

# Position Description Outline

## GENERAL INFORMATION

Parish Name: Church of the Regeneration  
Address: Pine Street (PO Box 321), Pine Plains NY, 12467  
Phone Number: (518) 398-5628  
E-mail address: [churchoftheregeneration@gmail.com](mailto:churchoftheregeneration@gmail.com)  
Website: <http://churchoftheregeneration.org/>  
We hope to call by:

## 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? 9:30am
- How many people can you comfortably seat in your church? 100
- What was the attendance at your most recent service for Easter? 54. And Christmas Eve? 34
- Average Sunday attendance (ASA)? 20
- Communicants in Good Standing? 60
- How do you provide for music in worship? Organ; Piano; Paid organist (pianist)
- Do you have a choir? No choir
- Who usually assists the priest in service? Lay Eucharistic Minister
- Are your acolytes adults? We have two young boy acolytes who each give us one Sunday a month. We also have a 9-year-old girls who wishes to be trained.
- 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
- Describe your liturgical style & practice. If your community provides more than one type of worship service, please describe all:
  - The Church of the Regeneration most often celebrates the Rite II Eucharist with hymns. Rite I usually used during Lent and other special occasions, so that we achieve a mix of traditional and contemporary. Members of our congregation read the Lessons. When we are without clergy on a given Sunday, either a licensed

lay reader or a warden led the parishioners in Rite I Morning Prayer. We have two licensed Chalice bearers to assist with Holy Communion.

- Currently, we have a 9:30am Sunday service and special services during Holy Week and Christmas.
- Services are conducted in English.
- 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

## **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
- Total children in Sunday school? 11
- What is the average Sunday attendance of your church school (check the appropriate answer)? Less than 10
- 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
- Total number of Sunday school teachers? 1
- Do you have a youth choir? No
- Do you have a teen program? No
- Do you have an ECW? No a men's club? No an alter guild? Yes or any other group or guild? No
- Have you had a confirmation class with each Episcopal Visitation in the past 6 years? We have had one confirmation class in the past six years.
- Do you have an adult education program? We have in the past, however we haven't in the last year or so.
- Do you have a special Lenten program? We have in the past, however we haven't in the last year or so.
- In the previous year did anyone from your church (clergy or laity) attend any education programs, leadership conferences, congregational development programs offered by the diocese? Yes
  - If "Yes" how many individuals attended? Five
  - If "Yes" which programs did they attend?
    - Diocese Indaba
    - Small Church Workshop
    - Vestry Workshop
- Do you have a stewardship committee? Yes If yes, how many members? Two, our stewardship makes up a substantial portion of our operating budget every year. Our stewardship committee is proportional to the size of our congregation.

- In the previous year, was any of the following part of the stewardship program?
  - an all member stewardship canvas: Yes;
  - small group meetings: Yes;
  - letters to the congregation: Yes;
  - pledge cards: Yes;
  - stewardship articles in the newsletter or Sunday bulletin: Yes;
  - personal testimonials about stewardship: No;
- Are new members asked to pledge in their first year? Yes
- In your stewardship program, was the congregation given guidance on “proportionate giving”? No
- Is proportionate giving an important part of your steward program? No
- Did you begin, conduct, or complete a capital campaign in 2011? No
- 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? Yes
- Do you have regular coffee hour after Sunday services? Yes
- Are greeters designated to introduce newcomers during coffee hour? Yes
- Are visitors added to your church mailing list? No
- Do you hold dinners or other fellowship events at your church? Yes
  - If yes, where? The parish house or parishioners homes.
  - How many are you able to seat comfortably in that location for dinner? 1-25
- Are there term limits for members of your wardens, vestry or advisory board? Yes If yes, what are the limits? 3 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; regulars on Sunday morning; nominating committee; Vestry; Lay Reader or LEM; NO

## **Mission**

- Which of the following outreach programs occur at your church? Fund raising for charities; English as a second language classes (ESL); Thrift shop
- Please list the programs you support with volunteers, but occur off your premises: Food Pantry; ESL; Council of Churches (town consists of four churches Catholic, Presbyterian, Methodist, and Episcopal) representatives from all for of them get together on a monthly basis to work on town wide projects. This includes a week long program of Vacation Bible School.
- 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 in the next year? No

## **Buildings and Property**

The church building, parish house and thrift shop sit on approximately one acre of land on Pine Street in the hamlet of Pine Plains.

### **Current state of the physical plant**

#### **Grounds**

The church grounds, which include a parishioner built labyrinth, are well maintained. In 2009 a dry well was installed in the parking area, which has helped in alleviating a muddy situation in the spring and icy conditions in the winter. At the same time, the driveway was re-graded and re-graveled.

#### **Church**

The church cornerstone was laid in 1860 and the church is of board and batten construction with a shingle roof. It is heated by an oil furnace and is not air-conditioned. There is cold running water in a sink in the sacristy in the warm weather. This water is turned off in the cold months to prevent the pipes from freezing. The roof was re-shingled in 2009; the church re-painted in 2010, and in 2011 the wheel in the belfry was replaced. There is no exterior lighting.

There is concern about a crack in the east interior wall of the church, which we are monitoring. Our amplification system needs attention and presently we are using a system, which has been loaned to us by our interim pastor. The carpet is beginning to show signs of wear.

#### **Parish House**

In 1892 a rectory was built of wood frame construction with a shingled roof. It was used as a residence for a succession of parish priests and their families. In 1957, with the departure of the last full-time rector, the rectory was rented out, which was and continues to be important to the financial well being of the parish.

In 1990, the 2<sup>nd</sup> floor of the rectory was converted to a 2-bedroom apartment, which continues to be rented out to a community member. The 1<sup>st</sup> floor was made into a parish office and two all-purpose rooms. The small kitchen remained and 2 small bathrooms were constructed. We presently use this space for meetings, Sunday school, coffee hour after the Sunday Service, etc.

The roof was re-shingled in 2009. A new oil tank was installed in 2012 and at the same time a cracked waste pipe was re-placed. Concerned about a potential serious condition with rotting foundation beams, a new wooden patio area with handicapped ramp was built in 2013. This replaced a slate and cement area and ramp. The porch was re-painted in 2013.

#### **Thrift Shop**

In 2008, work began on converting a small garage into a work/storage space for a newly conceived thrift shop. A pre-fabricated 24ft X 24ft building was purchased with funds raised by parishioners. This structure was attached, by means of a small connecting building, and the pre-fabricated building and connector are used as our actual shop. The building has electric heat and a window air conditioner. The shop was opened in 2009.

## **Significant repairs anticipated in the next three years**

### **Grounds**

Work needs to be done with the landscaping on the south and west sides of the church. Holes in the driveway need to be filled in. We would like to install exterior lighting over the front (south) door of the church, the (north) door that leads to our parish house, and the area overlooking the parking area.

### **Church**

Our amplification system needs attention and this may involve a larger project assuring that the electrical system is in good repair.

Our stained glass windows are covered by glass panels. We are concerned that the window frames may be showing signs of rot due to condensation and would like a professional opinion about the condition of the frames and windows and the appropriate way to protect these windows.

### **Parish House**

All windows in the parish house need to be repaired or replaced. There are a number of cracked panes and while storm windows were installed a number of years ago, they are in very poor condition and several of them do not work properly. Gutters need to be installed, and the parish house needs to be painted.

There is electrical work, which needs to be done in the apartment.

We would like to upgrade the heating units and install more precise thermostats in the first floor of the parish house.

### **Additional Information**

- What is total Budget (from Parochial Report Total Operating Expenses)?  
\$50,800
- Describe the strengths of your Church/Congregation/community: We are a monetarily generous, flexible and friendly group. Our congregation is truly a family.
- Describe the challenges of your Church/Congregation/Community: We are a very small congregation and we need to commit ourselves to being more than a Sunday Church.

### **Position Description**

- This is a half time position (at least 20 hours plus full benefits if we are sharing with another parish). Or part time position (up to 19 hours, offering no additional benefits).

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**nd **A**greed upon, **R**ealistic, **T**ime framed.

1. **Clergy-** By far we need a clergy person who will seamlessly move in and work in harmony with the parish. We need to empower all members to feel like they are part of the (difficult) changes our church must work through in order to achieve the growth we all wish to see.
2. **Growth-** Find and nurture more young families within the congregation and community as a whole. Develop outreach and family functions that bring the generations together.
3. **Education-** More adult growth possibilities outside of Sunday (workshops like dealing with death, divorce, new living arrangements, children leaving for college, and other personal spiritual life events)
4. **Community** – Become more involved with community events. Our small community has a number of seasonal events that the church could become more a part. (Thanksgiving weekend “Parade of Lights”, October Fall festival “Ag Day”, Memorial Day Parade, Halloween, Spring and Summer Hunger Walk)

## Responsibility Area

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.

1. **\_\_Pastoral Care:** Ability to care for people so that they are nurtured and equipped for growth within the community of faith.
  - a. Conduct liturgically appropriate, sometimes innovative, church services, which would include congregational involvement
  - b. Provide and encourage participation in a broad range of Christian Education opportunities on a regular basis
  - c. Engage parish youth in activities appropriate to their age
  - d. Participate in community/Council of Churches/Diocesan activities and encourage parish involvement
  - e. Lead and encourage involvement in outreach ministry and mission
2. **\_\_Preaching:** Ability to preach with clarity and to make the Gospel relevant in people’s lives.
  - a. Prepare well throughout timely sermons capable of being understood by the congregation

- b. Plan and conduct a monthly children's/young people's summon/message
  - c. Use, at times, innovative methods to relay the Gospel's message
3. **\_\_Church Growth/Development:** Ability to reshape or restart existing congregations or to plant new congregations.
- a. Be knowledgeable about ways church/religion appeals to young adults, 20's, 30's, young families
  - b. Serve as a beacon in the community to attract the un-churched
  - c. Train and lead parishioners to become comfortable in evangelism
  - d. Energize and empower the congregation to become more than a Sunday morning church "arouse the careless"
  - e. Conduct innovative programming, within physical plant confines, to attract parishioners, community members, and the un-churched
  - f. Encourage and lead "small group" activities/workshops around church growth
  - g. Encourage youth involvement in broad based activities
4. **\_\_Home Visitation:** Ability to provide regular pastoral care through visiting church members in their homes.
- a. Visit church members in homes
  - b. Visit homebound parishioners on a regular basis
  - c. Visit hospitalized (short term/long term) parishioners on a regular basis
  - d. Share with vestry, when appropriate, needs of parishioners who have been visited
  - e. Visit parishioners who are not regular church attendees
  - f. Encourage parishioners to visit/communicate with other parishioners who have not regularly attended church
  - g. Encourage parishioners to be trained as lay Eucharistic ministers

## **Leadership Style**

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

We are looking for a diplomatic, open and nurturing person who can be flexible. This person should have the ability to delegate and not micromanage. Since we have a congregation that has very few 18 to 40 year olds our next priest will need to have a style that can bring the diverse generations together.

## **Compensation (for planning purposes)**

Starting minimum cash stipend \$19,000

Housing

We have never had a budget line for housing, utilities, FICA, or Church Pension Assessment, because the last two clergymen have been less than part-time and semi-retired.

Travel reimbursement (amount budgeted) \$1,200

Business expenses (amount budgeted) \$1,000

Health insurance (if provided) Not provided

Continuing education (amount budgeted) \$250

Vacation

How many Sundays? 5 Sundays per calendar year

How many days? Total of five weeks

**Before approving any calls the bishop requires a written proposal from wardens starting 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**

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I prefer to be contact by email.