



EPC

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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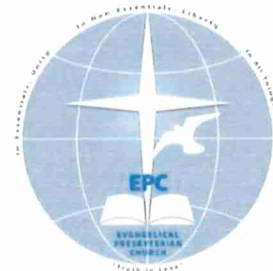
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Please return completed form to:

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 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)

Mark Wollan - Senior Pastor (retiring) Full time Part time

Mike Mann - Executive Pastor Full time Part time

Julie Keen - Youth Ministry Director Full time Part time

Matthew Tripp - Production Director Full time Part time

Robin Aldana - Communication Coordinator Full time Part time

_____ Full time Part time

_____ Full time Part time

_____ Full time Part time

_____ Full time Part time

_____ Full time Part time



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+



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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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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



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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 %



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

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

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? 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: 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



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 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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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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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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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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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)



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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?

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.



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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.



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Statement of Acknowledgment

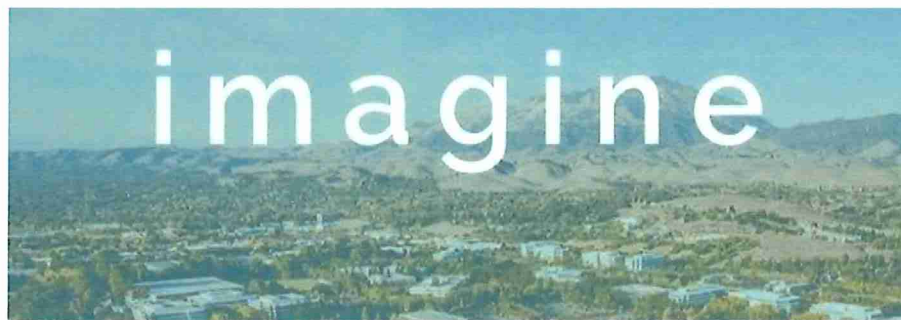
The EPC believes that honesty and a commitment to open communication are critical to building the body of Christ. In that spirit, please confirm your agreement to the following statements by your signatures below.

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 *Douglas* Date *8-16-2023*

Search Committee Chair *Mark Miller* Date *8-16-2023*



OUR MISSION

To lead people into a growing relationship with Jesus.

OUR VISION

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

OUR CORE VALUES

- Loving Generously
- Growing Relationships
- Embracing Service
- Making Disciples
- Following Scripture

FOCUS AREAS

- Become more outwardly focused.
- Develop an intentional discipleship process.
- Provide fellowship and community for all who attend SRPC events and activities.

SAN RAMON PRESBYTERIAN CHURCH

INITIATIVES

OUTWARD FOCUS

- Build redemptive relationships through outreach ministries.
- Develop side-door ministries to attract and engage non-Christians.
- Design weekly worship to engage new attenders and provide deeper experiences for mature Christians in person and online.

DISCIPLESHIP

- Offer Rooted as a starting place for discipleship.
- Develop an ongoing path of discipleship from elementary age through adults.
- Create an annual congregation-wide experience to strengthen and deepen spiritual growth.

FELLOWSHIP & COMMUNITY

- Create a welcome experience that cultivates connections within the SRPC family.
- Offer unique worship experiences and SRPC family gatherings to strengthen our connections.
- Utilize Growth Groups and service opportunities to connect and deepen relationships between current and new SRPC'ers.

Loving Jesus. Loving One Another. Loving Our Community.

srpc.org

[@sanramonpres](https://www.instagram.com/sanramonpres)

JOB DESCRIPTION

Senior Pastor San Ramon Presbyterian Church

Status: Exempt
Type: Full time
Hours: 40 hours per week

Reports to: Ruling Elders/Session and Presbytery

Direct reports to Senior Pastor: Assistant/Associate Pastors, Director of Worship and Arts, Children's Ministries and Student Ministries Directors. The Senior Pastor serves as head of all paid staff.

Purpose: The Senior Pastor, under the authority of Christ as Chief Shepherd, serves as spiritual shepherd of San Ramon Presbyterian Church (SRPC). The Senior Pastor prepares the people of SRPC for works of service so that the body of Christ may be built up to fulfill the Great Commission. With the Ruling Elders, the Senior Pastor exercises the joint power of government in conformity with the Scripture; discerns God's will for the body of believers and engages SRPC in its mission, vision and strategies as established by Session.

Responsibilities:

Subject to review and adjustment in conjunction with the Session, the following constitute the major responsibilities of the Senior Pastor:

Preaching and Worship

- Faithful biblical preaching. Leading the people in worship and in celebration of the Sacraments.
- 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.
- Plan and coordinate worship with the Director of Worship and other worship leaders.
- Preach at approximately 75% of SRPC Sunday worship services.
- Faithfully administer the Sacraments and conduct wedding and funeral ceremonies as requested and appropriate.

Teaching

- Provide the necessary oversight and involvement in the education, discipleship, equipping and nurturing of the congregation. Ensure that teachers and leaders at all levels understand and embrace the Essentials of the Faith and ensure that they are equipped for their service.

- As appropriate, provide teaching to the staff, Session, Deacons, and ministry leaders as part of involvement with their ministries and personal spiritual development.
- Teach a portion of the New Member/Inquirer's Class.

Leadership:

- Partner with Ruling Elders to plan, communicate and implement the church mission, vision and strategy.
- Provide spiritual leadership and Spirit-inspired vision for the Church to build mature followers of Jesus Christ who seek Him earnestly, serve Him faithfully, and share Him boldly.
- Serve as Moderator of the Session and, with the Elders, exercise the power of government at SRPC in accordance with the EPC Book of Order.
- Build relationships with other pastors, leaders in the community, and within the EPC.
- Maintain a connection with the EPC, attend Presbytery of the Pacific meetings and, when possible, General Assembly meetings.

Staff Supervision and Development:

- Meet regularly with Direct Reports for planning and updates. Assist in goal setting and problem solving, providing encouragement and support as needed.
- Communicate church mission, vision, strategy goals and plans to Direct Reports and staff.
- Set personal goals and plans aligned with the mission, vision and strategy of SRPC.
- Meet with 2 Ruling Elders appointed by Session for goal setting, mid-year and annual goal reviews. (Summary report to be given to Session by one of the 2 Ruling Elders).
- Promote a working environment of encouragement, accountability, respect, responsibility and openness. Encourage all staff members in their ministry for Christ.

Pastoral Care:

- Minister to Ruling Elders, pastors, and staff by providing personal encouragement, spiritual encouragement and accountability
- With Session, provide pastoral care to and spiritual oversight of SRPC members and others participating in the life of SRPC.
- Provide pastoral care and counseling to the congregation as appropriate. Time spent on counseling should not negatively impact other responsibilities and should be limited to spiritual matters or short-term issues while directing long-term needs to qualified external sources.
- When possible, provide pastoral care in the form of hospital visits or to shut-ins to supplement the work of Deacons and Elders.
- When possible, attend and promote SRPC ministry and fellowship events so as to encourage Christian fellowship and to build community.

Prayer, Study, and Personal Development:

- Set an example by putting prayer as the first priority in every aspect and activity of personal life and involvement in the church.
- Encourage the church's prayer life and Prayer Ministry.
- Earmark specific and adequate time for study and preparation for your preaching and teaching ministry at SRPC.
- Develop and maintain Christian accountability relationships with Session, trusted Christian friends, and trusted fellow pastors.
- Spend adequate time for personal and professional development and incorporate a personal developmental goal in annual goal-setting.

Working Conditions:

- Maintain a healthy balance between time in the office with staff, leaders and members and needed time out of the office for study and community relationships.
- Establish appropriate time and boundaries to cultivate a healthy marriage, family and personal life.
- The conduct of the Senior Pastor, in conjunction with the Session and staff, sets the tone for the working environment at the church in conformity with Scripture and principles, policies, procedures and guidelines outlined in the EPC Book of Order and the SRPC Employee Manual.