



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 Covenant Community Church

Address 3870 Alamo Dr. Vacaville, CA 95687

Telephone (707) 448-5234 Fax (_____) _____

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

2. Presbytery Presbytery of the Pacific Southwest

Presbytery Ministerial Committee Liaison Mark Eshoff (POPS Stated Clerk)

3. Search Committee Chairman Rev. Nancy Duff

Address 3870 Alamo Dr. Vacaville, CA 95687

E-mail nancy@cccvv.org

Telephone (916) 759-2557

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

- Senior Pastor Full time Part time
- Director of Worship Full time Part time
- Director of Volunteers Full time Part time
- Production Lead Full time Part time
- Administrative Assistant Full time Part time
- Nursery Coordinator Full time Part time
- VBS Director (seasonal) Full time Part time
- (2) Nursery Childcare Staff Full time Part time
- (2) Toddler/Preschool Staff Full time Part time
- _____ Full time Part time



5. List all key volunteer positions

- Elders
- Clerk of Session
- Deacons
- Worship Band & Team
- Media Volunteers
- Head Usher
- Greeters
- Committee Chairs and Members
- Sunday School Teachers
- Nursery Volunteers
- Youth Group Leaders
- Small Group Leaders
- Stephen Ministers
- Prayer Teams
- Webmaster
- Admin Volunteers

Our congregation also willingly volunteers for events on an as-needed basis (VBS, church workdays, neighborhood walks, mission dinners, polling place workers, etc.)

6. List all vacant positions

Position Available Assistant Pastor Date of Vacancy 5/20/2023

Position Available _____ Date of Vacancy _____

Position Available _____ Date of Vacancy _____

7. Membership (state approximate numbers and percentages)

	Five years ago	Currently
A. Number of church members	<u>211</u>	<u>121</u>
B. Number of family units	_____	<u>96</u>
C. Worship attendance	<u>150</u>	<u>75</u>

8. Community Growth Increasing Static Declining

9. Profile of church members

A. Age:

10 % 0-11 10 % 12-18 5 % 19-24 5 % 25-34
20 % 35-49 20 % 50-64 30 % 65+



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B. Occupation:

20 % Business 20 % Professional 15 % Trades
0 % Agriculture 5 % Stay-at-Home Parent 35 % Retired
5 % Other (Please Specify) Military

C. Educational level of adults

0 % some high school 40 % high school 40 % college 20 % 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 %

10. Racial/Ethnic composition of:

A. Congregation

5 % African-American 5 % Asian 80 % Caucasian 10 % Hispanic
_____ % Other (Specify) _____

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

10 % African-American 10 % Asian 50 % Caucasian 25 % Hispanic
5 % 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: 103,000



12. Worship

A. Worship Time	Average Worship Attendance	Worship Style
<u>9:30am</u>	<u>75</u>	<u>Contemporary</u>
<u>Livestream & YouTube</u>	<u>35</u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

B. Frequency of communion celebration: 13 per year

C. How are members involved in planning and participation in the liturgy/worship?
Staff plans worship. Members and students play on the worship team, run media, pray, read scripture and give announcements.

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

E. Type of music used in worship (e.g., traditional, contemporary, variety)
Contemporary with a few hymns

13. Ministry Programs

- A. Average attendance in Church School (under 18 years): 15
- B. Average attendance in Adult Education (Sunday): 0
- C. Average involvement in Small Groups: 35



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	Ruling board	7	Monthly	2
Deacons	Spiritual care of church	10	Monthly	3
Worship Team	Leads worship	6	Weekly	2
Missions	Supports local & global mission	3	Monthly	3
Student Ministry Team	Plans & leads youth group	3	Monthly	2
Outreach	Reaches out to community	4	Quarterly	3
Congregational Life	Congregational fellowship	8	Monthly	3
Finance	Oversees church finances	5	Monthly	2
Human Resources	Supports church staff	5	Monthly	2
Stephen's Ministry	Spiritual care of individuals	4	Monthly	3
Buildings & Grounds	Facility & property maintenance	7	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: \$ 546,642 Last year's annual budget: \$ 487,822
(Attach a copy of current budget)

2. Percentage of income received toward budget: 97.00 %



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

- A. EPC Percentage of Income \$ 2,783
- B. EPC World Outreach Global Workers \$ 0
- C. EPC Special Projects \$ 0
- D. Presbytery Per Member Asking/Percentage of Income \$ 1,815
- E. Other Missions/Missionaries \$ 3,170

4. Property owned by church

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

5 acre parcel. Sanctuary is approx. 8080 sq ft and Children's/Youth Ministry Center is approx 2500 sq ft. Church office is located in a permanent modular building.

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: Assistant Pastor - \$ _____

Position: a range from \$55K to \$60K \$ _____

Position: commensurate with experience \$ _____

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

Position: All positions \$ _____ or 5.00 %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

Position: _____ \$ _____ or _____ %

C. Housing

Housing Allowance

Manse Only

Either of the Above

D. Benefits and expenses

10% Retirement Plan (minimum 10% gross effective salary)

\$10,000 Medical insurance (EPC medical coverage required for full-time TEs)

Yes Life insurance

No Social Security

Yes Travel/mileage

Yes Book allowance

2 weeks Study leave allowance (minimum 2 weeks)

4 weeks Annual vacation days (minimum 4 weeks)

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

_____ Sabbatical frequency and length _____

\$3,000 Other (Specify: Professional expenses including mileage, books, study leave, continuing ed, etc)

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	<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 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 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 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 type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Uses members' gifts in worship	<input checked="" type="checkbox"/> 1	<input 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 checked="" type="checkbox"/> 1	<input 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 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?

Our pastor leads a 6 hour training that covers the Book of Order, the Westminster Standards, and key passages in scripture on spiritual leadership. Homework is done in advance.



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

Stated Session Meetings and Deacon Board Meetings include scripture study and prayer. Session also occasionally reads books on ministry and leadership (recently, Kara Powell's "Growing Young").

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

Our pastor participates in the Vacaville Christian Ministerial Association. We support local ministries such as Vaca Fish (our local food bank) and Alpha Pregnancy Center. We are among a number of churches in our community who serve our local schools in various ways (we provide backpacks with school supplies and holiday groceries to families in need). Our individual members serve in various local ministries and non-profits such as the Bay Area Rescue Mission and Meals on Wheels. Our students recently did a service project at a local animal rescue ranch. Globally, we participate in Operation Christmas Child, and have served internationally in Mexico and Honduras. We also are active in our Presbytery and General Assembly.

19. Describe the strengths of your congregation.

We are biblically based, with a strong commitment to following Jesus. We are friendly and love including newcomers. We see each other as family. We have strong small groups. We are multigenerational and work to involve the next generation in ministries across the church. We have students serving in significant roles on our weekly worship praise band, our Sunday media team, our children's ministry, and various service and outreach projects. We are willing servants -- we serve one another, serve our community, and serve the world. We host community groups and events on our campus, and partner with local and global ministries.



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20. List specific problems with which your congregation struggles.

We lost a number of young families during the pandemic, and need to develop strategies to better reach and incorporate children, students and their families into our congregation. We want to develop ministries for college students and young adults. There are new homes being built near the church, and we want to find new ways to reach out to our neighbors. We also want to discover new local and global service opportunities that will be strategic for us to focus on.

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

We are in the midst of a discernment process, so have not yet set major goals for this new ministry season. At this point in the process, two themes that have emerged are:

- In general, our church body is thriving.
- We need to grow our ministry to children, students and young adults.

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

Yes No

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

Yes No



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If you answered “Yes” to either 22 or 23, please explain.

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

Yes No

If yes, Date completed 5/2008

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

Covenant Community Church exists to Celebrate God, Connect With Others and Change the World.



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Part 4: Leadership Expectations

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

Authenticity, empathy, integrity, compassion, grace, love, collaborativeness, humility, patience, enthusiasm, self starter, and hard worker

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

- * Passionate and effective in developing the next generation as disciples of Jesus; supports parents as the primary disciplers of their children
- * Builds relationships through empathetic listening and personal authenticity
- * Creative and strategic, inspires and equips volunteer teams and shapes programs to synergize with the big picture of the church
- * Champions the next generation across all ministries of our church, helping each child, student, and young adult feel valued in the church community
- * Compelling communicator to all generations; able to preach and teach the Word of God with clarity

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

To provide spiritual, theological, administrative and pastoral leadership for the next generations (infancy through young adults) of Covenant Community Church while also serving more broadly as a pastor to our congregation.

- * Foster Christian formation and discipleship of all age groups of the next generation.
- * Plan, oversee and lead programs and events for the next generations, building teams to serve them well.
- * Provide pastoral care to the next generation and their parents.
- * Champion the next generation across the church.
- * Preach, administer sacraments and other pastoral duties.



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Part 5: Church History

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

Community Presbyterian Church made a decision to plant a sister church in Vacaville, which became Covenant Community Church (1991).

We purchased property, built facilities and moved our church to this permanent location in a growing area of Vacaville (2005).

We left our former denomination and joined the EPC (2016).

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 COVID pandemic was extremely challenging for us -- especially since during the shutdown, our pastor accepted a new call and we went without a pastor for 18 months. As our staff, elders, deacons and members stepped up in leadership to fill the gaps and to care for our church in creative ways, God used those challenges to deepen our faith in significant ways. Although we lost members during this time, we remained financially sound due to God's faithfulness and our members' generosity.

Because we had to jettison most of our usual programming during the pandemic, we became open to new opportunities to serve our neighborhood, including hosting various community groups on our campus. We also had several other staff transitions during or soon after the pandemic. This has given us the opportunity to rethink staffing to position ourselves better for the future. The loss of a number of key volunteers during COVID has opened up opportunities to better include students across our ministries.

We called our new pastor in September 2022, and are currently going through a process of discerning specific vision and direction for this new ministry season. One thing is already clear: we must disciple our next generations well. We also sense that God has a specific purpose for planting us in this specific neighborhood. While we don't yet have clarity on all that is ahead, we have a renewed excitement for how God will use us in our city and in the world.



Part 6: Other Information

1. List the last three individuals who held this position

Name	Dates of Service	
(This is a new position, combining two previous positions)	_____	to _____
<u>Becky Santini, Children's Ministry Director</u>	<u>3/2010</u>	to <u>12/2022</u>
<u>Jordan Seamaon, Student Ministries Director</u>	<u>4/2021</u>	to <u>12/2022</u>

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

Before COVID, when we had more students and children, we had a full time Children's Ministry Director and a full time Student Ministry Director. After COVID, when both positions became open at the same time, we have recognized a unique opportunity to restructure our staff to help us more effectively disciple the next generations. We are looking for an Assistant Pastor who is passionate about the entire age span from infant through young adults and who understands the challenges these disciples face in today's world. We want someone who can help set and implement vision and strategy and who is able to build and equip volunteer teams as well as doing hands-on ministry themselves. We look forward to this pastor's leadership throughout the church as we continue working to include students and young adults in all of our ministries, and as we move forward into better serving and reaching our community.

While your primary focus will be on our next generations, our senior pastor and our leaders look forward to mentoring you in all aspects of pastoral ministry. We see serving in our church as a great place to further develop your ministry skills as a pastor.



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 [Signature] Date 5/30/2023

Search Committee Chair [Signature] Date 5/30/2023

2023 Covenant Community Church Budget

Account #	Account Name	2023 Budget
Projected Income		
4110	General Fund Receipts	\$510,302
4243	Rental Income	\$ 36,340
Sub-Total	Projected Income	\$546,642
Human Resources		
	Payroll	\$264,685
	Benefits	\$ 29,200
5014	Pastor's Business Expense	\$ 10,000
5055	Workers Comp	\$ 3,240
5056	Payroll Taxes	\$ 14,580
5064	Leadership Development	\$ 1,000
5073	Recruitment/Backgrounds	\$ 500
Sub-Total	Human Resources	\$323,205
Adult Ministry		
5255	FPU Scholarship	\$ 400
5256	Small Group Expense	\$ 300
5257	Child Care Expense	\$ 200
Sub-Total	Adult Ministry	\$ 900
Missions		
5601	PMA / POI	\$ 6,162
5602	Operation Christmas Child	\$ 100
5617	Local Missions	\$ 1,000
5622	Project Mercy	\$ 500
5625	Alpha Clinic	\$ 500
5628	Global Mission	\$ 1,500
Sub-Total	Missions	\$ 9,762
Outreach & Communication		
5516	Supplies	\$ 500
5520	Hospitality Ministry	\$ 100
Sub-Total	Outreach	\$ 600

Account #	Account Name	2023 Budget
Building & Grounds		
5111	Solar Panels	\$ 8,800
5112	PG&E	\$ 2,000
5113	Janitor & Supplies	\$ 13,000
5114	Landscaping/Pest Services	\$ 13,000
5118	Sanitary Service	\$ 4,000
5119	Alarm Service	\$ 3,000
5120	City Water	\$ 4,500
5127	General Repair	\$ 5,000
5135	* B & G Projects	\$ 12,660
Sub-Total	Building & Grounds	\$ 65,960
Administration Committee		
5151	Telephone	\$ 500
5152	Printing & Office Supplies	\$ 3,600
5154	Postage	\$ 875
5155	Payroll Fees	\$ 1,300
5157	Planning Center Online	\$ 1,500
5160	Insurance	\$ 7,000
5162	Property Tax	\$ 4,136
5163	Permits / Fees	\$ 1,000
5164	Bank Charges/Fees	\$ 600
5166	Leadership Supplies	\$ 500
5168	Copier & Riso Lease	\$ 2,520
5171	Internet / E-mail services	\$ 3,000
5175	Presbytery Meetings	\$ 3,100
5180	Right Now Media	\$ 880
Sub-Total	Administration	\$30,511
Congregational Life		
5452	Fellowship Supplies	\$ 500
5453	Special Events	\$ 975
5454	Daycare	\$ 100
Sub-Total	Congregational Life	\$ 1,575

- * 5135 B&G Projects
- Clean sanctuary chairs \$2,160
 - Monument sign \$1,000
 - Replace 1 AC unit \$5,000
 - Office trailer gutters \$2,000
 - Lawn mower \$2,500

Account #	Account Name	2023 Budget
Nursery		
5342	Cleaning/Sanitation	\$ 75
5343	Snack	\$ 75
5344	Toy Maint/Replacement	\$ 50
Sub-Total	Nursery	\$ 200
Children's Ministry		
5313	KidsTown Supplies	\$ 1,300
5314	Toddler/Preschool Supplies	\$ 800
5316b	Events, Activities	\$ 1,000
5319b	Vacation Bible School	\$ 2,000
5322	Volunteer Training	\$ 400
5323	Administrative	\$ 500
Sub-Total	Children's Ministry	\$ 6,000
Youth Ministry		
5358	Youth Admin	\$ 500
5361	Youth Contacts	\$ 700
5363b	Special Events	\$ 600
5368	Youth Night	\$ 1,200
5369	Leadership	\$ 200
5370b	Youth Mission	\$ 2,150
5374b	Camp	\$ 2,150
Sub-Total	Youth Ministry	\$ 7,500
Worship Ministry		
5410	Honorarium	\$ 3,600
5411	Music	\$ 1,200
5412	Repairs	\$ 500
5414	Equipment	\$ 1,500
5417	Worship Supplies	\$ 300
5418	Sermon Series	\$ 350
5419	Special Services	\$ 505
5422	Worship Software	\$ 400
Sub-Total	Worship Ministry	\$ 8,355
Total	General Fund Expenses	\$454,568
First Northern Bank Loan		
2725/5667	Principal and Interest	\$ 92,074
Sub-Total	FN Loan	\$ 92,074
Total	Proposed 2023 Budget	\$546,642