



ST. PAUL'S EPISCOPAL CHURCH
BENICIA, CA

*Wherever
you are in
your journey
of faith, there
is a place for
you here*

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Letter of Introduction

St. Paul's Benicia, a congregation rich both in history and living presence is seeking a qualified person to serve as its Rector. We are a theologically progressive and adaptable church with a friendly atmosphere. Our lay leaders strive to be truly representative of St. Paul's and want to know what the people think. There is a hunger for spiritual growth under the leadership of a Rector who can continue the tradition of bringing the best out of St. Paul's worshipping community.

The resources we bring include a beautiful nineteenth century Carpenter Gothic church building which can seat 125 persons – up to 150 on special occasions. The undercroft provides meeting and classroom space. This is complemented by the Parish Hall and kitchen. A New England salt-box house, the former parsonage, built in the 1790s, disassembled and shipped round the horn in 1868, provides office and additional meeting space. The congregation counts 240 members with an average Sunday attendance of 115 at two services. Our 2017 budget provided for \$310,000 in spending for personnel, program and maintenance. In addition, a historic trust contributes up to \$30,000 annually for the up-keep of buildings and grounds.

The Holy Cow Survey conducted as part of our search process identified several future goals favored by the congregation. We want to develop a comprehensive strategy to reach new people, to attract families with children, to offer more opportunities for Christian education, to develop more opportunities for meaningful interpersonal relationships, and to be advocates for social and institutional change. Of these goals the first three, reaching new people, attracting families with children, and increasing our Christian education program were given highest rank. At the parish meeting which introduced the survey results, it was recognized that these priorities are interlinked, each supporting and dependent on the other two. We look forward to a Rector who will inspire and facilitate the work of realizing these goals.

The Holy Cow Survey also identified our drivers of satisfaction and energy. The worship services, both traditional and contemporary, were identified as principal drivers of satisfaction. The measure of drivers of energy found no clear pattern – but when this item was discussed at the parish meeting, we soon named more than can conveniently be summarized here! (They appear elsewhere in this parish profile.) We are thus situated in the “transformational quadrant” of parish life, ready for new ventures in our life in Christ as a parish and as individuals. Our new rector will have an opportunity to make a difference in a dynamic, spiritually hungry, living parish.

Goals for St. Paul's Episcopal Church

1. Youth and Family Ministry:

We plan to maintain the enthusiasm and energy of the leaders and families. Attracting new families to become involved and raising up new leaders for the future is essential. Included in Youth and Family Ministry are:

- Godly Play – Sunday School
- Sierra Service Project for teens, outreach to underserved communities



• Youth Activity League – monthly activities for Fourth through Eighth graders

• CnC – non-traditional Confirmation Classes

• Kids Vacation Academy: five fun, active days of Christian Education for Pre-K through Eighth Grade



2. Newcomers Ministry:

We plan to continue carrying out the process of greeting, inviting, orienting, and integrating newcomers of all ages, and further refine this process. It would help to enlist as many parishioners as possible to reach out at coffee hour to people they have not met.

3. Pastoral Care: Called to Care Ministry

A system is in place and we must keep it functioning well.

Included are:

- Keeping in Touch – greeting cards for celebrations and illness
- Meal Train – meals for ill or homebound
- Lay Eucharistic Visitors – home communion
- Stephen Ministry – one on one support
- Prayer Shawl Ministry – for healing and support
- Education – health care, aging; expand as needed



4. Communications:

An exceptionally well-functioning system is in place. We must further educate parishioners to make use of all the ways information is available. Our website, mobile application, and social media are kept up to date. Sunday bulletins contain an announcement insert and announcements are emailed weekly to those who are online.

5. Looking Forward:

St. Paul's is a busy, active parish. We thrive on prayer, worship, learning, innovation and service. To maintain the number of in-house programs and outreach projects we currently offer requires sufficient funding and leadership. We must keep those twin needs in mind now and for the future.



St. Paul's Episcopal Church Staff

Rector:	[open]
Deacon:	one person
Associate Priests:	three persons

At the invitation of the Rector, the associate priests are available on an occasional basis to preside at worship services, to preach, to teach and lead educational events, and to provide pastoral care for individuals in the congregation.

Traditional Music Director

The Traditional Music Director provides music for traditional services at St. Paul's, choosing all the music for every service. He leads and arranges practice sessions for the choir. He arranges for extra musicians for Christmas Eve service, and for their practice sessions. He is responsible for weddings and memorial services, and closely coordinates with the rector in all aspects of traditional worship services. We are fortunate to have a retired music teacher in this position.



Contemporary Music Director

For the contemporary service, the director chooses music which is related to some aspect of the week's readings, and transposes it to a comfortable key for the congregation if needed. Leading congregational singing is the focus of the director and musicians. Instrumental support includes piano, guitars, drums, and occasionally flute or saxophone. The director coordinates with the priest in all aspects of the service. Led by the director, this intergenerational group participates in a prayer chain, and sometimes visits individuals or groups in the community to offer the gift of music.

Parish Administrator

The Parish Administrator is responsible for the smooth, efficient operation and management of the Parish Office, including coordinating, directing, and executing all non-ministerial, non-finance parish operations, responding to all telephone, email, and in-person inquiries/visits with courtesy and tact. The Parish Administrator also provides secretarial support to the Rector, Wardens, lay ministry leaders, and working committees of the church.

Communications Coordinator

On a weekly basis the Communications Coordinator uploads the audio file of the sermon to the website, publishes the Revised Common Lectionary reading for Sunday to St. Paul's mobile application, and publishes the weekly announcements to the website, application and Facebook social media accounts.

On an as needed basis, the Communications Coordinator will write a "Communications Corner" article for the weekly announcements.

In addition, the Communications Coordinator:

- Obtains pictures from the various events and services at the Parish and publishes them to the photo gallery page of the website.
- Creates graphics for publication on the website or social media and sometimes in print.



- Keeps the Youth and Family ministries Google calendar updates.
- Meets monthly with the Communications Committee to discuss the communications needs of the parish.
- Assists the parish administrator with any website related needs.
- Annually, goes through each page of the website and updates it with the new information provided from the lay leaders of each ministry.

Youth and Family Ministry

The Youth and Family Ministry Coordinator supports, promotes, and helps plan all Youth and Family events, ministries and services. She also plans and facilitates monthly meetings/activities of Teens and Tweens, the Fourth through Eighth grade youth group. Others with the Youth and Family Ministry represent Sierra Service Project, a summer teen outreach project to underserved Native American communities, CnC (confirmation classes) and Godly Play.

Godly Play/Nursery Coordinator

The Godly Play/Nursery Coordinator attends ministry meetings and trainings, recruits new volunteers, and prepares monthly schedules, and schedules staff meetings and trainings. She also orders supplies, raises donations to purchase new Godly Play stories, and does all possible to nurture the spirituality of St. Paul's young children.





Peddlers' Fair Chair (volunteer position)

The role of the Peddlers' Fair Chair is to manage and coordinate both the overall production of the fair and the activities undertaken by the office volunteers. The Fair Chair manages and documents all income and expenditures and is responsible for preparing the financial report for the Historic Trust. In addition the Fair Chair is a voting member of the Historic Trust by title.

Archivist

The Parish Archivist maintains and catalogs the St. Paul's Archives, which span over 160 years. Within the collection are record books, photographs, and other historic papers and documents. He also plans exhibits for the display case in the church.

Sexton (contracted position)

The Sexton keeps the church, undercroft and Parish Hall clean. Since at St. Paul's facilities are used by countless people each week, we value our Sexton highly.



FINANCIAL INFORMATION SUMMARY

St. Paul's – Benicia has a long history of effective leadership and sound financial management. The parish has been debt free for several decades. The historic buildings do require a significant facilities stewardship effort to maintain. St. Paul's Historic Trust was formed in 1970 to assist with the care, maintenance, and fund raising for stewardship of the church buildings. Most income for the Trust comes from the annual Benicia Peddler's Fair, which is run by St. Paul's volunteers and is a major event in the community.

Pledges and plate offerings provide the majority of the funds used for the day-to-day operation of the parish. The pledge & plate offering trend has turned up in the last three years, but has been nearly flat over the last ten years and offers an opportunity for improvement. Several endowments exist that are available for certain activities. The Vestry also established a "Party of Parties" (PoP) fundraising program to provide additional monies for the parish operations. The PoP activities are a great way for members to get together in social activities, invite friends and neighbors to St. Paul's, and raise additional income for the Lord's work.

Highlights of more recent capital improvements:

- Building of an Undercroft and building strengthening retrofits of the Sanctuary's foundation (1992).
- Handicap access ramps for the Parish Hall and Sanctuary (1992, 2004)
- Bell Tower restoration and seismic upgrades (2007)
- Rebuild and insulate the Sanctuary, Parish Hall, and office building (2001 – 2014)
- Air conditioning and heating system modernization for the historic buildings (2000 – 2014)

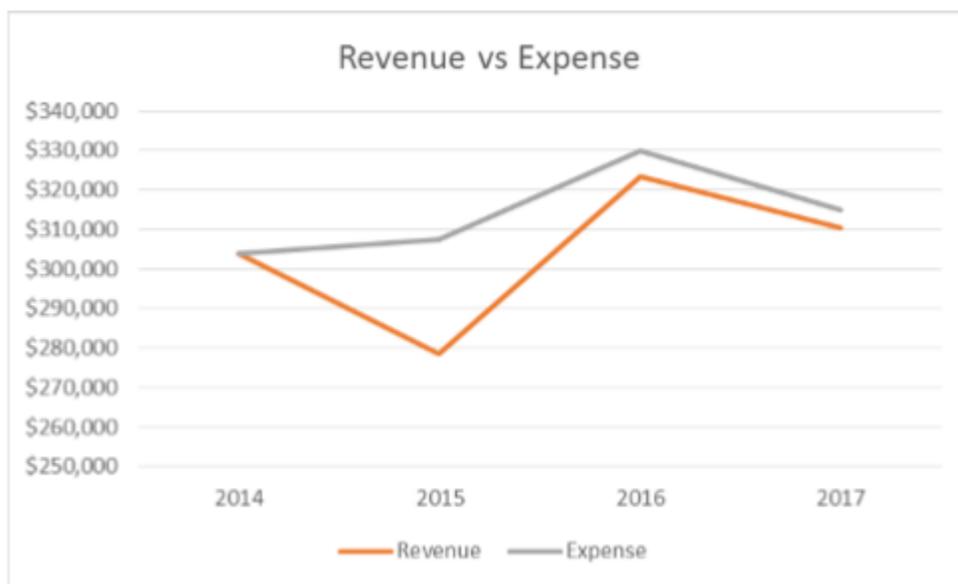
Benicia is located in the San Francisco Bay area and housing costs are above the USA median. St. Paul's parish will offer housing purchase assistance to our new Rector.

Additional financial detail and analysis is available on the Episcopal Church website under Parochial Reports.

In general, St. Paul's parish has a sound financial operation with significant outreach in the community. We strive to be the hands of Christ in the heart of Benicia.

St. Paul's Financial Summary: 2014 - 2017

		2014	2015	2016	2017 (budget)
Revenue	Pledges	238,749	227,655	235,901	245,798
	Plate Offerings	36,863	35,163	45,085	37,000
	Facilities Use Fees	13,762	13,431	13,470	14,000
	Transfers from restricted funds and investment income	12,275		12,283	1,150
	Other sources	2,368	2,281	16,698	12,400
	Total Revenue (\$)	304,017	278,530	323,437	310,348
Expense	Salary, Housing, Benefits	196,339	208,018	218,891	215,983
	Operating Expenses	57,771	61,482	62,301	53,920
	Mission Apportionment	49,907	37,963	48,907	45,000
	Total Expense (\$)	304,017	307,463	330,099	314,903
Note:					
1. 2016 had a \$12,000 transfer in Jan from PoP fundraiser account that should have been realized in 2015. This caused a spike in Total Income and a spike in Mission Apportionment for 2016.					



Physical Plant at St. Paul's

The church building at St. Paul's Benicia, a California historic landmark, is an outstanding example of 19th century Carpenter Gothic architecture. Construction was begun in 1859 and proceeded by stages until the building had assumed its present form in 1886. The sanctuary, constructed by wrights from a local shipyard, is said to resemble the inverted interior of ship's hull. The windows are 19th century stained glass and include a large scale depiction of the conversion of St. Paul in the West end of the church. The church is cruciform in plan with choir stalls, organ and piano in the North Transcept, additional seating and Chapel in the South. The building easily accommodates 125 people, with a maximum capacity of 150 to 160. There is a sound system with provision for both fixed and wireless microphones. The original altar is now in the transept chapel, the main altar also functions as a Columbarium.

Although the interior layout of the church retains its historic form, substantial changes have taken place outside. In the 1990s an undercroft with a meeting area, classrooms, and choir vesting room was added beneath the church building. Subsequently access ramps were added and the church entrance, which had faced J Street was reoriented to face First Street. Between the church and First Street lies St. Paul's Plaza, a small city park which replaced a former service station.



The Parish Hall was completed in 1882 and retains its basic original form – albeit with greatly modernized amenities. Its design continues the Gothic style of the church. A kitchen, added in 1949, connects the Parish Hall to the church via the sacristy. In addition to serving various parish functions and outside group meetings, these facilities are used for a weekly community meal.

The Church Offices are located in the former Parsonage, “the oldest building in Benicia.” It was originally constructed in New England in the 1790s. In 1868 it was disassembled, shipped to Benicia and rebuilt here. Although it has been used as a residence within “living memory,” today its functions are purely administrative and educational. The plain wooden form of the Office harmonizes with the Gothic of the Church and Hall to form a unified architectural ensemble.

St. Paul's plant is completed with a lawned churchyard behind the Parish Hall. This is used for picnics, camp outs and other outdoor events. Several parking places along the alley to the South of the church are rented out to local businesses.

St. Paul's Historic Trust, an independent non-profit with both parish and community representation on its board, assists in funding the maintenance of the historic buildings. Every year on the 2nd Saturday of August the Historic Trust sponsors the Benicia Peddlers Fair. Begun as one block antique sale in 1963, the Fair has grown to fill First Street from J to B with over 300 antiques, crafts and food booths which attract 25 to 30,000 visitors. In 2017, the Peddlers Fair raised roughly \$30,000 for the Historic Trust and St. Paul's historic buildings. Ten percent of the profits are donated to locally based charities.

Areas of Ministry Focus

- Children's Programs
 - Kids Vacation Academy
 - Sierra Service Program
 - Godly Play
- Out Reach
 - Community Meal
 - [Peddlers Fair](http://www.beniciapeddlersfair.com) www.beniciapeddlersfair.com
- Adult Education
 - Abraham Path
 - Bible Study
- Pastoral Care

For more information

<http://www.stpaulsbenicia.org/>

<http://www.stpaulsbenicia.org/annual-report-for-2016/>



Blessing and Challenges

Challenges:

- Develop and implement a comprehensive strategy to reach out to new people and incorporate them into the life of the church.
- Make the necessary changes to attract families with children and youth to our church. Keeping our KVA (Kids Vacation Academy) and SSP (Sierra Service Project) programs as successful as they have been since their inception.
- Continue to reach out to the community outside of St. Paul's. Continue our Ministry of giving hospitality to the community.
- Our key leadership is aging. We are challenged to find, call and empower new and younger leadership. However, we are investing time, talent and treasure in the development of new parish leadership.
- Provide more opportunities for Christian education and spiritual formation at every age and stage of life.
- Our recent Holy Cow survey indicates our parish is hungry for spirituality.
- Continue our education on stewardship.
- Continued recognition of talent.
- Continuing encouragement of youth involvement.
- Create more opportunities for people to form meaningful relationships.

Blessings:

- St. Paul's is a strong, healthy, and vibrant parish with a high level of energy.
- We are blessed with a dedicated administrative assistant who has been with us for thirteen years.
- We have had strong and progressive leadership taking us into the 21st century. A hallmark was St. Paul's calling the first woman to be a Rector in the State of California on February 2, 1980.
- We have an incredible reserve and strong core of lay leadership and volunteers, which has been encouraged by previous clergy. Administration and congregation function with shared authority.
- We are [physical] space limited and make excellent use of our facilities. St. Paul's has a strong outreach presence in the community.
- We strive to be the Hands of Christ in the Heart of Benicia. Our imposing steeple has been the landmark of Benicia since 1859.
- Creative clergy gave us visions: a dirt-floored basement became an Undercroft housing classrooms and a meeting room used virtually every day; the Peddlers' Fair became an annual Benicia Street fair enabling continued funding for maintaining our historic buildings; a new Confirmation curriculum and Kids' Vacation Academy enlivened the parish's children and teens.
- We have been blessed with sermons which provoke thought and reflections from clergy who are strong preachers. They have challenged us to act out our Christianity.
- Our clergy have led us spiritually to deeper worship and prayer life. They have been persons who, with grace and humor, have visited us when sick, counseled us when hurting, calmed us when in turmoil, and loved and led us into growing as a Christian family.
- We don't feed the hungry; we share a meal with those who walk in every Wednesday to our community meal.

Holy Cow Survey Summary

Results from our recent Congregational Assessment

In January of 2017 members of the College for Congregational Development (CCD) taught the Sources of Transformation Model to the congregation. Following the training we asked them to rate how we were doing as a congregation with the 4 areas in the model. This exercise was the first step in the process of learning about our congregation.

The vestry and members from the CCD decided to ask members of the congregation to take part in the Holy Cow survey which was conducted in September 2017. All 240 parishioners were invited to take the survey. We received 135 responses for a 56% response rate. The response rate was significantly above our average Sunday attendance. Based on both response rate percentages it indicates a high degree of interest in the church and for today and the future. The survey results were interpreted and presented to ~30 members of the congregation by the Canon to the Ordinary Andrea McMillian. Sixty nine percent of the respondents indicated that they were clearly satisfied with the how things are at St Paul's. Another clear indication of satisfaction, 61% of respondents indicated that they were in strong agreement with the statement that participation in church activities is very meaningful to them.

The survey indicated that St. Paul's is a Transformational Church with great capacity to explore work outside of the church. We have high energy and high satisfaction with the way things are going in our congregation on all levels. The Descriptive Map indicates that St. Paul's is a theologically Progressive-Adaptive Church demonstrating a capacity for change. In any church or organization there is always room for improvement and growth. The top three priorities for additional focus/energy that the congregation indicated are:

- Develop and implement a comprehensive strategy to reach new people and incorporate them into the life of the church.
- Make necessary changes to attract families with children and youth to our church.
- Provide more opportunities for Christian education and spiritual formation at every age and stage of life.

The three priorities listed above were consistently mentioned in the top four in all age groups as well as for frequent and infrequent attendees. The responses to the survey item, "Tell about an experience you had in church where you walked away feeling, "Now THAT'S what it means to be the church!", were extremely varied from; music, children's Christmas pageant, Sierra Service Project Sunday, friendships, home to celebrate God, serving as LEM, young people active participation, traditional music, seeing people from all walks of life welcome and worshipping together, etc.

One newer member who was at the presentation stated that "When I came into St. Paul's I felt like I was home". Another newer member that was at the presentation stated that on one of his first visits he was asked to be an usher and a Verger. He truly felt welcomed and trusted immediately.

The congregation at St. Paul's is looking forward to continuing our incredible success and spreading the word of Christ further into the communities around us and look forward to having a Rector who will continue to lead us in that direction.

Our place in the Episcopal Church

St. Paul's lies within the Episcopal Diocese of Northern California, which extends from the Pacific coast through the Sierra Nevada mountains, from the Oregon border to the northern tip of San Francisco Bay. The Right Reverend Barry Beisner leads the diocese as its bishop.

During this transition, the people of St. Paul's have worked closely with the Reverend Canon Andrea McMillin, who serves as Canon to the Ordinary with special responsibility for clergy transitions.

The sixty-nine congregations in the diocese are organized into seven geographical deaneries that serve as smaller, local clusters of congregations for purposes of governance (pre-convention meetings), education (congregational leadership and anti-racism trainings), and fellowship. St. Paul's is in the Wingfield Deanery, along with nine other churches in the region. The Very Reverend Mack Olson is our regional dean.

The Stations of the Cross Project

Members of the parish were invited to create crosses for the Stations of the Cross service held on Good Friday, 14 April 2017. Below is a collage of the crosses.

