



All Saints Episcopal Parish

707 Washington Street
Hoboken, NJ 07030
(201)792-3564

September 12, 2015

To Candidates for the Position of Interim:

Hello and welcome to All Saints Episcopal in Hoboken, New Jersey!

We're excited that you are taking a look at our Parish. We're looking for a Priest who will focus on Pastoral Care, Liturgy, Education, Stewardship and our Missions. For our Parish, this is a time of congregational healing - which is important in order to continue our outward ministry.

We require a strong leader with a collaborative spirit who is willing to care for our Parish, serve in our missions, bring dynamic liturgy, continue established outreach services and help raise the money necessary to nurture them. We have recently suffered the loss of a beloved Pastor and our congregation is mending while looking to fulfill our 5-year plan for ministry, growth and outreach.

Our Parish can be complex when considering the multiple properties and ministries with their inter-relational dynamics. It is not for the faint of heart.

Our vision is to call a permanent Rector - we would love you to be a part of bringing our congregation to the fulfillment of this vision.

The Church community is part of a wider community of Hoboken that is dynamic: a mix of young and old, US and European, brownstones and apartments. You are as likely to see multiple games of Soccer going on as Baseball. The beautiful hill overlooking a sweeping view of the Hudson River hosts a top university – Stevens Institute of Technology. We have Professional theatre, a Center for the Arts (as well as an annual Arts Festival), an eclectic mix of restaurants, bars and a Beer Garden. Several Green Markets are buzzing with activity weekly. Need a respite? There is a great riverside promenade with views of New York City. NYC is just a 15 minute ride across the River.

We'd love to sit down and talk with you. Ours is a dynamic, passionate, intelligent and dedicated Vestry – we'll have your back; we'll be your support; we'll look to you for leadership and grace.

Yours in Christ+

The Wardens & Vestry of All Saints, Hoboken

Position Description Outline

The Episcopal Diocese of Newark

Once completed, this clergy position will be posted on our diocesan website with a link to this document.

Date Submitted 09/12/2015

GENERAL INFORMATION

Congregation Name All Saints Episcopal Parish

Street Address 707 Washington St

City Hoboken New Jersey Zip 07030

Telephone: Area Code 201 / 792-3564 Fax: _____ / _____

E-mail address: vestry@allsaintshoboken.com

Website: www.allsaintshoboken.com

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)? 8,9 & 11am
- How many people can you comfortably seat in your church? 280
- What was your Average Sunday Attendance in 2014? 120 For Easter? 280 For Christmas Eve? 320
- How do you provide for music in worship? (check all appropriate answers) Organ ; Piano ; Recorded music ; Paid organist (pianist) ; Volunteer organist (pianist) _____ Contemporary music provided by _____
- Do you have a choir? (check the appropriate answer): Every Sunday ; Special occasions only _____; No choir _____; Other music leaders ; No music leaders _____
- Who usually assists the priest in the service? (check all appropriate answers) Associate Priest _____ Deacon _____; Lay Eucharistic Ministers ; Acolytes .
- Are your acolytes adults? _____; young people? _____; some of each
- Is your church heated comfortably during the winter months? Yes No _____. Is it air conditioned in the summer? Yes No _____
- Do Sunday school children join the congregation for the Eucharist? Yes No _____.
- Are services conducted in English? Spanish? ____ French? ____ Another language? Which one? _____ (Check all appropriate answers).
- 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? Yes No _____
- If you answered "Yes," describe those building problems here:

**Side Chapel plaster only – plans to fix
Historic Building (1853)**

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 No ____.
- What is the average Sunday attendance of your church school (check the appropriate answer)?
Less than 10 ____ 10 to 20 more than 20 Used to be > 20 – looking to rebuild
- How many adult teachers of Sunday School do you have? 7
- Are Sunday school pupils grouped by age in separate classes? Yes No ____.
- Does each class have its separate classroom? Yes ; No ____
- Do you have a youth choir? Yes ____; No **used to**
- Do you have a teen program? Yes ____; No **used to**
- If Yes, how many adults work with your teens? _____
- Do you have an ECW? ____ a Men's club? ____ an altar guild? or any other group or guild
____ (check the appropriate answers)
- Have you had a confirmation class in the past 6 years? Yes ____; No
- Do you have a regular adult education program? Yes ____ No
 - If "Yes," how often did the program meet during the past year (check the appropriate answer)? Less than 5 ____; 5 to 10 ____; more than 10 ____
 - How many adult persons led your adult education programs? _____
- Do you have a special Lenten program? Yes No ____ . Give a brief description of your program:
Wed & Fri special services; Sunday Eve Meditations on Scripture; Guide for Children through Lent
- 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? Yes No ____
 - If "Yes," how many individuals attended? ____
 - If "Yes," which programs did they attend? (Please list them here)

Stewardship Members left when our Pastor left – we need to rebuild our Stewardship

- Do you have a stewardship committee? Yes ____ No ____ . If yes, how many members? ____
- In the past year, was any of the following part of the stewardship program?
 - An all member stewardship canvas: Yes ____ No ____;
 - Small group meetings Yes ____ No ____;
 - Letters to the congregation Yes ____ No ____;
 - Pledge cards Yes ____ No ____;
 - Stewardship articles in the newsletter or Sunday bulletin Yes ____ No ____;
 - Personal testimonials about stewardship Yes ____ No ____.
- Are new members asked to pledge in their first year? Yes No ____.
- Is proportionate giving an important part of your stewardship program? Yes No ____

- Did you begin, conduct, or complete a capital campaign in the past two years? Yes ___; No . If yes, what was the purpose or goal of the campaign? _____
- Did you use a professional firm to assist with the campaign? Yes ___; No _____.
 - If yes, which one? **We're having the Munshine Group come in to speak with us**

Welcoming & Hospitality

- Do you have a membership committee? Yes ___ No
- Are greeters assigned to welcome newcomers at Sunday services? Yes No ___
- Do you have a regular coffee hour after Sunday services? Yes No ___
- Are greeters designated to introduce newcomers during coffee hour? Yes ___ No
- Are visitors added to your church mailing list? Yes ; No ___
- Do you hold dinners or other fellowship events at your church? Yes No ___
 - If yes, where? **The Church or people's homes** _____
 - How many are you able to seat comfortably in that location for dinner?
 - 1-25 ___ 25-60 More than 60 ___
- Did anyone join a committee or take part in a ministry for the first time in your church? Yes No ___ If Yes, how many? **DK** ___
- Do any teens or young adults (ages 18-30) serve on your vestry or in some leadership role? Yes ___ No If Yes, how many? _____

Outreach

- Which of the following outreach programs occur at your church? (Check all appropriate answers) Soup kitchen ___; Food pantry ; Deliver food and clothing to the homeless ; Organized visits to hospitals, nursing homes or shut-ins ___; Fund raising for charities ___; English as a second language classes ___; Day care (or after school care) ___; After School programs ___; Seniors programs ___; Other _____ (please list) **We have a homeless shelter mission**
- Please list the programs you support with volunteers, but occur off your premises: **homeless shelter mission; underpriv children ministry** _____
- How many parishioners contribute their time regularly to outreach done through or at your church? (check the appropriate answer) Less than 10 ___; 10 to 20 ; More than 20 ___.
- Does the congregation expect to start any new outreach ministries during this year? Yes ___ No Please describe:

Buildings and Property

What is the current state of your physical plant?

We have 5 historic properties in Hoboken – including one that is on the National Historic Registry. 4 are in generally good condition with occasional maintenance issues. The Landmark Church needs a capital campaign to restore to its former glory

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

None – major repairs have been done

CLERGY POSITION DESCRIPTION

We are seeking (please check one):

Interim

Priest-in-Charge

Rector

Priest-in-Residence (Sundays+10-15 hours/week)

Supply Clergy

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

Full time position

Half time position (at least 25 hours plus full benefits).

Part time position (up to 19 hours, offering some additional benefits).

Long term supply (Sundays only)

Other (Please specify)

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.

Our Congregation's Goals

Define the four most important 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. Transform the relationship of the Parish with the School
2. Retain and Grow the Congregation
3. Nurture & support our missions (Jubilee Center & Homeless Shelter)
4. Bring greater Financial Stability to the Parish

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.
- _____ 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.
- 4 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.
- _____ 8. **Outreach Ministry:** Ability to equip and serve the community of faith in ministry to persons in need within and beyond the congregation.
- 1 9. **Pastoral Care:** Ability to care for people so that they are nurtured and equipped for growth within the community of faith.
- 2 10. **Preaching:** Ability to preach with clarity and to make the Gospel relevant in people's lives.
- _____ 11. **Social/Community Ministry:** Ability to enable persons within the congregations to become aware of and participate in community concerns.
- 3 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.
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1. Skill Area: Pastoral Care

Duties

- a. Rebuild a shaken congregation wounded by the Rector's departure
- b. Assist in the implementation of the congregation 5 year ministry plan
- c. Reach out to Parishioners in need
- d. _____

2. Skill Area: Preaching

Duties

- a. Contemporary, inspired, bringing the Gospel to everyday life
- b. Ability to reach a very diverse audience
- c. Ability to teach, inspire and entertain
- d. _____

3. Skill Area: Spiritual Guidance

Duties

- a. Bring healing, calm and a prayerful presence
- b. Participation and support of Church School
- c. Collaboratively reach out to other clergy & congregations
- d. Guide those in a Confirmation trajectory

4. Skill Area: Liturgics

Duties

- a. Include all ages participating in services
- b. Knowledge of Traditional and Contemporary Liturgical rites
- c. Plan 3 distinct services; each with a distinct need (meditational , family, traditional)
- d. Work closely with our talented musical director

Leadership Style

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

Responsive, high energy with ability to bring calm, positive, joyful & kind, a sense of humor

What are the strengths of this congregation?

**Well-educated, imaginative, creative, passionate, collaborative, resilient.
Family & community oriented. Leaders in the Hoboken community.
Politically well-connected and of service to the wider community.**

A strong mix of life-long Episcopalians and converts from other denominations and religions.

What are the challenges that this congregation faces?

Bringing healing and calm to a deeply shaken faith community.

Contact Information

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I prefer to be contacted by: phone cell phone
 email mail

NARRATIVE FOR POSITION DESCRIPTION

[Please complete this section if you are seeking a rector or priest-in-charge]

1. Describe a moment in your worshipping community's recent ministry which you recognize as one of success and fulfillment.
2. Describe your congregation's liturgical style & practice. If your community provides more than one type of worship service, please describe all:
3. How do you practice incorporating others in your ministries?
4. Describe your worshipping community's involvement in either the wider Church or geographical region.
5. How do you engage in pastoral care for those beyond your worshipping community?
6. Describe your congregation's stewardship program.
7. How are you preparing yourselves for the Church of the future?
8. Do you have a ministry to children and youth? If so please describe what you do.

Please provide words describing the gifts and skills essential to the future leaders of your worshipping community.

Additional Portfolio Resources (Optional)

To assist you in finding candidates for your clergy position, you may wish to attach samples of any of the following:

- Transition Ministry Worshipping Community Portfolio
- Parish history
- By-laws
- Current parochial reports
- Current and last year's budgets
- Executive Insite (demographic study)
- Attendance, Giving, Membership 10 Year Trend Graph
- Sample worship bulletins
- Newsletters published during the last calendar year
- List of parish organizations
- List of parish leadership with contact information
- Annual meeting reports
- Vestry minutes for the last six months

03/18/15

All Saints Episcopal Parish
5 Year Plan
Many People. One Body. One God.

“Glory to God in the Highest” (Luke 2:14) – Worship

To be an Episcopal community of welcome, embrace and acceptance of all people in all places on their faith journey.

To establish a system of welcome that invites the spirit of transformation and engagement for visitors *and* long time parishioners, so that the people of God become actively involved in the ministries of All Saints Episcopal Parish.

To diversify and develop worship and to maintain a sense of the divine in our sacred space, providing sanctification and theological experiences of transformation at all of our services, even those beyond the Sunday experience and throughout the church year.

To build our 9am Family Service into a worship experience that is dynamic, inviting, engaging and spiritually enriching not only for the children but also for their parents.

To increase our worship budget so that we can call an additional clergy person, have more voices from the pulpit, an even stronger music program and a children’s choir.

To call someone to be a church school director/children’s minister and to develop and help deliver a confirmation curriculum that encourages our youth to engage long-term in the life of the Parish.

“And peace to God’s people on earth” (Luke 2:14) – Outreach

To provide opportunities to work steadfastly toward justice, equality, and opportunity for all people in God’s creation.

For all our members to grow in the stewardship of giving to All Saints Parish and to support the ministries beyond our sanctuary walls.

For the Parish to significantly increase and diversify our outreach offerings, both financially and in practical participation in the community of Hoboken and abroad.

To effectively use technology of all kinds to enhance communication within the Parish and beyond our walls.

“For where your treasure is, there will your heart be also” (Matthew 6:21) ~ Property

To establish a property reserve fund for the maintenance of our five buildings.

To develop and implement an action plan for maintaining, developing, and beautifying our sanctuary.

To establish a plan, both aesthetically and economically, that reestablishes the healthy use of Holy Innocents for the joyful glorification of God’s kingdom in Hoboken.

To develop further opportunities for our properties to facilitate community engagement and create revenue.

“Therefore go and make disciples of all nations” (Matthew 28:19) – Mission

To continue to foster a Christ based vision of clarity within our current missions.

To encourage the long-term financial and spiritual vitality of our current missions.

To know Christ in our congregational midst, and then make him known outside our doors through service activities and offerings.

To be more present as a congregation in the happenings of Hoboken and to use our urban setting for greater community engagement.

To nourish our children in the Christian faith and Episcopal tradition as they become the influential future of All Saints Episcopal Parish and the wider world.

***“Declare God’s glory among the nations,
God’s wonder among all peoples” (Psalm 96:3)***