

# TRINITY CHURCH

A REFORMED EPISCOPAL PARISH

On January 1, 2020, Trinity celebrated the advancement of our Senior Rector to the position of Bishop Ordinary of our diocese. It is now our task to fill the position that our friend and shepherd has so faithfully served in for the over 30 years.

This dossier is an introduction to our parish that you may look over for yourself or pass along to someone you might feel is qualified for this position.

Enclosed please find a background of Trinity that will help to acquaint you with our parish. It will give you an idea of what the members are like and some of the things that make Trinity unique. In short, Trinity is a well-established parish, over 30 years in existence, 20 years in the REC. Our membership is currently in the mid to high 70s.

Enclosed also please find a description of the duties we anticipate our new Rector will fulfill. Trinity remains the home parish of our former Rector, Bishop Peter Manto, Bishop Ordinary of the Diocese of Central States, who will remain in the area and will be available frequently for support and mentorship of our new Senior Rector. As the home parish of the Bishop, Trinity will likely become the Cathedral Church of the DCS as early as 2020. As such, Trinity, its clergy, vestry, and other personnel will play a vital role not only in the direction of the parish, but also of the entire diocese. Because our new Rector may one day be named the Dean of the Cathedral, the qualifications for this position may be somewhat more challenging than for other parishes.

Desired qualifications:

- Previous ministry experience, Senior Rector ministry preferred
- Proven capabilities in the areas of shepherding, leadership, and administration
- M.Div. or equivalent required
- Solid theology demonstrated in the ability to preach, teach, write, and direct the parish in ecclesiastical matters
- Ability to pass an examination with a hearty recommendation by our Diocese's Bishop and Standing Committee

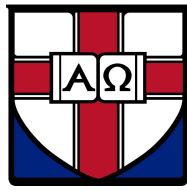
Trinity provides a generous package to our Senior Rector:

- Full-time employment
- A competitive compensation package for your profession in this area, divided among any or all of:
  - o Salary
  - o Housing allowance
  - o Medical and dental insurance benefits
  - o Life insurance premiums
  - o 403(b) retirement contributions

**Mark Malson, Chairman, Rector Search Committee • [mmalson@me.com](mailto:mmalson@me.com)**

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- Pension fund contribution of 12% of your combined salary and housing allowance (through REC)
- Disability insurance (through REC, a taxable benefit)
- A private office
- Paid time off
- Secretarial help one day a week
- A ministry budget (beyond your regular compensation) for:
  - o Pastoral meetings
  - o Conferences
  - o Books, periodicals, etc.
  - o Vestments
  - o Office supplies and equipment
  - o Discretionary expenses

Should you wish to apply for this position, please forward the following items to the Trinity Pastoral Search Committee via Committee Chairman Mark Malson ([mmalson@me.com](mailto:mmalson@me.com)):

- A complete résumé
- A written statement of your philosophy of ministry, worship, and parish leadership
- References to any books or articles you have written that may help us to get to know you

We understand the confidentiality required in this process. Our committee will not contact anyone about your interest in our parish unless we decide to consider your candidacy further. At that time, we will request the following items from you:

- A letter of recommendation from your current Bishop specifically regarding this position
- Your Bishop's contact information
- References and contact information of three other clergy

We appreciate your interest and look forward to hearing from you. Please feel free to contact me via email should you have any questions.

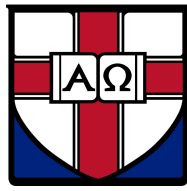
Sincerely,

Mark Malson, Chairman  
Trinity Rector Search Committee

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## **Background of Trinity Reformed Episcopal Church**

5920 Butler-Warren Road  
Mason, Ohio 45040

### **Our History:**

Trinity Church began as a non-denominational church in 1990 with Rev. Peter Manto as its pastor. Soon we recognized a need to work within a larger association of churches, and an extensive search for a place to affiliate was begun by the congregation. As the process progressed, the church grew in its appreciation for liturgy, the sacraments, the historic church, and the early Church Fathers. This led us to the Reformed Episcopal Church (REC) because of their strong emphasis in these areas, as well as the REC's parish church structure and episcopal form of government. In November, 2000, Trinity Church was established as a mission parish of the Diocese of Mid-America of the Reformed Episcopal Church.

In 2001, Trinity purchased the former Mason Church of Christ building in Mason, Ohio, and began meeting there in July 2002.

In 2008, Trinity was moved into the newly-formed Diocese of the Central States (DCS) of the REC.

In 2013, Fr. Manto was appointed Bishop Suffragan of the DCS. Later, he was elected as Bishop Co-adjutor.

In 2020, Bp. Manto became the Bishop Ordinary for DCS. For this reason, Trinity will be calling a new Rector for our parish. Bp. Manto plans to maintain his home in the Cincinnati area and worship with us on Sunday when he is not traveling.

Trinity is currently evaluating whether we wish to apply for Cathedral status. As the Cathedral Church, Trinity will take on new responsibilities in the Diocese, and our new rector will become the Dean of the Cathedral. It is important that our new Rector would be comfortable being a shepherd to our parish, supporting Bp. Manto, and being a leader within the diocese as we move forward.

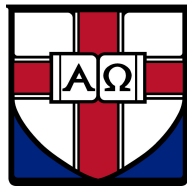
### **Our Location:**

Located in Mason, Ohio, a northern suburb of Cincinnati, Trinity is centrally located between Interstates 75 and 71. Our location makes it convenient for residents of both the growing cities of Mason (35,586 residents) and West Chester (60,958 residents), while also being easily accessible for residents of other Cincinnati suburbs and south Dayton cities such as Middletown, Franklin and Springboro.

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## Our Congregation:

- Spread across 33 family units, Trinity averages in the 70's for weekly attendance at Sunday service.
- Our congregation has a nice mix of families, young married couples and retirees.
- We believe that congregations who enjoy being together stay together so we purposefully focus on opportunities to socialize. We nearly always serve food and beverages after Sunday service; annually we have a lamb roast, a pig roast (including our own jazz band), and a chili cook off as part of the greening of the church. We also have cookouts during the summer on Wednesdays after Evening Prayer.
- Since we ask that all families/members tithe, our church financials are healthy. While we are prudent with our use of these resources, the Rector has solid funding for programs and initiatives needed for ministry.

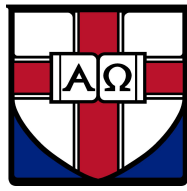
## Our Values:

- **Worship and Prayer:** Trinity values historical, liturgical worship. Our worship service is based on the 1928 Book of Common Prayer (as published in the REC Book of Common Prayer). We celebrate Holy Communion every Sunday at 10:30 AM. We also hold Evening Prayer service two Wednesdays a month at 7:30 PM (every Wednesday during Lent) and Morning Prayer on Fridays at 7:00 AM.
- **Education:** The Rector generally leads Sunday school sessions beginning at 9:30 AM. The Rector also frequently offers classes for inquirers at the same time, so our Assistant Rector or occasionally a layman will lead class on those Sundays. We also offer a separate Sunday School class for high school and college-age members.
- **Fellowship:** Fellowship is one of Trinity's strengths. Current programs include: Engaging with Aging lunch group, Men's Bible Study, Women's Bible study, Sunday after-service fellowship including food/beverages, and "Game Night with the Saints."
- **Service:** Trinity offers many opportunities to give to others and imitate the ways of Christ. Current programs include: Life Forward (crisis pregnancy assistance), Foreign Missionary support, church organized volunteering at other local ministries.
- **Episcopacy:** We are united under the oversight of godly men holding the office of bishop. Our bishops provide caring, pastoral leadership.
- **The Church Calendar:** We follow the path of Christ and His Church during the liturgical year, from the Advent of His birth, through Lent, the Crucifixion, Resurrection, and Ascension. We observe the fasts of Lent, Rogation Days, and Ember Days, as well as frequent feasts.

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## **Our Theology:**

- We believe the Bible in the Old and New Testaments to be the complete and infallible Word of God.
- We embrace the doctrinal statements of the REC and its Book of Common Prayer.
- We subscribe to the historic creeds (Apostles', Nicene, and Athanasian), the Ecumenical Councils, and the 39 Articles of Religion.
- We believe that baptism unites sinful men with Christ and gives them new life in a very real way. We administer Baptism to children of believing parents, as well as new converts.
- We welcome baptized members of any age and of any Christian faith to the Lord's table at our service of Holy Communion.
- We have an optimistic, long-term view of the expansion of the Church of Jesus Christ and its effect on the sinful world.
- We believe that no action or merit of any man can earn God's grace.
- We believe the Biblical examples of the male-only priesthood prohibit us from ordaining women to Holy Orders.

## **Our New Rector:**

We are encouraged and full of hope as we turn the next page in the history of Trinity Church. Our next Rector should be prepared to lead us through this new season before us. First and foremost, we are looking for a man who regards his role as pastor and shepherd as the primary expression of his ministry by setting an example and assisting individuals and families in living out their Christian faith. We also look for someone who is:

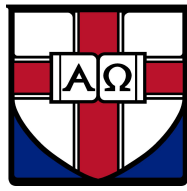
- experienced as a Rector or an assistant,
- well-suited to the Reformed Episcopal Church, its history and culture,
- educated in the scriptures (M.Div. or equivalent),
- strong in the ability to proclaim the Word of God in sermons: directing the congregation to live lives informed by the Scriptures, empowered by the Holy Spirit, and illuminating to the world.,
- willing to understand and maintain our current worship customs and practices,
- able to teach and converse in a Sunday School setting,
- strong in interpersonal and communication skills,
- eager to reach out to the community, especially the unchurched, and discover new ministry opportunities,
- a leader who builds upon the foundation of our parish's history and culture, focusing on our values and motivating people to participate in our congregational life, and
- an organizational leader with the ability to delegate tasks and cultivate parish-wide involvement

We hope you find this introduction to our parish helpful in considering your suitability for our position. Please feel free to contact us with any questions you might have.

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**This is a description of the various responsibilities our new Rector will have. You will have discretion in determining how to execute or delegate these duties.**

**I. Leading Worship: central to making disciples, promoting Anglican Way**

- A. Direct and keep the parish in the flow of the liturgy/calendar/sacraments
  - 1. Sundays, Holy Days
    - a) Prepare order of services; select music, psalm, Scripture readings; research feasts, fasts, etc. regarding each particular Sunday to offer instruction for worshippers; print bulletin working with secretary and choirmaster
    - b) Communicate with Asst. clergy regarding acolytes, altar guild, lectors
    - c) Prepare weekly sermon from the Sunday Propers: usually a day's work, 6-10 hours spread over two or three days
    - d) Prepare special remembrances/activities for Holy Days (Christmas, Holy Week, Easter, Ascension, Pentecost, Trinity, All Saints, Candlemas, Rogation, Ember Days, Saints' Days, etc.)
    - e) Prepare special events connected to Sunday worship (Baptism, confirmation, episcopal visit, new members, Sanctity of Life, guest speakers, etc.)
    - f) Participate in fellowship time in parish hall after service: greeting visitors, talking with members
  - 2. Morning and Evening Prayer
    - a) Prepare order of service, select music and readings, prepare bulletin, include brief commentary on seasonal holy days
    - b) Assisting priest currently leads services
    - c) Rector attends Evening Prayer, reads lessons, and makes arrangements for the meal after the service.
    - d) Rector regularly shops for the food and grills for summer EP cookouts

**II. Christian Education: reading the Scriptures together and receiving instruction**

- A. Sunday School lessons
  - 1. Prepare and teach lessons: Bible commentary, topical studies, liturgy, others
  - 2. Prepare Summer Reading Project
- B. Confirmation classes: 6-week study for confirmands each year
- C. Inquirers' Class: 6-week overview of membership in Trinity Church each year

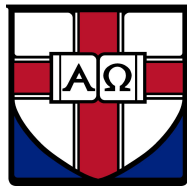
**III. Outreach: question we are trying to answer: *Where can we intersect with people?***

- A. Meet monthly with REC 100 Team to develop activities related to outreach
  - 1. Game Night with Saints, meetings with food, Veritas
- B. Follow up communication with Sunday visitors: letter, phone call, visit

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**IV. Pastoral: shepherding the flock: Cure of Souls**

- A. Maintain communication with every member: goal: trusting, personal relationships
  - 1. Calling everyone to an ever higher standard of faith and practice
  - 2. Encouraging good relationships among members
- B. Be especially aware of needs within parish
  - 1. Hospital visits, crisis intervention, counseling
  - 2. Telephone calls, home visits as needed
  - 3. Premarital counseling: 6 sessions, rehearsal, wedding, follow-up
  - 4. Ministry to the bereaved: plan and conduct funerals

**V. Staff Relations**

- A. Assisting priest: assign duties, coordinate ministry functions, communicate
- B. Deacon: identify and prepare candidate, assign duties after ordination
- C. Secretary: meet one morning weekly to prepare bulletins and give assignments, communicate during week to make other assignments
- D. Choirmaster: communicate weekly regarding Sunday music, maintain working relationship to develop music functions of parish

**VI. Membership Relations**

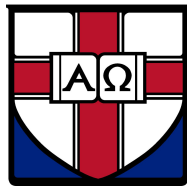
- A. Maintain interested and personal contact with every member
- B. Work with vestry in helping every member find some place of service and ministry within the parish. Time, Talent, Treasure survey

**VII. Building and Grounds**

- A. Regularly walk-through the building to be certain appearance is first rate
  - 1. Meet regularly with sexton to discuss needs and ways to improve

**VIII. Vestry and Administration**

- A. Prepare agenda and lead monthly vestry meeting: distribute assignments to members and assure various tasks are being completed
- B. Prepare agenda and lead parish council meetings: monthly or as needed
- C. Prepare Rector's Report and deliver during annual All-parish meeting
- D. Maintain Parish register
- E. Produce biannual membership roll (active/inactive/changes)
- F. Maintain attendance register



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**IX. REC**

- A. Monthly phone call to bishop to update personal and parish issues
  - 1. Prepare annual Episcopal visit and report
- B. Maintain ministerial contacts with regional clergy
  - 1. Clergy study group
- C. Stay informed regarding diocesan, denominational and ACNA connections
- D. Attend diocesan synod, regional clergy meetings, REC General Council

**X. Personal**

- A. Attend to the needs of spouse and home
- B. Pray the Daily Office and follow lectionary readings
- C. Maintain a consistent regimen of reading and study
- D. Maintain personal habits conducive to a healthy and godly lifestyle

**XI. Dean of the Cathedral (anticipated 2020 or 2021)**

- A. Serve and assist the Bishop where called to do so
  - 1. Pastoral in relation to other clergy and congregations
  - 2. Talk to clergy within the diocese
  - 3. Represent the Bishop and the Church in ecumenical capacities
  - 4. Help in the administrative and mission work of the Diocese
- B. Possible academic aspect
- C. Requires more of a diocesan mindset than most Rectors have
- D. Current scope of the Dean position is largely undefined
- E. Anticipated to consume 10-15% of your time

**From Fr. Manto: "I have always thought of the parish rector as a symphony conductor: aware of each member, instrument and component of the performance and able to direct and bring them all together in producing a beautiful piece of music, in producing dynamic and godly parish life and ministry."**

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