

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 April 2, 2019

GENERAL INFORMATION

Congregation Name **ST. PETER'S EPISCOPAL CHURCH**

Street Address 215 Boulevard

City Mountain Lakes New Jersey Zip 07046

Telephone: Area Code 973 / 334-4429

E-mail address: stpeter2@optonline.net

Website: <http://www.stpetersmountainlakes.org>

Social Media (Facebook, Twitter, etc.):

<https://www.facebook.com/StPetersMountainLakesEpiscopal>

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 am Rite I 10:15 am Rite II ___ Other ___
- How many people can you comfortably seat in your church? 175
- What was your Average Sunday Attendance for this past year? 80, For Easter? 233, For Christmas Eve? 334 (3 services)
- 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 Verger 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).x
- 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 ___.
- What is the average Sunday attendance of your church school? 6
- How many adult teachers of Sunday School do you have? 9 + 2 teens (rotating)
- Are Sunday School pupils grouped by age in separate classes? YES
- Do you have a youth choir? Yes ___ No X If Yes, how many? _____
- Do you have a teen program? Yes X No ___ If Yes, how many? 8-10
- If "Yes", how many adults work with your teens? 2
- Do you have an ECW? ___ Men's club? X Altar guild? X or Any other group or guild ___ (check all that apply)
- Have you had a confirmation class in the past 6 years? Yes X No ___
- Do you have a regular adult education program? Yes ___ No X If Yes, please describe:
Have held in the past with Rector, Supply Clergy in 2018
 - If "Yes," many times did the program meet during the past year (check the appropriate answer)? Less than 5 ___ 5 to 10 X More than 10 ___
 - How many adults on average attended your adult education programs? 6-8
- Do you have a special Lenten program? Yes ___ No X . Give a brief description of your program:
(We have done Lenten study series in past but not for last 2 years)
- 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 X No ___
 - If "Yes," how many individuals attended? 4
 - If "Yes," which programs did they attend? (Please list them here)

Diocesan, Leadership University, Clergy Conference, Congregational Guidance: Going Local, Opioid Crisis, ECF (Endowment Planning)

Stewardship

- Do you have a stewardship committee? Yes X No ___ . If yes, how many members? 3-6
- In the past year, was any of the following part of the stewardship program?
 - An all member stewardship canvas: Yes X No ___
 - Small group meetings Yes X No ___
 - Letters to the congregation Yes X No ___
 - Pledge cards Yes X No ___;

- Stewardship articles in the newsletter or Sunday bulletin Yes X No ___
- Personal testimonials about stewardship Yes X No ___.
- Are new members asked to pledge in their first year? Yes ___ No X
- Is proportionate giving an important part of your stewardship program? Yes ___ No X
- Did you begin, conduct, or complete a capital campaign in the past two years? Yes X No ___. If yes, what was the purpose or goal of the campaign? Support of slate roof replacement program to supplement funding from Historical Grant and Rectory repair program
- Did you use a professional firm to assist with the campaign? Yes ___ No X

Welcoming & Hospitality

- Do you have a membership committee? Yes ___ No X
- 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? Annual 12th Night, Spring Picnic, Action Auction all held off-site, Dinners for 8 held in parishioners homes, Parish fellowship held in Parish Hall and Rectory
 - 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? 3-5
- Do any teens or young adults (ages 18-30) serve on your vestry or in some leadership role? Yes ___ No X If "Yes", how many? _____

Outreach

- Which of the following outreach programs occur at your church? (Check all that apply) 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 __ (please list)

- Please list the programs you support with volunteers, but occur off your premises: Faith Kitchen (Dover), St. John's Saturday Luncheon Program (Boonton), Christmas programs for Boonton Social Services & Lake Drive School (Mtn Lakes), Morris County Mental Health
- 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:

We have had several of our long-standing Outreach programs end due to a change in community partnerships (Mental Health Association re-organized and a local after-school summer program closed due to losing grant funding). We plan to re-evaluate replacement opportunities over the next year that are optimal for the parish and outside groups.

Buildings and Property

What is the current state of your physical plant?

The overall state of our physical plant is good. We completed a major investment in 2017 in a full slate roof replacement project with funding from Morris County historical and Diocesan grants and parishioner donations. We also have done 2 major updates to the Rectory on the adjacent property, most recently in 2017: full window replacements, extensive painting, wood floor refinishing, an update of the 1st-floor powder room, correct prior termite damage on the main floor and leakage issues into the basement. Occasional water leaks into the Undercroft below our Sanctuary continue to be remedied.

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

Please note that our church and rectory date from the 1920s and our parish hall was built in the 1950s so we have perpetual maintenance projects with our Property Committee of dedicated parishioners. We do not have any projects of significance we expect in the next three years.

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 have an agreement with The Academy for Children for many years that is \$1,700/month year round. We also rent out the Parish Hall for several groups ongoing (Morris Choral Society, Golden Lark) and the hall and/or kitchen for specific events.

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.

(From St. Peter's Mission Statement – We have not engaged in goal setting process last 5 years)

1. Invite and welcome all persons into the warmth and fellowship of the St. Peter's family
2. Strengthen and support all members of the church family in the daily lives and minister to their needs
3. Create a rich environment where our common Christian values are shared and taught through worship, through the study of the Bible and through example
4. Reach out to the world around us and demonstrate Christian love, sharing our gifts and talents with our neighbors and those in need of them

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

- Survey X
- Worked with consultant ___
- Community meeting ___
- Focus (Small) Group ___
- Vestry X
- Committee X
- Other _____ (Please describe)

Does your congregation have a ministry plan? Yes___ No X

Does your congregation have a mission statement? Yes X No__

Mission Statement:

St. Peter's exists to celebrate our Christian faith through worship, fellowship and the demonstration of Christian love in the name of our Lord, Jesus Christ

- To accomplish this purpose we must
- Invite and welcome all persons into the warmth and fellowship of the St. Peter's family
- Strengthen and support all members of our church family in their daily lives and minister to their needs
- Create a rich environment where the common Christian values are shared and taught through worship, through the study of the Bible and through example
- Reach out into the world around us and demonstrate Christian love, sharing our gifts and talents with our neighbors and those in need of them

What are the strengths of this congregation?

We have a steadfast core of long-term members who volunteer and are deeply committed to their faith, our church and to community-based activities. When we have called on parishioners to offer time and talent for fundraising or programs or people in need, they have risen to the challenge.

Music is an important part of St. Peter's, with our highly experienced Music Director, a choir of dedicated members (some professional musicians) and visiting musicians. Our Estey three-manual and pedal organ (installed 1927 and rebuilt in 1970) and a baby grand piano in our sanctuary are treasured by the congregation.

We have made major investments in our facilities to maintain and update our older church and rectory (i.e. thermal windows, structural issues, painting, automated heating controls, integrated fire system) as well. We have a very dedicated property committee (consisting of professional contractors as well) who work diligently to optimize our resources.

We have financial controls with a Treasurer, Audit Committee, Finance Committee (which meets monthly), and Endowment Trustees that oversee investments and adheres to endowment guidelines.

Our last two rectors were each in place for 9 years and our members are open and accepting as we transition to our next rector.

What are the challenges that this congregation faces?

We need to balance support of long-standing parishioners with the ability to welcome and engage newcomers fully into the life of the parish with more clearly defined offerings and opportunities for participation and inclusion.

Like many churches, we have seen recent declines in pledging, regular attendance and volunteerism which can be challenging.

Families with school-age children are struggling to balance academics, sports, extra-curricular activities and at the moment we have a smaller high school population than we have had for a number of years.

We are transitioning from our last rectors of 9 years who were co-rectors (married couple), each working $\frac{3}{4}$ time. As we move forward, the new rector will need to reinvigorate engagement of all the parishioners in the life of the parish.

(Additional financial details may be obtained by contacting Search Chair at stpetersmlsearch@gmail.com)

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.

2____ 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.

3____ 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.

4_____ 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. Commit time and attention to sermon preparation
- b. Be an excellent speaker, grab and keep the attention of parishioners
- c. Relate preaching to scripture, present-day events, and personal experience
- d. Make the congregation ask for more!

2. Skill Area: Church Growth and Development

Duties

- a. Lead Vestry and parishioners in a structured process to growth, development planning
- b. Work with current parishioners, support volunteerism and participation
- c. Attract new members: optimize their inclusion and participation
- d. Enhance coordination with other faith and community organizations

3. Skill Area: Pastoral Care

Duties

- a. Model Christian spirituality and teach spiritual practice
- b. Nurture and care for parish members in need due to illness, trauma, relationship issues or dying
- c. Lead in the design and implementation of Christian formation and programs for all ages
- d. Exhibit leadership in the exploration of new venues for service to the wider community

4. Skill Area: Youth Work

Duties

- a. Be a resource to family and youth
- b. Incorporate youth more fully into the parish community
- c. Meaningful education and activity development

Leadership Style

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

Based on The Equipping Pastor, by R. Paul Stevens and Phil Collins, we might suggest that the most appropriate leadership style for St. Peter's would be the "The Total Involvement Leadership Style". Such a leader lives out a high concern for getting tasks done and a high concern for establishing and maintaining good people relationships. This is carried out by involving people and their ideas in determining the goals of ministry and their achievement, to get the majority fully engaged and involved. Such a leader is not shy of conflict, yet tries to resolve issues by finding sound approaches to goal-achievement without generating debilitating animosity.

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

- Leads by example
- Spiritually Centered
- Communicator
- Collaborative
- Creative
- Compassionate
- Innovative

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 (Calculation shown is FT living in Rectory)

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

Starting minimum cash stipend	\$51,400
Housing	
Housing allowance (amount budgeted) or	_____
Housing is provided X	
Utilities (amount budgeted or spent last year)	\$3,726
FICA Reimbursement (0.0765 of cash + housing + utilities)	\$6,971
Housing Equity (if Housing provided)*	\$3,105
Church Pension Assessment (18% of total cash stipend + housing + housing equity + utilities)	\$15,257
Travel reimbursement (amount budgeted)	\$4,000 for travel, business combined
Business expenses (amount budgeted)	
Health insurance	Standard Medical, Dental Family
Continuing education (amount budgeted)	\$750
Vacation	
How many days a year?	Standard
How many Sundays?	Standard
Time off after Christmas and Easter?	Standard

MUST LIVE IN RECTORY

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?)

Please contact the Chair of the Search Committee directly for further information

Ms. E.V. Janopaul can be contacted via email at stpetersmlsearch@gmail.com and she will be happy to answer any questions or set up a phone call to discuss in more detail.

Preference is to be contacted by email and happy to coordinate phone calls as needed.

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.**

Our "Angel Garden", on the sloping front yard of the church bordering the Boulevard, is the best recent example of success and fulfillment. In the aftermath of the terrible shooting at Marjorie Stoneman Douglas HS in Parkland, Florida, a parishioner envisioned a memorial to the 17 students and staff who were killed, an Angel Garden that our church and the entire town of Mountain Lakes would see and contemplate as the many walkers along the Boulevard passed by and reflected on the tragedy. The team planned 17 plywood silhouettes of angels and parishioners contributed \$50 each. A local woodworking shop agreed to provide the cutouts, paint them and put the names of the victims on each. Parishioners dug holes for the support stakes and planted the Angels. Others placed three potted flowers in the ground at the base of each. A local newspaper heard of the project, and a reporter and photographer covered the work. The next day, our Diocesan Bishop, Supply Priest, ministers, priests, and congregants from local churches participated in a memorial service just above the Angel Garden. Many townspeople expressed thanks for the project. All involved in this project were pleased and rewarded.

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

Broad church: Sunday services are Rite I without music at 8 am, Rite II with organ, piano & full choir at 10:15 am. Members are from different denominational backgrounds:

Roman Catholic, PCUSA, Missouri Synod Lutheran & Evangelical. Bulletins have full services printed, except for hymns not in the 1982 Hymnal. Rite II service uses the BCP format, with sections from Enriching Our Worship & other authorized Episcopal sources. We have a long-term music director, a dedicated choir which has important roles in our worship. Various choir members are committed to music in their professional lives or other music organizations.

Lessons and Psalm are read by a lay reader, who also leads the Prayers of the People. The Peace is an occasion for the enthusiastic greeting of one another. Choir sings an anthem at the Offertory. The first Sunday of the month is a family service, with youth participation and a children's' homily.

During summer we have the 8 am service but 10:15 am is moved to 9:30 am. Organ music continues without choir, replaced by soloists or other musical offerings.

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

Responses to our parish survey confirmed that St. Peter's is a warm & welcoming worship community, with new attendees being sought out at The Peace & coffee hour. Members have brought in new families they have met in other community activities. Once a regular attendee, one would be asked to participate in several ministry activities, such as altar guild, choir, coffee hour host, & events like an annual auction, dinners for eight & rummage sale.

Present outreach ministries are St. John's, Boonton, Sat. Luncheons, Faith Kitchen, Dover & North Porch Infants Centers. For holidays we support local organizations with clothing & food donations. Members sign up to provide specific gifts for those identified by local service organizations.

We are challenged with coordinating activities around scheduling of our predominantly professional adult members & youth who are heavily scheduled. This is a major issue for us as we move forward. In the last few years, we have seen some long-standing programs discontinued. We need to revisit these and other opportunities for ministry.

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

Our parish participates in Diocesan meetings, recently hosting our district dinner that was well received by the Bishop, diocesan staff & other priests. We are represented at the annual diocesan conference by the rector and three laypersons, who participate in various sessions. One parishioner has participated in diocesan-wide committees. Such participation is an opportunity for St. Peter's to take advantage of in the future. We are working towards fulfilling our 10% Diocesan Pledge. St. Peter's has not been directly involved with the national church.

On Saturdays once a month the men of the church cook & serve lunch to 20-30 people at St. John's Episcopal Church in Boonton. The former Cedar Hill CDC at St. John's had an afterschool program for children of working parents. St. Peter's supported them with back-to-school backpacks & Easter baskets. Our priest administers Ashes To Go at a local bus stop during Holy Week & gives blessings to animals on St. Francis Day, as they walk with people on the Boulevard.

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

Outreach efforts go beyond St. Peter's, by participating in programs for neighboring towns & often are hosted by other churches or community projects. Parishioners serve a regular meal rotation at Dover's Faith Kitchen & contribute clothing, financial support to for the holidays to Boonton Social Service clients. We collect food which is taken to the local Food Bank. We have supported students in Mozambique by funding 3 for college & one's continuing medical school studies. Recipients were identified by a parishioner in the Peace Corps.

Until recently we supported Morris County Mental Health Association (MHA) for which we hosted dinners & summer barbecues, as well as providing educational & housing supplies. A consolidation of two programs resulted in this being no longer in place. A long-supported Boonton afterschool program ceased due to funding issues. In the past, for a three year period, our YACs (Youth at Church) did out of state Mission Trips & local community service, which were well supported by adults, youth & church fundraising projects. We also would like to resume participation in VBS done in partnership with local churches.

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

On an annual basis, our Vestry and Stewardship Committee select a theme and communication strategy for the Fall timeframe. These have included themes such as "Join In and Reach Out", "Puzzle piece theme" and so on. Typically parishioners will make Stewardship Sunday sermons, communicate budget and ongoing status to the parish. Like many churches, this is a challenging situation as we have members from many denominational backgrounds who may be unfamiliar with the pledging tradition and linkage to sound budget practice.

Generally, we have a follow up before the end of the year via personal contact to those we have not heard from to ensure that every member has been contacted.

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

The Church of the Future must reflect current trends of faiths & the broader world. As people have moved away from organized religion, we could expect less participation & financial support. We will strive to reach more people, finding ways to new congregants. At the same time, we want to continue our outreach & be able to fund our necessary activities,

Historically parishioners were primarily from the Borough of Mountain Lakes but over the years this has changed. At present less than 50% of our members live in Mountain Lakes, while the majority are from other towns, primarily in Morris County. In common with all churches, we have also seen a shift to more older parishioners & a decrease in families & youth. We must search for ways to attract younger parishioners & families, to assure a successful future. In addition, we need to serve our adult population & not solely focus on youth. As we move forward we need to focus on longer-term strategies beyond the standard worship service while investigating partnerships with other

organizations to reinvigorate & become a resource while achieving greater connectivity with local areas where we could serve.

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

St. Peter's has a Sunday school program & youth ministry. For young children, we have a Sunday school program that includes lessons & crafts during the first part of services. Children join their families in time for the Peace & Communion. Children as young as fourth or fifth grade can become acolytes-in-training & participating in acolyte duties on Family Sunday, the first Sunday of the month.

Older children & teens serve as acolytes & participate in a Youth at Church (YAC) program. The YACs help at church fundraisers and fellowship events, preparing decorations, serving food & babysitting. They also do volunteer work at local charities, such as helping to prepare & serve food for a local "Faith Kitchen" luncheon. YACs take fun trips together to amusement parks & have taken mission trips out of state to build or repair houses for those in need. On Family Sundays, youth are being incorporated into the service beyond being acolytes, serving as readers, ushers & oblation bearers. Our recent parish surveys indicate a high priority on this as a parish, notably, support for mission trips & optimizing these programs overall.

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

St. Peter's worshipping community cares for our spiritual, emotional and physical well-being in many ways. We recognize families and individuals in Prayers of the People in Sunday services, praying for the ill by name, for two parish families in an alphabetical cycle, and noting birthdays and anniversaries. A strong sense of fellowship persists in our community, with a Sunday coffee hour, a men's breakfast group, women's group activities, and service by many of us at funerals. We have different gatherings that indirectly address these needs, such as participation in a local 5K run/walk race, a Twelfth Night party in the winter, and an annual picnic/outdoor Sunday service ("Mass on the Grass, with Brass") in summer.

We have had theological discussions, a book group exploring Christian themes in literature, a caring card ministry, and Bible study on the Rectory porch. A labyrinth for spiritual exploration is set up in the parish hall at Easter time. St. Peter's offers both large and intimate group gatherings that allow for individuals to get to know each other on a personal level.

- **What is your congregation's experience with conflict? How was it addressed?**

Conflict inevitably arises, as good people do have different views on many subjects. At times, an individual or a couple of people have had an issue with a Rector on specific issues. Some examples are spending programs, issues about changes in worship offerings and Liturgy, how a legacy bequest should be spent, offering communion to non-Episcopalians (which St. Peter's does at present), changes to service times, and personality conflicts. A political agenda in a sermon has been strongly objected to (by a small but vocal minority) as evidenced by parish feedback and historical experience.

Generally, discussion and hearing of both sides result in some understanding, and common sense prevails. There have been some issues involving priests, lay people and music staff which were not handled well and caused hard feelings and strong resentment for some time. We have lost members in some cases. Before a breakpoint is reached we try to reconcile views, but that is not always possible. In due course, we find that hardness softens, resentment becomes acceptance, and time heals.

- **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?**

Early in the tenure of our prior rectors we changed from 2 services Rite I & II (at 8 & 10 am) to 3 (at 7:45, 9 & 10:45 am) with a 3rd service Rite III to enhance overall participation, educational programs & coffee hour between the 2nd & 3rd services. Post-implementation, parishioners expressed various concerns: first service too early, 9 too early for people accustomed to 10, difficult for 10:45 am attendees to attend coffee hour/educational programs. Also, some parents felt “forced” to attend the third service. Most parishioners expressed that they “missed” being together at the Rite II service.

Over time, it became apparent that this was causing a lot of consternation in the parish & a decision was made to implement a parish-wide online survey in 2010 to collect input. After tabulating results, a decision was made to return to 2 services: at 8 and slightly shift of the 10 to 10:15 am) which has remained in place to this day. We learned a great deal about implementing such major changes & coordinating with the parish. Over recent years we have done short-term service options: early morning Friday porch prayer, Friday evenings, Lenten Wednesday night pot-luck service etc.

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

A notable ministry that we implemented in 2015 was a collaboration with MHA (Mental Health Association) of Morris County NJ. A close collaboration with the MHA Director, our co-rectors and our then Outreach Chairman identified multiple areas of opportunity.

We implemented Social Club dinners several times a year with their clients which included barbecues, picnics, bingo, and other activities with strong parishioner support with food preparation and attendance. We also supported drives for clothing and household items on request. In addition, we supported an educational assistance program which gave grants for courses, supplies, and transportation for clients which had been screened by MHA.

Unfortunately, this collaboration ended last year with organizational changes at MHA of Morris County due to their re-organization and consolidation with MHA of Essex County.

Our Parish contact for this is Don MacGowan who was then Outreach Chairperson and is current Senior Warden. Our primary contact at MHA was Lou Schwartz, who was MHA Director.

Additional Resources (Optional)

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

Rev 4/2/19