

Rector's Report for March 2021

- **Reentry** – I have now been back at Good Shepherd for just under three weeks. I am still catching up on my backlog of email, but the return to work has been smooth overall. I have taken over creating the bulletins for the pre-recorded and in-person services. I am in the process of catching up with and establishing regular meetings with staff members, picking up conversations with Raleigh Mennonite and the Raleigh Boychoir, and taking steps to address the personnel and budgetary needs currently facing CGS.
- **Self-Care** – Since returning to work, I have found a new spiritual director and a new therapist, and continue to meet with my clergy coach. Between family transitions and the ongoing pandemic, I consider it most important to remain as spiritually and emotionally healthy as possible. To that end I have also resumed running four times a week. Giving time to Bible study, sermon preparation, and prayer is proving challenging.
- **Personnel** – I have drafted and the Personnel Committee (George Habel, Jane Jackson, Ed Sharp) has approved job descriptions for an Administrative Assistant/Office Manager, a Communications Assistant, and a Youth Minister. These are attached to this report.
- **Clergy** – Bishop Sam Rodman has asked me to speak with Kristin Edrington to see if God is calling her to serve at Good Shepherd as a vocation deacon after her ordination on March 20th. I am meeting with her on March 12th.
- **New members/initiatives** – I have met with Cheryl Cozzi (who found us online and is experiencing profound movement in her faith life) and Harry Johnson regarding outreach initiatives in downtown Raleigh.
- **Diocesan requirements** – Since returning to work, I attended a 2-day set of Clergy Quiet Days on Zoom on preaching the Psalms in a pandemic. I also attended a half-day required Episcopal Start meeting on Zoom with Diocesan staff.
- **Other meetings** – I have met with the Wardens, the Facilities Manager, and Esther Hall who is providing interim administrative support.

Rector's Report Addendum
March 15th, 2021

Motion to approve an additional Warden for 2021-2022

As we continue through this pandemic season, one of our current priorities is developing the administrative support personnel and systems we need to function well as a parish. To that end, I am asking for the Vestry's approval in appointing a third Warden (with a designated area of focus) for the 2021-2022 year. If approved, Martin Taylor has agreed to serve as the Warden for Administration.

The national and diocesan by-laws neither prohibit nor promote a third Warden. A Vestry is able to appoint one, usually with a particular area of focus.

My hope is that the Warden for Administration will assist me in identifying gaps in our current administrative set-up, advising on how to improve and/or create new systems as needed, and providing another point of contact as we eventually interview and onboard a new administrative staff person. I have spoken with the Senior Warden and the Junior Warden and both are highly supportive of this initiative.

Martin Taylor offers significant gifts to this potential role. He has a long-standing relationship with the parish, having served on the most recent Rector Search Committee, combined with a fresh perspective on the processes we need to undergird the work of the Vestry and the parish as a whole. I believe Martin's thoughtfulness, pragmatism, and willingness to ask probing and helpful questions make him an ideal candidate for this role, and I am delighted that he is ready to accept and serve in this position if approved.

TITLE: Office Manager / Administrative Assistant

Reports to: Rector Effective Date:
Status: 25 hours per week
FLSA: Non-Exempt

Job Summary

Provide administrative support for the ministries of the church and assistance to the pastors, staff, and membership of the Church of the Good Shepherd, as well as the general public. The Office Manager/Administrative Assistant is a pivotal role in the life and ministry of the parish, as s/he is the primary coordinator of information between the staff and congregation.

Essential Functions:

- Prepares weekly print and electronic bulletins and prayer list
- Prepares bulletins for special services including funerals and weddings
- Manages and updates the church database (ACS) and directories
- Oversees and maintains office equipment
- Coordinates use of the building and maintains the church calendar
- Maintains contracts and relationships with renters and groups
- Answers phones and manages correspondence as needed
- Provides administrative support to the Rector, clergy and lay staff, and appointed lay leaders including the Wardens and Clerk of the Vestry
 - Responds to or forwards email and phone messages
 - Orders office supplies and monitors budgeted office-related line items
 - Coordinates mailings, including printing letters and labels
 - Prepares the annual Parochial Report for the Diocese of North Carolina
 - Maintains the electronic and hard copy files of the parish in accordance with diocesan guidelines
- Coordinates office volunteers to assist with special office duties and/or church projects
- Carries out any other duties as assigned by the Rector from time to time

Qualifications:

- 4-year college degree
- Administrative/HR/Finance support experience
- Strong interpersonal and organizational skills
- Ability to manage multiple responsibilities and overlapping deadlines with flexibility, positivity, and patience
- Demonstration of initiative when working independently or collaboratively on projects
- Commitment to maintaining pastoral and financial confidentiality
- Prior experience with project and facilities management

Core Competencies:

- **Interpersonal Skills:** Works well with people at all levels of the congregation and of all ages. Engages people positively with direct, honest, and transparent communication, avoiding communication triangles. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Projects a sense of empathy and understanding when dealing with members and friends of the congregation. Is able and willing to supply answers and resources that others find satisfying.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job. Knowledge of ACS, Excel, Publisher, Word, PowerPoint, Zoom and GSuite preferred.

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole. Follows up on missing or out of balance items. Resolves unanswered questions needed to address a problem. Keeps the larger picture in mind while tending to the small details.
- **Information and Communication:** Is able to write clearly and succinctly. Employs correct grammar, punctuation and patterns of speech. Clearly delivers message in a tone appropriate to the context. Is timely and transparent in the sharing of information, but also uses discretion and knows how to respect confidences.
- **Creativity, Energy, and Innovation:** Generates new ideas. Makes connections among existing ideas to create fresh approaches. Learns from mistakes. Encourages and empowers others through collaboration, proactive problem solving, and responsiveness.

TITLE: Youth Minister

Reports to: Rector
Status: 10 hours per week
FLSA: Non-Exempt

Effective Date:

Job Summary

Coordinate and oversees all programming and formational offerings for youth (6th grade – 12th grade) with a focus on the EYC (Episcopal Youth Community). The Youth Minister encourages and equips youth to develop their own personal relationship with God and to serve others by providing outreach opportunities and creating space for gathering and discussion that help youth sense God's love and presence in their lives.

Essential Functions:

- Develops a youth ministry program of spiritual formation for 6th-12th grades in consultation with the Rector.
- Fosters an inclusive, welcoming, and affirming environment for all youth and caregivers regarding race, gender, sexual orientation, and background.
- Demonstrates sensitivity, skill, and creativity in facilitating meetings and fostering connections whether in person or in an online setting (Zoom, Webex, etc.).
- Collaborates with youth, adult volunteers, staff, and clergy to schedule programming events including, but not limited to, weekly youth group meetings, fellowship and fundraising events, and an annual mission trip.
- Provides mentorship to youth in deepening their faith and growing as disciples of Jesus Christ.
- Maintains active and timely lines of communication with youth, caregivers, and members of the parish.
- Maintains accurate contact information for youth and reach out regularly and proactively to new participants.
- Serves as youth ministry liaison to the diocese and other local parishes, and encourages youth participation in diocesan youth events and initiatives.
- Ensures that proper documentation (i.e., permission slips, health records, insurance) is acquired and maintained for all young people participating in trips and programs and that all chaperones have completed Safe Church training.
- Develops an annual budget for Youth Programming in consultation with the Rector and the Director of Finance.
- Informs clergy of pastoral needs and honor the confidentiality of sensitive information.
- Attends regularly scheduled meetings with the staff and the Rector.

Qualifications:

- Bachelor's Degree or Associate's Degree, or High School Diploma/GED plus three or more years of work experience in a related field
- Strong interpersonal and organizational skills
- Ability to manage multiple responsibilities and overlapping deadlines with flexibility, positivity, and patience
- Demonstration of initiative and inclusivity when working independently or collaboratively on projects
- Completion of criminal background check
- Completion of Safe Church training

Core Competencies:

- **Interpersonal Skills:** Works well with people at all levels of the congregation and of all ages. Engages people positively with direct, honest, and transparent communication, avoiding communication triangles. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Projects a sense of empathy and understanding when dealing with members and friends of the congregation. Is able and willing to supply answers and resources that others find satisfying.
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- **Creativity, Energy, and Innovation:** Generates new ideas. Makes connections among existing ideas to create fresh approaches. Learns from mistakes. Encourages and empowers others through collaboration, proactive problem solving, and responsiveness.

TITLE: Communications Assistant

Reports to: Rector
Status: 10 hours per week
FLSA: Non-Exempt

Effective Date:

Job Summary

Coordinates and oversees the electronic communications and online presence of the Church of the Good Shepherd. The Communications Assistant employs technical skills and a responsive, collaborative demeanor to provide timely and appropriate messaging to new and existing members of the parish as well as the general public.

Essential Functions:

- Oversees the production schedule for the weekly newsletter, including soliciting and tracking submissions
- Assembles and formats content provided into an informative and attractive parish newsletter
- Designs and schedules parish-wide emails for stand-alone events and short-term initiatives
- Manages, supports, and enhances the parish website through regular updates and potential redesign
- Acts as the project manager for online submissions and production of the weekly online worship service
- Designs occasional advertisements (e.g. Christmas and Easter) for online and print use
- Manages the social media presence of the parish through regular updates and seasonal messaging

Qualifications:

- Bachelor's Degree or Associate's Degree, or High School Diploma/GED plus three or more years of work experience in a related field
- Strong interpersonal and organizational skills
- Ability to manage multiple responsibilities and overlapping deadlines with flexibility, positivity, and patience
- Demonstration of initiative and inclusivity when working independently or collaboratively on projects
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Core Competencies:

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- **Technical Skills:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the role. Proficiency in email platforms (e.g. Constant Contact, MailChimp), GSuite, Adobe, and Microsoft Publisher preferred.
- **Information and Communication:** Is able to communicate clearly and succinctly. Clearly delivers message in a tone appropriate to the context. Is timely and transparent in the sharing of information, but also uses discretion and knows how to respect confidences.
- **Creativity, Energy, and Innovation:** Generates new ideas. Makes connections among existing ideas to create fresh approaches. Learns from mistakes. Encourages and empowers others through collaboration, proactive problem solving, and responsiveness.

Associate Rector Report
Church of the Good Shepherd
March 2021

Parish, Worship, and Liturgical Life

I participated, presided, or was involved in the following:

- Videotaping of Sunday Spiritual Communion and Ash Wednesday services
- Weekly Wednesday Evening Prayer via Zoom
- Online worship planning meetings
- Clergy and Wardens meeting
- Weekly staff meetings
- Monthly vestry meetings
- Bi-monthly meetings with the Facilities Manager
- Weekly meetings with the Priest-in-charge or Rector
- Weekly meetings with the Parish Administrator volunteer. Discussions focused on prioritizing those things with which we needed immediate assistance, e.g. Newsletter, monitoring and responding to emails, phone messages, creating draft of revised PA and Communications Manager job descriptions etc.
- Becoming Beloved Community Grant brainstorming session

Pastoral Engagement

- Provided pastoral care by telephone, Zoom, and socially distant
- Provided virtual Last Rites for Bill Grahn
- Provided pre-marital counseling

Diocesan

I attended and / or participated in the following:

- Weekly Clergy / Lay calls re: Diocesan pandemic guidelines
- J. Francis Murdoch Society meeting
- Winter Clergy Day
- Dismantling Racism Facilitators' meetings

Wider Church / Community Outreach

- Facilitated Vestry Retreat at Chapel of the Cross
- Co-facilitated Habitat for Humanity Discussion Group on Housing and Race (Segregated by Design)

Personal Development / Education

- Spiritual Direction
- Decolonizing the Church webinars

Respectfully submitted,
The Rev. Joyce Corbin Cunningham
15 March 2021

Senior Warden Report to Vestry – March 15, 2021

Meetings

Weekly meetings with Rector
Wardens meeting Tlusty, Rodenhiser and Cunningham
Staff meetings each Monday
Online worship meetings each Monday
205th Diocesan Convention – March 6, 2021
Informal vestry gathering – March 6, 2021
Finance Committee meeting – March 10, 2021

Stewardship

Because we do not have staff to fulfill, we are using a professional mail service to generate and mail thank you letters to all who have pledged.

Parish Administrator/Communications Position

This is our number one priority. Job descriptions have been sent to the Personnel Committee for input. We hope to post positions by the end of the month.

Committees

Imogen and I are discussing revised committee responsibilities and assignments. We hope to confirm these at the vestry retreat.

Return to In Person Church Services

March 7 marked our return to in person Sunday worship services. Using the incredible work of the Reopening Committee we were able to hold two services on short notice. Thanks go to Leon Crosby, Jennifer Tlusty, and Jan Harris plus many others. March 7 was a very happy day at CGS.

Respectfully submitted,

Christie Barbee
Senior Warden

Jr. Warden Report - March 2021

Main Focus:

Had several discussions, texts and Zoom meetings regarding reopening the church for in-person worship. Leon is aware of needs for indoor and outdoor services and will pass information on. Also surveyed current Lectors and Chalicists to see if and when they will feel comfortable resuming this ministry; am making out schedule for Lectors for current indoor and outdoor Eucharists so there will be no confusion as to who is reading the Lessons and leading the Psalm.

Past issues:

I attended the lock drilling and opening of the safe deposit box at Fidelity Bank; unfortunately, the only contents were bundles of floppy discs labelled "ASC Back Up Financials 2000". I made an executive decision, later ratified by clergy and Sr. Warden, to close the box and discontinue our rental permanently, and brought the discs home. After consultation with Dave Roten and Jamey Bass as well as the clergy and Christie, it was decided to destroy/dispose of the discs; I am currently waiting to see if Duke Fentress wants the discs for the archives before destroying.

HVAC:

At some point late last year during another inspection by the representative from Pye-Barker, a previously unknown "dry sprinkler system" was discovered in the sanctuary part of the church. The compressor and pipes are in the underground part of the church and apparently had been forgotten as the last inspection documented was in 2003. To add this system to our currently scheduled sprinkler inspections will add approximately \$500 to our bill in April. Leon thinks we are being overcharged and since Pye-Barker had not discovered this before, he believes we deserve more of a price break on the added charge; he is currently in discussion with our contact person. Regardless, the inspection is on the list for April.

Stormwater improvement project:

The rain garden project which was proposed when Cheryl was still here has been delayed again due to the pandemic. A new contract was signed to share costs with the City of Raleigh extending our date of completion until March 22, 2022.

Jennifer Tlusty, Jr. Warden

March 13, 2021

Newcomer Vestry Report March 2021 - Michael Springston

Nothing to report in this period as we continue in the pandemic and await the new year vestry retreat for committee formations.

I do have an idea that Newcomers/Membership committee members should be “trained” as docents and be able to engage new members with history and information about the church. I have helped give two such tours in the past week and see the value this would provide.

Also question about the office manager/administrative assistant role – will it also incorporate the membership/wedding coordinator roles? This was not completely apparent.

V/R

Michael Springston

Fellowship Committee
March 2021
Chas Sharp

Nothing new to report for the Fellowship Committee.