

Position Description Outline

The Episcopal Diocese of Newark

St. Stephen's, Millburn

Date Submitted _____

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.

Financial Documents Submitted:

- ✓ 2016 Audited Financials
- 2015 Audited Financials
- ✓ 2017 Budget
- ✓ 2017 Financial statements for year-to-date period compared with current budget
- ✓ Diocesan pledge current?
- ✓ 2018 Diocesan Pledge in

Additional Documents (requested by Canon Jacobs on 2/25/2018 for review regarding compensation)

Final 2017 budget
Budget for 2018
Monthly financial statements for the past 4 months
Statement of investments/endowment

Note: We will be looking for assurances that your projected revenues for the next three years will be sufficient to meet the compensation and benefits expenses of future clergy, as well as demonstrating the ability to meet the annual diocesan pledge which should be at least 10% of net operating income.

SECTION I-GENERAL INFORMATION

Congregation Name St. Stephen's_____

Street Address _119 Main Street_____

City_____Millburn_____ New Jersey

Zip_____07041_____

Telephone: Area Code _973/ 376-0688_____ Fax:_____/_____

E-mail address: _church@ststephensmillburn.org_____

Website: __www.ststephensmillburn.org_____

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

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

Name __Maryalice Chech_____

Street Address 16 Warwick Drive_____

City__Manalapan_____

State _NJ_____ Zip Code __07726_____

Home phone: Area Code __732_____/_446-0579_ Cell _973_____/_951-7154____

Fax _____

Email address __maryalice_chech@yahoo.com_____

I prefer to be contacted by: ___ phone ___X_cell phone
X email _____mail

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)?_8am, 10am____ Rite I __ Rite II _x_
Other __
- How many people can you comfortably seat in your church?_____
- What was your Average Sunday Attendance for this past year? _65____ For
Easter?__181____ For Christmas Eve?_5pm: 62; 10:30pm: 116_
- How do you provide for music in worship? (check all that apply) Organ _x____;
Piano __x__ ; Recorded music ____ ; Paid organist (pianist) _x____ ; Volunteer
organist (pianist)____ Contemporary music provided by

- Do you have a choir? (check all that apply): Every Sunday _x____;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 _x____ ; Acolytes _x__.
- Are your acolytes: Adults? ____ ; Young People?_x__ ; Some of Each ____
- Is your church heated comfortably during the winter months? Yes _x__ No ____ . Is
it air conditioned in the summer? Yes ____ No _x__
- Do Sunday school children join the congregation for the Eucharist? Yes x____ No
_____.
- Are services conducted in English? x__ 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 _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 _x__ No ____ .
(Up until Spring 2017 – looking to hire church school teacher)

- What is the average Sunday attendance of your church school? 6-10
- 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? 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: changes each year
- 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? 4-6
 - If "Yes," which programs did they attend? (Please list them here)

Vestry University

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 (Ushers are greeters)
- 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? Usually planned around a service
 - 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?

The physical plant is in good shape thanks to Dick Cole who has looked over the properties for years. The kitchen in the main building was redone 3 years ago. The floors in parish hall have recently been refinished. Restoration was done on classroom spaces upstairs in main building in 2016. Both the Preschool and rectory were refurbished after hurricane Sandy.

The Mausoleum was built in 2003 and has suffered with problems with a flat roof and we have ongoing management problems with the roof.

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

Minor tasks and ongoing maintenance and upgrades. We do not anticipate any major repairs.

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?

A preschool teacher presently rents the cemetery cottage for \$800 a month. She pays her own utilities. There are no property taxes as it is owned by St. Stephen's Church. The lease is kept in a binder in church office.

Section II-Congregational Narrative

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

Christine's Kitchen: A "soup kitchen" in West Orange that we are in charge of 3 times a year. Our parishioners prepare tasty and creative dishes and run the service and clean up of the soup kitchen. It occurs on Saturday mornings.

After our November 2017 session, the project leader reported: It was a cold day but we still had 50+ guests who came out in the 5 degree weather as their needs seem to outweigh the discomfort of the cold. The food as usual, was outstanding, as though we were cooking for a family dinner. Burgers, chicken pot pie, pasta and meatballs, chicken, an Indian dish, a Caribbean dish, hotdogs, fruit, Italian sausages, baked beans, hot chocolate, coffee, juice, ham slices and much more. Feedback from the guests was that it was spectacular. They really appreciate your efforts and quality of food.

Angel Tree: For the 2017 Angel Tree project parishioners collected Christmas gifts for the children of our Drumming Camp families. Even in this transition time of diminished attendance, parishioners, many of whom are on fixed incomes, urgently sought to continue our tradition of providing clothing and gifts at Christmas and provided gifts in excess of requirements.

A Vestry member reported: I was assigned to buy gifts for two boys, ages 12 and 15. I started with knit hats and gloves, then bought some Christmas candy, then remembered how much my husband likes to play with 8 BALL, so I bought two of those. Then I found a basketball and a football. I was excited at these nice gifts, which I wrapped. I took my gifts to the Church office where we were told to drop off, and when I walked in I was just astounded and touched by the large pile of beautifully wrapped gifts that were waiting there for delivery to our families.

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

Relying on Rite 2 supplemented by creative and other new liturgies, the congregation balances a respect for tradition with an interest in new ways of worship.

The feeling of the service is traditional but not formal. People are passionate about community. Parishioners enjoy welcoming newcomers and connecting during post service coffee hour.

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

Our ministries are spearheaded by parishioners. Parishioners involved in the ministry often bring friends, family, even former parishioners. For instance a parishioner's Girl Scout Troop may help to staff Christine's kitchen.

We have forged connections with Newark programs addressing the needs of struggling urban families, with the town office of senior services to build programs for area seniors; have hosted IHN families since the 1980's, serve jointly with area congregations in programs addressing hunger and homelessness and invite the families attending our (non-denominational) pre-school to parish events such as Blessing of the Animals, the Easter Egg Hunt, and Shrove Tuesday dinners.

4. Describe your worshipping community's involvement in either the wider Church, the Diocese, or locally.

We are involved with the Historical Society of Millburn and Short Hills. For example we have co-sponsored a holiday boutique, the proceeds of which were used to paint one of our buildings and one of the historical society's buildings.

We initiated a drumming camp for urban children who have a parent who is incarcerated. These children were invited to perform at our diocesan convention and the program has prompted the support of a township Presbyterian congregation and will now be jointly sponsored with another township congregation.

A Vestry member reported: In early 2018 our Drumming Camp was saluted by the local Presbyterian Church on MLK day. They hired Ya Yah Kamate, our drumming camp instructor, borrowed our African drums, and hosted a drumming clinic for local children and families in honor of Dr. King. They included a flyer about St. Stephen's drumming camp in their materials, and took up a good will offering, which they dedicated to our drumming camp, and which brought us over \$300.

We revived a monthly film and lunch club discontinued by the town library to serve area seniors.

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

Our priest and deacon under the Bishop's directive gave ashes at the Millburn Train Station 6 a.m. on Ash Wednesday. The number of recipients grew over the 3 years this was done.

We operate an historic cemetery and gothic style mausoleum that provides burial and liturgical services for families of all denominations at times of loss.

6. Describe your congregation's stewardship program and how it shapes the life of your community?

At St. Stephen's, stewardship takes several forms:

Pledge: We appeal to our fellow parishioners by using personal testimony about what St. Stephen's means to us with a mix of reality/bottom line discussions which help parishioners understand the needs of our church. The stewardship campaign included authentic, informal testimonials about the community, support, and impact St. Stephen's had on them.

Social Ministries: Stewardship in the form of social ministries is the life of the community and drives our engagement throughout the year. The soup kitchen, Angel Tree, Drumming Camp and other activities detailed elsewhere in this narrative describe those ministries, all of which revolve around taking care of others.

Care for our resources: In years past, members of the congregation pitched in on clean up or painting days. Stewardship of the budget, care for our buildings and property, and material concerns of the congregation are all managed by a few long-time members whose age now limits what they can do.

Results: In 2017, a particularly challenging year due to the loss of our rector and search for a new rector, the congregation responded strongly to the fall pledge campaign by filling in gaps created by the loss of several foundational families during the year. While we had fewer pledges (30 in 2018, vs. 43 in 2017) we came very close to having the same dollar amount contributed.

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

We have a strong Finance Committee that is keeping a close eye on finances and constantly trying to bring in new families - young and old.

We serve the family needs of our changing community with a fine pre-school, whose reputation is known and whose enrollment is full, with a waiting list.

Many St. Stephen's members who may not come to service are out there doing "going local work" participating in Christine's Kitchen, IHN and other ministries.

We have reached out to our neighbors bringing altar flowers to the American Legion, hosting Seniors lunch, and hosting AA groups. St. Stephen's is also connected with the Papermill Show Choir an elite group of 50-60 singer/dancers, ages 16 to 22, that serve as performance ambassadors for New Jersey's most popular regional theater. The Choir performs in a fundraiser at St. Stephen's each spring.

We are flexible in our approach to community and spirituality. Groups of people outside the church participate in several of our ministries (Christine's Kitchen, Angel Tree holiday giving) very regularly. The congregation genuinely values connection and working together in ways beyond formal worship service.

8. Do you have a ministry to children, youth, and/or young adults? If so please describe what you do.

As noted in question 4 we have a ministry with the children of families where a parent is incarcerated. Through this ministry, *which has gone on for 5 years*, we provide a drumming camp one week of the summer. The children learn drumming, taught by an Alvin Ailey drummer, *as well as* African dance and art projects. The camp is a day program where the children learn to perform a few songs (the culmination of the week is a performance). Local restaurants donate food as well as parishioners.

Our church school ebbs and flows as the congregation changes. We are always willing to provide Sunday school and have modified the program to meet the needs of the families involved. We have had Godly Play, Sunday school, youth groups and altar servers as recently as two years ago. These were discontinued as families with school aged children left the church.

Children are still involved in a mini-choir at holidays, perform on their instruments at Sunday services and participate in our hospitality when we shelter homeless families in our preschool every spring vacation.

9. As a worshipping community, how do you care for your spiritual, emotional, and physical well-being?

Most parishioners do this on their own. Small groups do gather for discussion groups, spiritual workshops or retreats.

In December, St. Stephen's holds its annual Advent retreat, at the Convent of St. John Baptist, Mendham. The theme this year was Transitions. Participants were guided toward the message of Advent as time of transition and how the theme related to St. Stephen's own time of transition as we anticipate a new rector. The quiet, prayerful atmosphere of the convent provided a meaningful setting at the start of Advent.

Also in December, St. Stephen's offers a "Blue Christmas" service. The service is held on the shortest day of the year when darkness recalls the reality that the holiday season can be a difficult time for those who have experienced losses. "Blue Christmas" offers participants the time and space to acknowledge sadness in the midst of the frequently frantically paced holiday season. Members of St. Stephen's Choir offered the healing ministry of music. Two members of the clergy as well as participants shared heartfelt reflections which offered both inspiration and insight. A brief fellowship followed the service in the rear of the church.

10. What is your congregation's experience with conflict? How was it addressed?

We have been very fortunate not to have the kind of conflict that divides a parish. We have weathered many issues like floods and having to rebuild yet again but we've been blessed for many years by not having to deal with major conflict.

We did not experience or observe conflict as parishioners or as members of church leadership. When problems arise in the preschool, which is a part of the church, the focus was always on maintaining communication and respect during the resolution of an issue.

Our approach is to demonstrate openness to varied points of view and to commit to making room for conversation about any difficulties and how we can support each other in Christian community. The Vestry encourages candor and consistent "temperature checks" to remain aware of concerns or unmet needs in the congregation so we can solve things together.

Does your congregation have a ministry plan? Yes___ No____ If yes, review plan in light of work already done.

A mission statement? Yes No___ If so, discuss in light of work already done.

[Determine whether plan or statement needs to be revised now or at some future point]

Section III-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.

Consider: How might the Four Cs: Capacity, Capability, Courage and Commitment of our congregation's members inform our congregation's goals?

Goal 1: Revitalize educational and social programs.

The coffee hour roundtable conversations revealed that parishioners are hungry for these programs and for learning which supplements the preaching.

Examples include:

- Adult conversations between the 8 and 10am services
- Post service Lenten programs/conversations
- 12th night party, etc.

The goal will be to initiate / bring back programs which were well received in the past to strengthen ties between parishioners, providing forum-like settings in which people can get to know each other better and learn more about issues related to our faith.

The Church has the capacity, capability, courage and commitment to meet this goal.

Capacity/capability: our supply priests (and other speakers) can offer content, and the Vestry can plan and organize these activities. Examples: Fletcher Harper recently spoke at coffee hour, and most of the congregation stayed to hear how his work encourages churches, government and other organizations to embrace environmentally – friendly initiatives. Rev. Jane Rockman can also provide Lenten content now, and when the new priest arrives, the Vestry can work with him/her to plan a schedule so these conversations continue.

Courage/commitment: this initiative will require commitment to be sure the content is planned. It doesn't seem to require courage, but since the Vestry heard this need, we want to commit to making the change happen.

Goal 2: Improve/explore community relationships with other organizations, both worship-centered and non-worship.

Working with other churches (Christ Church and Wyoming Presbyterian Church) around youth activities could help meet the needs of our families. St. Stephen's has learned during our search that Christ Church – Short Hills is also looking for a rector, and we've met with their warden to look for ways to share resources, including possible programming and building management responsibilities. Wyoming Presbyterian Church borrowed our African drums for a program they created for MLK day. St. Stephen's will loop them in to plans for the 2018 drumming camp. With more volunteers, maybe we can expand the program, or maybe we can partner with them for a larger MLK day

program in 2019. Local restaurants have supported St. Stephen's Drumming Camp beautifully in past years – maybe those relationships can be expanded too.

Capacity, capability, courage and commitment can all be applied to this goal:

Capacity / capability: St. Stephen's capacity / capability might actually be expanded if we can find ways to share programming and resources with other neighboring churches. We have the connections we need and the community network. We've begun to connect with our neighboring churches – now we just need to make a plan.

Courage / commitment: St. Stephen's has the courage and commitment to extend to other organizations for shared resources, shared programming, and potential expansion of some of our current ministries. We also have members in the Rotary and local teachers who can connect us with the High School. Our Friends of Music program currently offers organ recitals. Maybe that can be expanded to include other activities, which would include other organizations. We'll start with a Vestry project plan.

Note: the first draft of these goals included an initiative to review our staffing model, and potentially to improve efficiencies. In mid-February the Vestry discussed that topic in greater detail, and made the decision that the Vestry can instead take a more active role of overseeing our staff through our various committees. Having made that decision, we decided the staffing goal is no longer a necessary part of this list.

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

What are the strengths of this congregation?

- Ability to do a lot with a little
- Friendliness/friendships of the parishioners
- Long term, dedicated group of parishioners working and hoping to promote the life of St. Stephen's.

What are the challenges that this congregation faces?

- Property - primarily the cemetery
- Website needs to be current to attract today's audiences
- Need fresh leadership

Section IV--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. Church Growth/Development

Ability to reshape or restart existing congregations or to plant new congregations.

- a. Authentic connectivity through social interactions (i.e. Coffee Hour, Lenten Discussion group).
- b. Explore new ways for our church to continue its tradition as an inclusive, open community that warmly welcomes people from all ages, backgrounds, ethnicities, sexual orientations, and walks of life.
- c. Help to grow the St. Stephen's family to increase our members who attend services, include children in worship and expand Christian education to serve both adults and children.
- d. Acknowledge the hunger for learning of our congregants and work with the vestry to feed this need through teaching and leveraging the many talents from members; help make a plan to offer ongoing opportunities for spiritual growth to our St Stephen's adults and children.

2. Preaching

- a. Inspire spiritual examination and remind us how we are called to be our best, most Christian selves.
- b. Help connect Episcopal traditions and lessons with the issues and stresses of current times.
- c. Energize and speak to us during services through prayers, sermons, and music selection.
- d. Maintain a practice of reaching out to our congregation's shut ins by having sermons and regular communication available to share with them. Bring the Gospel to life! Ability to preach with clarity and to make the Gospel relevant in people's lives.
- e. Inspire and empower congregants by feeding their souls during these difficult times.

3. Outreach Ministry

Ability to equip and serve the community of faith in ministry to persons in need within and beyond the congregation.

- a. Recognize and build on the strength of the congregation's commitment to helping others including our passion for outreach (i.e. Christine's Kitchen, Food Barrel, annual Drumming Camp).

- b. Support and build on the well-established social ministries of St. Stephen's that help feed the hungry, offer support to children of incarcerated parents, and consistently welcome new members to the church.
- c. Drive discussion and strategies to evolve the outreach approach including exploration of partner ministries with other local congregations or relaunching past activities.

4. Administration

- a. In partnership with a highly engaged Vestry, collaborate with the working committees to manage planning and administration for the Church, Pre School, and Cemetery/Mausoleum. Support visioning and operational plans to drive growth, sustained levels of participation and financial health of the church and preschool
 Finance: Provide input to the budget, the parochial report, and the contribution to annual church meeting.

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

The right candidate will be a hands-on leader who enjoys authentic collaboration with engaged lay leadership and a small but committed congregation. We need a priest with an inspiring spiritual presence who is comfortable with diverse populations. Because ours is a more complex organization with a pre-school and cemetery as well as the church, a creative approach to maximizing resources and problem solving will be helpful. An energetic, accessible communication style which will support community relationships and help connect with a congregation that is passionate about welcoming new people and serving our community, and hungry to learn more about our faith. The congregation would benefit if the new leader could also be a dynamic teacher, able to instruct both children and adults in the teachings of the Episcopal Church and the Christian faith.

Section V-CLERGY POSITION DESCRIPTION

(To Be Completed By Vestry)

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).

How many hours?

Specify what benefits will be offered

Long term supply (Sundays only)

Other (Please specify)

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?	_____

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.