

# Clergy Position 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 \_\_\_\_\_ ST. MARK'S EPISCOPAL CHURCH\_

Street Address \_\_\_\_\_ 118 CHADWICK ROAD \_\_\_\_\_

City\_ TEANECK \_\_\_\_\_ New Jersey Zip\_ 07666 \_\_\_\_\_

Telephone: Area Code \_201\_ 836-7275 \_\_\_\_\_ Fax: \_201\_ /836-5848 \_\_\_\_\_

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Social Media (Facebook, Twitter, etc.): \_Facebook: St. Mark's Episcopal Church; www.stmarksteaneck.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 & 10am; 6:30pm\* Rite I \_\_\_ Rite II \_X\_ Other \_\_\_
- How many people can you comfortably seat in your church?\_\_\_120\_\_\_
- 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 \_X\_; Piano \_X\_\_\_; Recorded music \_\_\_\_\_; Paid organist (pianist) \_\_X\_\_\_; Volunteer organist (pianist)\_X\_\_\_ Contemporary music provided by \_\_\_\_\_ ST. MARK'S PRAISE BAND \_\_\_\_\_
- Do you have a choir? (check all that apply): Every Sunday \_X\_\_\_; Special occasions only \_\_\_\_\_; No choir \_\_\_\_\_; Other music leaders \_\_X\_\_\_; No music leaders \_\_\_\_\_
- Who usually assists the priest in the service? (check all that apply) Associate Priest\_X\_ 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 X\_\_\_ No \_\_\_\_\_
- 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
- If you answered "Yes," describe those building problems here:

Occasional leak in Sanctuary in very heavy rain.

## 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? 3
- Are Sunday School pupils grouped by age in separate classes? YES \_\_\_\_\_
- Do you have a youth choir? Yes \_\_\_\_\_ No  If Yes, how many? \_\_\_\_\_
- Do you have a teen program? Yes  No \_\_\_\_\_ If Yes, how many? 1
- If "Yes", how many adults work with your teens? 2
- 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:  
EfM; Book Group
  - 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? 13
- Do you have a special Lenten program? Yes  No \_\_\_\_\_. Give a brief description of your program:  
Sations of the Cross; Triduum; Egendorf Spiritual Development
- 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? 18
  - If "Yes," which programs did they attend? (Please list them here)  
EfM; Vestry University; Congregational Retreat; Mastery Foundation

## Stewardship

- Do you have a stewardship committee? Yes  No \_\_\_\_\_. If yes, how many members? 6
- 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? WORKDAY BREAKFASTS; CHRISTMAS RECEPTION; PANCAKE SUPPER, MAUNDY THURSDAY POT LUCK; SPRING/FALL BBQ PICNIC
  - 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 )

MATH ADVENTURES AND WORD PLAY (SATURDAY); WIC PLAY GROUP; FOOD COLLECTION (CENTER FOR FOOD ACTION); COLLECTIONS FOR NORTH PORCH WOMEN'S AND INFANT'S CENTER; GIRL SCOUTS, 12-STEP PROGRAMS

Please list the programs you support with volunteers, but occur off your premises:

ELS TO GO (DAY LABORERS); FAMILY PROMISE OF BERGEN COUNTY SHELTER (AT TEMPLE EMETH); BIKE BERGEN \_\_\_\_\_

- 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? EXCELLENT

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

AIR CONDITIONING CARROLL HALL

PAVING OF PATH (SIDEWALK) AT THE SIDE OF THE BUILDING

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?

WE RENT THE CHURCH TO GREEN PASTURES KOREAN PRESBYTERIAN CHURCH. THERE IS NO LEASE. IN ADDITION, WE RECEIVE PAYMENTS (BY REVENUE OR DONATION) FOR USE OF THE SPACE BY MANY OUTSIDE NON-PROFIT GROUPS.

THE RECTORY IS PRESENTLY BEING RENTED; THE CURRENT LEASE SPECIFIES A MONTHLY RENTAL OF \$2,000, W/O UTILITIES

### \*Our Congregation's Goals (VESTRY?)

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. FULL TIME RECTOR \_\_\_\_\_

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) ADULT FORUM MEETINGS (2) AFTER SURVEY

Does your congregation have a ministry plan? Yes\_\_\_ No\_X\_\_

Does your congregation have a mission statement? Yes \_X\_ No\_\_

If so, please attach either or both.

\*ERIK TO HELP WITH MINISTRY PLAN

\*MISSION STATEMENT: *CELEBRATING GOD'S INCLUSIVE LOVE*

What are the strengths of this congregation?

COMMITTED  
SELF-STARTERS  
GENEROUS  
EXCELLENT PROJECT FOLLOW-THROUGH  
LARGE TALENT POOL  
STRONG COMMUNITY  
DIVERSE  
INCLUSIVE

What are the challenges that this congregation faces?

INCORPORATING NEW MEMBERS  
GROWTH IN ACTIVE MEMBERSHIPS

### 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.

**\*\*SEE NOTE** 1. **Administration:** Ability to manage the affairs of the congregation, diocese, or other institution, including programs, organizations, finances, etc. **\*\* WE SEEK A RECTOR WHOSE "ADMINISTRATION SKILLS" INCLUDE SUPPORTING AND EMPOWERING OTHERS TO LEAD AND MANAGE WITHIN THEIR VARIOUS AREAS OF EXPERIENCE AND EXPERTISE. THUS, EXCELLENT COMMUNICATION SKILLS, AND A WILLINGNESS TO DELEGATE ARE CRITICALLY IMPORTANT IN ADDITION TO OTHER ADMINISTRATIVE STRENGTHS (E.G., ORGANIZATION, TIMELINESS, 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.
- \_\_\_\_\_ 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. **DOESN'T THIS INCLUDE #11?**
- \_\_\_\_\_ 9. **Pastoral Care:** Ability to care for people so that they are nurtured and equipped for growth within the community of faith. **ISN'T THIS PART OF #12?**
- #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.
- \_\_\_\_\_ 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

### CLERGY SKILL AREAS AND RESPONSIBILITIES (top 4)

1. Preaching:
  - a. Preach with our diverse demographic in mind.
  - b. Preach with relevance to today's world (link between scripture and peoples' lives)
  - c. Preach with humor, compassion and passion!.
  - d. Encourage reflection and discernment in preaching God's word
  
2. Outreach Ministry:
  - a. Offer new ideas for outreach to promote social justice
  - b. Support the successful programs in place
  - c. Take initiative in linking St. Mark's with other organizations involved in outreach initiatives including other religious congregations, as well as community/state/national/ organizations.
  - d. Tap into adult and youth parishioners' skills for outreach ministries.
  
3. Christian Education:

- a. Offer new ideas and formats for Christian education.
  - b. Be available for forums on Sundays and some weeknights.
  - c. Be willing to work with and engage the youth in educational areas.
  - d. Organize bible studies
4. Spiritual Guidance
- a. Guide individuals and groups in prayer, meditation, and reflection
  - b. Lead workshops and retreats focused on spiritual growth
  - c. Offer new formats for spiritual growth

**NOTE: We seek a rector whose “administration skills” include supporting and empowering others to lead and manage within their various areas of experience and expertise. Thus, excellent communication skills, and a willingness to delegate are critically important in addition to other administrative strengths (e.g. organization, timeliness)**

### **Leadership Style**

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

**Briefly described the leadership style of your next priest that you believe would be the most effective for this congregation:**

Our next priest should be an inspirational preacher with a clear vision, but open to change if circumstances warrant. The leadership style should include an ability to collaborate with others, be open to new ideas and be willing to delegate responsibility. The priest should be one who addresses and moves to solve problems before they get out of hand.

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

**The gifts and skills that are essential to future leader(s) of our worshipping community include the following:**

- Intelligent

- Sense of Humor
- Motivator
- Inspirational
- Engaging
- Warm
- Confident
- Respectful
- Flexible

## 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).

○ 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 (VESTRY)

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

Starting minimum cash stipend	_____
Housing	
Housing allowance (amount budgeted) <b>or</b>	_____
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 **HOWARD**

**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.

***INCOME AND BALANCE SHEETS FOR 2016 AND 2017 ATTACHED***

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. **\*\*HAVE WE DONE THIS?**

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

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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.

*In our modern world, individuals who are decades apart in age often inhabit different "worlds" and are isolated from one another. A unique ministry addressed this issue. There is a monumental generation gap when it comes to technology. Most of us own smart phones, but many older members of our worship community have no idea how to do much beyond making telephone calls or sending text messages to their children, while the technology is part of everyday living for younger members of the parish.*

*To help close this gap, we enlisted one of our parishioners, a college senior who is majoring in computer technology, to turn the traditional coffee hour one Sunday into Seniors versus Technology: Smart Phones 101, a class specifically for our over 60 congregants, to cover the basics of a technology that has become an essential and growing part of their lives.*

*The reaction could not have been more positive. About a dozen parishioners participated, and our student teacher handled them patiently and clearly.*

*It was a marriage made in heaven! While ministries are the channel through which the love of Christ is expressed in the church community and the community at large, there are many shades to Christ's love. We believe that we find our place within the call of the worshipping community, when our ministries are positive, joyful and fruitful experiences.*

*Smart Phones 101 for Seniors was an unqualified success on all three counts.*

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

*At St. Mark's, worship and prayer are central to our life together as a people of God, our source of energy and renewal, preparing us to do God's work in the world.*

*Our church community as well as our worship practice, combines both the traditional Anglican and the more liberal traditions of the Episcopal Church and the Diocese of Newark. St. Mark's worship practice may be described as "broad church."*

*We have two Eucharists on Sunday mornings at 8 a.m. (an intimate service encouraging reflections on the sermon) and 10 a.m. (with organist and full choir, which is live-streamed on Facebook). All are invited to our church home and our table; we practice open communion.*

*During the summer months, a "Mass on the Grass" Eucharist is offered at 6:30p.m. Each month, the youth help lead the 10 a.m. Eucharist and once a month we offer individualized healing prayers for parishioners through the laying on of hands at the end of the 10a.m Eucharist.*

*All elements of our worship practice – hearing the word, music, and sermon; sharing prayers, Eucharist, and the peace - help to nourish our community with the spiritual food needed to support us in our daily lives.*

- **How do you practice incorporating others in your ministries?**

*Our mission statement, “Celebrating God’s Inclusive Love,” and the invitation on the sign at the entrance to St. Mark’s, “This Church is open to those of all faiths or none” are a clear invitation to all. The open doors of our facility serve as a statement of outreach and hospitality to the community. As our signs say, anyone is welcome to come in – walk the labyrinth, pray, use the restrooms, or just sit quietly in the sanctuary. For those who choose to worship with us on Sundays, ALL are invited to our church home and our table; we practice open communion.*

*During Stewardship season, parishioners are not just asked for financial support, but also invited to share their gifts of time and talent by serving on one of our committees, guilds or in outreach ministries. We engage with the wider community through our active participation in ministries such as Math Adventures and Word Play, E-S-L to Go and Family Promise of Bergen County. Incorporating people into our ministries is a wonderful way to touch our humanity, awaken our humility and share the love within this church beyond its walls.*

- **Describe your worshipping community’s involvement in either the wider Church, the Diocese, or locally.**

*Two St. Mark’s parishioners, Elizabeth Rundquist and Howard Mackey, serve on the Diocesan Council; Howard Mackey also serves as a Trustee.*

*Many members of the Parish are involved in local Teaneck community matters, several having served as members of the School Board; parishioner Ardie Walser, has served as its President.*

*St. Mark’s also is actively and widely involved in the larger Teaneck/Bergen County community with long-standing outreach ministries such as Math Adventures and Work Play, E-S-L to Go (Day Laborers Outreach), WIC Play Group, and Lion’s Den Open Mic. In addition, we regularly provide meeting space to 12-Step groups, two theater groups, a yoga class, and two Girl Scout troops. St. Mark’s partners with Family Promise of Bergen County acting as a co-host congregation (Temple Emeth, providing sleeping space) twice a year providing housing and meals for homeless families in Bergen County, and organize a team for Family Promise’s annual “Bike Bergen” fund raising activity. We collect food for the Center for Food Action weekly, organize additional collections for holiday meals, and regularly support drives for North Porch Women and Infant’s Center. St. Mark’s serves as a Township polling place and hosts events for many community groups throughout the year.*

*Our beautiful grounds and quiet, light-filled sanctuary offer a place for reflection or relaxation to all who pass by, many working or visiting at Holy Name come to take a break here.*

- **How do you engage in pastoral care for those beyond your worshipping community?**

*Max used to be among the day laborers who gathered early each morning at a nearby pick-up point hoping to be chosen for a day's work.*

*Max still stops by the gathering spot, but now it's to greet old friends. That's because the native of Guatemala, after several years as a day laborer, has his own business, thanks partially to ESL-To-Go, a day laborers outreach mission offered by St. Mark's for more than 11 years.*

*ESL Volunteers, including our priest-in-charge, meet at the church early every Saturday morning before heading to a neighboring town to a spot where the laborers gather in the hope of finding work for the day.*

*On average the ESL-To-Go team serves about 20 laborers each week, although on any given Saturday there can be as many as 35 or as few as 10. After distributing snacks, as well as work gloves and wool hats, the volunteers engage in conversation with the laborers, giving them an opportunity to improve their command of the English language. Our volunteers (versed in both English and Spanish ) started with the idea that learning English will contribute to the laborers' success as they navigate life in the United States.*

*This project has evolved into "a ministry of presence" where folks break bread together and share a few moments of conversation, while exposed to the elements waiting for a pickup job to come or not.*

*As one of the volunteers put it, "We let them know that we were friendly faces, and were available to provide help and support."*

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

*The Stewardship Program at St. Mark's is a year- round program. The goal of the program is to help everyone at St. Mark's find a way to be open to the possibilities of proportional giving moving toward the tithe. We understand that stewardship is a part of ongoing Christian formation. Stewardship is everything we do with all that we are given by God.*

*St. Marker's are very generous with their time and talents. When there are specific needs the parishioners have been generous with their treasures.*

*We promote opportunities for stewardship through information forums – on planned giving, end of life decisions; sermons, presentations of Living Epistles – (October to December).*

*The Living Epistles is an opportunity for parishioner to reflect on what St. Mark's mean to them. It encourages other parishioners to think about the important ways St. Mark touches their lives and others. This year, the Living Epistles highlighted the various ministries and the impact on the presenter's life in the parish.*

*The Stewardship Campaign begins in October with the development of a pledge card. Pledge Cards are distributed and mailed to all parishioners in early November. "In-gathering" occurs for three weeks in November and December. However, pledges are accepted at any time. Pledges may be paid by check, on-line, by credit card and automatic deduction from checking account.*

*The names of all those who pledge are listed in the weekly bulletin.*

- **How are you preparing yourselves for the Church of the future?**

*At present St. Mark's most intense focus for the "Church of the Future" is on calling a new rector to lead us as a community of Christ. Like many churches, we are evolving, growing, and seeking to find our place and relevance in twenty-first century society. To that end, we are focused on continuing our current growth, strengthening our existing programs, and remaining open and attentive to the spiritual needs of our fellow brothers and sisters both within the parish and outside in the greater community. We remain a congregation that embraces many diverse backgrounds, hears many voices, responds to the needs of many, and honors diversity by offering a welcoming and fluid worship experience, and an open invitation to participate in our parish life.*

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

*A historical fact that might surprise many is that St. Mark's Episcopal Church started out as a Sunday school in 1924. Since then, St. Mark's has continued its call to meet the needs of children and youth within the congregation through Christian education. The goal is to keep our kids engaged in ministry as active members of the church.*

*St. Mark's church school education program serves children from first through fourth grade. In their classroom, during the Sunday 10 a.m. service, these students enjoy the well thought-out and ever-engaging Atrium Program, derived from "The Catechesis of the Good Shepherd," before joining the congregation for Eucharist.*

*Around age 11, the children are encouraged to join St. Mark's Youth Group. "Youth Group Check-In" (divided into middle and high school ages) meets immediately after the worship service to share food, conversation and plan projects and events. Confirmation class, currently "Confirm not Conform", is offered to youth who wish to continue their faith journey beyond Church School and Youth Group to confirmation. There are currently 8 prospective confirmands.*

*In addition to the spiritual formation offered in these programs, our children and youth participate in worship services as acolytes, acolytes-in-training, or members of the adult choir and once a month lead a youth service.*

*St. Mark's children's ministry maintains strong Episcopalian/Anglican principles, guiding our youth as they recognize and examine their beliefs and convictions. We love and nurture our kids while they find or continue to look for their faith, meeting them wherever they are in their spiritual journey.*

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

*In addition to the healthy benefits of merely belonging to a faith family, our church expresses caring for our worship community's spiritual, emotional and physical well-being in a number of ways:*

- 1. Through a very active prayer chain wherein members of this committee are asked by parishioners to pray for all and any manner of need. Additionally those on the prayer chain are prayed for by the entire church body on Sunday during 'The Prayers of the People'.*
  - 2. Another way we care for each other is through our monthly healing services where those who wish to experience laying on of hands join the Priest/s at the altar for healing prayer. Parishioners also have the option of attending weekly? healing services on Tuesday evenings.*
  - 3. Additionally we have a very active Mutual Care team who receives the Communion kit after communion to take forward to those parishioners who are homebound or in the hospital due to illness. This team is under the umbrella of the InReach Committee which also provides for transportation to and from church for those in such need as well as providing for repast services for those who may need assistance when saying goodbye to a loved one.*
- What is your congregation's experience with conflict? How was it addressed?**

*A difficult period of conflict for our congregation was the termination of our previous rector. This was a heart-breaking decision as it came less than two years into the rector's service with us. The rector was called in 2011.*

*The rector's term was marked by a series of protracted conflicts in various areas of parish life resulting in the resignation of the Chair of the Finance Committee, one warden, two vestry members and the Music Director. Initially the feeling was, that as a new rector, some members of the leadership were having difficulty relinquishing control. A former warden volunteered to step in to replace the Warden that resigned, in an effort to support the rector. However, over time it became clear to both the new and current warden that the rector was the problem. In Vestry meetings and with other parish leaders the rector was high strung, combative, and abusive. More than 20% of the members left the parish.*

*During this period, the wardens and vestry worked closely with the rector to implement plans in an effort to mitigate the climate of friction. The situation worsened, forcing the vestry and the wardens to request assistance from the diocese. Over a year's time, moving through a discernment process and working with clergy consultants, it was clear to the Diocese that the rector could not remain. A resignation agreement was finalized, with the rector leaving in January of 2014.*

- 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?**

*Within the past fifteen years, St. Mark has called two rectors and engaged a priest-in-charge. The first call went very well. The person called was our interim priest, and while technically not eligible for consideration, the Diocese allowed this individual to be counted among the already existing large group of candidates. The rector was called, the parish was ecstatic, and he remained with us for ten years. The parish grew by 35% during his tenure.*

*The second major change was the calling of the next new rector. That experience did not go well. The candidate was one of three recommended to the Vestry. The approval by the vestry*

*was near unanimous. Inside of two years, the relationship deteriorated resulting in the resignation of the rector.*

*We learned that the interview process needs to include interaction with the spouse or partner of the candidate. This occurred during the first call, but not the second. If the spouse of the second candidate had been engaged, the leadership may have discovered family issues that surfaced months after the rector was called. Also, more thorough background checks may have revealed personality issues regarding the candidate and spousal issues that could be problematic for a parish in St. Mark's position.*

*Finally, for a small parish such as St. Mark's, we should carefully evaluate the prospect of calling a first-time rector with very limited experience and overwhelming family issues.*

- **Tell about a ministry that your worshipping community has initiated in the past five years. Who can be contacted about this?**

*St. Mark's has initiated several ministries in the past five years; since they are all important and it is difficult to single out one, they are as follows:*

*Livestreaming: The Sunday 10am service is livestreamed on Facebook. During the month of November, we reached 389 people averaging around 97 viewers per service, including viewers who watched live as well as those who watched the recorded version. Some viewers are former parishioners who have moved away and had not found a church family in their new communities, a few viewers who were raised at St. Mark's but may no longer attend church and watch because we are familiar and comfortable. There are many who have simply found us and want to enjoy the sermon and our extraordinary music. Contact: Allison Davis*

*Healing Prayer: Healing Prayer service began in June 2016, and is currently held at 6:30pm on the fourth Tuesday of the month. In addition, healing prayer with the laying on of hand is conducted at the conclusion of the 10am service on the third Sunday of the month. Contact: Marsha Mackey; Fr. Shearer*

*Confirmand Mentoring: A formal mentoring program for confirmands was instituted in Fall 2018. Contact: Kate Norris*

*Weekly Parish Email Newsletter: Parish wide informational weekly newsletter begun 2018. Contact: Themba Johnson, Fr. Shearer*

## **Additional Resources (Optional) (\*\* Attach These)**

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