

Position Description Outline

The Episcopal Diocese of New York
revised January 2011

GENERAL INFORMATION

Parish Name: Grace Church, City Island

Street Address: 116 City Island Ave

Bronx, New York 10464

Telephone: 718 885-1080 / Fax: None

E-mail address: gracecityisland@yahoo.com;

Website: www.gracecityisland.org

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)? 10 AM
- How many people can you comfortably seat in your church? 110
- What was your attendance in 2010 for Easter? 100 Christmas Eve? 56
- How do you provide for music in worship? Organ; Paid organist (pianist);
- Do you have a choir? (check the appropriate answer): Every Sunday
- Who usually assists the priest in the service? (check all appropriate answers)
Lay Eucharistic Ministers; Acolytes
- Our Acolytes consist of both adults and young people.
- 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
- Our services conducted in English. Yes
- 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? No, fully painted and repaired in 2011.

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 - Less than 8
- Do you regularly have Sundays when church school attendance is less than 5? Yes
- Are Sunday school pupils grouped by age in separate classes? No
- Does each class have its separate classroom? No
- Do you have a youth choir? No
- Do you have a teen program? No
- Groups or Guilds at Grace: Men's Group, Altar Guild, Evangelism & Hospitality Committee, Outreach Committee, Hearts & Hands (knitting for Calvary Hospital), the Grace Connection (cooking for those in the Parish with pastoral needs)
- Have you had a confirmation class with each Episcopal Visitation in the past 6 years? Yes, including an Adult Inquirers' Confirmation class and in 2010
- Do you have an adult education program? Yes, Bible study and Book Group.
 - If "Yes," how often will the program meet in 2011 - more than 10 times Bible study met weekly in 2011, and we would like to continue this practice. A Book Group was formed early in 2011.
- Do you have a special Lenten program? No
- In 2010 did anyone from your church (clergy or laity) attend any educational programs, leadership conferences, congregational development programs offered by the diocese? Yes X
 - If "Yes," how many individuals attended? At least 4
 - If "Yes," which programs did they attend? Vestry training
- Do you have a stewardship committee? Yes If yes, how many members? 3
- In 2010, was any of the following part of the stewardship program?
 - an all member stewardship canvas: No
 - small group meetings No
 - letters to the congregation Yes
 - Pledge cards - Yes
 - Stewardship articles in the newsletter or Sunday bulletin - No
 - Personal testimonials about stewardship Yes
- Are new members asked to pledge in their first year? - Yes
- 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 2009? No
- Do you have a membership committee? - Yes
- Are greeters assigned to welcome newcomers at Sunday services? No
- Do you have a regular coffee hour after Sunday services? Yes
- Are greeters designated to introduce newcomers during coffee hour? No
- 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 the Parish Hall
 - How many are you able to seat comfortably in that location for dinner?
 - 100
- Are there term limits for members of your wardens, vestry or advisory board? If yes, what are the limits? Three years
- Did anyone join one of the following committees or perform one of the following ministries for the first time in your church Volunteers X, Vestry X, Lay Reader X

Mission

- Which of the following outreach programs occur at your church? Organized visits to hospitals, nursing homes or shut-ins No (our previous Vicar did this); Fund raising for charities X; Other: PSS Senior Services (Senior exercise classes), AA, OA meetings.
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- Please list the programs you support with volunteers, but occur off your premises: Annual Blessing of the Fleet, POTS (Part of the Solution), Hart Island Visitations in conjunction with Picture the Homeless.
 - How many parishioners contribute their time regularly to outreach done through or at your church? Less than 10
 - Does the congregation expect to start any new outreach ministries during 2010? Yes

Buildings and Property

What is the current state of your physical plant?

All structures are in very good shape, i.e.: New Parish Hall, Rectory and Church Roofs; new Parish Hall bathrooms; new boiler installed within the last 4 years; Parish hall painted last year; new windows in the Parish Hall; church interior newly painted with new moldings installed; four bedroom Rectory fully renovated within the last 4 years including brand new kitchen, new porch and exterior siding, refinished walls, new plumbing and electrical; renovated priest's office and new breezeway connecting to the Rectory; church grounds maintained on a regular basis.

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

Regular maintenance and a fund-raiser campaign to restore the Bolton window.

POSITION DESCRIPTION

This is a part time position (up to 19 hours, offering no additional benefits).

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. Continue the revival of "Amazing Grace" Church begun 8 years ago with the Diocese's help and carried out by a dedicated congregation driven by their love of God and this Episcopal Church in City Island, a unique nautical community in New York City. The revival has already included the stabilization of our financial health and the renovation of our beautiful, historic buildings (Rectory, Parish Hall and Worship Space).
2. Expand outreach efforts in City Island and the surrounding Bronx and Westchester neighborhoods to spread the good news of Christ and grow the congregation by 2-3 families with children and/or 2-3 single parishioners per year for the next 3 years.
3. Foster Christian education through preaching that inspires congregants to lead good, Christian lives and engages their spirituality. Conduct Adult Bible Study each week and support parishioner efforts (with ideas and leadership) to increase the size of the Youth Sunday School by 1-3 students per year over the next 3-5 years.
4. "Recognize and deliver pastoral care to parishioners who are aging and infirmed."

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.
- _____ 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.

1. **Skill Area: Preaching**

Tasks

- a. Fulfill the most important priority among Grace Parishioners by delivering a heartfelt sermon each week. We believe that one way our congregation will continue to grow is through inspired preaching.
- b. Sermons should generally provide firm instruction and guidance about how we can live daily according to the Bible and the teachings of Jesus.
- c. Preaching should be concise, clear, and prepared and delivered in a reasonable time frame.
- d. Sermons should provide the congregation with a fuller understanding of each week's message and, where appropriate, include humor and personal anecdotes.

2. Skill Area: Pastoral Care

Tasks

- a. Oversee the care of individuals and families in joy and sorrow.
- b. Visit and provide spiritual support to aging and infirmed members in local hospitals, nursing homes and assisted living facilities.
- c. Equip the Laity for extending pastoral care to one another.
- d. Be available for pastoral emergencies, weddings and funerals.

3. Skill Area: Administration

Tasks

- a. Prepare for and lead effective monthly Vestry meetings, and do the same with the Annual Parish Meeting.
- b. Respond to emails and phone calls in a timely manner.
- c. Be a good steward of Grace's finances and assets. Collect data for record keeping (i.e. Parochial Report, weekly and special service records).
- d. Recruit, train and oversee the lay leadership of the Parish, along with and in consultation with the Vestry.

4. Skill Area: Spiritual Guidance

Tasks

- a. Encourage regular church attendance among current parishioners.
- b. Reach out to former or periodic parishioners to renew their spiritual commitment to Grace Church.
- c. Inspire stewardship and encourage congregants to give their time, talent and treasure to support the mission of Grace Church.
- d. Engage spirituality through preaching, adult education, including strong Bible-based teaching, mid-week prayer services and offering services relevant to younger persons and teens.

Leadership Style

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

Grace Church is a family parish in a small, unique community with a congregation that is warm, inviting and close knit by virtue of working together during the last 8 years to revive "Amazing Grace." We hope the next priest to lead us will follow in this tradition and mentor us in ways we have yet to envision. We are looking for an empathetic "people person" who is warm and wants to get to know us all by name and history; someone who leads and preaches from the heart in ways that will inspire us with the gift of spirit. We desire a priest who appreciates how far we have come to resurrect Grace and will provide fresh ideas how to use our time and talents to take

us to the next level of growth and sustainability. We seek a priest who can provide the best balance of their part time responsibilities to work and motivate Grace volunteers to achieve all God plans for us.

Compensation (for planning purposes)

Starting minimum cash stipend	\$15,000-\$25,000
Housing	
Housing allowance (amount budgeted)	_____
<u>Housing is provided</u> (beautifully renovated 4-bedroom house on large property)	
Utilities (amount budgeted or spent last year)	\$2,000
FICA Reimbursement (0.0765 of cash + housing + utilities)	\$2,678
Church Pension Assessment (18% of total cash/housing and utilities, required , including for supply after two months)	\$3,060
Travel reimbursement (amount budgeted)	\$1,000
Business expenses (amount budgeted)	0
Health insurance (if provided)	0
Continuing education (amount budgeted)	\$500
Vacation	
How many days a year?	10
How many Sundays?	5

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.

Clergy applying for any position in the Episcopal Diocese of New York are required to submit a current Office of Transition Ministry Portfolio. The clergyperson is responsible for downloading and sending the portfolio to the contact person.

Contact Information

Name: Karen Rauhauser Nani, Search Chair

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City: Bronx

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Email address gracecityislandny@yahoo.com

I prefer to be contacted by: email or cell phone

Additional Portfolio Resources (available upon request and provided during interviews)

- 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
- 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