

## Position Description Outline.

### **General Information**

Christ Church Red Hook  
7423 South Broadway  
Red Hook  
NY 12571  
[www.christchurch-redhook.org](http://www.christchurch-redhook.org)

### **Contact Information**

Damien Lloyd Payne (Search Committee Chair)  
Ravenglass,  
294 Linden Ave  
Red Hook, NY 12571  
Tel: 845 706 5172  
[Damien.lloydpayne@gmail.com](mailto:Damien.lloydpayne@gmail.com)  
Contact by: email or phone

### **PARISH LIFE**

#### **Worship**

Sunday Services are at 8am and 10am  
100 people comfortably seat in our church  
What was the attendance for your most recent service at Easter?: **79**  
(Saturday Vigil: **21**, Good Friday: **28**, Maundy Thursday: **14**)  
What was the attendance for your most recent service at Christmas Eve?: **74**  
(Christmas Day: **20**)  
Average Sunday Attendance in the last 3 years: **60**  
Communicants in good standing: **135**  
How do you provide for Music in worship? **Organ, Piano, Paid Organist, Contemporary music occasionally supplied by Bard College.**  
Do you have a choir? **No, though we do have professional musicians and singers in the congregation that have expressed an interest in being music leaders.**  
Who usually assists the priest in the service? **A deacon, Acolytes, Lay Readers**  
**Our acolytes are adults at 8am service and generally young people at 10am service.**  
Is your church heated comfortably in the winter months? **Yes**  
Do Sunday School children join the congregation for Eucharist? **Yes**

Describe your liturgical style and practice:

**8am, no music, Rite I. Said Eucharist.**

**10am, Music, Rite II. Sung Eucharist.**

**All services currently only conducted in English.**

**There are no structural problems in our sanctuary.**

## **Nurture**

- Do you have a Sunday school for young people? **Yes**
- Total Children in Sunday school? **17**
- What is the average Sunday Attendance of your church school? **5-10**
- Do you regularly have Sunday when church school attendance is less than 5? **No**
- Are Sunday school pupils grouped by age in separate classes? **Yes – under 9 10 and older**
- If “Yes” how many classes are there? **2 Classes**
- Does each class have its separate classroom? **No**
- Total number of Sunday school teachers? **5**
- Do you have a youth choir? **No**
- Do you have a teen program? **No**
- Do you have an ECW? **No, but we have an all female Altar Guild.**
- Have you had a confirmation class with each Episcopal Visitation in the past 6 years? **No, we have had several visitations and 1 confirmation class in the last 6 years**
- Do you have and adult education program? **No**
- Do you have a special Lenten program? **Yes**
- In the previous year did anyone from your church (clergy or laity) attend an educational program, leadership conferences, congregational development programs offered by the diocese? **Yes**
  - If “Yes” how many individuals attended? **1**
  - If “Yes,” which programs did they attend? **Diocese conference**
- Do you have a stewardship committee? **Yes** If yes, how many members? **1**

- In the previous year, was any of the following part of the stewardship program?
  - An all member stewardship canvas: **Yes**
  - Small group meetings: **No**
  - Letters to the congregation: **Yes**
  - Pledge cards: **Yes**
  - Stewardships articles in the newsletter or Sunday bulletin: **Yes**
  - Personal testimonials about stewardships: **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 within the last three years? If yes, what was the purpose or goal of the campaign? **Yes – church painting.** The purpose was to paint the outside of the church at a cost of \$16,600. The campaign was a success and the church was completely repainted in 2016.
- Did you use a professional firm to assist with the campaign? **No**
- Do you have a membership committee? **No though we see this as integral to forward planning and hope to form in 2017.**
- Are greeters assigned to welcome newcomers at Sunday service? **Yes**
- Do you have a regular coffee hour after Sunday service? **Yes**
- Are greeters designated to introduce newcomers during coffee hour? **No.**
- Are visitors added to your church mailing list? **Visitors are asked to fill out the visitor book with their information, including their email address. Anyone can join our mailing lists through the church website.**
- Do you hold dinners or other fellowship events at your church? **Yes**
  - Events are held at our hall located adjacent to the church
  - How many are you able to seat comfortably in that location for dinner? **75**
- Are there term limits for members of your wardens, vestry or advisory board? **No**
- 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 \_\_\_\_\_ Nominating committee \_\_\_\_\_; Vestry \_\_\_x\_\_\_; Lay  
Reader or LEM \_\_\_\_\_?

- Do any teens or young adults (ages 18-30) serve on your vestry or in some leadership role? **Yes, we have a teenager (14) currently in the search committee.**

## Mission of Christ Church:

To proclaim by our lives and actions the Gospel of our Lord Jesus Christ through worship, education, fellowship and service.

To worship God in a Community of faith.

To encourage growth in the love of Christ by ministering to those needs and hurts of our parish, family and community.

Our vision of Christ Church is one of a small, yet growing parish that is self supporting for its programs, outreach, family and community service:

- We are pastoral in spirit and family oriented yet all-inclusive in our welcome to all people of all family configurations who are seeking spiritual growth and fellowship.
- Our parish membership is involved and action oriented.
- Our welcome extends to worshippers of all faith backgrounds, ages, economic circumstances and family configurations.
- Our goal is to be vital members of, and active in, the community of Red Hook.
- Our Outreach program helps support worthy ministries in the greater Red Hook and regional area.
- We contribute to the diocese by keeping our assessment current and, through the Diocese, to the world on a regular basis.
- Our goal is for our Clergy to be active in the community through availability, community events, and participation in the Red Hook Area Council of Churches. Weekly sermons bring the gospel to life for our members as they face the issues of the modern day world.

## **Buildings and Grounds**

Christ Church Red Hook sits on 1.6 acres of land at the corner of South Broadway (Rte. 9) and Garden St in the Village of Red Hook, NY, 12571.

### **Buildings**

1. **Church.** The church has been painted inside and outside in the last three years. There are no renovation works that need to be done on the church. It has a brand new organ console installed in the last 5 years and has had all of the electrical system updated to modern code. We do not foresee any repair work in our 10 year plan apart from cosmetic painting.
2. **Parish Hall.** The parish hall was completely renovated in the last 8 years. It had a new roof and guttering installed to diocese standards and the inside was gutted and restored with a new kitchen, ceiling, floor and updated to code electrically. It has disabled access. The kitchen is fully equipped with a new dishwasher, a gas range with overhead extraction fan, two sinks and lots of cabinetry. The kitchen is fully stocked with plates, glasses, etc. Beneath the parish hall we have a Thrift Shop which provides great amounts of income to the parish and provides much needed charity to some parts of the local community. The thrift shop Kitchen area was renovated in 2017. Although structurally sound, it could use some further cosmetic improvements to utilize the area better.
3. **Rectory.** A five bedroom 2 bathroom house with full office, dining room, kitchen, formal living room and rear porch. Some repairs and updating have been made in the last 7 years to this house, including full renovation of the bathrooms, office space, 2 bedrooms, kitchen and electrical/plumbing system. The mechanicals are new. There is some further work that needs to be done that is in the long term planning for the parish. Ideally the windows (which are functional) would be replaced and the guttering renewed with 'leaf-guard' protection. The roof is currently in great shape but may be entering the usual lifespan of a shingle roof in the next 10 years.
4. **Garage.** There is a two-car garage on the grounds, both with electricity and with automatic garage door openers. One garage is open for parking, the other is currently being used for tool and

grounds maintenance equipment storage. No repairs are expected to this building.

5. **Shed.** An abandoned shed in a poor state of repair exists on the grounds in the north corner but is grandfathered into the current village building code and the parish is currently looking into whether it can be replaced with a new structure or not without permissions from the village.
6. **Grounds.** The grounds consist of open grass areas with mature deciduous trees and areas of flower beds and plantings surrounding all the buildings. They are kept in great shape by a parish family. Behind the parish hall is the memorial Garden, which is cared for by parishioners and has its own budget line in the parish budget. Snow removal is done by an outside agent that plows the parking lot, while parishioners dig out the sidewalks and pathways between buildings.

**Notes:** The last 10 years at Christ Church have been focused on buildings and grounds through parish involvement in raising funds for capital expenditure and with grants in some cases from the diocese. We now have a parish that is likely 90% fully restored and in great shape.

### **Additional Information**

What is your total Budget? **\$92,115 (2017)**

#### Strengths:

1. **Youth members** – We are a growing community with many young members. Nearly a third of the membership consists of children and teens under the age of 16.
2. **Consistent leadership** – The vestry and the leaders of the church are long-standing, have years of experience and have a lot of institutional knowledge. That combined with new vestry members makes for very effective leadership.
3. **Community ties** – Pancake suppers, Thrift shop, Celtic dinners, and other non-religious community events are fairly well attended by members of the community. Religious events also bring in members of the community most notably baptisms & funerals, but also at

- Christmas during Lessons and Carols and other services offered on special occasions (Memorial Day, Lent, Maundy Thursday etc)
4. **Parish hall** – This is a newly renovated nice sized space with an industrial-sized kitchen that is well-suited for both community and church events. It is available to rent for outside events.
  5. **Music** – The organist is consistent and competent. This nicely complements the newly refurbished, near symphony grade organ. The organ is a pipe organ that dates to the mid-1900's and was hand built by a parishioner who was a professional organ builder. As such, the organ is of professional quality with a new console installed three years ago. The organ is capable of concert style performances by a skilled organist and is a major asset to the church. The organ is maintained by Foley & Sons with twice yearly turnings and is in excellent condition.
  6. **Housing** – We offer housing for our Vicar on site. A Victorian era 5 bedroom home with a large yard, mature trees and detached garage is situated in the lovely village within easy walking distance to shops and restaurants.
  7. **Online presence** – We have a website to connect us to the outside world. This can be used for announcements, event planning, or promotion, as well as to advertise for a new Vicar. The church is centrally located and on the main route through town. This lends itself to a visible physical offline presence as well – people see our happenings, our signage, and that can lead to some interest.

Weaknesses/Challenges:

1. **Finances** – At the time of this writing, we have no permanent funding source, such as an endowment, or semi-permanent funding source, such as a grant, but we do maintain a DIT (Diocesan Investment Trust) Fund and Vanguard which provide a source of dividend income as an adjunct to our budget. We also have no system for receiving estate funds upon members' passing. Tithing may be difficult and unpopular for members of the congregation. We can't count on this, or pledges, to sustain our financial growth going forward.
2. **Youth** – We only benefit from the youngest members by the degree to which they (1) remain local as they grow older, and (2) practice religion.



3. **Growth** – The next level of growth will be more difficult to attain than what we have currently achieved.
4. **Buildings/Grounds** – maintenance, both financial and personnel related, still require investment over the long term.

Opportunities:

1. **Youth Opportunities** – These will help our future relations with young people as well as increase the consistency of attendance on the part of their parents.
  - a. Trinity teens (working title)
  - b. Sleep away camp (Beaver Cross, run by Diocese of Albany)
  - c. Confirmation class
2. **Adult Opportunities** – These can spiritually nourish people in a way that a formal church service cannot while keeping them grounded with and in the church.
  - a. Adults Sunday school
  - b. Adult bible study (possibly weekday)
  - c. Acolyte program
  - d. Evening services
3. **Finances** – Achieving consistent, high level funding now, while we are healthy and growing, may help us to afford a full-time vicar in the not-so-distant future.
  - a. Set up an account to receive estate funds
  - b. Hire or cultivate a grant writer

Threats:

1. **Geographic location** – Red Hook is a small town and as such has a fairly small pool of potential members.
2. **Zeitgeist** – Religion has fallen out of favor among many people. The challenge of getting people to believe in or practice any faith is a challenge that all churches are facing right now.
3. **Timing** – This is a crucial point that can either make us or break us.
4. **Competition.** We have competition from within our own denomination with 3 Episcopal churches serving the same community/school district. Within 10 miles there are a total of 6 Episcopal churches and that increases to 16 within 20 miles. Many of these churches are at different levels of sustainability. In Red Hook

itself there are at least 3 or more other denominations to choose from. We also face competition from sports and other activities that take place on Sundays. With two parents working now commonplace the pressure on weekend time is greater than 20 years ago.

## **POSITION DESCRIPTION**

This is a Half time position

### **Goals**

Define the 4 most important goals your parish hopes to accomplish in the next two or three years. Make sure the goals are Specific, Measurable, Agreed Upon, Realistic, Time Framed (SMART)

1. Increase the size of the congregation to an average of 100 per week (over both services) over the next 10 years. Programs and efforts will be redirected with guidance from the priest in charge and the vestry to accomplish this goal. Efforts to include but are not limited to expanding our children's/young adults program (see 3. For details), community outreach, involvement in the community and its' activities, involvement with extra-curricular activities such as sponsoring youth sports, looking into second language services, possibly musical concerts for the community held in the church, or changing the times and days of current services. Working in conjunction with the Event Planning committee this goal should be obtainable.
2. Through increased congregation size and giving, as well as exploring untapped opportunities for giving such as will bequests through estate planning, employ a full time priest in charge in the next 10 years.
3. Develop and regularly run a teens program for the grade 9-12 youth of Christ Church and of Red Hook in the next 5 years (Trinity Teens is our working title). The success of our Godly Play Sunday School program has led to an active interest in further study and a different style of teaching from our older teens. We already have a split class where the older Sunday School members reinterpret lessons in a

modern way and after the traditional Godly Play teachings, share this with the younger members. It is very popular. Learning and collecting best practice from other parishes we would like to establish a program that will lead our young adults through the Trinity Teens to confirmation classes and beyond.

4. Fully restore and update the Vicarage in the next 5 years. This will require a capital campaign directed at parishioners and probably grants and/or loan funding from the diocese, but on a much reduced scale from the now completed repair and painting of, the church. As far as we are now aware, the work required in the vicarage is mostly cosmetic and not structural.

### **Responsibility Area**

Christian Education: Ability to lead in the design and implementation of comprehensive programs of Christian Education. Currently our youth participate in Godly Play. This program allows the youth to explore their faith through story and play. The class is divided into two groups, 9 and under and 10 and over. The older children create and perform a skit or other format they choose around the lesson for the day and perform it for the younger children.

#### Task

- a) Grow the Godly Play program by raising money to get new stories, allow continued training for current teachers, and recruit new teachers
- b) Start a program to prepare our congregation for confirmation.
- c) Start an adult study to grow our knowledge and faith and network within not only our church but other congregations.

Church Growth and Development: Christ Church currently participates in several community events offering goods and raising money for the church. We also host a community breakfast which partners with 'Bring a friend to Church' every 5<sup>th</sup> Sunday. Throughout the year Christ Church host several themed dinners as well as other events

Task

- a) Take part and engage in Village of Red Hook and other events such as Apple Blossom & Hardscrabble that attract new members.
- b) Participate in Red Hook Area Council of Churches.
- c) Cultivate relationships with schools and outside groups
- d) Be present during our Sunday Breakfasts and other dinners and events that Christ Church host.

Stewardship: Ability to lead in the development and use of individual and congregational resources.

Task

- a) Lead the congregation in the importance of pledging so at least 75% of the congregation is pledging each year.
- b) Help develop ideas to increase the awareness of estate planning among current members and the church.
- c) Lead a committee that develops the idea of a Christ Church endowment fund.

Youth Work: Ability to inspire youth and incorporate them onto the full life and ministry of the Church.

Task

- a) Involve the youth in volunteer work within the community
- b) Involve our youth more during Sunday services and allow them to take part as Lay Readers and other positions during Sunday service.
- c) Identify and facilitate transition of our youth to appropriate programs that fit their level, including Acolyte training, Teen Program, and Volunteering in the Thrift Shop etc.

## **Leadership Style**

Christ Church seeks an approachable, amicable leader who has the ability, personality and motivation to increase our parishioner base and invigorate our youth program through the implementation of a teen program.

Christ Church is looking for a leader who preaches enlightening lessons that are relatable to today's current environment, while avoiding being overtly political. The priest in charge should be knowledgeable in the history of the Episcopal Church and the Liturgy and be able to educate the parishioners on why we do what we do in the service. We are looking for someone who becomes known in the community and actively participates in it, and encourages projects either on our own or with others for the benefit of the community.

## **Compensation (for planning Purposes)**

The approach to the total compensation package offered is referred to as a “Menu Based Approach.” Under this approach, the prospective priest would be given a salary as well as a total dollar number, for other forms of compensation benefits, rather than a more traditional approach of giving separate dollar amounts for each benefit category.

The benefit of the “Menu Based Approach” is maximum flexibility for the prospective priest as to how he/she chooses to allocate the total dollars among benefits, according to individual circumstances. For example, the prospective priest may require more healthcare benefits than are usually given because of family considerations, but not require a pension because sufficient has been accumulated elsewhere.

The salary and the total dollar benefits number would be reviewed each year by the Vestry Committee in the light of such factors as inflation, updated years of experience of the priest, changes in the fair rental value of the vicarage (only if the priest chose not to occupy) and, most importantly, the financial results of the church. So that there is no financial risk to the priest, the total dollar benefits number cannot decrease from year to year, only to possibly increase, largely based upon the financial results of the church in the previous year. It is important to note that this gives the priest a strong financial incentive to contribute, through his/her leadership in running the church, to the church’s overall financial performance. The latter will enable a greater footprint for the church in terms of what can be offered to parishioners and to community and outreach activities.

Currently the church is unable to afford a full-time priest, but can afford a priest working half-time (21 hours per week). The church would prefer that the priest is not shared with another church, but is prepared to consider that option.

The current amount of annual total compensation offered (pro-rated for the remainder of 2017) is \$22,500 to \$24,000 for salary (depending on number of years since ordination) and \$15,600 to \$17,100 for the total benefits amount. In addition, it should be noted that Christ Church has a vicarage available for occupation, if required, that has an estimated value of \$18,000 plus the value of utilities.

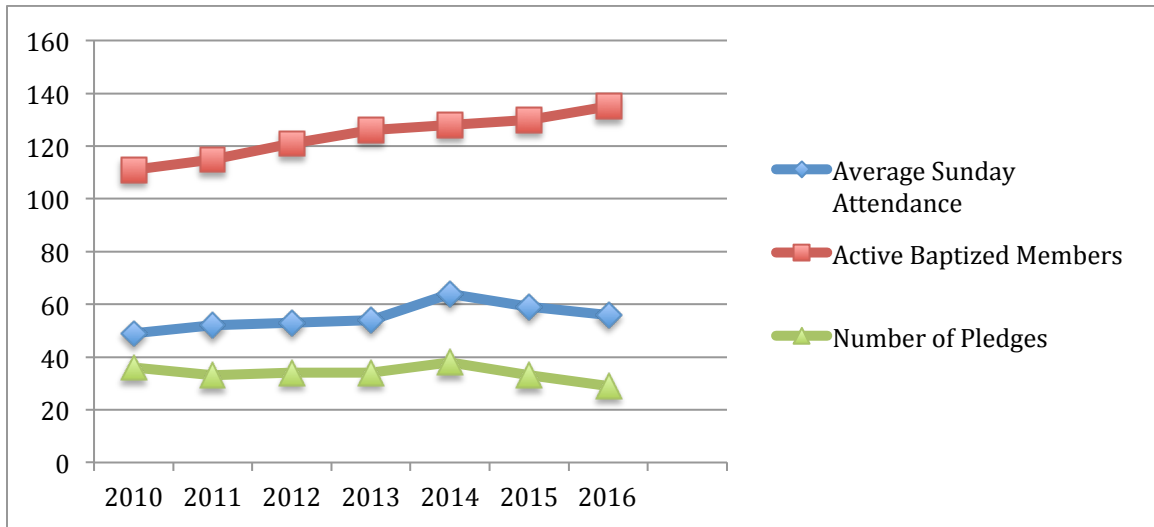
## **Other**

### **Parish History**

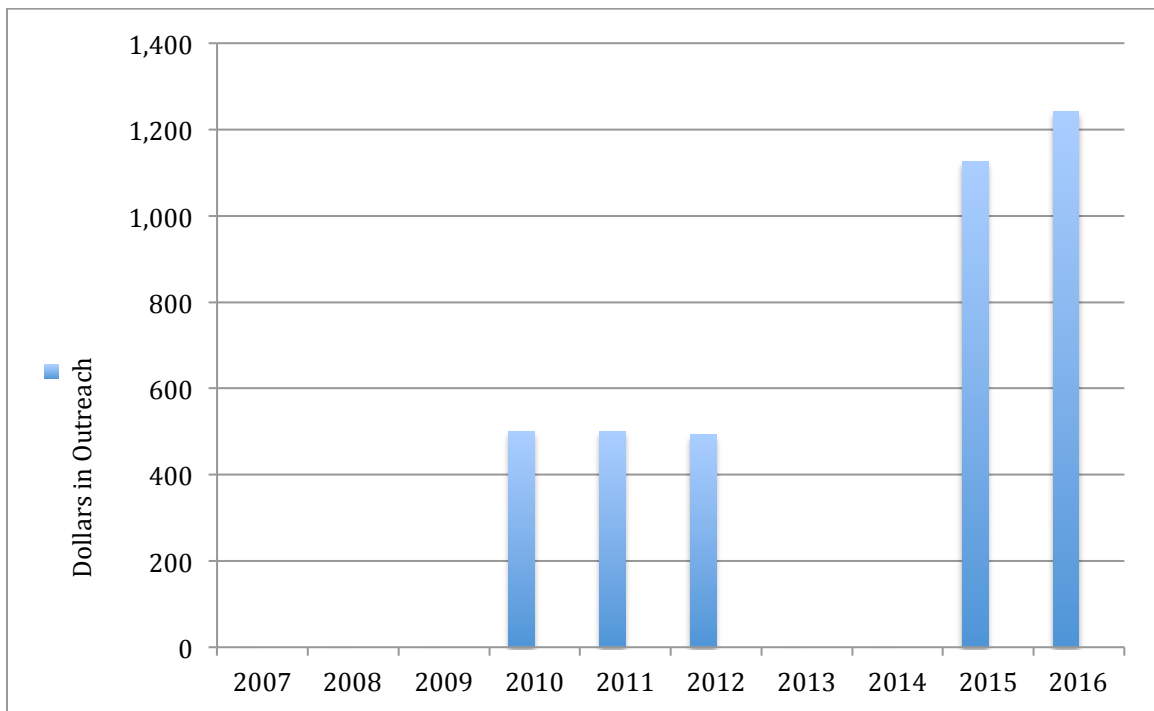
Christ Church was founded in 1855 by its first Rector the Rev. Henry DeKoven, the Astor family and a few other individuals amenable to the undertaking of a parish in Red Hook village. DeKoven was rector at St. Paul's in Tivoli when philosophical differences regarding the role of Christian education threatened to divide the parish. To preserve St. Paul's he resigned; those holding his view on the importance of a Sunday school program joined him on Whitsunday 1854 for Holy Communion at St. Margaret's Orphan Asylum. The Whitsunday service and additional summer services were well attended making the need for a new church apparent. Margaret Armstrong Astor purchased an acre of land from her brother Colonel Henry Beekman Armstrong on the corner of Post Road (Route 9) and Garden Street. Richard Upjohn, the celebrated ecclesiastical architect furnished plans for a rural Carpenter Gothic style church. Cost of construction, land and furnishings amounted to \$5,500. Bishop Horatio Potter consecrated the building on July 21, 1855. The rectory was built in 1861 and enlarged in 1870 through the generosity of Mrs. Astor. In 1887 a third structure, the parish hall, was added to the church grounds. A Johnson organ was originally installed in the church in 1893, and has recently been updated with a new console and electrics (see Music section on page 8).

The historical importance of our buildings has prompted us to take great care to preserve and maintain the aesthetic beauty of the church, rectory, and parish hall. Recent renovations, upgrades, and cost efficient improvements ensure the buildings and organ will serve our needs and those of the community well into the future.

## Attendance



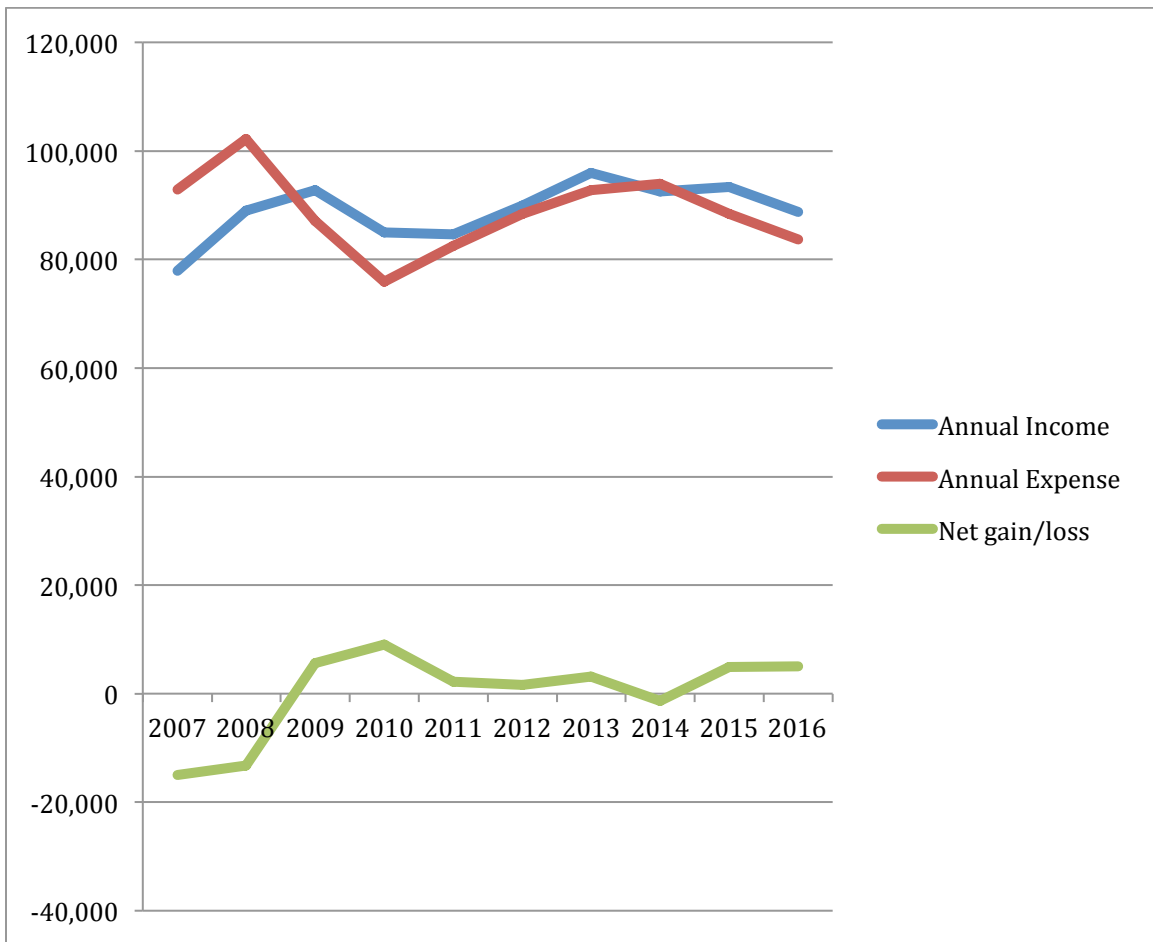
## \$ in Outreach



Outreach figures for '07, '08, '13 & '14 currently unavailable.



## Income/Expenses



## **List of Parish Organizations**

- **Thrift Shop**
- **Altar Guild**
- **Sunday School**
- **Stewardship/Outreach Committee**
- **Program/events Committee**
- **Organ Committee**
- **Long Range Planning Committee**
- **Finance Committee**
- **Memorial Committee**
- **Buildings and Grounds Committee**
- **Search Committee**