



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 individual pastor and the congregation, this is an opportunity for self-study and for evaluation of current ministry and goals. This calls for honesty, effort, and commitment to open communication.

The Church Information Form presents the local congregation’s history, challenges, and goals. It is our hope that this will be of help in facilitating the search process, assisting the church in focusing on future directions and pastors in gaining some sense of the nature and uniqueness of this congregation.

### *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)





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**Part 1: Church Information**

1. Church Name Covenant Community Church

Address 3870 Alamo Dr. Vacaville, CA 95687

Telephone ( 707 ) 448-5234 Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail admin@cccvv.org Website cccvv.org

2. Presbytery: Presbytery of the Pacific Southwest

Presbytery Ministerial Committee Liaison Rhea Serpan

3. Search Committee Chairman Ethan Roschen / Andy Santamaria

Address 759 W Main St, Winters, CA 95694

879 Granada Ln, Vacaville, CA 95688

E-mail ethan.r@descorbuilders.com / andy@santamaria.ws

Telephone ( 707 ) 592-8366 / 707-681-5330

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

- |                                       |   |   |
|---------------------------------------|---|---|
| <u>Senior Pastor</u>                  | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Children's Director</u>            | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Director of Student Ministries</u> | <input checked="" type="checkbox"/> Full time | <input type="checkbox"/> Part time            |
| <u>Director of Worship</u>            | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Nursery Director</u>               | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Director of Volunteers</u>         | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Preschool/Toddler Teacher</u>      | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| <u>Administrative Assistant</u>       | <input type="checkbox"/> Full time            | <input checked="" type="checkbox"/> Part time |
| _____                                 | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time            |
| _____                                 | <input type="checkbox"/> Full time            | <input type="checkbox"/> Part time            |



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**CHURCH INFORMATION FORM**

5. List all vacant positions

Position Available Pastor Date of Vacancy 2-1-21

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

Position Available \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

6. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>211</u>	<u>121</u>
B. Number of family units	_____	<u>96</u>
C. Worship attendance	_____	<u>120 PreCovid</u>

7. Community Growth  Increasing  Static  Declining

8. Profile of church members

A. Age:

8 % 0-11 15 % 12-18 6 % 19-24 4 % 25-34  
13 % 35-49 27 % 50-64 27 % 65+

B. Occupation:

18 % Business 16 % Professional 18 % Trades  
0 % Agriculture 16 % Stay-at-Home Parent 16 % Retired  
16 % Other (Please Specify) Military

C. Educational level of adults

\_\_\_\_ % some high school \_\_\_\_ % high school \_\_\_\_ % college \_\_\_\_ % graduate school

D. Percentage of members belonging to the congregation

Less than one year 1 %  
5 years or less 17 %  
6-10 years 38 %  
10 years or more 44 %



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**CHURCH INFORMATION FORM**

9. Racial/Ethnic composition of:

A. **Congregation**

3 % African-American 3 % Asian 89 % Caucasian 5 % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

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

15 % African-American 12 % Asian 52 % Caucasian 21 % Hispanic  
\_\_\_\_\_ % Other (Specify) \_\_\_\_\_

10. 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 100,670

11. Church Programming—Worship

A. **Worship Time**

9:30am

**Average Worship Attendance**

120 (pre-COVID)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Frequency of communion celebration: 12 per year

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

Pastor plans worship w/Worship Dir. Pastor administers communion/sacraments. Members/staff pray/read scripture.



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

Variety

E. Type of music used in worship (e.g., traditional, contemporary, variety)

Contemporary

12. Church Programming—Sunday School

A. Average attendance in Church School (under 18 years) 17

B. Average attendance in Adult Education (Sunday) 0

13. Church Programming—Organizations/Committees

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*
<b>Session</b>	Ruling Board of the Church	<b>11</b>	<b>Monthly</b>	<b>2</b>
<b>Deacons</b>	Spiritual Care of the Church	<b>12</b>	<b>Monthly</b>	<b>3</b>
<b>Worship Team</b>	Leads Church Worship	<b>8</b>	<b>Weekly</b>	<b>3</b>
<b>Children's Committee</b>	Plan/Lead Children's Program	<b>5</b>	<b>Monthly</b>	<b>3</b>
<b>Youth Committee</b>	Plan/Lead Youth Program	<b>4</b>	<b>Monthly</b>	<b>3</b>
<b>Outreach Committee</b>	Reach out to community	<b>2</b>	<b>Bi-monthly</b>	<b>3</b>
<b>Mission Committee</b>	Support Church Mission Work	<b>3</b>	<b>Bi-monthly</b>	<b>3</b>
<b>Finance &amp; Human Resource</b>	Oversee Admin & HR	<b>5 each</b>	<b>Monthly</b>	<b>2</b>

\*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.

Additional Committees: Congregational Life, Buildings and Grounds

Additional Ministries: Stephen Ministry



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**Part 2: Financial/Church Campus Information**

1. Current annual budget: \$ 505,834 Last year's annual budget: \$ 521,899  
(Attach a copy of current budget)

2. Percentage of income received toward budget: 92 %

3. Amount contributed for year 2020 (most recent complete reporting year)

A. EPC Per Member Asking \$ 3,082

B. EPC World Outreach Global Workers \$ 0

C. EPC Special Projects \$ 0

D. Presbytery Per Member Asking \$ 2,010

E. Other Missions/Missionaries \$ 4,188

4. Property owned by church

A. Describe buildings and property (other than manse).

5 acre parcel. Sanctuary is approx. 8080 sq ft and Children's Ministry Center is approx 2500 sq ft. There's a modular building behind the Children's Ministry Center being used as the church office.

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

C. Is a building program 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 Currently in the shared office



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**CHURCH INFORMATION FORM**

6. Compensation:

A. The salary range we are prepared to offer:

Position: Pastor \$ 90,000 (includes housing)

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

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

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

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

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

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

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

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

10,500 Pension (minimum 10% gross effective salary)

11,200 Medical insurance

0 Life insurance

0 Social Security

0 Travel/mileage

0 Book allowance

14 days Study leave allowance (minimum 2 weeks)

30 days Annual vacation days (minimum 4 weeks)

6 Number of worship services per year for which pastor is provided relief (in addition to vacation and study leave)

6,000 Other (Specify: Book, study leave, cont. ed, office exp.)



**Part 3: Church Characteristics**

*Check the box that most closely describes the current congregation characteristics and future goals*

Our congregation...	Currently				Goal			
	Agree		Disagree		Agree		Disagree	
1. Supports the pastor.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
2. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
3. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
4. Gladly welcomes visitors and new members.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Is involved in local evangelistic ministries.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
7. Has a spirit of unity.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Cares about each other.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Looks to its Session for leadership.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
10. Ministers well to members who are hurting.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Uses members' gifts in its worship.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. 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	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
13. 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	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
14. Is spiritually alive.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4





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**CHURCH INFORMATION FORM**

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

Prior to Covid, we supported / participated in: Vaca Fish (food bank), Homeless Connect, Operation Christmas Child, Vacaville Christian Ministerial Association, Merriment on Main, Opportunity House, Angel Tree, World Vision, Amor Ministries We held Lent services with Community Presbyterian Church; men's breakfasts with CPC

16. Describe the strengths of your congregation.

Biblically based church (left PCUSA and joined EPC over theological differences). We have a committed long term vision. We are a friendly and welcoming congregation, and have a love for the Lord and love for each other. Our congregation has stayed strong through many changes and upheaval. Desire to serve (Alpha, medical missions, youth and adult missions, Meals on Wheels and Vaca Fish, Homeless Connect). Desire to be inclusive and connect with the community (Prayer walks, movie nights, merriment on main, door hanger invitations to church, Bible Camp). Fiscally responsible and generous. Dedicated staff. Good location for growth (Vacaville is growing around our church).

17. List specific problems with which your congregation struggles.

Volunteer recruitment / volunteer burnout. Struggle with growth / lower attendance, and need to attract more young families. Lack of funding for repairs / property maintenance. Need to increase outreach to our community (we are in a location primed for growth).

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

To expand into our community, evangelize, and grow our congregation;  
To stabilize our church after a time of transition (losing our pastor and Covid-related challenges)  
To resume a sense of normalcy with our Sunday worship services and congregation.



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19. Has there ever been disciplinary action taken against a pastor of your congregation?

Yes     No

20. Has there ever been any disciplinary action against an elder or deacon of your congregation?

Yes     No

If you answered "Yes" to either 19 or 20, please explain.

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

Yes     No

If yes, Date completed Mission Statement May 2008

If yes, attach copies of each statement or strategic plan the church has completed.



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**CHURCH INFORMATION FORM**

#### **Part 4: Leadership Expectations**

1. What five key characteristics, gifts, and/or skills should a person bring to the position?

Engaging preaching that is focused on sound biblical teaching

Someone who can connect with our multi-generational church and can minister to all age groups

Someone who lives and leads by example and spends time in the Word daily

Excellent leadership skills, with a focus on growth and the ability to build and support teams of leaders

Strong communication skills and ability to lead church staff with support, advocacy, and encouragement



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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) Building on current site and moving from "church in a box" to having a fixed location
- 2) Losing our founding pastor and going through the transitional process / calling a new pastor
- 3) Leaving the PCUSA to join the EPC

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

Our pastor, worship director, and youth director all left in the past year, and all during the pandemic, when we were struggling with restrictions on worship and other in-person gatherings. We transitioned to livestreaming our worship services but found it difficult to maintain connections with our members. Throughout this process, God has remained faithful and provided the right people and resources to keep our church intact and moving forward (including the hiring of a new worship director and new youth director).



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**Part 6: Other Information**

1. List the last three individuals who held the position of Pastor

Name	Dates of Service	
Julia Leeth	2-2-2016	to 1-31-2021
Derek Richman	8-3-2009	to 07-31-2015
John Moser	1992	to 2007

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

Clerk of Session Jason Marcus Date 5-18-21

Search Committee Chair Andy Santamaria / Ethan Roschen Date 5-18-21

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)

### **Where We ...**

- **“Celebrate God”** - Worship and Praise God in our Sunday morning services.
  - Celebrate God's love through music and hear a message that teaches the Bible in terms easily understood.
  - We provide a caring environment for children and youth to hear, feel and learn of God.
- **“Connect with Others”** - Connect with others on Sundays during Worship and in small groups.
  - Our mission is to connect more people in our communities through worship, groups and activities.
  - Small groups meet regularly for fellowship and often with a common interest that may include Bible study.
  - Covenant's Youth Ministry connects junior and senior high schoolers from all areas.
- **“Change the World”** - Covenant actively supports local and worldwide missions.
  - It's our passion to be good Christians, changing the world through connections and mission.
  - Our activities and actions are a reflection of who we are and what we strive to be.