

Position Description Outline

The Episcopal Diocese of New York

GENERAL INFORMATION

Parish Name: **St. John's Episcopal Church, Tuckahoe**

Street Address: **100 Underhill Street**

City: **Yonkers**

State: **New York**

Zip: **10710**

Telephone: Area Code: **914 / 779-7024** Fax: **914 / 779-5008**

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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 services? **8:30am and 10am (9am summer)**
- How many people can you comfortably seat in your church? **150-180**
- What was your attendance in 2010 for Easter? **85** Christmas Eve? **60 for 5 pm with pageant and 55 for 10 pm**
- How do you provide for music in worship? (check all appropriate answers)
Organ **X** ; Piano **X** ; Recorded music ____; Paid organist (pianist) **X** ;
Volunteer organist (pianist)____ **Hired musicians for special services have included flute, violin, harp and guitar.**
- Do you have a choir? (check the appropriate answer): Every Sunday **X** ;
Special occasions only ____; No choir ____; Other music leaders ____; No
music leaders ____ **Adult choir sings every Sunday and children's choirs sing on the first Sunday of every month. (No choir during summer months)**
- Who usually assists the priest in the service? (check all appropriate answers) A
Deacon ____; Lay Eucharistic Ministers **X** ; Acolytes **X**
- Are your acolytes adults? ____; young people? ____ ; some of each **X**
- Is your church heated comfortably during the winter months? **Yes**
Is it air conditioned in the summer? **No, but the church is shaded by large maple and oak trees, and we set up fans when it gets very hot. We hope to include air conditioning in our impending restoration.**
- Do Sunday school children join the congregation for the Eucharist? **Yes**
- Are services conducted in English? **X** Spanish? __ French?__ Another language?
Which one? ____ **(Spanish materials are made available.)**

- 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**
- If you answered "Yes," describe those building problems here: **There is some falling plaster and cracking in the walls; however, these issues are to be addressed in our impending restoration scheduled for spring 2012.**

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**
- What is the average Sunday attendance of your church school? **Approximately 10**
- Do you regularly have Sundays when church school attendance is less than 5? **No**
- Are Sunday school pupils grouped by age in separate classes? **No**
- If "Yes," how many classes are there (check the appropriate answer)? ___ fewer than 3 classes ___ 3 classes ___ more than 3 classes.
- Does each class have its separate classroom? **No, but we could accommodate more classes as need.**
- Do you have a youth choir? **Yes, we have three levels of youth choir (angels, juniors and teens).**
- Do you have a teen program? **Other than choir, we currently do not. We have in the past (run by our rector) and are looking forward to restarting. We are planning to start a "Youth Voices" section on our new website which will be created and updated by our teens.**
- Do you have an ECW? ___ a men's club? ___ an altar guild? **Yes** or any other group or guild ___ **We have a book group that meets sporadically.**
- Have you had a confirmation class with each Episcopal Visitation in the past 6 years? **Yes**
- Do you have an adult education program? **We do not have an organized, ongoing program. However, we do offer special programs, for instance, our Priest Associate, Father John Lloyd, is planning to run a four week program leading up to Christmas this year.**
 - If "Yes," how often will the program meet in 2010 (check the appropriate answer)? Less than 5 ___; 5 to 10 ___; more than 10 ___
- Do you have a special Lenten program? **Yes.** Give a brief description of your program: **We have a Lenten film and discussion series.**
- In 2010 did anyone from your church (clergy or laity) attend any educational programs, leadership conferences, congregational development programs offered by the diocese? **Yes**
 - If "Yes," how many individuals attended? **2**
 - If "Yes," which programs did they attend? (Please list them here)

Vestry Workshop and Morning Prayer Leader Workshop

- Do you have a stewardship committee? **Yes.** If yes, how many members? **2**
- In 2010, was any of the following part of the stewardship program?
 - an all member stewardship canvas: **No (We have within 5 years.)**
 - small group meetings: **No (We have within 5 years.)**
 - letters to the congregation: **Yes**
 - Pledge cards: **Yes**
 - Stewardship articles in the newsletter or Sunday bulletin: **Yes**
 - Personal testimonials about stewardship: **Yes**
- Are new members asked to pledge in their first year? **New members are asked to pledge at the next stewardship campaign, regardless of when they officially joined the parish.**
- In your stewardship program, was the congregation given guidance on "proportionate giving"? **Yes**
- Is proportionate giving an important part of your steward program? **No**
- Did you begin, conduct, or complete a capital campaign in 2011? **Yes, we are running a six month campaign from Nov. 5, 2011 to April 5, 2012.**

If yes, what was the purpose or goal of the campaign? **The goal is to raise \$25,000 to be added to the monies already granted by the Bedell Fund and the diocese. This money will ensure a complete restoration by covering any contingencies which arise during this very large project.**
- Did you use a professional firm to assist with the campaign? **No**
- Do you have a membership committee? **No**
- Are greeters assigned to welcome newcomers at Sunday services? **Our ushers fulfill this role.**
- Do you have a regular coffee hour after Sunday services? **Yes, every Sunday after the 10 am service.**
- Are greeters designated to introduce newcomers during coffee hour? **Everyone is expected to greet newcomers, and newcomers are offered the altar flowers.**
- Are visitors added to your church mailing list? **Yes**
- Do you hold dinners or other fellowship events at your church? **Yes**
 - If yes, where? **in our parish hall**
 - How many are you able to seat comfortably in that location for dinner?
 - 1-25 ___ 25-60 ___ More than 100 **X**
- Are there term limits for members of your wardens, vestry or advisory board? If yes, what are the limits? **Wardens: 6 year limit Vestry: 3 year limit**
- 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 **X** Sunday school teachers ___; regulars on Sunday morning **X** ;
nominating committee ___; Vestry **X** : Lay Reader or LEM **X** ;

Mission

- Which of the following outreach programs occur at your church? (Check all appropriate answers) Soup kitchen ___; Food pantry **X (food collection to support)**; Midnight run to deliver food and clothing to the homeless **X** ; Organized visits to hospitals, nursing homes or shut-ins ___; Fund raising for charities **X** ; English as a second language classes ___; Day care (or after school care) **X** ;

Other: hospice ministry, Carpenter's Kids, Rural and Migrant Ministries, Kids Care Club, Sunday school sponsors a child in Bogota, Columbia

St. John's has a very successful, Christian-based preschool which serves anywhere from 80-100 local children every year both during the school year and for summer camp.

St. John's also has a thrift shop called The Red Door which is staffed and run entirely by volunteers from the parish and stocked by donations from the parish and our neighbors. The Red Door has become a real asset both in finances and community relations.

- 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) **10 to 20**
- Does the congregation expect to start any new outreach ministries during 2010? **Yes** Please describe: **We plan to develop a service relationship with the Khalil Gibran School, a public elementary school which is just blocks from our church.**

Buildings and Property

What is the current state of your physical plant?

Our physical plant consists of three buildings (church building, parish hall and rectory which is designated as a residence for our priest), a cemetery and a playground. The rectory is a 3 bedroom/3 bath private home with a large yard, adjacent to the church. The parish hall is a large building with an auditorium which houses our offices, our preschool and our thrift store. The general condition of these buildings as of now is fair. However, our church building is slated for a full renovation beginning spring 2012.

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

General repairs to the rectory will be determined and addressed prior to occupation by our new priest. A portion of the parish hall roof will need to be replaced within the next five years. Repairs to the church will be covered in the restoration.

POSITION DESCRIPTION

This is a (please check one):

_____ full time shared position

 X 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. GROWTH: Our first goal is to bring in new members, revitalize the commitment of families on our parish list and reach out to former members. We aim to increase our congregation by two new families per year. Growth in members should enable us to expand our MISSION / OUTREACH (#2), and may help us maintain a BALANCED BUDGET (#3) which in turn can lead to further GROWTH. They're all connected.**
- 2. MISSION: Our second goal is to develop a richer relationship with and increase our service to our local community. We would like to develop a meaningful service relationship with the Khalil Gibran School, a public elementary school in our neighborhood. We would also like to begin hosting events with a secular appeal in our parish hall auditorium (2 per year to begin with). In general, we would like to see more of our neighbors' faces in and around St. John's, even if they do not worship with us, and we would like to be recognized as a real, contributing member of the community.**
- 3. BALANCED BUDGET: Within the next three years, our goal is to increase pledged and fundraising dollars by 40%, sufficient to support the operating expenses of the church and a budget for expanded outreach. Our goal to become self-sustaining so that we do not have to rely on extra contributions from our successful nursery school (above the tithe) and/or reduce our reserves to close budget gaps. As a step towards a balanced budget, we have opted for a half-time priest. We view this as a position which will grow with successful achievement of our goals.**
- 4. RESTORATION OF OUR CHURCH BUILDING: Our fourth goal is a complete restoration of our historic church building. This may seem like an ambitious goal for a two to three year period: however, there are exciting things going on at St. John's and we are already on this road, having secured two grants, one from the Diocese of NY and another from the Bedell Fund (administered by St. Matthew's Church in Bedford,**

NY). We have established our own "Restoration and Maintenance Fund 2011-2012" with the goal of raising an additional \$25,000 which should ensure a full restoration of the church's exterior and interior. Our goal is to begin work in Spring 2012.

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.

- 4 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.
- 3 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.
- 1 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.

1. Skill Area: **Spiritual Guidance/Leadership**

Tasks

- a. **Plan and celebrate meaningful liturgies, and preach inspirational and useful sermons for regular Sunday services and Holy Days, as well as for special services and sacraments – weddings, baptisms, funerals etc**
- b. **Be available for pastoral emergencies, and to comfort and guide all those who suffer in body, mind and or spirit.**
- c. **Take communion to and visit the homebound and those in hospitals and nursing homes as needed.**
- d. **Provide Christian Ed for all ages. Plan and conduct programs or train and oversee lay people to do the same.**

2. Skill Area: **Church Growth/Development**

Tasks

- a. **Initiate contact with each family on the St. John's mailing list to introduce yourself and invite them to Sunday worship; find out their attendance status and any concerns/issues they may have.**
- b. **Contact former members who still reside locally to introduce the change in leadership.**
- c. **Use our website, social media and blogging to share St. John's message.**
- d. **Leverage our Butler Nursery School enrollment as a source of new parishioners.**
- e. **Through creative leadership, identify and pursue additional sources of new parishioners.**

3. Skill Area: **Mission / Outreach Ministry**

Tasks

- a. **Identify areas of need in our community and help St. John's make a positive impact.**
- b. **Inform, recruit and enable members of the congregation to participate in community concerns as they arise.**

- c. **Reach out to teenage and young adult parishioners to incorporate them into the life and ministries of the church.**
- d. **Direct and develop our existing and potential new international and regional ministries.**

4. Skill Area: **Administration**

Tasks

- a. **Oversee the administration of the church's Butler Nursery School, especially regarding enrollment, staffing, finances and curriculum. Butler does have a paid director for day to day operations.**
- b. **Maintain an ongoing awareness of the church's funds, payroll and bill paying.**
- c. **Supervise the church staff, contracted services and outside programs renting our space.**
- d. **Communicate with the wardens, vestry and appropriate commission and committee chairs about pertinent day to day church affairs.**

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.

Leadership Style

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

The people of St. John's respond best to a leader who leads from the heart and from a strong, readily apparent faith, one who will awaken in the parishioners their talents and enthusiasms for serving God in the parish and the community. We seek an involved priest who can lead by example in terms of being a driving and active member of the parish. We seek an organized leader who can keep track of the big picture, supervise the staff, guide the vestry and delegate tasks to the laity, trusting in our commitment to the responsibilities we take on. Right now, we are in a period of transition, but also a period of great excitement given the restoration of our church building. Many parishioners have stepped up, taken on new responsibilities and generally come together to bridge this time and build our future. We seek a priest who will value and build on this excitement and involvement.

Compensation / Benefits / Housing:

St. John's is offering a compensation/benefit package which is commensurate with the diocese's guidelines and negotiable from that point. In addition to the cash stipend, we are providing housing (utilities included) in our rectory, a 3 bedroom/ 3 bath private home with a large yard. We will also be offering all other benefits recommended by the diocese including health and disability insurance, vacation time and sabbatical.

Starting minimum cash stipend	22,500 (10-15 yrs exp)
Housing	
Housing allowance (amount budgeted)	provided (6750 for pension)
Housing is provided	
Utilities (amount budgeted or spent last year)	9,624
FICA Reimbursement (0.0765 of cash + housing + utilities)	2,974
Equity Replacement	338
Church Pension Assessment (18% of total cash/housing and utilities, required , including for supply after two months)	6997
Travel reimbursement (amount budgeted)	0
Business expenses (amount budgeted)	0
Health insurance (if provided)	8,000
Disability Insurance	540
Continuing education (amount budgeted)	500
Vacation	
How many weeks a year?	3 weeks
How many Sundays?	4

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 email
___ cell phone
___ mail