



Celebrate



Connect



Change

Covenant Community Church

Hello!

Thank you for your interest in the open position for the Senior Pastor at Covenant Community Church (CCC) in Vacaville, California. We are full of hope as we pray that God calls a gifted and skilled pastor to lead and shepherd our church community. We believe that CCC and the City of Vacaville have a lot to offer, and we thank you for your time and consideration for the position.

About our Church community

Covenant Community Church is a place where we strive to celebrate God, connect with others and change the world. Our church community consists of roughly 120 multi-generational members, who are some of the kindest people you will ever meet. We are committed Christians growing in God's word and seeking discipleship to Jesus Christ. Our church campus is located on 5 acres of land and includes a sanctuary, as well as children's and staff office buildings. This past year we updated our church office with fresh paint, and the sanctuary with new flooring and paint, streamlined sound/video equipment, and a refreshed stage design. CCC is also in the final stages of building a beautiful bell tower on the property, which not only provides CCC with additional income, but will serve as an outdoor event and gathering location. It has a covered outdoor stage which we hope to make a focal point for years to come by adding an inviting landscape and grassy area.

The best place to survey what Covenant Community Church is like is to check out our church website or visit our church Facebook page. You can worship along with our amazing worship team in previous sermon videos or explore engaging Sunday School lessons taught by our Children's Ministry team.

- www.cccvv.org

- www.facebook.com/CCCVacaville

About our City and surrounding area

With a population of just over 100,000 residents spanning roughly 29 square miles, Vacaville was rated one of the top 10 "most livable small cities" in the country in 2018 - and we highly agree with this assessment!

The growth of Vacaville over the past few years and the plans for further expansion are some of the many reasons that it is such a desirable place to live. Located in Solano County, the area is supported by a diversified economy that includes Travis Air Force Base, biotechnology, manufacturing, government, agriculture, and much more. The City of Vacaville has exciting plans to expand its world class biomanufacturing center by 300 acres. A newly added train station recently put Vacaville on the Capitol Corridor Train line for easy commuting to the Bay Area. Additionally, Vacaville has the top-rated school district in the county as well as highly rated charter and private school options. It also sits between several amazing universities - UC Davis, UC Berkeley, Sonoma State and Sacramento State - and is home to Solano Community College. Finally, the residential area surrounding CCC is expanding with multiple new home communities, putting our church in a prime area for growth and outreach.

Vacaville residents enjoy the small-town charm and bountiful community events. It's easy to spend an enjoyable day around the town. There's hiking or biking around historic Vaca Peña and Lagoon Valley, shopping at the Vacaville Premium Outlets, or visiting the Nut Tree train and carousel followed by ice cream at Fentons Creamery. Throughout the year there are a plethora of events to attend at the city's wonderful libraries, community centers, senior center and Performing Arts Theatre. The downtown and town square area hosts superb events throughout the year - Restaurant week, Fiesta Days, Creekwalk Concerts, Farmers' Market, and Merriment on Main. At Christmas time, a stroll down our famous Candy Cane lane enjoying the incredible Christmas lights with a cup of hot cocoa is a must!

- [Visit Vacaville](#)

Vacaville is centrally located to almost anything you could imagine exploring in Northern California. To the west is San Francisco, Napa/Sonoma, and the beautiful redwood forests. Not to mention the beaches, hunting/fishing, and world class dining. To the east you can explore Lake Tahoe for skiing, snowboarding, hiking, and mountain biking. And don't forget about Yosemite National Park and the eclectic gold rush towns. The possibilities of fun days exploring not only Vacaville but all of Northern California are endless.

Position Summary

The Senior Pastor will provide spiritual, theological, administrative and pastoral leadership for the congregation through the following areas:

- Function as a spiritual leader and provide visionary leadership to the congregation
- Actively support Christian formation and discipleship of all members
- Moderate the Session and serve as a resource to congregational committees, ministries and Deacons
- Plan, oversee and lead congregational worship services
- Supervise the church staff
- Provide pastoral care to the congregation as needed

Essential Characteristics

- Engaging preaching that is focused on sound biblical teaching
- Ability to connect and minister to our multi-generational church
- Live and lead by example, spends daily time in the Word
- Visionary leadership skills, with a focus on growth and the ability to build up and support teams of leaders
- Strong and effective communication skills to lead church staff with support, advocacy and encouragement

Interested candidates should send a resume and any relevant information, or any other inquires, to pnc@cccvv.org.

3870 Alamo Drive ♦ Vacaville, CA 95687 ♦ 707-448-5234 ♦ www.cccvv.org

Becky Santini, Children's Director: becky@cccvv.org; Jordan Seaman, Director of Student Ministries: jordan@cccvv.org
Annie Jimenez, Worship Director: annie@cccvv.org; Sheri Marcus, Director of Volunteer Ministries: sheri@cccvv.org;
Rachel Hooley, Nursery Director: rachel@cccvv.org; Jack Battenburg, Lead Chaplain: jnbatt@jps.net;
Rebecca Duvall, Administrative Assistant: admin@cccvv.org



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Covenant

Community Church

Senior Pastor / Head of Staff

Responsibilities

Spiritual:

- Profess a personal and mature commitment to Jesus Christ.
- Provide and nurture the spiritual vitality of the life and ministry of CCC through preaching, teaching and pastoral care.
- Live a life of active spiritual disciplines and discipleship to Jesus Christ.

Visionary Leadership:

- Guide the session and congregation in the formulation and implementation of a strategic plan and mission statement.
- Participate in continuing education and leadership development (retreats, conferences, training, etc.)

Moderate Session/Ministries:

- Lead, support, guide and moderate Session as they carry out their responsibilities.
- Guide and serve as a resource for staff, Session, committees and ministry areas.

Congregational Worship:

- Plan, oversee, and lead all aspects of weekly and special worship services.
- Provide engaging preaching that is focused on sound biblical teaching.
- Officiate at weddings and funerals.
- Secure pulpit supply as needed.

Christian Formation and Discipleship of all Members:

- Conduct new member classes.
- Support and promote teaching ministries of CCC and small groups.
- Offer leadership development to Session, staff and committees, including potential training opportunities through periodic retreats and church meetings.

Staff Supervision:

- Supervise all church staff.
- Plan and conduct weekly staff meetings.
- Nurture the professional and spiritual development of staff.

Pastoral Care:

- Provide pastoral care in conjunction with the Ruling Elders, Chaplains, and Deacons to staff, congregational members, and all active participants as needed or requested. Pastoral care includes, but is not limited to, spiritual guidance, counseling, hospital visits, homebound members, and telecare.

Represent CCC in Vacaville and Solano County area:

- Participate in the Vacaville Ministerial Association.
- Be an exemplary Christian witness in all outside community interactions by being an ambassador for CCC.

Qualifications:

- Minimum of 5 years and preferred 10+ years of significant ministry leadership experience.
- Master of Divinity degree from an accredited evangelical seminary.
- Ordained or able to be ordained in the Evangelical Presbyterian Church.

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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

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

*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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CHURCH INFORMATION FORM

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	
<u>Julia Leeth</u>	<u>2-2-2016</u>	to <u>1-31-2021</u>
<u>Derek Richman</u>	<u>8-3-2009</u>	to <u>07-31-2015</u>
<u>John Moser</u>	<u>1992</u>	to <u>2007</u>

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. For more information or to send your posting, email 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.