



Office for  
Transition  
Ministry

# Ministry Portfolio

*Full Portfolio (last updated Aug 8, 2018)*

## St. Timothy's Episcopal Church, North Carolina

4523 Six Forks Road, Raleigh, NC 27609, United States

Contact:

Rector / Vicar / Priest-in-Charge | Receiving Names until 10/07/18.

Weekly Average Sunday  
Attendance (ASA)

**130**

Number of Weekend  
Worship Services

**2**

Number of Weekday  
Worship Services

**1**

Number of Other per Month  
Worship Services

Current Annual  
Compensation

**\$95000**

Cash Stipend

Housing / Rectory Detail

Utilities

SECA reimbursement

Compensation Available for  
New Position

**\$95000**

Housing Available for

Pension Plan

**We're in compliance with  
CPF requirements.**

Healthcare Options

**Full family**

Dental

**Yes**

Housing Equity Allowance in  
budget

Annual Equity Amount

Vacation Weeks

**One month, including 5  
Sundays (standard)**

Vacation Weeks Details

Continuing Education Weeks

**2 (standard)**

Continuing Education Weeks  
Details

Continuing Education  
Funding in budget

**\$1001-\$2000/year**

Sabbatical Provision

**Yes**

Travel/Auto Account

**Yes**

Other Professional Account

**Yes**

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## St. Timothy's Episcopal Church, North Carolina

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

The celebrations of Christmas and Easter are perennial favorites in St. Timothy's Church. The congregation "greens" the church prior to our two Christmas Eve services: (1) an early evening family Eucharist featuring a Christmas Pageant presented by the church youth, complete with a Nativity scene and songs by the children's choir; and (2) a later evening festival Eucharist celebrated largely by candlelight. The Eucharist is also celebrated on Christmas morning. Following a traditional Palm Sunday liturgy, our Holy Week observance continues on Maundy Thursday with a celebration of the Eucharist and procession of the Sacrament to an Altar of Repose, where the congregation keeps watch throughout the night in hourly shifts. Good Friday and Holy Saturday are observed solemnly, and Easter is celebrated with a joyous festival Eucharist followed by a festive reception and an Easter egg hunt for the children.

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How are you preparing yourselves for the Church of the future?

While St. Timothy's Church was established nearly 60 years ago, the parish has only had two rectors. The most recent rector served at St. Timothy's for 25 years, while his predecessor served for 35 years. As a parish, we are embracing this season of change, and we welcome the opportunity to grow together with our new spiritual leader.

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Please provide words describing the gifts and skills essential to the future leaders of your worshipping community.

engaging, pastoral, patient, community involvement

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Describe your liturgical style and practice for all types of worship services provided by your community.

Because of the faithful beliefs and practices of our previous Rector of 25 years, the life and liturgies of St. Timothy's Church reflect elements of Anglo-Catholic heritage. Our worship is firmly rooted in tradition and occasionally incorporates the use of incense and special musical ensembles. The primary service of St. Timothy's Church is The Holy Eucharist: Rite One with all traditional options, including Eucharistic Prayer I, along with chanted Psalms. Our early Sunday service celebrates Holy Communion from the 1928 Book of Common Prayer (using the 1979 Collects and Revised Common Lectionary) with the specific permission of our Bishop Diocesan. Aside from that service, all other services held in Saint Timothy's Church are from the 1979 Book of Common Prayer, using the traditional language rites when they are an option. Daily Morning Prayer: Rite One is the primary chapel service of St. Timothy's School.

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How do you practice incorporating others in ministry?

Service is at the heart and one of the foundations of our faith. Our community is well-versed with incorporating parishioners into ministry. Opportunities exist for laity to serve in the following ministries: Church School Teachers, Lectors, Eucharistic Ministers, Ushers, Altar Guild, Daughters of the King, Men's Fellowship, Youth Group, Acolytes, Christmas Pageant, Choir, Day School Staff, Greeters, Coffee Hour Hosts, Knitting Group, Bible Study, Stewardship Committee, Invite/Welcome/Connect Committee, Pastoral Care Committee, Episcopal Build with Habitat for Humanity, providing altar flowers, hanging of the greens at Christmas, and placing the lilies at Easter. We are in the process of licensing Eucharist Ministers to become Eucharistic Visitors. The more we can engage our community in ministries, the more ownership and pride we will all have in growing our home.

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

Within our parish, there are small groups that are bound together by the nature of their service to the Church, e.g., Pastoral Care Committee, Daughters of the King, Men's Fellowship, Choir, Altar Guild, Knitting group, and Youth group. Hospital visits by the clergy are welcomed by parishioners and their families, and our Pastoral Care Committee tends to our parishioners as well as our day school staff and the families of students. The Daughters of the King provide and attend to prayers as requested by the congregation and clergy. We have an active Bible Study group. Additional ministries include the Lenten Soup Supper series and praying at the Stations of the Cross, which help to provide for our spiritual and emotional well-being. St. Timothy's annual parish retreat to the beach also offers an opportunity for fun, fellowship, and spiritual renewal. Our physical well-being efforts could stand to be strengthened, and we are open to exploring more opportunities to do this. This could include utilizing the new track and field amenities and the existing gymnasium at St. Timothy's School.

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

Engagement in pastoral care for those beyond our parish include: providing assistance for those in need via the Rector's discretionary fund; Vacation Bible School, which is an opportunity for children who are part of our parish as well as other children in the community who might want to attend; extending pastoral care to families of staff and students of St. Timothy's Episcopal School, regardless of whether they are members at St. Timothy's Church; and, most recently, participation by St. Timothy's parishioners in the Habitat for Humanity Episcopal Build, a project which provided a home for a family in need and for which we contributed both labor and financial support.

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

St. Timothy's is building a reputation of community involvement in our geographic area. We are active with North Raleigh Ministries and participate annually in the multi-denominational Thanksgiving service which is hosted on a rotating basis with other churches along the Six Forks Road corridor in N Raleigh. Additionally, the Men's Fellowship group participates in Warmth for Wake, where the men chop wood and deliver it to those in need whose only source of heat in the winter is from wood burning sources. St. Timothy's Church and School have developed a partnership with a sister parish and school: St. Timothée's Church and School in Boucan-Carré, Haiti. Both our church and school are providing resources to the parish and school in Haiti. Multiple organizations within our parish participate in Backpack Buddies, food drives for the North Raleigh Food Bank, and other outreach. While we remain a member in good standing in the Diocese, our parish has been largely uninvolved with Diocesan activities. We view this time as an opportunity to strengthen our parish's relationship with the Diocese, especially, but not limited to, programs for our youth, including Happening and youth camps.

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

The newest ministries for St. Timothy's were initiated within the last year. A monetary gift was provided to the parish with the stipulation that it be used for new ministries. The funds have been earmarked for a children's musical ensemble. A teacher has been engaged to work with the students to convert their talents into a ministry of worship. Another ministry, which has already been mentioned, is the Habitat for Humanity Episcopal Build, and while this project is not new for the Diocese, the involvement of the St. Timothy's parish is new.

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What is your practice of stewardship and how does it shape the life of your worshipping community?

September 2017: our Stewardship Committee engaged the services of a consultant to advise them on innovative practices to enhance stewardship development. The committee planned multiple events: activities were developed to attract all of our parishioners regardless of their stage in life. We had family night, wine and cheese events, a luncheon, and a congregational dinner where our Rector agreed to sit in a dunking booth. All of these events happened on a single weekend and resulted in a great turnout of people and pledges. Acknowledging the work of the committee, it is important to note that stewardship is not only defined as the time in the fall when our Stewardship Committee works to secure pledges for the coming year. We believe stewardship is defined by how we utilize and distribute the gifts that God has given us. Our vestry and finance committees are diligent with ensuring the financial gifts received are used as they are intended. Stewardship also includes how we utilize our time and talent. Our parishioners are extremely generous with their time, which provides for the strengthening of our parish community and allows many opportunities for fellowship and sharing of talents.

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What is your worshipping community's experience of conflict? And how have you addressed it?

For more than two decades, our parish has been blessed with minimal conflict. The only incident of note in 20 years involved a former bookkeeper. There was disagreement on how to communicate the incident to the parish. New financial processes and controls were put into place along with a new commitment to transparency. While events like this are unfortunate, we embraced it as a learning experience.

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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?

Due to the longevity of rectors (two over the course of 60 years), change has been slow to evolve in our parish. This has had consequences both negative and positive. Our negative experience has had the effect of diminishing our engagement with our brothers and sisters in the Diocese and the wider Church. On the positive side, we have developed a rich heritage of traditional liturgy and worship uncommon in our Diocese, resulting in a high level of diversity at St. Timothy's Church, with parishioners from all over the world and from throughout the Anglican Communion.



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### Prior Incumbents

Name	Position Title	Date Begun	Date Ended
The Rev. Jay James	Rector / Vicar / Priest-in-Charge	1993-01	2018-01

Name	Position Title	Date Begun	Date Ended
The Rev. George Hale	Rector / Vicar / Priest-in-Charge	1956-12	1991-12

Name	Position Title	Date Begun	Date Ended
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St. Timothy's School website: <https://www.sttimothys.org>

Church School		Number of Teachers/Leaders for Children School	Number of Students for Children School
		<b>8</b>	<b>31</b>

Number of Teachers/Leaders for Teen/Young Adults School	Number of Students for Teen/Young Adults School	Number of Teachers/Leaders for Adults School	Number of Students for Adults School
<b>5</b>	<b>28</b>		

Day School	Number of Students for Day School	Number of Teachers for Day School	Number of Total Staff for Day School
<b>Other</b>	<b>512</b>	<b>60</b>	<b>80</b>

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Worshipping Community Web site: [www.sttimothyschurch.org](http://www.sttimothyschurch.org)

Media Links:

> [https://www.instagram.com/st\\_churchschool/](https://www.instagram.com/st_churchschool/)

Online References:

> [https://www.facebook.com/StTimothysEpiscopalChurchRaleigh/?ref=aymt\\_homepage\\_panel](https://www.facebook.com/StTimothysEpiscopalChurchRaleigh/?ref=aymt_homepage_panel)  
> [https://twitter.com/ST\\_ChurchSchool](https://twitter.com/ST_ChurchSchool)

Languages Significantly Represented:

Provide Worship or Classes in:

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*We seek a priest who is: engaging, able to relate scripture to current events/issues/challenges, pastoral, teacher, leader exceptional people skills, has appreciation of tradition, diversity and multiculturalism, motivational, authentic, faithful.*

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### References

Bishop:

919-834-7474 [Sam.rodman@episditionc.org](mailto:Sam.rodman@episditionc.org)

**The Rt. Rev. Samuel  
Rodman**

Diocesan Transition Minister

919-834-7474 [catherine.massey@episditionc.org](mailto:catherine.massey@episditionc.org)

**Canon Catherine Massey**

Current Warden/Board Chair

**Mrs. Cathy Elsea**

Previous Warden/Board Chair

Search Chair

**Ms. Carol Rippetoe**

Parish/Institution

**Mr. Tim Tinnesz**

Local Community Leader