

Part I: Position Description

Developing a Position Description

Diocese of Easton

GENERAL INFORMATION

Parish Name Christ Church Parish Kent Island

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City Stevensville

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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)? 8am, 10am (Sept-May), 9:30am (June-Aug)
- How many people can you comfortably seat in your church? 375
- What was your most recent attendance for Easter? 333 Christmas Eve? 341
- How do you provide for music in worship? (check all appropriate answers)
 Organ Piano Recorded music Paid musician Volunteer musician
 Contemporary music provided by voluntary musicians on occasion
- Do you have a choir? (check one appropriate answer) :
 Every Sunday 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 Lay Eucharistic Ministers Acolytes
Your acolytes are: 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? French?
 Another language? (Check all appropriate answers)
- Does your church 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:

Mission

- Which of the following outreach programs occur at your church? (Check all appropriate answers)
 Soup kitchen Food pantry Food and clothing to the homeless
 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)
 Other Christ Church Episcopal Day School
- Please list the programs you support with volunteers, but occur off your premises:
Haven Ministries Food Pantry, Thrift Store & Shelter; Grasonville Elementary Food & Clothing Closet;
Food Delivery to Terrapin Grove Senior subsidized housing; Backpack food program for local schools;
Christ Church Cemetery
- How many parishioners contribute their time regularly to outreach done through or at your church?
80-100
- Does the congregation expect to start any new outreach ministries soon? Yes No
Please describe:
Stephen Ministry Program or similar; Knitting hats and scarves for homeless; Training laypeople for Pastoral Care

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? 8
- Do you regularly have Sundays when church school attendance is less than 10? Yes No
- Are Sunday school pupils grouped by age in separate classes? Yes 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? Yes No
- Do you have a children or youth choir? Yes No
- Do you have a teen program? Yes No
- Do you have any of the following groups? (check all that apply)
 ECW a men's group an altar guild any other group or guild Soup Group
- Have you had a confirmation class with each Episcopal Visitation in the past 6 years? Yes No
- Do you have an adult education program? Yes No
- If "Yes," describe the most recent programs
EFM, Bible Study
- Do you have a special Lenten program? Yes No
- If "Yes" give a brief description of your program
Independent (Living Through Lent) and Group Programs

- Did anyone from your church (clergy or laity) recently attend any educational programs, leadership conferences, congregational development programs offered by the diocese?
 - Yes No
 - If “Yes,” how many individuals attended? 3
 - If “Yes,” which programs did they attend? (Please list them here)
Stewardship, Formation, Leadership in Ministry
- Do you have a stewardship committee? Yes No
 - If yes, how many members? 6
- Last year, were 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
- Was the congregation given guidance on “proportionate giving” in your stewardship program? Yes No
- Is proportionate giving an important part of your steward program? Yes No
- Did you begin, conduct, or complete a capital campaign in the past year? Yes No
 - If yes, what was the purpose or goal of the campaign? Parish Hall roof; Mortgage Reduction
- Did you use a professional firm to assist with the campaign? Yes No
 - If yes, which one?
- Do you have a membership committee? Yes No
- Are greeters assigned to welcome newcomers at Sunday service? 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
- What happens during coffee hour?
Greeters introduce visitors to the Rector, or members with commonalities. Share beverages and treats. Discuss parish events.
- 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, where? Fellowship Hall; Members Homes
 - How many are you able to seat comfortably in that location for dinner? 134 at tables in hall; 12-home
- Are there term limits for members of your wardens, vestry or advisory board?
 - Yes No
 - If yes, what are the limits?
Vestry, 3 years

Buildings and Property

What is the current state of your physical plant?

HVAC system receives routine maintenance and is in good working order. The roof has recently been replaced in our Parish Hall, along with new paint and carpet. We have a 5-year maintenance plan.

What significant repairs or other needs do you anticipate meeting in the next three years?

Additional upgrades to HVAC, new roof for school and office areas. (Discussion and planning in progress)

POSITION DESCRIPTION

This is a (please check one):

- full time position (40 hours plus full benefits)
- half time position (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. Sample documents are available from Diocesan House.

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. Develop and implement a plan to attract young families and children to the church. Using creative programs, advertising and /or events, welcome five families into the parish within eighteen months.
2. Establish and implement a comprehensive strategy to reach new people and incorporate them into the life of the church. Devise newcomer protocol to follow up with and engage visitors in order to encourage return visits leading to membership. Time frame 12 months to develop strategy
3. Cultivate creative opportunities for Christian education and spiritual formation for all ages. Work with a Family Ministry Coordinator to identify a sustainable youth program (middle and high school)working with other churches or the Diocese if number of participants is minimal. Create and/or support elementary aged program. Time frame one year.
4. Create a training program that educates and empowers our parishioners to provide pastoral care. Using funds budgeted by the Vestry, institute Stephen Ministry or an equivalent pastoral visitor training program. Ensure that at least three Lay Eucharistic Ministers are qualified as Eucharistic Visitors. Time frame one year.

How is your next priest involved in the support of these parish goals? Looking at your earlier work, define the four most important goals your next priest might 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. 1. Demonstrate a commitment to understanding the priorities and needs of young families and develop programs that may attract that population either through experience in that area or additional education. Present to Vestry within 9 months.
2. 2. They will continue an open and welcoming culture that attracts new people. Assist in finding strengths of new members and connecting them with ministries that will value their input and welcome their contributions. See Goal #2 for details and time frame.
3. 3. They will provide leadership in creating or executing programs that provide Christian formation for all ages and a variety of schedules and formats. See Goal #3 for particulars and time frame.
4. 4. They will identify parishioners uniquely qualified to provide pastoral care. Using small or large meeting groups to provide an open discussion venue for parishioners interested or gifted in providing companionship and support to those in need.

Responsibility Areas

I. 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.

Here is an example:

I. Skill Area/Priest Goal: Preaching

Tasks

- a. Prepared with well thought out homilies that are relateable
- b. Exhibit a deep knowledge of spiritual life and intellectual curiosity.
- c. Exhibit an understanding of progressive theology while remaining open to differing views.
- d.

2. Skill Area/Priest Goal: Pastoral Care

- Tasks Develop a program to train lay ministers to provide visitations to congregants who are shut-in.
- a. Be available for pastoral emergencies, weddings and funerals.
 - b. .
 - c. .
 - d. .

3. Skill Area/Priest Goal: Strategic Leadership

- Tasks With gentleness and commitment, help membership achieve the visions of the church
- a. Be able to communicate clearly the vision and goals of the church to the congregation and new members.
 - b. .
 - c. Help the church manage conflict or change by maintaining open communication with all.
 - d. Develop leaders to support the vision and mission of the church by helping them grow in their spiritual life.

4. Skill Area/Priest Goal: Change Management

- Tasks Identify and clearly communicate any changes that may be coming in the church.
- a. .
 - b. Exhibit knowledge and open discourse, valuing all opinions.
 - c. Give proper weight to the role of emotion in generating enthusiasm that leads to action.
 - d. Be able to articulate the vision for the future.

Leadership Style

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

Our next priest should be theologically progressive, but can help people remain open to differing views. They should exhibit deep knowledge, open discourse and intellectual curiosity.

Pastoral care abilities are very important to help congregants feel valued and loved. They should be a powerful ally for those in a minority status and those who are vulnerable or lack the power to protect themselves.

They should be able to strategically determine direction and clear alignment. They should be able to develop a clear and compelling vision for the future allowing for clarity about who we are and what we do that is special and unique.

The ability to develop the capacity of members to tell their faith stories in ways that feel natural and invitational to others is desired. They should be concerned about the rational integrity of faith and the just application of faith to life and the journey of our understanding of faith.

They should have the capacity to help creatively think about our educational needs and how to develop programming around those.

They should have experience with healthy conflict management in church systems. They will need to have strong interpersonal skills allowing for open and honest relationships.

Calculating Compensation Range (for planning purposes)

Compensation as used on the OTM website is the sum of
Salary + Housing + Utilities + FICA Reimbursement

Starting minimum cash salary	<u>\$60,000</u>
Housing	
Housing allowance (amount budgeted)	<u>up to \$10,000</u>
Rectory house is provided	
Utilities (amount budgeted or spent last year)	<u>\$4096</u>
FICA Reimbursement (0.0765 of cash + housing + utilities)	<u>min \$5508</u>
Compensation	
Church Pension Assessment (18% of cash, housing, and utilities; required, including for supply, after two months)	<u>\$15,967</u>
Health Insurance (if provided)	<u>estimated \$22,506</u>
Equity Allowance (if provided)	<u>-</u>
Vacation	
How many days per year (one month is normative)	<u>4 wks/yr</u>
How many Sundays per year	<u>3-4</u>

Operational Expenses

Travel reimbursement (amount budgeted)	<u>\$2000/yr</u>
Continuing education (amount budgeted)	<u>\$500/yr</u>
Professional expenses (amount budgeted)	<u>negotiable</u>

Search Committee Contact Information

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