

Position Description Outline

The Episcopal Diocese of Newark

Date Submitted May 2018

GENERAL INFORMATION

Congregation Name: St. James' Episcopal Church

Street Address 214 Washington St

City Hackettstown State: New Jersey Zip 07840

Telephone: Area Code 908 /852-3968 Fax: 908/366-4980

E-mail address: stjames214@comcast.net

Website: www.stjameshackettstown.org

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 AM and 10 AM (Summer 9 AM only)
- How many people can you comfortably seat in your church? 100
- What was your Average Sunday Attendance in 2017? 41 For Easter? 78 For Christmas Eve? 95
- How do you provide for music in worship? (check all appropriate answers) Organ X____; Piano X____; Recorded music _____; Paid organist (pianist) X____; Volunteer organist (pianist)____
Contemporary music provided by _____
- Do you have a choir? (check the appropriate answer): Every Sunday _____; Special occasions only X____; 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 X____; Acolytes X____.
- Are your acolytes adults? _____; young people? _____; some of each X____
- Is your church heated comfortably during the winter months? Yes X No ____.
Is it air conditioned in the summer? Yes ____ No X (We can use the Snyder Parish Hall in Summer)
- Do Sunday school children join the congregation for the Eucharist? Yes X No _____.
- Are services conducted in English? X 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 X____
- 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 (check the appropriate answer)? Less than 10 10 to 20 more than 20 .*
- Do you regularly have Sundays when church school attendance is less than 5? Yes No
- Are Sunday school pupils grouped by age in separate classes? Yes No .
- If "Yes," how many classes are there (check the appropriate answer)? fewer than 3 classes 3 classes more than 3 classes.
- Does each class have its separate classroom? Yes ; No
- Do you have a youth choir? Yes ; No (ad hoc)
- Do you have a teen program? Yes ; No
- Do you have an ECW? a Men's club? an altar guild? St. Fiacre's Garden Guild
- Have you had a confirmation class in the past 6 years? Yes ; No
- Do you have an adult education program? Yes No
 - o 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
- 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? Yes No
 - o If "Yes," how many individuals attended? 1
 - o If "Yes," which programs did they attend? (Please list them here)
Vestry University
- Do you have a stewardship committee? Yes No . If yes, how many members? 3
- In the past year, was any of the following part of the stewardship program?
 - o An all member stewardship canvas: Yes No ;
 - o Small group meetings Yes No ;
 - o Letters to the congregation Yes No ;
 - o Pledge cards Yes No ;
 - o Stewardship articles in the newsletter or Sunday bulletin Yes No ;
 - o Personal testimonials about stewardship Yes No .
- Are new members asked to pledge in their first year? Yes No . In your stewardship program, was the congregation given guidance on "proportionate giving"? Yes No .
- Is proportionate giving an important part of your steward 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 campaign.
 - o If yes, which one? _____
- Do you have a membership committee? Yes ____ No X
- Are greeters assigned to welcome newcomers at Sunday services? Yes X No ____
- Do you have a regular coffee hour after Sunday services? Yes X No ____
- Are greeters designated to introduce newcomers during coffee hour? Yes X No ____
- Are visitors added to your church mailing list? Yes X; No ____
- Do you hold dinners or other fellowship events at your church? Yes X No ____
 - o If yes, where? Snyder Parish Hall
 - o How many are you able to seat comfortably in that location for dinner?
 - 1-25 ____ 25-60 ____ More than 60 X
- Are there term limits for members of your wardens, vestry or advisory board? If yes, what are the limits? yes Vestry - 3 Yrs., Wardens - 2 Yrs
- Did anyone join one of the following committees or perform one of the following ministries for the first time in your church (check all appropriate answers)? Volunteers X; Sunday school teachers ____; regulars on Sunday morning X; nominating committee X; Vestry X; Lay Reader or LEM X;

Outreach

- Which of the following outreach programs occur at your church? (Check all appropriate answers) Soup kitchen ____; Food pantry ____; Organized visits to hospitals, nursing homes or shut-ins X; Fund raising for charities ____; English as a second language classes ____; Day care (or after school care) ____; After School programs ____; Seniors programs ____; Other X (please list)
 - We conduct weekly visits to a local senior living center to distribute communion through a small service led by a Lay Eucharistic Visitor.
 - In the summer we operate a Backpack program that provides bags of food to needy children.
 - We house a satellite location for the North Porch one morning per week.
 - At holidays we in-gather food which is organized by our Sunday School for distribution in bags to food insecure families.
 - We support two local families, chosen by local schools, with Christmas presents through our Tree of Giving.
- Please list the programs you support with volunteers, but occur off your premises: visitation at Colonial Manor Senior Living Center
- 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 X; More than 20 ____.
- Does the congregation expect to start any new outreach ministries during this year? Yes ____ No X
Please describe: _____.
-

Buildings and Property

What is the current state of your physical plant?

The current state of St. James' physical plant is good; the buildings are sound and without any significant issues. We have recently resurfaced the flat roof on the Snyder Parish Hall and are currently upgrading fire alarm system.

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

- Repoint porch stonework of Mitchum House
- Exterior painting of portions of the church
- Repair church stained glass windows
- Reroof Mitchum House
- Replace church gas fired heating units

POSITION DESCRIPTION

This is 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)

Note: You will need to develop a letter of agreement after the Bishop approves your selection and you have called a priest.

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. To establish an integrated senior ministry that coordinates pastoral care among Heath Village, House of the Good Shepherd and St. Jame's within four years.
2. To repurpose the Mitchum House as a rectory while finishing the lower level of Snyder Hall for office space and Sunday School classrooms within 3 years.
3. To provide financial support needed to continue Sunday Worship schedule (2 each Sunday), while calling a part-time priest before or during September 2018.
4. To enhance congregational worship by developing participation of youth and adults in musical activities, adult forums, and by providing youth group activities that encourage service at the altar by the end of 2 years.

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. *Note: While discerning our desired ministry skills and responsibilities, we found that the following choices overlapped in meeting our distinct needs.*

_____ 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.

_____. **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.

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

#1 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.

#4 12. **Spiritual Guidance:** Ability to lead and encourage others in the formation and development of a deeper spiritual life. (stretch goal)

_____ 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.

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

Ministry List of Duties:

1. Skill Area: Preaching

Duties

- a. Officiate at two weekly Holy Communion services on Sunday (8AM and 10AM).
- b. Deliver sermons that captivate and challenge the spirituality of the congregation.
- c. Coordinate weekly worship with the office, organist and altar guild
- d. Provide training and guidance for acolytes, lectors, LEMs and LEVs.

2. Skill Area: Pastoral Care

Duties

- a. Lead a team for pastoral visitations to the residents of Heath Village, House of the Good Shepherd, homebound and ill congregants.
- b. Participate in community clergy association activities.
- c. Work with the Vestry to explore ways to engage the congregation in expanded ministries in our neighborhood

3. Skill Area: Youth Work

Duties

- a. Help us to engage youth in our parish and the community.
- b. Oversee selection and management of Christian education curriculum for Sunday school

4. Skill Area: Spiritual Guidance

Duties

- a. Conduct adult forums that promote biblical literacy and are aligned with the church liturgical calendar.

Leadership Style:

Collaborative-open to listen to our traditions and practices as we will be to his/hers.

Consensus Builder - gathers support for difficult decisions by engaging the congregation.

Transformational - empowers the congregation to see Christ in others and to expand their ministries and visions of the future

Compensation (for planning purposes)

Starting minimum cash stipend	\$17,745
Housing	
Housing allowance (amount budgeted) or	\$10,098
Housing is provided _____	
Utilities (amount budgeted or spent last year) (included above)	
FICA Reimbursement (0.0765 of cash + housing + utilities)	\$2,117
Housing Equity (if Housing provided)	\$
Church Pension Assessment (18% of total cash/housing +housing equity +utilities)	\$ 5,393
Travel reimbursement (amount budgeted)	\$
Business expenses (amount budgeted)	\$1,400
Health insurance	\$
Continuing education (amount budgeted)	\$175
Vacation	
How many days a year?	negotiable
How many Sundays?	_____

Before approving any calls the bishop requires the current and previous year's budgets and the financial statements from the previous two months.

Contact Information

Name Paul Bartkus, Senior Warden

Street Address 214 Washington Street

City Hackettstown

State NJ Zip Code 07840

Home phone: Area Code 908 / 852-6302 Cell 201 / 213-3595

Fax _____

Email address pbartkus@verizon.net

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

NARRATIVE FOR POSITION DESCRIPTION

1. Describe a moment in your worshipping community's recent ministry which you recognize as one of success and fulfillment.

Oddly enough this ministry began with a misaddressed envelope. It arrived at our doorstep because we were the Episcopal church in Hackettstown. Inside was a letter with a simple request from a new resident of a nearby retirement community who sought to replace a *Book of Common Prayer* that had been misplaced in her move. Our parish administrator took a prayer book to the letter's author who through conversation also revealed that she and her friends had no way of receiving communion. A visit was arranged with our priest, the Rev. Dr. Arthur Fouts, and from that visit has sprouted a ministry that has encouraged both members of the retirement community to attend a weekly service and members of our congregation to become Lay Eucharistic Visitors. Each week, subsequent to the 10AM service a LEV or two are sent forth from our congregation to visit Colonial Manor. There they meet a group of residents to pray for their concerns, hear the Gospel, share the Peace and receive communion. We believe that the Holy Spirit was active in growing such a rewarding ministry from such a mustard seed of a misaddressed envelope.

2. Describe your congregation's liturgical style & practice. If your community provides more than one type of worship service, please describe all:

St. James' has a tradition of Eucharist-based services at 8 AM using Rite I without music and at 10 AM using Rite II with music. For the summer, we have used alternative forms of Holy Communion, such as found in the *New Zealand Book of Common Prayer* or *Enriching Our Worship*.

3. How do you practice incorporating others in your ministries?

We coordinate with the local school system and a social service agency which supports our Gift of Warmth and Summer BackPack outreach ministries. We have advertised for community volunteers to help with our BackPack program and have collected community donations for our food outreach while participating in our town Memorial Day parade.

4. Describe your worshipping community's involvement in either the wider Church or geographical region.

St. James' is blessed with a facility that is handicapped accessible which we are able to offer so that the community can come in through our doors. Here we provide space for the Joseph Quinlan Bereavement Center for counseling, serve as a satellite location for the North Porch Infant Care ministry, Summer BackPack supplemental food program, and host the Literacy Volunteers who aid adults learning to read. Finally, our space is shared by a Spanish-speaking congregation.

We also extend beyond the boundaries of our property by serving the community through outreach. Our eucharistic visitors provide weekly visits to a local senior centers to worship and share communion with residents. We have a dedicated group of knitters who coordinate with knitters from Heath Village to craft scarves and caps for the Seamen's Church

Institute of Newark. We support a local food-insecure family, and financially support the Good Shepherd Home in Cameroon, Africa, the Episcopal Relief and Development Fund and the diocese Alleluia Fund. Our Sunday school students assemble bags of groceries that are donated by our congregation for distribution on the celebration of Thanksgiving, Christmas and Easter. We also participate in district meetings for our diocese.

5. How do you engage in pastoral care for those beyond your worshipping community?

St. James' is located at a hub surrounded by four senior living facilities. A ministry of conducting a simple service with the distribution of eucharist after our Sunday worship has been established. This affords our lay eucharistic visitors the opportunity to visit and share the gifts of conversation and fellowship with these residents. A retired ordained priest also provides visits to communicate the homebound. Our Sunday school visits a senior residence to meet the residents and share crafts and cards that they have made. We look forward to exploring more ways in which we can serve seniors.

6. Describe your congregation's stewardship program.

We teach the concept of year-round stewardship and discipleship. We encourage proportional giving and the Biblical basis of the stewardship of our time, talent and treasure for our church and beyond. Fall is the traditional time for "Stewardship Sunday" with an address given by a congregant and the distribution of pledge card materials. Subsequent weekly service bulletins contain written narratives reinforcing aspects of the concepts of stewardship. We cap off this aspect of pledging with a potluck dinner during which we ingather the pledge cards and share fellowship and fun games. The collected cards are then presented at the altar the following Sunday.

Throughout the year we organize activities that support the maintenance of our properties and decorate our sanctuary for liturgical seasons. Articles about stewardship throughout the year are published in our monthly parish *St. James' Journal*. We provide a system of two envelopes for weekly giving, one for the general operating fund and one for a building fund, as well as envelopes for special offerings. We also have available electronic direct deposit of pledged contributions and receipt of bank scheduled payments.

7. How are you preparing yourselves for the Church of the future?

We see the future of our parish ministry as different from the model of a generation ago. We envision that the priest we call will be able to concentrate efforts on worship, pastoral care and parish development, while the day to day administration of our parish is the responsibility of the vestry, wardens, parish administrator and committee chairs. We look forward to having our priest at vestry meetings and helping to develop future goals and direction. We also look forward to working with our priest to adapt to the evolution of the Anglican Communion.

We are excited to have a priest to share our vision of a community-wide senior ministry. We look to him or her to be the leader of our team in this.

8. Do you have a ministry to children and youth? If so please describe what you do.

We currently have Sunday School for elementary aged children using Godly Play, as instructed by two parents who serve as teachers. These children form a youth choir for participation at Easter and Christmas services. Children have been taught hymns to “sing and sign” for these occasions. Our children receive hands-on lessons about outreach, helping others and stewardship by assembling grocery bags for food-insecure families at holidays, visiting residents at local senior care facilities, and by packing bags during our summer Backpack Program. While we currently do not have a youth group, however one of our teens assists the Sunday school teachers and we offer opportunities for them to serve on the altar. We have the benefit of having a university within walking distance and we are exploring ways of engaging this community.

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

Our **Mission Statement** is: to be an open, inclusive, and caring faith community that embraces diversity and celebrates the joy of Christ

Our **Parish Motto** is: “We feed people”

We strive to be:

Committed to St. James’ and seeing Christ in others while feeding their spiritual and physical hunger

Motivated to pitch-in and work to do God’s will among ourselves and our community.

Sensitive to the diverse needs of our congregation and those in our community who may have a cultural experience that is different from ours.