



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.

### 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](mailto:info@epc.org)





# EPC

A Global Movement of Evangelical Presbyterian Churches

## CHURCH INFORMATION FORM

### Part 1: Church Information

1. Church Name San Ramon Presbyterian Church  
Address 3223 Crow Canyon Road, Suite 120  
San Ramon, CA 94583  
Telephone ( 925 ) 543-7772 Fax (        )         
E-mail office@srpc.org Website srpc.org
2. Presbytery of the Pacific Southwest  
Presbytery Ministerial Committee Liaison Rhea Serpan
3. Search Committee Chairman Mark Miller  
Address         
        
E-mail         
Telephone ( 925 ) 200-1832
4. List all paid staff positions (use additional sheet if necessary)

<u>Mark Wollan - Senior Pastor (retiring)</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Mike Mann - Executive Pastor</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Julie Keen - Youth Ministry Director</u>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time
<u>Matthew Tripp - Production Director</u>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time
<u>Robin Aldana - Communication Coordinator</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

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****5. List all key volunteer positions**

President/CEO (Steve Liao), Treasurer (Ed Stracke), Secretary (Doug Fry),  
 Deacon's Moderator (Steve Hackett), Growth Groups (Bob Hayes),  
 Ushers/Greeters (Phil Fay), Missions (Esther Bishop),  
 Building Bridges (Steve Liao), Tutoring Ministry Coordinator (Lyne' Brown)

**6. List all vacant positions**

Position Available Children's Director Date of Vacancy 4/15/2023  
 Position Available Office Admin/Communications Date of Vacancy 1/6/2023  
 Position Available Worship & Arts Director Date of Vacancy 7/14/2023

**7. Membership (state approximate numbers and percentages)**

	Five years ago	Currently
A. Number of church members	<u>212</u>	<u>130</u>
B. Number of family units	<u>136</u>	<u>85</u>
C. Worship attendance	<u>175</u>	<u>85</u>

**8. Community Growth** ☒ Increasing ☐ Static ☐ Declining**9. Profile of church members****A. Age:**

4 % 0-11    11 % 12-18    1 % 19-24    1 % 25-34  
5 % 35-49    28 % 50-64    50 % 65+





# EPC

A Global Movement of Evangelical Presbyterian Churches

## CHURCH INFORMATION FORM

### B. Occupation:

12 % Business    28 % Professional    0 % Trades  
0 % Agriculture    2 % Stay-at-Home Parent    58 % Retired  
\_\_\_\_ % Other (Please Specify) \_\_\_\_\_

### C. Educational level of adults

6 % some high school    9 % high school    46 % college    39 % graduate school

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

Less than one year    1 %  
5 years or less    28 %  
6-10 years    21 %  
10 years or more    50 %

## 10. Racial/Ethnic composition of:

### A. Congregation

0 % African-American    21 % Asian    78 % Caucasian    1 % Hispanic  
0 % Other (Specify) \_\_\_\_\_

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

2 % African-American    42 % Asian    48 % Caucasian    8 % Hispanic  
\_\_\_\_ % 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: 83,000



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A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM**

**12. Worship**

- A. Worship Time  
9-10am Sun  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Average Worship Attendance  
85  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Worship Style  
Contemporary  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- B. Frequency of communion celebration: 12 \_\_\_\_\_ per year
- C. How are members involved in planning and participation in the liturgy/worship?  
Planned by Senior Pastor and Worship Director with some input from staff.
- D. Style of liturgy used in your worship (e.g., traditional, contemporary, variety)  
Informal, once-in-a-while responsive readings, but generally contemporary.  
Non-liturgical format.
- E. Type of music used in worship (e.g., traditional, contemporary, variety)  
Contemporary with occasional hymns.

**13. Ministry Programs**

- A. Average attendance in Church School (under 18 years): 4 \_\_\_\_\_
- B. Average attendance in Adult Education (Sunday): 10 \_\_\_\_\_
- C. Average involvement in Small Groups: 7 \_\_\_\_\_

**EPC***A Global Movement of Evangelical Presbyterian Churches***CHURCH INFORMATION FORM****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	Shepherd Congregation	7	Monthly	1
Deacons	Care Ministries	12	Monthly	3
Building Bridges	Community Service	15	as needed	3
Missions	Oversight/Communication	5	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: \$ 840,000 Last year's annual budget: \$ 989,000  
(Attach a copy of current budget)
2. Percentage of income received toward budget: 100 %





# EPC

A Global Movement of Evangelical Presbyterian Churches

## CHURCH INFORMATION FORM

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

- |  |                  |
|--|------------------|
| A. EPC Percentage of Income                          | \$ <u>3,496</u>  |
| B. EPC World Outreach Global Workers                 | \$ <u>22,000</u> |
| C. EPC Special Projects                              | \$ <u>0</u>      |
| D. Presbytery Per Member Asking/Percentage of Income | \$ <u>2,280</u>  |
| E. Other Missions/Missionaries                       | \$ <u>28,915</u> |

4. Property owned by church

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

Renting from Nazarene church (Christ Community) for worship, events and classes. New Sanctuary, foyer and classrooms. Previous building is decades older and worn, but works well for larger food or social events. Renting office suite in downtown San Ramon. Recently renovated with 2 offices, 2 meeting rooms - excellent location.

- 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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A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM****5. Compensation:****A. The salary range we are prepared to offer:**

Position: Senior Pastor \$ \$120k—\$160k  
 Position: \_\_\_\_\_ \$ (salary + housing, including benefits)  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_

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

Position: Senior Pastor \$ 0 or \_\_\_\_\_ %  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %  
 Position: \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ %

**C. Housing**

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

**D. Benefits and expenses**

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

- 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



**EPC**

A Global Movement of Evangelical Presbyterian Churches

**CHURCH INFORMATION FORM****Part 3: Church Characteristics***Check the box that most closely describes the current characteristics of the congregation.*

Our congregation...

Agree

Disagree

- |  | <input checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2            | <input type="checkbox"/> 3            | <input type="checkbox"/> 4 |
|--|---------------------------------------|---------------------------------------|---------------------------------------|----------------------------|
| 1. Is spiritually vibrant  | <input checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2            | <input type="checkbox"/> 3            | <input type="checkbox"/> 4 |
| 2. Demonstrates love for the pastor and his/her family                         | <input checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2            | <input type="checkbox"/> 3            | <input type="checkbox"/> 4 |
| 3. Readily shares their gifts with the rest of the congregation                | <input checked="" type="checkbox"/> 1 | <input 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 type="checkbox"/> 1            | <input checked="" 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 checked="" type="checkbox"/> 1 | <input 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 checked="" type="checkbox"/> 2 | <input type="checkbox"/> 3            | <input type="checkbox"/> 4 |
| 15. Is connected to and prayerful about what God is doing in the global church | <input checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2            | <input type="checkbox"/> 3            | <input type="checkbox"/> 4 |

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

Currently, Elder training consists of meeting one-on-one with the Senior Pastor. The Book of Order is presented and discussed, along with the Westminster Confessions of Faith and Catechisms.

Initial Deacon training is primarily handled by experienced deacons. Outgoing committee chairpersons train incoming chairpersons and all sitting Deacons mentor incoming Deacons on the various deacon activities. Additionally, the Board of Deacons Handbook is given to all incoming Deacons. This 19-page handbook serves as the operation guide for all Deacon activities and is considered the "Deacon's Operating Manual."



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**CHURCH INFORMATION FORM**

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

The Elders and Deacons each have monthly meetings in which there is a devotional. The devotional allows for in-depth discussion and contemplation time. In addition, Deacons dedicate time for prayer requests at each meeting. In the past, Elders have set up prayer partners to pray for each other between Session meetings.

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

Our church has good relationships and shares activities with churches in the area including: Christ Community Church (Nazarene), Silicon Valley Christian Gathering Church (Three Valleys Branch), Eastown Church, Church of the Valley, Creekside Church, and Community Presbyterian Church. The activities include National Day of Prayer, Ash Wednesday, Maundy Thursday and Good Friday services. Other activities include World Vision kit building, relief for Afghan refugees and Building Bridges weekend. At a pastoral level, SRPC has built a good rapport with Eastown Church, Community Presbyterian Church and Church of the Valley.

19. Describe the strengths of your congregation. \_\_\_\_\_

SRPC congregation is a small but loyal group of dedicated people. Members consistently show "love in action" through many outreach programs. There's a loyal and faithful core group of members that faithfully give their time and resources on a regular basis. This fact leads to 80% of our congregation consistently participating in programs and / or volunteering to serve.





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**CHURCH INFORMATION FORM**

20. List specific problems with which your congregation struggles.

SRPC's aging demographics pose a challenge to the growth of our church. Although our congregation is faithful in many ways, we cannot ignore the fact that the average age of our congregation is 60+ years old. SRPC is weak in attracting new visitors and does not effectively follow up when a new family or individual visits our church. SRPC also struggles with maintaining consistency in staffing different church departments.

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

SRPC's goals center on staffing issues — the church needs a new Sr. Pastor, a Children's Ministry Director and a Worship & Arts Director. With staff changes, SRPC would like to see more dynamic worship services that connect with younger generations. Another goal centers on developing a stronger foothold in the community by adding more side-door ministries to attract new visitors such as middle school & high school kids along with young adults and families.

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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*A Global Movement of Evangelical Presbyterian Churches*

**CHURCH INFORMATION FORM**

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 2020

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

**Mission:** To lead people into a growing relationship with Jesus.

**Vision:** To be a thriving Jesus focused community, impacting the world and serving the faith and life needs of the San Ramon Valley.

(Copy attached — see pages 17-18 for more details)



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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?

1. Have a heart for God with a strong biblical foundation.
2. Have a positive attitude while fully relying on God for direction and through people called in the Church.
3. Courage to accept a challenge.
4. Confidence to take risks and find new ways to connect with visitors and our community.

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

1. Leadership - the ability to help the congregation align our collective direction, execute a strategic plan, revive and grow our church.
2. Understand the "business" side of church. The ability to align available resources with the Mission and Vision of SRPC.
3. Compassion and support for staff. A heart to mentor, shepherd and support others under his / her leadership to grow in faith and love of Christ.
4. Ability to connect with the congregation through preaching / teaching (someone we can hear God through).
5. Ability to connect with surrounding community through outreach.

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

1. Faithful biblical preaching. Leading the people in worship and in celebration of the Sacraments.
2. Preach and expound the Word of God so as to reach both the church and unchurched to become followers of Christ. Sermons shall generally be expository, be based in Scripture; be God-honoring; and proclaim salvation through God's grace alone, through faith alone, in Christ alone, to His glory alone.
3. Preach at approximately 75% of SRPC Sunday worship services.
4. Faithfully administer the Sacraments and conduct wedding and funeral ceremonies as requested and appropriate.
5. Plan and coordinate worship with the Director of Worship and other worship leaders. (Copy attached — see pages 19-21 for full job description)





# 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?

Below are three important events that shaped our congregation:

1. Forming and chartering as a “plant” church in 1997, initially as a PCUSA church from Community Presbyterian Church in Danville, California. Before officially chartering though, SRPC leadership determined EPC a better option for our church.
2. Finding a physical home to worship. As a new church, SRPC was thriving with 400+ members. We started out renting space in a local high school gymnasium for a few years, then moved into a local warehouse-type building and stayed there for about 20 years. Our lease expired last year, and we currently rent space from a local church.
3. Staffing & Leadership changes: We’ve been led by three different Senior Pastors and have had other significant staff changes throughout our 25+ years.

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

SRPC’s most challenging event in the last three years centered on the Covid pandemic. Covid mandates in the State of California altered the way SRPC conducted worship in 2020 through the first half of 2022. Along with other churches in our state, we suffered the loss of our church community. As Covid restrictions eased, we lost our lease and had to find another physical space to worship. These challenges tested our faith, yet as a congregation we persevered and trusted in God’s perfect timing. Through much prayer and hard work, God blessed us with a space to rent in a local church and our faithful congregation is acclimating to our new start time and new location.





# EPC

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## CHURCH INFORMATION FORM

### Part 6: Other Information

#### 1. List the last three individuals who held this position

Name	Dates of Service	
Edgar Blake	Sept. 1997	to Feb. 2007
Scott Downing	Oct. 2008	to July 2014
Mark Wollan	July 2015	to Dec. 2023

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

San Ramon, located in the East Bay Area of California is a vibrant and rapidly growing city — we'd like our church to reflect the dynamic growth happening all around us. Our faithful congregation is ready and willing to help a new leader build up San Ramon Presbyterian Church! We have a beautiful church to worship in with plenty of space to grow children's and youth ministries, along with ample space for future adult bible studies. We also have a savvy tech team that has developed a strong livestream service. God has faithfully brought us through difficult trials and blessed us abundantly with resources and dedicated church members.



A Global Movement of Evangelical Presbyterian Churches

## CHURCH INFORMATION FORM

### 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

*Douglas*

Date 8-16-2023

Search Committee Chair

*Mark Miller*

Date 8-16-2023