

Date Submitted September 6, 2018

**GENERAL INFORMATION**

Congregation Name Church of the Holy Innocents
Street Address 681 Prospect Avenue, West Orange NJ 07052
Telephone: (973) 731-0259
E-mail address: holyinnocents681@yahoo.com
Website: www.holyinnocentschurchwo.org

Social Media (Facebook, Twitter, etc.)

Instagram: https://www.instagram.com/churchoftheholynnocents
Facebook: https://www.facebook.com/Holy-Innocents-Church-West-Orange-NJ-130953183605410/

**PARISH LIFE**

**Worship**

The following group of questions is intended to give us a feel for your congregation's weekly worship experience.

- What is the time of your Sunday service(s)? 10 a.m. (9:30 a.m. summer)
• How many people can you comfortably seat in your church? About 100
• What was your Average Sunday Attendance in 2017: 45
• How do you provide for music in worship? Organist (pipe organ), choir, instrumentals. Yes. Music is very important.
• Do you have a choir? Yes. Every Sunday
• Who usually assists the priest in the service? Deacon (leaving 9/9/18), laity
• Are your acolytes: Adults - Plan to incl. young people
• Is your church heated comfortably during the winter months?
o Heated in winter Yes
o A/C No
• Do Sunday school children join the congregation for the Eucharist?
o Yes
• Are services conducted in English? Yes
• Does your sanctuary show any structural problems, such as leaky roof, water damage; broken or missing windows, sloping floor, stress fractures in walls; falling plaster? No. Signs of age, as would be expected. Built in 1872.

## Nurture

The following group of questions is intended to acquaint us with your Christian education, membership development, stewardship and leadership development programs

- Do you have a Sunday school for young people? Yes
- What is the average Sunday attendance of your church school? 6
- How many adult teachers of Sunday School do you have ? 1
- Are Sunday School pupils grouped by age in separate classes? No
- Do you have a youth choir? No. Have bell choir.
- Do you have a teen program? No
- If "Yes", how many adults work with your teens? n/a
- Do you have an ECW? No
- Have you had a confirmation class in the past 6 years? Yes (with St. Luke's Montclair and Church of the Holy Spirit Verona)
- Do you have a regular adult education program? Yes
  - If "Yes," many times did the program meet during the past year - All Lent
- Do you have a special Lenten program? Yes
- In the past year, did anyone from your church (clergy or laity) attend any educational programs, leadership conferences, congregational development programs offered by the diocese or another organization?
  - Yes: Archdeacon Chris attended the Archdeacon's Conference in February and participated in The Appreciative Inquiry course offered by the Diocese of Newark in May. Additionally, Archdeacon Chris was one of the facilitator's for the Diocese of Newark anti-racism training in June.
  - Yes, see profile re Lenten Adult Christian Formation

## Stewardship

- Do you have a stewardship committee? Not formally
- In the past year, was any of the following part of the stewardship program?
  - An all member stewardship canvas: No
  - Small group meetings No
  - Letters to the congregation Yes
  - Pledge cards Yes
  - Stewardship articles in the newsletter or Sunday bulletin Yes
  - Personal testimonials about stewardship Yes
- Are new members asked to pledge in their first year? No
- Is proportionate giving an important part of your stewardship program? N/A
- Did you begin, conduct, or complete a capital campaign in the past two years? No

- Did you use a professional firm to assist with the campaign? N/A

**Welcoming & Hospitality**

- Do you have a membership committee? No
- Are greeters assigned to welcome newcomers at Sunday services?
  - Not assigned, everyone does this
- Do you have a regular coffee hour after Sunday services? Yes
- Are greeters designated to introduce newcomers during coffee hour?
  - Not assigned, everyone does this
- Are visitors added to your church mailing list? Yes
- Do you hold dinners or other fellowship events at your church? Yes
  - If yes, what kind? See parish profile.
  - How many are you able to seat comfortably in your location for dinner? 45-50
- Did anyone join a committee or take part in a ministry for the first time in your church? Yes
- Do any teens or young adults (ages 18-30) serve on your vestry or in some leadership role? No, but we want to implement this.

**Outreach**

- Which of the following outreach programs occur at your church? See parish profile
- Please list the programs you support with volunteers, but occur off your premises:
- How many parishioners contribute their time regularly to outreach done through or at your church? (check the appropriate answer) Just about everyone.
- Does the congregation expect to start any new outreach ministries during this year? Yes – see profile.

**Buildings and Property**

What is the current state of your physical plant? Built in 1872. In good repair, considering its age. Wood frame structure.

What significant repairs do you anticipate needing in the next three years?

- New doors will be installed in the next few months.
- We want to be ADA compliant – but prohibitively expensive, need advisement.
- Rectory repairs needed (rectory is rented - not part of comp package at this time).
- Parking lot issues: water drainage (change in water table due to construction across street).

Do you presently rent any part of your building? Rent rectory.  
Rent church Sunday afternoons.

If "Yes", do you have a lease agreement? Yes  
What rent do you currently receive? \$1500/month for rectory  
\$900/month for church

Does the rent include payment for utilities and property taxes? No.

### **Our Congregation's Goals**

Define the four most important ministry/mission goals your congregation hopes to accomplish in the next two or three years. Make sure they are **SMART** goals: **S**pecific, **M**easurable, **A**greed upon, **R**ealistic, **T**ime framed.

1. See parish profile.
2. Be present in the community
  - a. Hope Gardens
  - b. Speakers series
  - c. Events outside (recent outdoor party e.g.)
  - d. Seeking other ways to do so
3. Communications
  - a. Social media
  - b. Other
4. Develop more of these with new rector.

**Does your congregation have a ministry plan?** No

**A mission statement?** Yes – want to revise.

## What are the challenges that this congregation faces?

Help to meet our challenges and determine together the best path forward:

1. Small church - people wear many hats. We need increase participation without burning people out.
2. Older congregants need assistance. We are not ADA compliant and like to be within next three years.
3. We want to be present in the larger community beyond church walls, and have a visible ministry as Christians in action. We want purpose driven ministries that stimulate the spirit and motivate congregants to volunteer.
4. We want to continue to encourage parishioners (adults and youth) to preach, read and serve for Sunday services and pastoral care.

## Clergy Ministry Skill Areas & Responsibilities

Using the following list of 16 Ministry Skill Areas, identify and rank the four most important areas and then list the duties the priest will perform to fulfill that responsibility.

\_\_\_\_\_ 1. **Administration:** Ability to manage the affairs of the congregation, diocese, or other institution, including programs, organizations, finances, etc.

X\_\_\_\_\_ 2. **Christian Education:** Ability to lead in the design and implementation of comprehensive programs of Christian Education.

\_\_\_\_\_ 3. **Church Growth/Development:** Ability to reshape or restart existing congregations or to plant new congregations.

\_\_\_\_\_ 4. **Ecumenism:** Ability in programs sponsored inter-denominationally or jointly by a number of churches.

\_\_\_\_\_ 5. **Evangelism:** Ability to train and lead persons to proclaim by word and action the Gospel of Jesus Christ, and to invite others into Christian fellowship.

\_\_\_\_\_ 6. **Liturgics:** Ability to plan and conduct liturgical services of corporate worship.

\_\_\_\_\_ 7. **Music Ministry:** Ability to support congregational ministry through music, e.g. lead, inspire, perform, compose, train, coordinate.

X\*\_\_\_\_\_ 8. **Outreach Ministry:** Ability to equip and serve the community of faith in ministry to persons in need within and beyond the congregation.

X\_\_\_\_\_ 9. **Pastoral Care:** Ability to care for people so that they are nurtured and equipped for growth within the community of faith.

X 10. **Preaching:** Ability to preach with clarity and to make the Gospel relevant in people's lives.

X\* 11. **Social/Community Ministry:** Ability to enable persons within the congregations to become aware of and participate in community concerns.

\_\_\_\_\_ 12. **Spiritual Guidance:** Ability to lead and encourage others in the formation and development of a deeper spiritual life.

\_\_\_\_\_ 13. **Stewardship:** Ability to lead in the development and use of individual and congregational resources.

\_\_\_\_\_ 14. **Teaching:** Ability to help persons of all ages understand and live the Christian Faith.

\_\_\_\_\_ 15. **Home Visitation:** Ability to provide regular pastoral care through visiting church members in their homes.

\_\_\_\_\_ 16. **Youth Work:** Ability to inspire youth and incorporate them onto the full life and ministry of the Church.

## Clergy Ministry List of Duties

### Here is an example:

Skill Area: Pastoral Care

#### Duties

- a. Take communion to the homebound at Christmas and Easter.
- b. Visit members in the local hospital, nursing homes, and assisted living facilities once a week.
- c. Develop program to train a lay caring/calling ministry
- d. Be available for pastoral emergencies, wedding, and funerals.

---

1. Skill Area: Preaching

#### Duties

- a. Sunday sermons
- b. Relate Gospel/readings to everyday life
- c. Educate re readings/put in context
- d. Inspire / uplift / hope

2. Skill Area: \*Outreach ministry / Social-community Ministry (these are one in our view)

#### Duties

- a. Inspire and support the congregation's desire to serve and be in community
- b. Be present

- c. Lead us into new forms of outreach and community presence

3. Skill Area: Christian Education

Duties

- a. Children:
  - a. Support/guide Sunday school instructor
  - b. Include children in services and other programs
- b. Adults:
  - a. Develop/hold adult Christian Education/Formation classes
  - b. Can be seasonal (i.e., Lent)

4. Skill Area: Pastoral Care

Duties

- a. Visit members who are seriously sick or in hospital (or call/be attentive)
- b. Train/lead lay ministry
- c. Availability for emergencies, funerals, grieving parishioners

**Leadership Style**

Briefly describe the leadership style of your next priest that you believe would be the most effective for this congregation.

A person who is open-minded, collaborative, has a sense of humor and who can lead us into the wider community to love and serve.

**CLERGY POSITION DESCRIPTION**

**We are seeking (please check one):**

Priest-in-Charge

**The Clergy will be employed in a (please check one):**

- Part time position (up to 25 hours, offering some additional benefits).
  - o How many hours? 20
  - o Specify what benefits will be offered
    - o Salary and
    - o Flexible combination of benefits that meet our budget, as set out in financials attached. If candidate selects fewer benefits there will be a higher salary. If candidate seeks more benefits, the salary will be lower.
    - o Housing is not available as the rectory is rented.

**Note:** You will need to develop a letter of agreement after you have called a priest, notified the Bishop, and received the Bishop's consent.



**Proposed Compensation for New Clergy**

<b>Church of the Holy Innocents - West Orange NJ</b>	
REVISED per Diocese recommendation 9/13/18	<b>CHI-REVISED</b>
<b>Clergy Compensation Proposal</b>	<b>20 hours</b>
	<b>9/13/2018</b>
Step 1 Calculate total Self Employment income	
Salary	21,000
Utility Expense	960
Housing FMV or Allowance (2% of compensation mandated up to 10%)	7,200
Social Security Estimate (est. salary, utilities, housing *.0765)	2,231
<b>Total Self Employment Income</b>	<b>31,391</b>
Step 2 Calculate Income Adjustment	
Total Self Employment Income *.0765	\$ 2,401
Step 3 Calculate Taxable Self Employment income	
Total Self Employment Income - Income Adjustment	\$ 28,990
Step 4 Calculate SECA Tax	
Taxable Self Employment Income *0.153 (15.3%)	\$ 4,435
Step 5 Calculate Social Security Offset	
SECA Tax * 0.5 (50%)	\$ 2,218
<b>Total Compensation</b>	<b>\$ 31,207</b>
<b>Pension Assessment (18% of Comp)</b>	<b>\$ 5,650.38</b>
Benefits	
Health Insurance	
Dental Insurance	
Continuing Education	125
Business Expense	1,000
<b>Total COST</b>	<b>\$ 1,125</b>
<b>Total Comp Package</b>	<b>\$ 39,108</b>