



PLEASE TYPE

**LEADERSHIP REFERRAL**

**SERVICES**

Cumberland Presbyterian Church  
8207 Traditional Place  
Cordova, Tennessee 38016

**CHURCH INFORMATION FORM**

Date Form Completed: June 2021

Form Completed by:

**PART I—CHURCH/COMMUNITY PROFILE**

**SNAPSHOT OF THE CHURCH**

Name and Address of Church:  
Grace Fellowship Community Church  
3265 16th Street  
San Francisco, CA 94103

Church Number: 8510

Website: www.gfccsf.org

Phone Number: +1-415-703-6090

Presbytery: Presbytery Del Cristo

Year Organized: 1983

Current Active Membership: 117

Active Membership 5 years ago: 146

**Contact Information**

Search Committee Chairperson: Karen Seth

Phone Number:

Email Address: psearch@gfccsf.org

**Attendance/Services**

Average weekly attendance for Morning Worship: 150

Evening Worship: N/A

Mid-Week Service: 70

Other regular services (list/describe):

**Church School (number in attendance)**

Nursery: 1

Curriculum:

K-6: 12

Curriculum: "Teaching our Children their Story"

Youth: 20-25

Curriculum: Orange XP3

Adults: N/A

Curriculum: N/A

Total Enrolment: 33

**Organizations/Meetings in the church (Bible Study, CPWM, Youth, Men's Fellowship, etc.):**

*Grace Fellowship has traditionally practiced Bible Study as a large group in the church building. Youth and children's programs also meet in the building with Sunday School and Friday gatherings. Small groups typically meet in homes. In the building, we have active ministry groups serving the local Food Bank and Blood Bank. Church members intersect with neighboring churches, parachurch groups and community organizations to care for and advocate for schools and marginalized peoples in our community. Some of these meetings take place in our facility. We also partner with a school to share our building during the week. We have also helped to incubate three non-profit organizations to serve our City in specific ways using our building as a first office.*

**Financial Statement** for the last complete fiscal year (give year): CY2020

Income from:

Pledges:

Offerings/Gifts: 449,218.

Other: 4465.

Expenses:

Operating Expenses: 257,341.

Debt Payment:

Benevolences: 98,175.

Total Income: 453,683.

(OUO, Presbytery, Synod,  
Second Mile, Stott-Wallace):  
Other:  
Total Expenses: 355,516.

**Approved Budget** for the Current Fiscal Year: 566,035.

**SNAPSHOT OF THE COMMUNITY**

Total population of the city, town, or rural area in which the church is located:

Region - San Francisco Bay Area: ~ 8 Million

City - San Francisco: 850,000

Neighborhood - Mission District: 80,000

This church serves a community or neighborhood that encompasses an area within how many miles of the church?

With several notable exceptions, the church membership lives within the city of San Francisco. All of our ministry takes place within the City's 49 square miles.

Indicate the kind of service area by checking any of the following that apply.

Inner City     Urban (Downtown)     Urban (Residential)     Suburban     Town  
 Rural     College     Retirement     Recreational/Resort     Agricultural

The city/town/rural area in which the church is located is (*check one*):

Growing     Declining     Static     Dynamic\*

The immediate community/neighborhood/parish served by the church is (*check one*):

Growing     Declining     Static     Dynamic\*

\*The Mission District is historically a first destination for immigrants and has seen many waves of newcomers.

The population number does not change dramatically, but the neighborhood is anything but static.

**PART II—POSITION DESCRIPTION**

**Title of Position:**     Senior Pastor     Pastor     Associate Pastor

Youth Minister     Children's Minister     Music Minister     Other:

**Synopsis of Job Description and Expectations:**

*The Senior Pastor will lead the congregation from the pulpit and from the office. The Senior Pastor will oversee the staff, the teaching and preaching ministry, the health of the organization and will moderate the Session. The Senior Pastor will be expected to offer some one to one pastoral counseling (not therapy or spiritual direction). The Senior Pastor will invest his/her time heavily in leadership development.*

**List all other full or part-time staff:** (Name, title, full-time [FT] or part-time [PT])

*Young-ki Kim, Youth Director, PT, currently pursuing a Masters of Divinity degree*

*Caroline Kennedy, Church Operations Support Assistant, PT*

*Pam Chen, Session Clerk, PT*

*Linda Kay, Church School Administrator, Volunteer*

*Lisa Williams, Choir Director, Volunteer*

*Josh Chen, Band Leader, Volunteer*

*Gloria Leung, Childcare, PT*

*Laura Delaney, Church Custodian, PT*

*Monica Ponce, Church Custodian, PT*

**Date position became, or will become, vacant: 11/1/2018**

By whom was the position last filled?

Rev. Sharon Huey

Current address and telephone:

May they be contacted? Yes.

Please contact the church for this information. We don't wish to make the address public.  
 Rev. Paul Conti is serving as pulpit supply and is available at the church address and phone.

**Expectations of Work Week:**

Full-time (30 hours or more)  Part-Time (Less than 30 hours)  
 Tent-Maker (Another job/ministry is expected and acceptable)  Other (please explain):

**Compensation**

**Salary:**

- a. Minimum annual cash salary: \$90,000
- b. Manse? No  
If no, housing allowance:<sup>1</sup>
- c Utility allowance: No
- d. Other benefits (explain):<sup>3</sup>

**Benefits:**

- a. Church's contribution to retirement fund: \$4000/yr
- b. Health Insurance: Negotiable.
- c. Other benefits (explain):<sup>2</sup>

**Total compensation: Negotiable**

**Professional Expense Reimbursements and Allowances**

- 1. Automobile Expense: No.
- 2. Expenses to General Assembly/Conferences: Presbytery.
- 3. Continuing Education: See footnote 3 below.
- 4. Other expenses (explain): See footnote 3 below.

**Total Professional Expense Reimbursement or Allowances: See footnote 3.**

**Other Benefits:**

- Length of vacation: 4 weeks.
- Amount of time allowed for preaching missions/revivals/continuing education/conferences, etc.: Negotiable.

**PART III—SKILLS, INTERESTS, AND EXPERIENCE INVENTORY**

**A. PASTORAL SKILLS.** *It is assumed all skills listed below are used by every pastor. However, each person has certain special gifts and particular interests. The ministry of this position in our congregation would be most satisfying if pastoral activities are emphasized as follows:*

	HIGH			LOW
<b>1. Evangelism Inspired by Justice &amp; Compassion</b> <i>(Embodies and promotes Christ's ethic at personal and societal levels, prioritizes development of congregational ethic in recognizing and dismantling of unjust and oppressive systems and in relating the gospel to people within and outside the Church.)</i>	<b>1</b>	2	3	4

<sup>1</sup> Housing allowance is set by the Session at the beginning of each year. Housing expenses in the San Francisco area are high, so the pastor should anticipate allocating a large percentage of salary to housing allowance.

<sup>2</sup> Grace Fellowship maintains a 403(b) plan and pays the full amount into an HSA if the pastor is eligible.

<sup>3</sup> Grace Fellowship allocates \$10000/yr to staff development. This is spent at the discretion of Staff and Session to support development and education. Grace Fellowship offers 4 weeks/yr of vacation.

<b>2. Pastoral Care</b> ( <i>Shepherds the flock - meets and visits with people in midst of crises or in need of guidance at a crossroads.</i> )	<b>1</b>	2	3	4
<b>3. Leading Worship</b> ( <i>Facilitates, plans, and conducts the congregation's worship of the Lord.</i> )	1	<b>2</b>	3	4
<b>4. Preaching</b> ( <i>Communicates the gospel through sermons and relating its truth to life.</i> )	<b>1</b>	2	3	4
<b>5. Spiritual Formation</b> ( <i>Shapes the congregation's life to develop and promote spiritual maturity through various ministries, such as ministry to and training of children and youth, mentorship and leadership development for individuals of all ages, guidance and counseling, etc.</i> )	<b>1</b>	2	3	4
<b>6. Is a Disciple of Christ</b> ( <i>Has a healthy personal relationship with the living God, with ethics and lifestyle that reflect the larger context of the Kingdom of God.</i> )	<b>1</b>	2	3	4
<b>7. Administration</b> ( <i>Oversees and coordinates the affairs and activities of the congregation.</i> )	1	2	3	<b>4</b>
<b>8. Program Development</b> ( <i>Leads in the development and use of individuals' gifting and interests to serve in organized programs that support the congregation and community.</i> )	1	<b>2</b>	3	4
<b>9. Material Resources Stewardship</b> ( <i>Leads in the development, use, and maintenance of congregational and individuals' resources (e.g., building, finances, etc.)</i> )	1	2	3	<b>4</b>
<b>10. Community Leadership</b> ( <i>Organizes involvement with those in the city's faith community and also with local civic leaders.</i> )	1	<b>2</b>	3	4
<b>11. Values the Arts</b> ( <i>Leads to incorporate use of the arts (music, visuals, drama, dance, literature, etc.) as a resource in worship and ministry.</i> )	1	<b>2</b>	3	4

## PART IV—NARRATIVE INFORMATION

(Attach your narrative information, using the outline below. If your church or committee has recently done a Mission Study and/or written a Mission Design with goals and objectives, you may use information from that in place of sections B and C below. Do not use more than five (5) pages of narrative information. The statements/questions in the outline below are only suggestive of the kinds of information you might wish to include in this narrative section.)

### A. THE CHURCH AND COMMUNITY

#### 1. The Church

Write a brief statement describing the way your members view your church, including any special "flavor" or hallmarks you can identify that would help a stranger to understand the kind of congregation you have. It would be helpful to state something about the membership of your church in terms of occupations, educational levels, racial mix, etc. Note any plans for extensive remodeling of the church's facilities or any plans for future construction on either the church facilities or the manse. Describe the church's property—not only in terms of buildings but also in terms of the total church site, indicating any special use of the property by the church or community, e.g., recreational uses.

*Birthed 38 years ago out of the CPC in SF Chinatown, Grace Fellowship Community Church is exactly what the name suggests—a tight-knit body of SF and Bay Area disciples that value the sacred ordinariness of doing life with one another in light of the resurrection and living hope of Christ. We love each other, and we love our city. The congregation is multi-generational, composed of families and singles, with a larger percentage of Gen X and Baby-Boomer ages to Millennials, youth, and kids, many of whom have spent decades faithfully walking with this body*

of believers.

*At a very high level assessment we would fall under predominantly white and Asian-American, college graduate, SF middle-class professional demographics. But absolutely there is a note-worthy mix of vocations, cultures, and backgrounds, and personalities in the details. We have been in our building for almost 30 years, undergoing one major remodel approximately 10 years ago. This building has served us very well, housing many a ministry, worship service, and congregational event.*

## **2. The Community**

Describe the community in which the church is located in such a way that a stranger could visualize the kind of community it is. What educational, cultural, and medical facilities are available, either in the community or nearby? What other churches serve the same community? Are there special, or major, issues confronting the community and, if so, how is the church responding to them?

*GFCC is located in the center of the city, nestled between downtown and the residential neighborhoods; it is a rather populated, diverse, historical, and colorful area. Surrounding us is a lot of public transportation, both public and private schools from pre-K to highschool, the historic Dolores mission, senior housing, a police station, hospital, SRO's, new condo developments, and a wide array of small businesses and eateries. It is also just blocks away from one of the most famous LGBTQ neighborhoods in the country, as well as next-door to numerous churches(Catholic, Lutheran, Jewish, Mennonite, among others).*

*While the area has been historically Latinx immigrant, working-class families, today it is increasingly transient, young upper-middle class. Our ministries have typically aimed to serve the marginal communities in the neighborhood(i.e. through food pantry, partnering with the adjacent schools, neighborhood prayer walks, befriending the small businesses, immigrant outreach, children's bible camp etc.).*

*A huge issue we've witnessed, and to some extent experienced, is displacement, gentrification, and lack of affordable housing and job opportunities. We haven't properly known how to care for the changing environment, particularly in being a bridge between the newer young churches moving in and the people being forced out. We have also (often unknowingly) turned a blind eye to the Castro district and the discrimination and inequalities that that particular community is struggling with. In our own questions, confusion, and discomfort we have not always walked with our neighbors well.*

*This past year has been extremely trying due to COVID and a major shift in the way we participate in community. We take precautions and distancing very seriously for the sake of one another. Our congregation adheres to San Francisco's regulations to pause in-door worship and gathering in large groups. Our worship has been, and will continue to be for the near foreseeable future over Zoom.*

## **B. PROGRAM AREAS IN THE LIFE OF THE CHURCH**

Comment on such program areas as worship, fellowship, Christian education, evangelism, stewardship, missions (both local and beyond the congregation). Describe some programs or involvements by the church that have been most meaningful in your church's life and ministry. What kind of structure is used to plan and implement programs in your church, e.g., committee structure, what committees are functioning, how often do they meet, etc.?

*Currently we are meeting remotely on Zoom. But before the pandemic, some of our programs consisted*

of:

*Sunday morning worship; followed by church school for the youth/children and prayer time for the adults. This is all planned by our pastor, worship team, ushers, sound and media team, choir director, worship band, youth ministry (under our youth pastor), church school teachers, and prayer team. People sincerely enjoy being with each other and these Sunday gatherings are a huge part of what shapes our life together.*

*Midweek we offer a gathering led by a pastor or congregant for a bible/book study where at least 60-70% of our congregation gather in our building. There are "Parish Groups" that meet monthly in people's homes led by 2 elders. These groups often are a ready network to respond to one another's needs. Smaller Bible/book studies have sprung up by congregants held in their homes during the week. Youth have biweekly gatherings rotating locations at family's homes or at the church building. These are typically co-led between youth ministry staff and students. Additionally, every month a community, faith-based prayer walk occurs. These are typically rotated with each of the different neighborhood churches or synagogues hosting the event and whomever would like to join is welcome.*

*Other programs include weekly choir practice (led by our choir director who coordinates with the worship committee), Food Pantry every Saturday (coordinated by a team and the SF/Marin Food Bank), and the monthly Elders meeting (led by the session). We currently offer a Catechism class for highschool seniors and while not at the moment, have hosted Membership classes every year for those interested in joining our congregation.*

*Undergirding our community life run by congregants are things like: Childcare, Prayer Group for the Elderly, Community Builders, Building Committee, Covid Advisory Team, Covid Relief fund, Congregational Response Team, church library, church art/banners, money counters, and now we have a paid Church Operations Support Assistant.*

*Some annual events include: Easter luncheon, church picnic, anniversary celebration, Presbytery, Maranatha Church El Paso work trips or immigration clinics (these are all led by special committees), and Youth Retreat. On a more casual note, there is the informal pick-up basketball or flag football gatherings that build up our sports-loving community.*

*Local, neighborhood outreach includes: Hosting community health fairs that partnered with other churches and the public health system (run by a special committee). City Kids God's Kids camp (a vacation bible school week for grade-school kids led by church school teachers and congregational volunteers from youth to adults). This was a congregation wide effort and allowed our kids to invite their friends as well as the neighborhood and corporately have fun, serve, and be an evangelical presence together. Kaleo ministry is an open hospitality hang-out that meets biweekly where many families (often immigrants) can find a safe place to socialize and build relationships, receive immigration assistance, and have their kids cared for.*

*Ultimately, ministry itself is done mainly in the places where people work, live, and go to school. We are involved in networking, volunteerism, and boards of nonprofit entities—under the service to each other and the community. We feel it is the church's role to "equip" the saints to be Christians in these areas by what we teach, how we live, love, and support one another.*

### **C. WORSHIP PREFERENCES**

Please describe the worship style of your church as it is now.

*We have a blended style of worship. We come from hymn-centric formal worship, accompanied by fairly traditional choral pieces, but have always included a mix of accompanied contemporary song-choices, increasingly so in the last few years. The order of worship and the congregational participation is mostly traditional and adheres to Presbyterian formatting (i.e. synchronized standing/sitting, typically more reserved expression, briefer segments of singing and praying.) We have always embraced traditional liturgies, and more recently have coupled them with various modern forms of expressive language like*

*prose or poetry. In general, we like having some things predictable so we can all move together, with God is our audience. In the last couple of years we have been seeking to engage with God and each other as authentically as we can, entering worship as we are and loosening our grip on how we "ought to be". This includes a shift to give worship participants the freedom to determine whether to read formal texts or speak from the heart.*

#### **D. GOALS, OBJECTIVES, VIEWPOINTS**

What goals/objectives have been established by your church for its life and ministry? Comment on your understanding of some major issues that your church will be facing in the coming few years (five to ten years).

*In this period of societal and congregational transition, GFCC would embrace the opportunities God's ongoing presence opens up through change, growth and loss. We would be freed to see ourselves as forgiven people in deeper, healthy, growing relationship with our loving God wherein individually and corporately we:*

- *Become more spiritually attuned and reliant.*
- *Experience more fully God's healing presence and call.*
- *Connect and partner with neighbors and sisters and brothers outside our walls.*
- *Analyze, loosen or release patterns that are not life-giving.*
- *Invite and empower our youth and the youth of our city to thrive as God's family.*
- *Be ever more mindful and give voice to God's heart for justice and reconciliation.*
- *Maintain and find new means to live out God's call to care for all of His creation.*
- *Celebrate and continue to build the historical strength of our committed interpersonal and intergenerational bonds.*

#### **E. BENEVOLENCE SUPPORT**

What percentage of your church's annual total offerings is given to benevolent causes? Use the last complete fiscal year to figure the percentage and note if there are plans to increase or decrease the benevolent support in the current fiscal year. In figuring the total benevolent support, include such items as Our United Outreach (OUO), presbyterial and synodical causes, Second Mile Giving that is directed to programs outside your local congregation, and local benevolences outside your congregation but in the community, e.g., aid for the needy, etc.

List the non-denominational causes, if any, to which benevolence/mission support is given, along with an approximate annual amount, e.g., World Vision (other than what is channeled through the denominational program that is linked with World Vision).

*Since this congregation's inception, we have been able to be financially self-sustaining. In year 2020, our outreach (benevolences) was 22% of our budget. The percentage for 2021 is a slightly higher percentage. Our partners for 2021 are as follows.\**

- *Denominational partners:*
  - *CPC Our United Outreach*
  - *Presbytery del Cristo annual dues*
  - *Agape CPC in El Paso, TX*
  - *Maranatha CPC in Socorro, TX*
- *International partners:*
  - *ECWA Theological Seminary in Jos, Nigeria (JETS)*
  - *Sunday Agang (JETS)*
  - *Tom and Tammy George (Frontiers)*
  - *Anna Lo (Langham Partnership)*
- *National partners:*
  - *Ekklesia Project*
  - *Brenda Wong (InterVarsity Christian Fellowship)*
  - *Joy Kreider (InnerCHANGE/Novo)*
- *Local partners:*
  - *San Francisco Food Bank*
  - *Julia Pferdehirt (YWAM)*

*\*Beyond what is displayed in this annual budget, members of this congregation give and support a variety of other ministries and causes, locally and worldwide.*