

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: April 27, 2018

GENERAL INFORMATION

Congregation Name: Holy Trinity Episcopal Church

Street Address: 326 Hillsdale Avenue

City: Hillsdale, New Jersey Zip: 07642

Telephone: Area Code: 201 / 664-02428

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Website: holytrinityhillsdale.org

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HolyTrinityChurch@HolyTrinityNJ

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 AM
- How many people can you comfortably seat in your church? 150
- What was your Average Sunday Attendance in 2017? 57 For Easter? 102 For Christmas Eve? 111
- How do you provide for music in worship? (check all appropriate answers) Organ YES; Piano YES ; Recorded music ____; Paid organist (pianist) YES ; Volunteer organist (pianist)____ Contemporary music provided by __
- Do you have a choir? (check the appropriate answer): Every Sunday YES ;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 YES; Acolytes YES.
- Are your acolytes: Adults? ____; Young People? YES; Some of Each ____

- Is your church heated comfortably during the winter months? YES. Is it air conditioned in the summer? YES.
- Do Sunday school children join the congregation for the Eucharist? YES
- Are services conducted in English? YES Spanish? ___ Korean?___ 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? 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.
- What is the average Sunday attendance of your church school? 10-20
- How many adult teachers of Sunday School do you have ? 4
- Are Sunday School pupils grouped by age in separate classes? YES
- Do you have a youth choir? NO
- Do you have a teen program? YES If Yes, how many? 8-10
- If "Yes", how many adults work with your teens? 3
- Do you have an ECW? NO Men's club? NO Altar guild? YES
- Have you had a confirmation class in the past 6 years? YES
- Do you have a regular adult education program? YES If Yes, please describe:
Bible Study and Adult Lenten Reflection Group
 - If "Yes," many times did the program meet during the past year (check the appropriate answer)? **Less than 5 YES** 5 to 10 ___ More than 10 _____
 - How many adult persons led your adult education programs? 1
- Do you have a special Lenten program? Yes. Give a brief description of your program: We collected funds to purchase various school supplies for those that were destroyed or heavily damaged after storms in the U.S. Virgin Islands.
- 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
 - If "Yes," how many individuals attended? 2
 - If "Yes," which programs did they attend? Vestry University

Stewardship

- Do you have a stewardship committee? YES. If yes, how many members? 4
- In the past year, was any of the following part of the stewardship program?
 - An all member stewardship canvas: NO
 - Small group meetings YES
 - 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? Yes
- Is proportionate giving an important part of your stewardship program? YES
- Did you begin, conduct, or complete a capital campaign in the past two years? YES. If yes, what was the purpose or goal of the campaign? To complete building upgrades and address safety concerns as well as purchasing both new tables and chairs for our fellowship hall.
- Did you use a professional firm to assist with the campaign? NO

Welcoming & Hospitality

- Do you have a membership committee? YES
- Are greeters assigned to welcome newcomers at Sunday services? YES
- Do you have a regular coffee hour after Sunday services? YES
- Are greeters designated to introduce newcomers during coffee hour? YES
- 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? Advent Breakfast, Mother's Day Breakfast, Parish Picnic and Chili Contest
 - How many are you able to seat comfortably in your location for dinner?
More than 60 (and upwards of 125)
- Did anyone join a committee or take part in a ministry for the first time in your church?
YES (4)
- Do any teens or young adults (ages 18-30) serve on your vestry or in some leadership role?
NO

Outreach

- Which of the following outreach programs occur at your church? (Check all appropriate answers) Soup kitchen YES ; Food pantry YES ; Deliver food and clothing to the homeless YES ; Thrift Shop ____; Organized visits to hospitals, nursing homes or shut-ins ____; Fund-raising for charities YES ; English as a second language classes ____; Day care (or after school care) ____; After School programs ____; Seniors programs____; Other __ (please list) North Porch, Lenten Project, Heifer International and Bicycle Partnership Program.
- Please list the programs you support with volunteers, but occur off your premises: Hillsdale House and Helping Hand Food Pantry
- 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 YES.
- Does the congregation expect to start any new outreach ministries during this year? YES Please describe: Local Community Emergency Service Moral Support Program, Religious Support to Senior Citizens, and Adult Education Programs.

Buildings and Property

What is the current state of your physical plant?

Our physical plant and surroundings are in very good condition. The Risk Manager from the Diocese has made a visit to the Church as well as Rectory and has assisted us in the priorities of our improvements. There is constant address given to any issues that may arise and then plans made to rectify them.

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

The significant repair/replacement anticipated in the next three years are improvements to the Fellowship Hall from the floor to ceiling. The estimated cost for the floor is \$25,000.

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?

Yes we currently have a lease agreement(s) with those that rent the building. It does include the payment for utilities. The annual rent revenue is approximately \$48,000.00.

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. To increase and strengthen our congregation in size and strength yearly.
2. To strengthen our children and youth programs by integrating a continued new educational program for our church school.
3. To grow and be good stewards of resources and inspire generosity to increase support for our ministries and service to our community.
4. Establish a financial solvent and secure church so that those specified items in plans can be addressed, and completed confidently.

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

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

Does your congregation have a ministry plan? No

A mission statement? YES

What are the strengths of this congregation?

Holy Trinity Church is a small but vibrant church with a distinct sense of spirituality and diversity. We strive to work collectively as a community as well as individuals to encompass our core values of FAITH, FAMILY, COMMUNITY, and ACCEPTANCE. Our parish rallies together in both crisis as well as celebrations. There are many skills and abilities that our parishioners possess. Numerous are involved and greatly participate in both parish events as well as community events together.

What are the challenges that this congregation faces?

The challenges that our parish faces is that we have many aging members and the younger members have a difficult time committing to the various activities as so many have to balance their work, personal, other community events , financial means with their church obligations.

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.

3 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.

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

2 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.

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.

_____ 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: Preaching

Duties

- a. Have a comprehensive knowledge of the Bible and prepare weekly sermons, preach and conduct worship services.
- b. Provide spiritual leadership
- c. Participate in community ecumenical and inter-religious services.
- d. Collaborate with choir leaders to integrate music into church services.

2. Skill Area: Outreach/Community Neighbors

Duties

- a. Assist with service opportunities targeting localized groups of people.
- b. Assist with the TEEN Programs and be available as a resource.
- c. Establish long term bridges and ongoing ministries that meet the needs in the community.
- d. Assist in reaching our parishioners and maximizing their unique resources.

3. Skill Area: Pastoral Care

Duties

- a. Visit members in home settings, assisted living, nursing facilities.
- b. Be available for pastoral emergencies, weddings and funerals.
- c. Provide care and grief counseling.
- d. Take communion to the homebound.

4. Skill Area: Christian Education

Duties

- a. Set values, and goals for yearly program curriculum.
- b. Enlarge our educational vision chronologically with our new structured curriculum.
- c. Be available to assist with the Christian Education Board.
- d. Actively promote involvement in the program of all ages and their resources.

Leadership Style

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

We are seeking a clergy person who possess a collaborative style and embraces mutual ministry. We recognize the many pulls upon our individual schedules and this being a part time position the need to work mutually is essential. Our Priest in Charge will be organizing and working with a substantial number of volunteers who have professional and personal obligations that need to be honored and recognized.

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

X Half time position (25 hours plus full benefits).

_____ Part time position (up to 25 hours, offering some additional benefits).

- How many hours?
- 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	\$22,500
Housing Housing allowance (amount budgeted) or provided _____	\$21,000 Housing is
Utilities (amount budgeted or spent last year)	\$6,000
FICA Reimbursement (0.0765 of cash + housing + utilities)	\$3,251.25
Housing Equity (if Housing provided)	750.00 1.5 %
Church Pension Assessment (18% of total cash stipend + housing+ housing equity+ utilities)	\$9,045.00
Travel reimbursement (amount budgeted)	\$1,000.00
Business expenses (amount budgeted)	\$1,500.00
Health insurance	\$17,696.00
Continuing education (amount budgeted)	\$1,000.00
Vacation	
How many days a year?	20 Days
How many Sundays?	6 Sundays
Time off after Christmas and Easter?	Negotiable

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: Bonnie Fitzpatrick and/or Annette Loblanco

Street Address: 326 Hillside Avenue

City: Hillside

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We prefer to be contacted by: phone, email, or mail