



The
Episcopal Diocese
of New York

Position Description Worksheet

This worksheet is for collecting information, do not worry about formatting. When complete **email worksheet to the Transition Ministry Office.** The information will then be transferred to the various websites to create the OTM Community Portfolio and the position listings on the following four websites:

1. Episcopal Diocese of New York:
<https://www.diocesenyc.org/administration/for-clergy/transition-ministry-office/positions-open/>
2. Episcopal News Service (ENS):
<https://www.episcopalnewsservice.org/jobs/?type=clergy>
3. Office for Transition Ministry (OTM):
This is a password protected website. The Community Ministry Portfolio will be downloaded as PDF for review and made available from the EDNY website.
<https://www.otmportfolio.org/user/login>
4. Transition Ministry Conference (TMC):
<http://jobs.transitionministryconference.org/jobs/category/new-york/>

Office for Transition Ministry (OTM) [Community Ministry Portfolio Worksheet]

PLEASE FOLLOW INSTRUCTIONS IN RED or we will not be able to transfer the information to the websites as provided.

BASIC INFORMATION

Name of worshipping community: Grace Episcopal Church Ossining

Institution Phone & Email:

Grace Church Web Address www.graceossining.org

Grace Office Email: churchoffice@graceossining.org

St. Paul's Campus Office: 914-941-6627

Trinity Campus Office: 914-941-0806

Institution Address: P.O. Box 108, Ossining, NY, 10562

Contact Names: Jo Ann McGrath/Richard Shaw co Chairs Search Committee

Contact Email : search@graceossining.org

Weekly Average Sunday Attendance (ASA):

35

Number of Weekend Worship Services:

1

Number of Weekday Worship Services:

4

COMPENSATION, HOUSING, & BENEFITS

Step 1. Review this webpage that outlines Compensation Guidelines (Minimums) for Priests mandated by diocesan convention:

<https://www.diocesen.org/administration/for-clergy/clergy-finance/minimum-compensation-guidelines-for-priests/>

Step 2. Complete the Microsoft Excel **Compensation Worksheet** provided with this worksheet (also available from compensation guidelines webpage) and **submit it with this form to the Transition Ministry Office.**

Compensation package:

https://docs.google.com/spreadsheets/d/1Wsb5dCMruiUvZPkUwwl_0q28WiasnR78/edit?usp=sharing&oid=110383381912737481990&rtpof=true&sd=true

Vacation Weeks:

One month, including 5 sundays

Continuing Education Weeks:

2 weeks

Continuing Education Funding in budget :

\$750/year

Sabbatical Provision:

Yes

Travel/Auto Account:

Yes

WORK HISTORY

Name: Rev Dr. Charles Mayer

Position Title: Acting Priest in Charge

Date Begun (month / Year):1/1/2021

Date Ended (month / Year): 2/13/2022

Name: Rev Cooper Conway
Position Title: Priest In Charge
Date Begun : 9/23/2015
Date Ended: 1/1/2021

Name:
Position Title:
Date Begun (month / Year):
Date Ended (month / Year):

CHRISTIAN EDUCATION

Sunday/Church School:

Number of Teachers/Leaders for Children School:
0

Number of Students in Children Sunday School:
0

Number of Teachers/Leaders for Teen/Young Adults School:
2

Number of Students in Teen/Young Adults School:
2

Number of Teachers/Leaders for Adults School
1

Number of Students for Adults School:
11

Day School: N/A

_____ Pre-K
_____ Kindergarten
_____ K-6
_____ K-12
_____ Other

Number of Students in Day School:
N/A

Number of Teachers for Day School:
N/A

Number of Total Staff for Day School:
N/A

Notes (100 Words): *you may explain your affiliation with the Day School here, if you have one. Is it an Episcopal School? Is the Church responsible for administration?, etc.*

NARRATIVE

In our baptism we promise to proclaim by word and example the Good News of God in Christ, seeking and serving Christ in all persons. You are invited here to reflect on your ministry by responding to all of the following questions (1200-character limit including spaces for each question (about 200 words)).

1. Describe a moment in your worshiping community's recent **ministry** which you recognize as one of success and fulfillment.

There have been numerous times in our worshiping communities ministry which we would recognize as one of success and fulfillment. Our most recent example is when Bishop Dietsche welcomed Grace Episcopal Church as a new parish at the 245th Diocesan Convention. This is a significant event because it brings together Trinity Church and Saint Paul's on the Hill Church of Ossining, which were split apart in the aftermath of the Civil War over their conflicting sympathies in the war. The issues which separated the churches in the past cease to have power today. In the last decade, Trinity and St Paul's found themselves struggling to maintain and sustain their lives and ministries. Thus we began to explore the possibility of sharing a priest, which we did. Over time the deepening relationships between the members of the two congregations led to new conversations as to what the churches might look like if they merged. This year, as a result of prayer and hard work, Trinity Church and Saint Paul's on the hill became one, as Grace Church Ossining.

2. Describe your **liturgical style & practice**. If your community provides more than one type of worship service, please describe all:

Because Grace Episcopal church is in its infancy following the joining of two parishes, we currently practice two distinct types of worship. Sometimes we worship in the Anglo-Catholic formal tradition using Rite I. At other times we participate in more relaxed worship using contemporary language. In response to COVID 19 we instituted online Sunday services and added a simplified outside Eucharist. Additionally, we began nightly, pre-recorded compline services and a midweek live virtual evening prayer service which continue even though we have resumed in person Sunday services.

3. How do you **practice incorporating others in ministry**? At each service greeters welcome all attendees at the door. Newcomers are informed of any special circumstances within the sanctuary and service. At the end of the service a greeter will informally connect with newcomers, offering to answer questions, provide information, initiate conversation with other attendees and invite to any after service events. Announcements are made regularly during our weekly service to inform and include all attendees in ministries that are taking place. Additionally, each ministry regularly submits an inviting and informative narrative in our monthly newsletter, Grace Notes. Finally, members of the congregation typically participate in our service as lay readers/worship leaders, ushers/greeters, choir/music, altar guild, and as acolytes.

4. As a worshipping community, how do you care for your spiritual, emotional and physical well-being?

Grace Church continues in the tradition of its historical ancestors by providing variety of activities and services including: bible study, Grace book club, Lantern Shop (a craft/merchandise sales shop), Passages and Transitions Ministry (see question #7), Prayer lists and chains, trivia garden parties, annual Pre-Thanksgiving dinner, and Shrove Tuesday Pancake/Mardi Gras gathering. We also hold holiday fundraising events which require parishioner participation including: Strawberry Festival, Fall Luncheon/Christmas is Coming Sale, Spring Fling formal tea. Please note some of these events were canceled in both 2020 and 2021 due to the pandemic.

5. Describe your worshipping community's involvement in either the wider Church or geographical region.

The church provides support in a variety of ways for the list of services below: Ossining Emergency Shelter - a winter refuge for the homeless; Music Program - offered at low cost to children throughout Ossining and neighboring communities; Loaves and Fishes - Ossining's participation in the national program that provides food to homeless, low income, and underserved; **REPAIR** - Rivertown Episcopal Parishes Action on Inclusion and Race - an organization devoted to bringing healing and justice to a society divided by unconscious bias, willful blindness, deeply ingrained systems of oppression, and the burdens of history; and the Ossining Food Pantry which provides food for those who have an emergency need.

6. How do you engage in pastoral care for those beyond your worshipping community?

Grace Episcopal Church's Worshipping community is deeply involved in the community. Members of the congregation serve the broader community through a variety of outreach activities as listed in #5. We also support local non-profit organizations and various local initiatives. Our clergy has historically served the prison inmate community at Sing Sing, and has invited the congregation at times to engage the prisoners directly through letter writing. This year's primary service was "Grace Extending Grace " which activated donors within and beyond our parish to support the purchase of winter clothing for Afghani immigrant families being temporarily housed at Ft. Dix, New Jersey. We worked with the Muslim Police Officers Society of NYPD & Rev. Dr. Chloe Breyer of the Interfaith Center in NYC, raised \$4,600 and donated nearly 800 pieces of clothing in the last three weeks of Advent 2021.

7. Tell about a ministry that your worshipping community has initiated in the past five years. Who can be contacted about this?

Passages and Transitions began as an idea in 2019 as members of our parish felt all alone when a parent was at the end of life, or when a spouse was suddenly ill and only found out after the fact that others in our church were

experiencing similar issues. Now during COVID these past two years have been testing us, challenging us and inviting us to be more mindful and thoughtful of how we can be more present, supportive and attentive to each other and those in our community. Under Father Mayer's leadership we have been diligently working since Spring 2021 with our team to get us ready to be there for those who may need a helping hand with some tasks, or might need information or referrals on getting experts to assist with IT, eldercare/ estate planning, downsizing/ a move, aging in place or any other matters which may arise. Our team draws on the life experience and talents of members of our parish family and in Ossining. If we cannot assist you with the expertise you need, we will help you to research the available resources and services in our area. (For more information contact: Cecilia Quintero: cquintero1506@gmail.com)

- 8. How are you preparing yourselves for the Church of the future?** The Church's response to the pandemic is a good roadmap for how we are preparing for the future. As a result of the pandemic, we had to figure out new ways to stay connected and engage our members, even though we weren't physically in the same place. Consequently, we developed on-line services, which after some early experimentation, became pre-recorded Sunday video services of a very high quality. We also began pre-recording six Compline services per week and conducting a midweek in person prayer service. Ancillary outdoor Eucharistic services were added in good weather. When we returned to in person worship, those services were live streamed from our Facebook page and YouTube channel, which will continue permanently. Additionally, email messages regarding service links and times, prayer lists and other pertinent information were sent three times a week. Through our merger it is our intent to meet the next generation of social, environmental and spiritual activists.
- 9. What is your practice of stewardship and how does it shape the life of your worshipping community?** In past years the sister parishes of St Paul's and Trinity spent several weeks during the stewardship season participating in activities and discussions designed to encourage members to consider the gifts God has provided and how to share them with others. Our Visioning Committee which met for all of 2019 followed Holy Currencies to heighten awareness of and stimulate conversation among members of both parishes concerning how we were sharing our gifts and serving the needs of our community. 2021 saw a modified less "in -person" stewardship campaign run jointly between the sister parishes. Being sensitive to income instability/insecurity and our church goal of cementing relationships between members of the sister parishes (now Grace Episcopal Church Ossining) adversely affected by the distance created by the pandemic, a change in stewardship approach was necessary. Adding the element of non financial giving year-round highlighted that, while financial support is important, giving of the self is absolutely necessary for church vitality. Youtube links to videos sharing personal testimonies, zoom meetings with information and Q&A sessions, combined newsletters and member directories were all utilized in this long distance approach. The stewardship campaigns of the past few years, especially this Covid year, were designed to build relationships among all parishioners by highlighting shared experiences and goals.
- 10. What is your worshipping community's experience of conflict? And how have you addressed it?** To be brutally honest, if the two sister parishes could have

survived on their own this *great commingling* would not have occurred. It began about ten years ago as fate would find both parishes in need of a priest and looking at financial limitations. Baby steps of sharing different aspects of the day to day running of a church eventually led to occasional combined in person services and, during COVID, using shared skills in order to get online services up and running. Now that we have resumed in-person services, members resistant to attending service at the alternate campus still exist. We are addressing this resistance by building working relationships between members through service. We hope to encourage all members to give their time and talents to work with others with a common goal. With God's help and the guidance of an empathetic and wise priest we will continue to make progress.

11. What is your experience leading/addressing change in the church?

When has it gone well? When has it gone poorly? And what did you learn?
Grace Church IS CHANGE! The combining of two small town parishes into one and all that it entails sees change at all levels. Our vestries have worked for a year to address every detail from Investment accounts to who cleans the kitchens. Grace Church has made huge progress over the past year to navigate all the changes required in joining two parishes. Not to mention that we must call a new priest in the midst of this change and a pandemic! With so much change there are always bumps in the road but considering what we need to accomplish in such a short time we are managing it all with style and GRACE. (see above #10).

This section provides the opportunity to present key words that describe the gifts and skills essential to the future leaders of your worshipping community. You may choose any words you like with commas separating them. Please provide words here: pick 4

Empathy, Activism, Flexibility, Inspiration

CONNECTIONS

Your worshipping community's website address:

www.graceossining.org

You may provide the media links to your worshipping community:

<https://www.facebook.com/stpaulsossining>

<https://www.facebook.com/trinityossining>

[Trinity & St. Paul's Episcopal Parishes - YouTube](#)

You may provide links here to other sites where you might be found:

Languages **significantly** represented in your worshipping community:

English

Indicate the **total percentage of your Average Sunday Attendance** that worships in a language other than English.

0%.

Provide worship or classes in the following languages:

English.

Transition Ministry Conference (TMC)

In addition to the information provided in the preceding pages, please also provide the following information for the TMC Positions Open Listing.

For reference here is a link to the TMC Positions Open webpage:

<http://jobs.transitionministryconference.org/>

Setting (**choose One**):

_____ Urban
X _____ Suburban
_____ Rural
_____ Town

Communicants in Good Standing:

49+78 (St. Paul's on the Hill + Trinity) = 127 (Grace)

Budget (Total Operating Expenses):

\$171,583 + \$197,812 (St. Paul's on the Hill + Trinity) = \$369,395 (Grace)

Describe the strengths of your Church/Congregation/Community

Grace Church is a marriage of realists, who have spent the last ten years discerning, reflecting and affirming that we are truly better and stronger together. The challenges of Covid and the opportunity to find new ways to worship together solidified our bond as a unified parish.

Describe the challenges of your Church/Congregation/Community (100 Words):

Our newly minted parish has a myriad of moving parts, and the integration of these parts is delicate. Our historic congregations, landmark properties and financial assets await the direction of a strong, nimble and visionary leader who can make effective decisions in a respectful, compassionate manner so we can thrive and survive. While we are blessed with Diocesan support we are still very much in uncharted territory.