Classes, Officer Training, etc.
 - Connect new believers with new believer membership
 - Bring back hospitality cups to reach out to visitors
- Celebrate
 - Collect stories of evangelistic obedience
 - Share the stories as people are willing

Appendix B: Mission & Values

Core Values - Family Ministry, Christ-Centered Worship, Gospel-Driven Service, Faithful Generosity

Vision Worship

Christ-centered worship is the heart of all we do. Our Sunday worship is biblically-founded and focused on bringing a wide variety of people into an encounter with Jesus Christ.

Connectionalism & Discipleship

Our congregation is intentionally building relationships in order to grow together in our walk with Christ.

Strategies:

- a. We have implemented a small group system so that each member is connected to our congregation and is growing in their walk with Jesus Christ.
- b. Our elders are fellow shepherds of the flock caring for the spiritual needs of the congregation

Outreach

Our congregation is regularly connecting with those who are far from God through faithful presence in the community and through programs designed to build relationships with the unchurched. We seek to serve and love our surrounding community.

Strategies:

- a. Supporting and growing the Shine program
- b. Hosting community-oriented events such as Trunk or Treat, Vacation Bible School, Church Christmas Party, etc.

Evangelism

We are an evangelistic church that focuses on sharing the gospel with unbelievers as a part of everything our congregation does.

Strategies:

- a. Evangelism Planning Team & Evangelistic Culture Workshop Follow-Up
- b. Implement the Great Commission Matrix
- c. Completed - 50 Days to Vitality, Evangelistic Culture Workshop, Evangelism Sunday School Class