**Congregation Profile 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 \_\_\_Grace Church Van Vorst \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ New Jersey Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: Area Code \_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax:\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Media (Facebook, Twitter, etc.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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)?\_\_\_\_\_\_\_\_\_\_\_\_ Rite I \_\_ Rite II \_\_ Other \_\_
* How many people can you comfortably seat in your church?\_\_\_\_\_\_\_\_\_
* 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 \_\_\_\_; Piano \_\_\_\_\_; Recorded music \_\_\_\_; Paid organist (pianist) \_\_\_\_\_; Volunteer organist (pianist)\_\_\_ Contemporary music provided by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Do you have a choir? (check all that apply): Every Sunday \_\_\_\_;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 \_\_\_\_\_; 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 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:  
     
     
   **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 ? \_\_\_\_\_\_
* Are Sunday School pupils grouped by age in separate classes? \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 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:
* 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?\_\_\_
  + If “Yes,” which programs did they attend? (Please list them here)

**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 \_\_\_
* 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + 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?

What significant repairs do you anticipate needing 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?

**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.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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)

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

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

**If so, please attach either or both.**

**What are the strengths of this congregation?**

**What are the challenges that this congregation faces?**

**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. **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**

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

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

**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**

**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? \_\_\_\_\_\_\_\_\_\_\_\_\_

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone: Area Code \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_/\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.**
* **Describe your congregation’s liturgical style & practice. If your community provides more than one type of worship service, please describe all:**
* **How do you practice incorporating others in your ministries?**
* **Describe your worshipping community’s involvement in either the wider Church, the Diocese, or locally.**
* **How do you engage in pastoral care for those beyond your worshipping community?**
* **Describe your congregation’s stewardship program and how it shapes the life of your community?**
* **How are you preparing yourselves for the Church of the future?**
* **Do you have a ministry to children, youth, and/or young adults? If so please describe what you do.**
* **As a worshipping community, how do you care for your spiritual, emotional, and physical well-being?**
* **What is your congregation’s experience with conflict? How was it addressed?**
* **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?**
* **Tell about a ministry that your worshipping community has initiated in the past five years. Who can be contacted about this?**

**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

10/19/2018