

## Position Description Outline

The Episcopal Diocese of New York  
revised January 2011

### GENERAL INFORMATION

Parish Name St. Simon the Cyrenian .

Street Address 135 Remington Place .

City New Rochelle State New York Zip Code 10801 .

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### 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&10:30 AM
- How many people can you comfortably seat in your church? 288
- What was your attendance in 2010 for Easter? 137

Christmas Eve? 96

- How do you provide for music in worship? (check all appropriate answers)

Organ XX; Piano \_\_\_\_; Recorded music \_\_\_\_; Paid organist (pianist) \_\_\_\_  
Volunteer organist (pianist) Contemporary music provided by

- Do you have a choir? (check the appropriate answer): Every Sunday Yes .

;Special occasions only \_\_\_\_; No choir \_\_\_\_; Other music leaders \_\_\_\_  
No music leaders \_\_\_\_

- Who usually assists the priest in the service? (check all appropriate answers) A Deacon XX; Lay Eucharistic Ministers XX; Acolytes XX .

- Are your acolytes adults? \_\_\_\_; young people? XX ; some of each \_\_\_\_

- Is your church heated comfortably during the winter months? Yes

Is it air conditioned in the summer? No .

- Do Sunday school children join the congregation for the Eucharist? Yes **XX** No \_\_\_\_
- Are services conducted in English? **XX** Spanish? \_\_ French? \_\_ 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 **XX**.

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 **XX** No \_\_.
- What is the average Sunday attendance of your church school (check the appropriate answer)? Less than 10 **XX** 10 to 20 \_\_ more than 20 \_\_.
- Do you regularly have Sundays when church school attendance is less than 5? Yes **XX** No \_\_
- Are Sunday school pupils grouped by age in separate classes? Yes **XX** No \_\_
- If "Yes," how many classes are there (check the appropriate answer)? fewer than 3 classes **XX** 3 classes \_\_ more than 3 classes.
- Does each class have its separate classroom? Yes \_\_; No **XX**
- Do you have a youth choir? Yes **XX**; No \_\_\_\_
- Do you have a teen program? Yes \_\_; No \_\_\_\_
- Do you have an ECW? \_\_\_\_ a men's club? **XX** an altar guild? **XX** or any other group or guild (check the appropriate answers)

### **Justin Society / St. Mary's Guild / St. Luke's Medical Group /Mission & Evangelism**

- Have you had a confirmation class with each Episcopal Visitation in the past 6 years? Yes **XX**; No \_\_\_\_

- Do you have an adult education program? Yes **XX** No \_\_  
 If "Yes," how often will the program meet in 2009 (check the appropriate answer)? Less than 5 \_\_ ; 5 to 10 \_\_ ;  
 more than 10; **XX**
- Do you have a special Lenten program? Yes — No —. Give a brief description of your program: **STATIONS OF THE CROSS**
- In 2010 did anyone from your church (clergy or laity) attend any educational programs, leadership conferences, congregational development programs offered by the diocese? Yes **XX** No \_\_  
 If "Yes," how many individuals attended? \_\_  
 If "Yes," which programs did they attend? (Please list them here) **WARDENS CONFERENCE / ACOLYTE FESTIVAL / LEM CONFERENCE / VESTRY WORKSHOP**
- Do you have a stewardship committee? Yes **XX** No \_\_  
 If yes, how many members? **6**.
- In 2010, was any of the following part of the stewardship program?  
 an all member stewardship canvas: Yes **XX** No \_\_;  
 small group meetings Yes **XX** No \_\_;  
 letters to the congregation Yes **XX** No \_\_;  
 Pledge cards Yes **XX** No \_\_;  
 Stewardship articles in the newsletter or Sunday bulletin  
 Yes **XX** No \_\_ ;  
 Personal testimonials about stewardship Yes **XX** No \_\_;
- Are new members asked to pledge in their first year?  
 Yes **XX** No \_\_.
- In your stewardship program, was the congregation given guidance on "proportionate giving"? Yes **XX** No \_\_
- Is proportionate giving an important part of your steward program? Yes **XX** No \_\_

- Did you begin, conduct, or complete a capital campaign in 2009? Yes **XX**; No \_\_\_

If yes, what was the purpose or goal of the campaign?

**To develop a website, to hire an administrative assistant and to establish a community development corporation.**

- Did you use a professional firm to assist with the campaign? Yes **XX**; No \_\_\_

If yes, which one? **Peter Saros, private consultant**

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- Do you have a membership committee? Yes **XX** No \_\_\_
- Are greeters assigned to welcome newcomers at Sunday services? Yes **XX** No \_\_\_
- Do you have a regular coffee hour after Sunday services?

Yes **XX** No \_\_\_

- Are greeters designated to introduce newcomers during coffee hour? Yes **XX** No \_\_\_

- Are visitors added to your church mailing list? Yes **XX**; No \_\_\_

- Do you hold dinners or other fellowship events at your church?

Yes **XX** No \_\_\_

If yes, where? **In the Undercroft**

How many are you able to seat comfortably in that location for dinner? 1-25 \_\_\_ 25-60 \_\_\_ More than 60 **XX**.

- Are there term limits for members of your wardens, vestry or advisory board? If yes, what are the limits? **Wardens – 6 years**  
**Vestry – 6 years.**

- Did anyone join one of the following committees or perform one of the following ministries for the first time in your church (check all appropriate answers)?

Volunteers \_\_\_; Sunday school teachers **XX**; regulars on Sunday morning nominating committee \_\_\_; Vestry **XX**; Lay Reader or LEM **XX**;

## Mission

- Which of the following outreach programs occur at your church? (Check all appropriate answers) Soup kitchen \_\_\_; Food pantry \_\_\_;

Midnight run to deliver food and clothing to the homeless \_\_ ;  
Organized visits to hospitals **XX**, nursing homes **XX** or shut-ins \_\_ ;  
Fund raising for charities \_\_; English as a second language classes\_\_;  
Day care (or after school care) ; Other **After School Tutoring**

• Please list the programs you support with volunteers, but occur off your premises: **Brown Bag w/Trinity St. Paul's**

:

• 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 **XX**; More than 20 \_\_

• Does the congregation expect to start any new outreach ministries during 2010? Yes **XX** No \_\_ Please describe: **Door to Door Ministry. Members of the church visit neighborhood homes to share the gospel and talk about the church.**

### **Buildings and Property**

What is the current state of your physical plant?     **Fair**    .

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

**Make the undercroft more accessibility to those who are disabled, substantial repair of the organ, make improvements to the property and grounds.**

### **POSITION DESCRIPTION**

This is a (please check one):

\_\_\_\_\_ full time shared position

  **XX**   half time position (at least 20 hours plus full benefits).

\_\_\_\_\_ part time position (up to 19 hours, offering no additional benefits).

\_\_\_\_\_ long term supply (Sundays only)

You will need to develop a letter of agreement after the Bishop approves your selection and you have called a priest.

## Goals

Define the four most important goals your parish 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. To call a faithful pastor in the next year who will guide this congregation toward a mission filled purpose and outcomes
2. To increase the average service attendance and fill the pew with intergenerational and diverse people. Our specific goal is make a 10% gain each year for the next 3 yrs.
3. To respond to our mission to be a beacon in the community. Our goal is to move outside of church walls and offer two relevant programs that will demonstrate our faithfulness and bring in the community
4. To strengthen and expand Christian Formation programs we currently provide using focused strategies to improve these ministries.

## Responsibility Areas

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

    3     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.

\_\_\_\_\_ 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.

4 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.

Here is an example:

1. Skill Area: Pastoral care

Tasks

- 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** .

Tasks

- a. preach at interreligious events.
- b. Preach with clarity and relevance to contemporary concerns.
- c. \_\_\_\_\_
- d. \_\_\_\_\_

2. Skill Area: CHURCH GROWTH AND DEVELOPMENT

Tasks

- a. Work with the congregation on strategic mission plan for growth and development.
- b. Become thoroughly acquainted with the congregation and its strengths and challenges.
- c. Become thoroughly acquainted with the community and its needs.
- d. Become involved with myriad community organizations.

3. Skill Area: ADMINISTRATION

Tasks

- a. review and establish coordinated administrative process and policy for the church
- b. manage parish communication and information sharing.
- c. work with parish organizations

4. Skill Area: STEWARDSHIP

Tasks

- a. Teach and work with the congregation on ways stewardship can be understood and embraced.
- b. Assist with the development of programs and projects with the potential to increase resources.
- c. Be an example of a good steward
- d. \_\_\_\_\_

The Ministry Skills Manual, published by the Church Deployment Office, providing detailed lists in each skill area, is also available from the Canon for Deployment or online at [www.episcopalchurch.org/cdo](http://www.episcopalchurch.org/cdo),

## Leadership Style

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

**St. Simon's seeks a priest who will guide this congregation towards the practice of putting mission first. We seek someone who is willing to step out on faith in service to God. We pray for the presence of someone who sees the big picture but is focused enough to consider details. One who appreciates differences and is able to equip this congregation with the tools to perform our ministries with the same appreciation.**

**Our next priest, we pray, will be a person with a strong desire to serve God. He/she will be a good communicator, who confidently speaks and listens effectively. We also seek a priest who will befriend this congregation and be willing to learn about its history so that we can plan for a better future. We pray that our new priest will be a steward of the faith and that his or her stewardship will be like a beacon of light for us all. We are committed to being a congregation that will work side by side with our new pastor taking on the responsibilities of growing faith, resources and spirit together.**

## Compensation (for planning purposes)

Starting minimum cash stipend	\$45,000____
Housing	\$8,000____
Housing allowance (amount budgeted)	
Housing is provided	
Utilities (amount budgeted or spent last year)	_____
FICA Reimbursement (0.0765 of cash + housing + utilities)	\$3443.00__
Church Pension Assessment	_____
(18% of total cash/housing and utilities, required, including for supply after two months)	
Travel reimbursement (amount budgeted)	\$500_____
Business expenses (amount budgeted)	_____
Health insurance (if provided)	\$7500_____
Continuing education (amount budgeted)	\$500____
Vacation	
How many days a year?	_____

How many Sundays? \_\_\_\_\_

**Before approving any calls the bishop requires a written proposal from wardens stating how this position will be funded. Specifically, the bishop wants reported to him the streams of funding and how much of the compensation is being subsidized by endowment, savings and investment funds held by the parish.**

### Contact Information

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State New York Zip Code 10801

Home phone: Area Code \_914\_\_\_/576-Cell \_\_\_\_\_/\_\_\_\_\_

Fax \_\_\_\_\_

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

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

### Additional Portfolio Resources

To assist you in finding candidates for your position, please attach samples of any of the following:

- Parish history
- By-laws
- Current parochial reports
- Current and last year's budgets
- PERCEPT First View Reports
- Attendance, Giving, Membership 10 Year Trend Graph
- Sample service bulletins
- Newsletters published during the last calendar year

- List of parish organizations
- List of parish leadership with contact information
- Annual meeting reports
- Transition Ministry Worshipping Community Portfolio
- Vestry minutes for the last six months