

Congregation Profile Description Worksheet

The Episcopal Diocese of Newark

This document is intended to provide the search committee with essential information needed in the preparation of the parish profile as well as the Office of Transition Ministry (OTM) Community Portfolio. It is to be used for internal purposes only and not as a final document for posting this clergy position. A completed OTM Portfolio is required of all parishes in search.

Date Submitted _____

GENERAL INFORMATION

Congregation Name _____

Street Address _____

City _____ New Jersey Zip _____

Telephone: Area Code _____ / _____ Fax: _____ / _____

E-mail address: _____

Website: _____

Social Media (Facebook, Twitter, etc.): _____

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)? _____ Rite I ___ Rite II ___ Other ___
- How many people can you comfortably seat in your church? _____
- What was your Average Sunday Attendance for this past year? _____ For Easter? _____ For Christmas Eve? _____
- How do you provide for music in worship? (check all that apply) Organ _____; Piano _____; Recorded music _____; Paid organist (pianist) _____; Volunteer organist (pianist) ___ Contemporary music provided by _____
- Do you have a choir? (check all that apply): Every Sunday _____; Special occasions only _____; No choir _____; Other music leaders _____; No music leaders _____
- Who usually assists the priest in the service? (check all that apply) 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? ___ Korean? ___ Another language? Which one? _____ (Check all that apply).

- 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:

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? _____
- How many adult teachers of Sunday School do you have ? _____
- Are Sunday School pupils grouped by age in separate classes? _____
- Do you have a youth choir? Yes ___ No ___ If Yes, how many? _____
- Do you have a teen program? Yes ___ No ___ If Yes, how many? _____
- If "Yes", how many adults work with your teens? _____
- Do you have an ECW? ___ Men's club? ___ Altar guild? ___ or Any other group or guild ___ (check all that apply)
- 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, please describe:
 - If "Yes," many times did the program meet during the past year (check the appropriate answer)? Less than 5 ___ 5 to 10 ___ More than 10 ___
 - How many adults on average attended your adult education programs? _____
- Do you have a special Lenten program? Yes ___ No ___. Give a brief description of your program:
- 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 ___ No ___
 - If "Yes," how many individuals attended? ___
 - If "Yes," which programs did they attend? (Please list them here)

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 ____

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, what kind? _____
 - How many are you able to seat comfortably in your 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? _____
- 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 that apply)
Soup kitchen ___; Food pantry ___; Deliver food and clothing to the homeless ___;
Thrift Shop ___; 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)

- 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) 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?

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

Do you presently rent any part of your building? If "Yes", do you have a lease agreement? What rent do you currently receive? Does the rent include payment for utilities and property taxes?

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. _____

2. _____

3. _____

4. _____

How did you come up with these goals? (Check all that apply)

- Survey ____
- Worked with consultant ____
- Community meeting ____
- Focus (Small) Group ____
- Vestry ____
- Committee ____
- Other ____ (Please describe)

Does your congregation have a ministry plan? Yes___ No___

Does your congregation have a mission statement? Yes ___ No___

If so, please attach either or both.

What are the strengths of this congregation?

What are the challenges that this congregation faces?

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.

_____ 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.

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

_____ 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.

_____ 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: _____

Duties

- a. _____
- b. _____
- c. _____
- d. _____

2. Skill Area: _____

Duties

- a. _____
- b. _____
- c. _____
- d. _____

3. Skill Area: _____

Duties

a. _____

b. _____

c. _____

d. _____

4. Skill Area: _____

Duties

a. _____

b. _____

c. _____

d. _____

Leadership Style

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

Please provide words describing the gifts and skills essential to the future leaders of your worshipping community (10 word limit).

CLERGY POSITION DESCRIPTION

We are seeking (please check one):

- ____ Interim Priest
- ____ Priest-in-Charge
- ____ Rector
- ____ Priest-in-Residence (Sundays+ 10-15 hours/week)
- ____ Supply Clergy (Sunday)

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

- _____ Full time position
- _____ Half time position (25 hours plus full benefits).
- _____ Part time position (up to 25 hours, offering some additional benefits).
 - o How many hours?
 - o Specify what benefits will be offered
- _____ 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.

Proposed Compensation for New Clergy

Please see "Understanding Clergy Compensation" on our diocesan website for guidance.

- Starting minimum cash stipend _____
- Housing _____
 - Housing allowance (amount budgeted) **or** _____
 - Housing is provided _____
- Utilities (amount budgeted or spent last year) _____
- FICA Reimbursement (0.0765 of cash + housing + utilities) _____
- Housing Equity (if Housing provided) _____
- Church Pension Assessment _____

(18% of total cash stipend +housing+ housing equity+ utilities)

Travel reimbursement (amount budgeted) _____

Business expenses (amount budgeted) _____

Health insurance _____

Continuing education (amount budgeted) _____

Vacation

How many days a year? _____

How many Sundays? _____

Time off after Christmas and Easter? _____

FINANCIAL INFORMATION

Note: Before any congregation begins the transition ministry process, it must first provide the following:

- **The prior 2 (two) years' audited financials**
- **The previous year's budget and actual results**
- **The current year's budget and the financial statements for the year-to-date period compared with the current budget.**

The congregation must also demonstrate that its current diocesan pledge is at least 10% of its normal operating income or that it will submit a plan to reach this goal in 2 (two) years.

Contact Information (Who may applicants contact for further information?)

Name _____

Street Address _____

City _____

State _____ Zip Code _____

Home phone: Area Code ____/____ Cell ____/____

Fax _____

Email address _____

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

NARRATIVE FOR POSITION DESCRIPTION

(Note: There is 250 word [1200 characters] limit for each question)

- Describe a moment in your worshipping community's recent ministry which you recognize as one of success and fulfillment.
- Describe your congregation's liturgical style & practice. If your community provides more than one type of worship service, please describe all:
- How do you practice incorporating others in your ministries?
- Describe your worshipping community's involvement in either the wider Church, the Diocese, or locally.
- How do you engage in pastoral care for those beyond your worshipping community?
- Describe your congregation's stewardship program and how it shapes the life of your community?
- How are you preparing yourselves for the Church of the future?
- Do you have a ministry to children, youth, and/or young adults? If so please describe what you do.
- As a worshipping community, how do you care for your spiritual, emotional, and physical well-being?
- What is your congregation's experience with conflict? How was it addressed?
- What is your experience leading/addressing change in the church? When has it gone well? When has it gone poorly? And what did you learn?
- Tell about a ministry that your worshipping community has initiated in the past five years. Who can be contacted about this?

Additional Resources (Optional)

To assist you in the preparation of your parish profile, you may wish to consider the following resources:

- Parish history
- Parish By-laws
- Current parochial reports
- Current and last year's budgets
- Executive Insite (demographic study)
- Attendance, Giving, Membership 10 Year Trend Graph
- Worship bulletins
- Newsletters published during the last calendar year
- List of parish organizations
- List of parish leaders
- Annual meeting reports
- Vestry minutes for the last six months
- Descriptions of your neighborhood/community

10/19/2018