

## Notes for “What does Father Tom Do?” (rev. 10/08)

### A typical week (40-60 hours):

**Sunday** (5 hours in AM)  
Worship & sermon prep  
Study prep  
Sunday Study & Worship  
Fellowship  
Confirmation class in PM  
(in spring ‘05/’06)

#### **Wednesday**

Prayer  
Pastoral calls  
Clericus  
(monthly lunch w/clergy)  
Vestry prep & projects  
Admin follow-up  
Evening studies  
(men’s group,  
Advent/Lent dinners)

#### **Monday**

Prayer  
Correspondence w/parish  
Admin prep & follow-up  
Confirmation lunch ‘08  
Sermon prep  
(½ day if possible)  
Evening appointments

#### **Thursday**

Prayer  
Study prep  
Pastoral calls  
Leadership prep  
Sermon prep  
(½ day if possible)  
Admin projects  
Weekly evening meeting  
w/musician

#### **Tuesday**

Prayer  
Peer group  
(prayer, sermon, community)  
Admin & projects  
Pastoral Calls  
Confirmation class in PM ‘08  
Evening appointments

#### **Friday/Saturday**

(days off)  
Prayer, Sermon prep,  
vestry & other meetings

### Weekly: 40-60 hrs

**Prayer**, study & Continuing Education: 3+ hrs/wk; 10 days of Con Ed per year

**Worship & Prep:** 4+ hrs/wk

**Sermon prep:** 5-10 hrs/wk (more for extra services)

**Christian Formation & prep:** 4-6 hrs/wk

**Leadership prep & meetings:** 6-10 hrs/wk

**Pastoral Care:** 5-10 hrs/wk

**Administrative, Evangelism & Communication:** 10-15 hrs/wk (see “projects” below)

**Diocese & Community:** ~2hrs/wk (Deanery, peers, Stewardship Committee, convention, consulting)

(In early years, we didn’t have a lot of demands for pastoral care. Hiring a secretary has provided more time to reach out and address increased needs in recent years. Outreach also has active lay leadership in Ivanna, so my focus has been on other needs in the congregation)

### Larger Projects:

**’04:** Strategic Planning  
Pledging & records  
New Chr Form programs  
Dinners for parish & new  
Help paint Parish House

**’05:** Website, 200-300 hours  
Strategic Plan, 200-300 hrs  
Audit & Financials, 200 hrs  
New Leaflets, Newsletter  
Parking Lot & Ramp

**’06:** Hire Musician & Secretary  
Accounting, 100-200 hrs  
Investment allocation, 100 hrs  
Ministry descriptions  
Cemetery Report  
Help paint Parish House

**’07:** Leadership Development  
programs for vestry...  
Communications strategy  
Research Housing developments  
By-Laws  
Capital Projects

**’08:** Congregational Study  
Capital Campaign  
Financials...  
[tend to wife with cancer]

**Position Description**  
**for the clergy position at St. Mark's Episcopal Church, Honey Brook, PA**

This Position Description describes the duties of the Rector, Priest-in-Charge or Deacon-in-Residence serving St. Mark's Church. All three positions are hereinafter described as "Pastor" for the purposes of this Position Description, and only differ in sacramental authority (in the case of Deacon) and canonical accountability under the bishop's authority. It is the intention of the Bishop of Pennsylvania that the Deacon-in-residence or Priest-in-charge will exercise a leadership role equivalent to that of Rector, subject to the bishop's direct authority, discretion and pleasure. All relevant national and diocesan canons apply.

The Pastor shall lead St. Mark's Church as pastor, deacon or priest and teacher, sharing in the councils of this congregation and of the whole Church, in communion with our Bishop. By word and action, informed at all times by the Holy Scriptures, the Book of Common Prayer, and the Constitution and Canons of the General Convention and our Diocese, the Pastor shall proclaim the Gospel, love and serve Christ's people, nourish them, and strengthen them to glorify God in this life and the life to come.

The Pastor shall lead St. Mark's Church in spiritual growth and Christian community, nurturing relationship with God through Jesus Christ in the power of the Holy Spirit, nurturing relationships with one another in Christ, and equipping the church to nurture the same in others. The Pastor shall lead and equip St. Mark's church to answer the call to go out and make disciples and draw them into the life of the church through evangelism and hospitality. The Pastor shall lead and equip St. Mark's church in stewardship of the gifts God has provided, and in discerning and answering God's calls to them.

In the exercise of these ministries, the Pastor shall:

1. be a faithful person of prayer, study and spiritual growth in order to be an effective pastor and Christian leader,
2. effectively lead the conduct of worship and provide for the sacramental life of the parish, also equipping the parish in their leadership of worship,
3. lead in and equip the parish to build Christian community through:
  - nurturing relationship with God
  - nurturing Christian relationships among the people
  - empowering and equipping the people for the ministries of the parish,
4. faithfully and effectively teach and preach the Christian faith and scriptures for the building up of the church in Christ, and equip the parish for the ministry of teaching and proclamation,
5. engage proactively in pastoral relationships with parishioners of all ages and walks of life, and equip the parish to do the same,
6. lead and equip the parish in the ministry of hospitality and evangelism, welcoming others and going out to make disciples and draw them into the life of the church,

7. lead the parish in the ministry of Christian outreach to the needs of the world through:
  - involvement in the local community
  - involvement in the diocese and deanery
  - involvement in non-local mission and evangelismand equip the parish to do the same.

The Pastor and Vestry shall endeavor to engage in relationships of openness, mutual trust and mutual accountability, sharing in the leadership and exercise of ministry.

The Pastor and Vestry will engage in a process of discernment to set a vision, goals and plans for their mutual ministry. In particular, this process will focus on congregational development through:

- Vocation development to hear and answer God's particular call to ministry for St. Mark's,
- Spiritual growth and Christian community,
- Evangelism and hospitality, especially to newcomers to the area, and
- Stewardship development to best use parish resources for ministry and to move toward financial autonomy by January, 2008.

The vision, goals and plans will also outline the specific responsibilities and mutually agreed upon expectations of both the Pastor and Vestry, forming the basis for ongoing and formal mutual ministry reviews.

This Position Description may be revised with the mutual consent of the Pastor and Vestry.

A few Canons of the Episcopal Church are particularly germane to the duties of the Pastor:

"...The Rector, or such other member of the vestry designated by the Rector, shall preside in all the meetings of the Vestry." [I.14.3];

"...The Member of the Clergy shall have final authority in the administration of matters pertaining to music. In fulfilling this responsibility the Member of the Clergy shall seek assistance from persons skilled in music. Together they shall see that music is appropriate to the context in which it is used." [II.5]

"The Rector shall have full authority and responsibility for the conduct of the worship and the spiritual jurisdiction of the Parish, subject to the Rubrics of the Book of Common Prayer, the Constitution and Canons of this Church, and the pastoral direction of the Bishop." [III.9.5(a.1)];

"...The Rector shall at all times be entitled to the use and control of the Church and Parish buildings...and to access to all records and registers maintained by or on behalf of the congregation." [III.9.5 (a.2)];