

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 August 30, 2017

GENERAL INFORMATION

Congregation Name **St. Luke's Episcopal Church**

Street Address **500 Hillcrest Blvd.**

City Philipsburg, **New Jersey** Zip **08865**

Telephone: **908/859-1479**

E-mail address: **stlukesnj@gmail.com**

Website: **stlukesnj.org**

Social Media (Facebook, Twitter, etc.) stlukespages@gmail.com

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)? **8:00 a.m. & 10:15 a.m.**
- How many people can you comfortably seat in your church? **200**
- What was your Average Sunday Attendance in 2016? **90 For Easter? 180**
For Christmas Eve? **Over 200**
- How do you provide for music in worship? (check all appropriate answers) Organ ; Piano _____;
Recorded music _____; Paid organist (pianist) ; Volunteer organist (pianist) _____ Contemporary
music provided by _____
- Do you have a choir? (check the appropriate answer): Every Sunday ; 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 ; Acolytes .
- Are your acolytes: Adults? _____; Young People? _____; Some of Each
- Is your church heated comfortably during the winter months? Yes No _____. Is it air conditioned
in the summer? Yes ____ No
- Do Sunday school children join the congregation for the Eucharist? Yes No _____.
- Are services conducted in English? Spanish? ____ Korean? ____ Another language? Which one?
_____ (Check all 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

- 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? 6
- How many adult teachers of Sunday School do you have? 2
- 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? NA
- Do you have an ECW? Men's club? ____ Altar guild? or Any other group or guild ____ (check the appropriate answers)
- 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:

Bible Study

- 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 adult persons led your adult education programs? 1
- Do you have a special Lenten program? Yes No ____ Give a brief description of your program:

Stations of the Cross weekly; Maundy Thursday

- 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? One (Rector)
 - If "Yes," which programs did they attend? (Please list them here) **Not sure.**

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 **X**.
If yes, what was the purpose or goal of the campaign? _____
- Did you use a professional firm to assist with the campaign? Yes ____ No **X**

Welcoming & Hospitality

- Do you have a membership committee? Yes **X** No ____
- Are greeters assigned to welcome newcomers at Sunday services? Yes ____ No **X**
- Do you have a regular coffee hour after Sunday services? Yes **X** No ____
- Are greeters designated to introduce newcomers during coffee hour? Yes ____ No **X**
- 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 ____
 - If yes, what kind? **Fat Tuesday**
 - How many are you able to seat comfortably in your location for dinner?
 - 1-25 ____ 25-60 ____ More than 60 **X**
- Did anyone join a committee or take part in a ministry for the first time in your church?
Yes **X** No ____ If Yes, how many? **3**
- Do any teens or young adults (ages 18-30) serve on your vestry or in some leadership role?
Yes **X** No ____ If "Yes", how many? **One**

Outreach

- Which of the following outreach programs occur at your church? (Check all appropriate answers)
Soup kitchen ____; Food pantry **X**; 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 **X** (please list) **Family Promise**
- Please list the programs you support with volunteers, but occur off your premises: **Family Promise**
- 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?

Good

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

None

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?

AA and the Girls Scouts meet at the church and pay a nominal amount for the space. Total rental income is approximately \$1,200/year. There is no lease agreement.

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. **Execute search process and install new rector by end of 2018.**
2. **Increase church membership by 20% over the next three years**
3. **Continue to increase young family membership in the church**
4. **Maintain our support of outreach programs**

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

- o Survey ____
- o Worked with consultant ____
- o Community meeting ____
- o Focus (Small) Group ____
- o Vestry ____
- o Committee ____
- o Other (Please describe) **These are goals put forth by the current wardens, but should be representative of the present goals of the parish.**

Does your congregation have a ministry plan? Yes _ No_X_

A mission statement? Yes No__ If so, please provide either or both.

What are the strengths of this congregation?

- **Welcoming, caring and loving community**
- **Volunteering**
- **Wide variety of skills and talents**

What are the challenges that this congregation faces?

- **Financial challenges**
- **Growth challenges**

Clergy Ministry Skill Areas & Responsibilities

Using the following list of 16 Ministry Skill Areas, identify and rank the four most important areas and then list the duties the priest will perform to fulfill that responsibility.

_____ 1. **Administration:** Ability to manage the affairs of the congregation, diocese, or other institution, including programs, organizations, finances, etc.

_____ 2. **Christian Education:** Ability to lead in the design and implementation of comprehensive programs of Christian Education.

3_____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.

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.

_____ 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: **PREACHING**

Duties

- a. **Perform Communion services at 8:00 and 10:15.**
- b. **Deliver a meaningful sermon that people can relate to.**
- c. **Perform weddings and funerals and make them special.**
- d. **Perform the special Lenten, Easter & Christmas services.**

2. Skill Area: **PASTORAL CARE**

Duties

- a. **Counsel and comfort people in time of need**
- b. **Visit shut-ins & provide communion to them.**
- c. **Visit the sick in the hospital and comfort them.**
- d. **Inspire youth of the congregation.**

3. Skill Area: **CHURCH GROWTH & DEVELOPMENT**

Duties

- a. **Attract new members with both words and actions**

- b. Develop & execute new programs/ideas to both encourage and re-vitalize church membership.
- c. Develop lay persons' leadership skills
- d. Expand outreach of the church

4. Skill Area: **SPIRITUAL GUIDANCE**

Duties

- a. Conduct adult forums
- b. Lead adult Bible Study
- c. Conduct youth retreats
- d. Emphasize spiritual aspect of stewardship

Leadership Style

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

Direct but approachable. A good communicator and listener.

CLERGY POSITION DESCRIPTION

We are seeking (please check one):

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

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

- Full time position
- Half time position (25 hours plus full benefits).
- Part time position (up to 25 hours, offering some additional benefits).
 - o How many hours?
 - o Specify what benefits will be offered
- Long term supply (Sundays only)
- Other (Please specify)

Note: You will need to develop a letter of agreement after you have called a priest, notified the Bishop, and received the Bishop's consent.

Proposed Compensation for New Clergy

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

Starting minimum cash stipend	<u>\$50,000</u>
Housing Housing allowance (amount budgeted) or Housing is provided X	_____
Utilities (amount budgeted or spent last year)	<u>\$3500.00</u>
FICA Reimbursement (0.0765 of cash + housing + utilities)	<u>\$5200.00</u>
Housing Equity (if Housing provided)	<u>2% of TCC</u>
Church Pension Assessment (18% of total cash stipend + housing + housing equity + utilities)	<u>\$13,700.00</u>
Travel reimbursement (amount budgeted)	Included in business expenses
Business expenses (amount budgeted)	<u>\$4000.00</u>
Health insurance	<u>Plan selected by Clergy</u>
Continuing education (amount budgeted)	<u>\$500</u>
Vacation	
How many days a year?	<u>20</u>
How many Sundays?	<u>4</u>
Time off after Christmas and Easter?	<u>Yes</u>

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 Edmund C. Gregory

Street Address 1107 Bushkill Drive

City Wind Gap

State PA Zip Code 18091

Home phone: Area Code **610/ 759-3451** Cell **610/ 739-3308**

Fax _____

Email address: **ecgregor1@gmail.com**

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

NARRATIVE FOR POSITION DESCRIPTION

[Please complete this section if you are seeking a rector or priest-in-charge]

1. Describe a moment in your worshipping community's recent ministry which you recognize as one of success and fulfillment.
2. Describe your congregation's liturgical style & practice. If your community provides more than one type of worship service, please describe all:
3. How do you practice incorporating others in your ministries?
4. Describe your worshipping community's involvement in either the wider Church, the Diocese, or locally.
5. How do you engage in pastoral care for those beyond your worshipping community?
6. Describe your congregation's stewardship program and how it shapes the life of your community?.
7. How are you preparing yourselves for the Church of the future?
8. Do you have a ministry to children, youth, and/or young adults? If so please describe what you do.
9. As a worshipping community, how do you care for your spiritual, emotional, and physical well-being?
10. What is your congregation's experience with conflict? And how have you addressed it?

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

Additional Portfolio Resources (Optional)

To assist you in finding candidates for your clergy position, you may wish to attach samples of any of the following:

[MATERIALS AVAILABLE UPON REQUEST]

- Transition Ministry Worshipping Community Portfolio
- Parish history
- By-laws
- Current parochial reports
- Current and last year's budgets
- Executive Insite (demographic study)
- Attendance, Giving, Membership 10 Year Trend Graph
- Sample worship bulletins
- Newsletters published during the last calendar year
- List of parish organizations
- List of parish leadership with contact information
- Annual meeting reports
- Vestry minutes for the last six months

05/11/17