



A LETTER TO  
Our Future Rector

We, the parishioners of St. Bede's Church, Menlo Park, California, look forward to meeting you and welcoming you as our new rector. Though we do not yet know who you are, we have been actively engaged for nine months preparing our parish profile in order to understand better who we are. We hope this profile will give you a good picture of our history, our hopes, our spiritual life together, and our dreams for the future. Since we were blessed to have the same rector for twenty-three years, we do not have recent experience in running a search. Yet with the support of our bishop, his staff, and our wonderful interim rector, we feel we are making real progress toward the goal of finding an ideal fit for our intellectually engaged and active congregation.

Like many churches in the present age, we have challenges and are hoping to increase our numbers without turning into a mega-church by the side of the road. We heartily believe this is possible and hope to grow, even as we preserve the best of our Episcopal tradition—challenging yet accessible music, community outreach, education for children, youth and adults, and spiritual formation for individuals and groups alike.

We believe this profile will give you the information you need to see what it might be like to be the rector of a financially stable, exciting parish in the heart of Silicon Valley. Since our profile draws from a variety of sources and covers so many important, but bureaucratic, matters, we wanted to supplement it with a more personal note. Thus, this letter! With it, we hope to convey our eager anticipation as we begin this new stage of our ecclesiastical life. Already our involvement in this process has given us insight to the institutional wisdom of the Anglican tradition as handed down over many generations.

On a more personal note, we at St. Bede's are

accountants and astrophysicists,	mothers and movers,
authors and amateurs,	musicians and mystics,
bachelors and babies,	nurses and nannies,
care-givers and kids,	programmers and pediatricians,
counselors and cooks,	professors and paralegals,
engineers and electricians,	realtors and road-builders,
fathers and florists,	sisters and surgeons,
financiers and physicists,	students and stalwarts,
librarians and lovers,	teachers and techies,

But most of all we are a group of people  
actively engaged in a search for our next spiritual leader!

*Lord Jesus, whose ministry on earth showed us myriad ways for us  
to love one another and live in fellowship, please guide St. Bede's in discernment  
during the time of our search for a new rector. Help us to find a leader who will continue our  
mission on Sand Hill Road and guide us through the new challenges of this age. Amen.*



ST BEDE'S  
MENLO PARK



## St. Bede's Episcopal Church

2650 Sand Hill Road | Menlo Park, CA 94025

St. Bede's Church was founded in 1962 by Holy Trinity Church in Menlo Park as a second church of Trinity Parish, becoming an independent parish in 1982. In its 30 years of independence, St. Bede's has had only two rectors; the most recent, the Rev. Dr. Katherine M. Lehman, served from 1989 to 2012.

From the very beginning, Trinity School has been a primary mission of St. Bede's, sharing the 4.4-acre campus and many of the facilities. The school is now a separate entity, jointly governed by both churches. St. Bede's rectors and staff spend up to 15-20% of their time on duties related to the school.

## Location

St. Bede's Church is located at the west end of Menlo Park, and sits on a hill overlooking the surrounding communities of Stanford University, Portola Valley, Palo Alto, and Woodside.

Menlo Park is a city of slightly over 30,000 located at the north end of Silicon Valley, roughly half way between San Francisco and San Jose. It was incorporated in 1927, and has grown enormously since World War II. Now it is home, on the whole, to well-educated professionals.

When St. Bede's was originally planned, the area zoning called for residential development. Later the zoning was changed to commercial, leaving the church bordered on three sides by venture capital, professional, research, and technology firms; consequently, the church is embedded in a business district. While there are residential areas on one side of St. Bede's, it is not a "neighborhood church"; rather, its proximity to Interstate 280 and Sand Hill Road makes reaching St. Bede's, in many cases, more convenient for those living in the surrounding communities than for many residents of Menlo Park or Palo Alto.

*We seek a rector who understands and appreciates our geographical, physical, and cultural setting, and will help us build on our strengths and recognize and overcome our weaknesses.*

*Our rector will find a beautiful environment, a mild climate, and a stimulating community.*

## St. Bede's Facilities



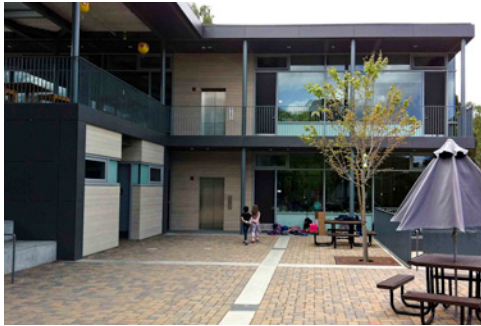
Ground was broken for St. Bede's on May 27, 1962, and the first service was held Christmas Day, 1962. The heart of the campus is the church building, with a seating capacity of 350. It is a beautiful timber-framed structure with a high pyramidal roof surmounted by a tall cross. Inside, the church is wood paneled, and the massive beams of the roof are exposed. The lighting comes from colored glass in gables, supplemented by some low-hanging chandeliers, giving it a warm ambiance. In a loft at the rear of the church is the recently renovated Beckerath organ. A new sanctuary heating system was installed in 2011.

Next to the church is Hill Center, the church office building, which has offices for the staff, plus a library/ small meeting room. To the north of the church is a recently renovated courtyard, with a labyrinth, planters, benches, and umbrella-shaded picnic tables. On the other three sides of the courtyard are Lehman Hall, which features a commercial-sized kitchen and pantry, and a large all-purpose room with stage, cloakroom and restroom facilities; Wyatt Hall, which includes a nursery, two Sunday School classrooms, a youth room, choir robing area, and storage; and a separate school wing with classrooms.

The church and school share use of Lehman Hall, which also hosts the largest weekly AA meeting on the Peninsula (200-plus), plus other 12-step groups, dance troupes, musicians, and support groups on a regular basis. It is also available on a rental basis with priority given to parishioners and nonprofits, such as a four-week summer educational camp sponsored by Stanford University. To the east of the church is Jarrow Garden, a memorial garden. On All Saints' Sunday, the 10:15 service begins in the Jarrow Garden, and the names of all those interred there are recited; baptisms during the Easter Vigil also take place there in front of the Celtic cross.







Trinity School occupies about half the campus; the daily school chapel and a number of school programs take place in the church, in addition to those held in Lehman Hall. The school office and other school buildings west and north of Hill Center start on the same level as the church and stretch down the hill. Four years ago, Trinity School completed construction of additional classrooms and specialty rooms for art, science, language, and music, as well as new landscaping, play areas, and a covered courtyard for lunch.



*We seek a rector who has the administrative and organizational ability to manage our church, its ties with Trinity School, and our campus.*

*Our rector will find a handsome, spacious and inviting campus with areas suitable for everything from quiet meditation to large-scale celebrations.*

## St. Bede's Staff & Volunteers

The Rector is a full-time tenured position. The Rector's role is to lead, develop, and support the parish spiritually, organizationally, and materially, in partnership with the members of the parish. In addition to normal parish duties, the Rector of St. Bede's has responsibilities to Trinity School, which may take up 15-20% of the rector's work time. Typical duties include coordinating, collaborating, and problem solving with the Head of School, holding chaplain meetings, leading chapel once a week, celebrating the Eucharist once a quarter, attending Board meetings, Board retreats, and some school social events, as well as taking part in Christian educational conferences. The Rector may also teach some religious studies classes, but this is voluntary.

The half-time Associate Rector spends some of her time on Trinity School activities, including chapel coordinator for the daily half-hour chapels and the monthly school Eucharist.

Our Music Director is also a half-time position and is responsible for selecting worship music and leading our choir. The Music Director has also taught music classes at Trinity School, although not at the present time. She is also part-time Director of Arts at St. Bede's, an outreach concert program.

We have a full-time Parish Administrator who also spends 5 to 10% of her time on school administrative support. She produces our professional-quality monthly *Journal* and detailed weekly service bulletins, as well as event flyers, programs, and all promotional and educational materials. She coordinates the use of Bede's facilities by internal and external groups, including the school, and facilitates all repairs and maintenance, including that performed by our regularly contracted gardener, custodian and handyman/sexton, among others.

Our organist holds a quarter-time position. She also assists with the *Arts at St. Bede's* program. Our bookkeeper works on an hourly basis of up to 10 hours a week, with additional time as needed, such as during periodic audits.

Finally, we have a part-time youth education position, which is currently split among five personnel who are involved in the Sunday School and nursery programs and paid on an hourly basis.



The clergy are assisted in our liturgy by assisting Sunday clergy and by many members of the laity acting as lectors, acolytes, intercessors, cupbearers, oblation bearers, ushers, and greeters. Other ministries served by volunteers include coffee hour hosts after each service, and the Altar Guild, which prepares for all services, in conjunction with the flower team, and cares for liturgical vestments, linens, brass, and silver.







St. Bede's is a caring congregation, concerned with maintaining relationships with each other and with members in need. We support a "Web of Caring," using staff and volunteers, to provide assistance as needed to parish families. For example, several Eucharistic Visitors make regular home visits to the sick or shut-in, and some members provide help with transportation to those who cannot drive.

The activities listed above, as well as many outreach activities, are accomplished by dedicated volunteers. However, along with the general decline in membership, there has also been decline in volunteer members for traditional roles such as Sunday School leaders, with a corresponding drift toward the staff's assumption of these roles when expedient. Part of the challenge may lie in our over-committed lifestyles, typical of Silicon Valley, and part may be due to our members' geographical dispersion. We might benefit from an intentional, thoughtful, and prayerful review of our priorities, and perhaps the development of new strategies of volunteerism. Coping with this trend is a high priority for the future of St. Bede's.

*We seek a rector who can recruit, work with, encourage, and inspire staff and volunteers, putting their talents to use in furthering the Gospel in both old and new ways.*

*Our rector will find a core group of highly skilled and committed staff and volunteers, and a large number of potential volunteers awaiting cultivation and encouragement.*

## Membership, Growth, and Ministry to Members

Generally, St. Bede's parishioners reflect the community in that they are well educated, and many have advanced degrees or professional certifications. Most of our diversity lies in our members' age and stage in life. We have a stalwart group of elders and "venerables," a solid block of settled mid-life people, a group of younger people with children, and some young adults, including students, who may be with us only temporarily until life calls them to other locations.

Membership growth is a high priority for parishioners. In 2011, we had 110 pledging households, with a range of 109 to 135 pledging households over the last 10 years.

YEAR	# OF PLEDGES	AVG SUN ATTENDANCE
1998	130	142
1999	141	129
2000	130	118
2001	130	104
2002	135	115
2003	119	109
2004	112	98
2005	111	110
2006	109	105
2007	116	101
2008	120	107
2009	116	110
2010	119	95



The general feeling among current parishioners is that we must stem the decline in our numbers and grow enough to support the programs that we wish to offer, while remaining an intimate congregation. The majority of the congregation believes that the best way to accomplish this is through ministry to children, youth, and young adults. Secondly, some parishioners have expressed a wish for other targeted ministries, for example, singles, or older adults without children.



## Children's Programs

To improve our ministry to children, we have just begun a new Sunday School program, Godly Play, for children from age 3 to 12, using paid staff members instead of volunteers. While the program is too new to evaluate, we seem to average about six to eight children each Sunday, and we hope that the new format will encourage enthusiasm and consistent attendance. It has long been the custom for children to join the "adult" church at the offertory, when, led by their own processional cross, they bring up to the altar their basket of non-perishable food offerings for local charities. Once a year, the children collect coins for a charitable cause of their own choosing; most recently for the victims of the earthquake and tsunami in Japan and for Project Hope in Haiti.

Some of our children occasionally serve as acolytes, but currently we are encouraging all available 10:15 children to be involved in Sunday School instead. Children attending the 8 o'clock service occasionally serve as acolytes or readers, and from time to time children take over the 10:15 service with readings, prayers, and "sermons."

A children's choir rehearses briefly almost every Sunday right after the 10:15 service. Occasionally they sing at a Sunday service, and they always present a Christmas and an Easter pageant. Last Christmas's pageant had over 20 young participants.

## Youth and Young Adult Program

Our youth and young adult program has waxed and waned over the past few years. In 2008 and 2010, twelve youths, young adults, and chaperones visited the Rosebud Sioux Tribe reservation in South Dakota for one week to help with the construction of homes. Our parishioners care deeply about continuing to offer similar opportunities to youth and young adults, especially with our proximity to Stanford University, but we find it difficult to compete with the many other activities in young people's lives.

*We seek a rector who can inspire the church to grow and who can make and sustain warm personal ties to all our members, especially to young people.  
We seek a rector who will be "hands on" and engage broadly in parish life.*

*Our rector will find a parish that loves its children, treasures its elders, and values intergenerational fellowship, worship and service.*



## Worship & Music at St Bede's



St. Bede's has been fortunate in having liturgically proficient priests and volunteers, leading to a common worship that is elegant yet friendly, dignified but not fossilized. Currently, there are two Sunday services, the Rite 1 Eucharist at 8 AM, and the Rite 2 Eucharist, with music and unobtrusive inclusive language, at 10:15. Rite 1 remains fairly constant, but Rite 2 uses authorized variants in the service and music on a seasonal basis.

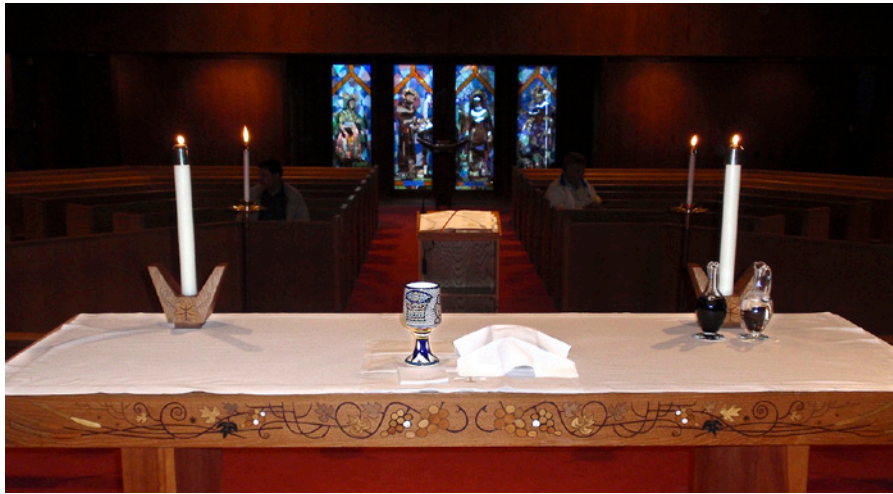
The congregation appreciates and participates in the Sunday services. They feel a sense of spirituality and community. Because they have confidence in the liturgy, most are open to at least limited liturgical experimentation, but a few would like to see more adventurous alternative liturgies on an occasional basis, with all due warning to the congregation.

The weekday services are an 8 AM Eucharist on Tuesdays and a 12:10 healing service and Eucharist on Thursdays. Both are sparsely attended, mostly by retirees and the occasional visitor from Stanford Medical Center. Those who attend value them.

Those who attend the 8 AM Sunday service on a regular basis value the quiet and the intimacy of the service. It also meets the scheduling needs of a few parishioners whose Sundays are filled with other activities. Those who attend the 10:15 service are drawn by the music and the esthetics, including the modern language, of the more elaborate service.

There is no consensus about whether an additional or replacement service is desirable or possible, but the most frequent suggestion, if one were to be tested, is some kind of informal family service around 5 PM on Sunday afternoons.





Both Sunday services include a sermon. Overall, members feel the sermon is one of the primary reasons they attend church. The majority prefer one that references the lessons of the day, either as a group or with focus on a single lesson. When asked what they value most in a sermon, their consensus was that it should be informative, well-researched, intellectually stimulating without becoming a lecture, engaging, heartfelt, and inspiring. An effective sermon should help us connect with one another and provide practical advice for our daily life as Christians. A little humor or a glimpse into the preacher's own struggles is greatly appreciated. Most who responded indicated that they welcome theological nuances, not "dumbed down" oversimplifications, but rather something prophetic to contemplate and consider over the course of the week. In addition, the congregation prefers sermons that do not sound scripted; yet, many parishioners appreciate being able to access a printed version that appears on the website or in the *Journal* later.



The St. Bede's organ, originally built in 1969 as a neo-baroque organ with a tracking action by the Beckerath Organ Company in Germany, has just been restored to its original sound and refurbished after forty years of hard use and improper maintenance. A measure of its importance to the congregation is that the funds for its restoration were raised within months, in a separate capital campaign immediately after the major church capital campaign.

There was overwhelming support for having a variety of voices in the pulpit, but a clear majority felt that the Rector should be the primary preacher.

*We seek a rector who understands the importance of liturgy in common worship and who supports our strong music program and, in general, the integration of beauty into worship. We seek a rector who can deliver inspiring, intellectually challenging, engaging, and theologically sound sermons.*

*Our rector will find an attentive congregation that appreciates the language, beauty, and diversity of Anglican tradition; a well-modulated service; and a sophisticated range of worship music.*

## Adult Education and Spiritual Development

Currently, St. Bede's provides "Soulwork" on Sundays between the two services and again on Wednesday evenings, and a "Circle Group" on Thursday morning in the hour before the 12:10 service. The latter consists of studying the Scripture lessons for the day or for those associated with a saint whose feast day falls close to that day. The former may also include lectionary study but often other programs, as available, are substituted, and occasionally outside speakers with particular expertise, such as involvement in outreach, are invited.



The parish also sponsors an annual weekend parish retreat, and separate one-day men's and women's retreats. There is some feeling that other approaches should be tried, but no consensus on what those other approaches should be.

*We seek a rector who is a person of God,  
of a strong personal faith, and able to inspire faith in others.*

*Our rector will find an intellectually curious  
and spiritually hungry congregation.*



# Outreach



St. Bede's supports a wide array of community service programs that are coordinated by the Community Service Committee, open to all parishioners and under the direction of the Rector. Individuals may propose new programs at any time. Once approved, these are publicized through the St. Bede's *Journal*, the Sunday Bulletin, appeals during the announcements segment of worship service, and on our website or individual Facebook sites.

With the recent exception of a small fund for deanery-approved outreach, the parish's annual budget does not directly support community service; instead, direct donations of food, clothing, school supplies, and toiletries are collected and transported to local agencies, and a variety of fundraising methods, administered by parish



volunteers, support local and international relief programs, especially in Advent and Lent. During Advent 2011, over two dozen families contributed gifts and gift cards totaling more than \$2,000 for needy families/individuals in coordination with the locally based Ecumenical Hunger Program; others raised \$875 for Global AIDS Interfaith Alliance, which focuses on Malawi; and a combination of children, youth, young adults and adults decorated 200 cookie bags, sorted 700 greeting cards and baked nearly 1,000 cookies for distribution in the county jail.

The Community Service Committee also makes year-end Seccombe Outreach Fund grants to local non-profits serving the needy in our community, often at organizations where our parishioners concurrently donate their time and talents as volunteers. However, there are few opportunities to unite large numbers of the parish in fellowship and mutual endeavor. Several parishioners see a need to focus on a single outreach program rather than several small projects and have suggested developing an all-inclusive outreach project that would involve a cross-section of parish members, such as Habitat for Humanity. This could achieve greater impact in one area, and provide opportunity for fellowship and community building within the parish as we serve the larger community.



The parish has historically been supportive of new initiatives, such as the now-11-year-old Los Ayudantes literacy program in low-income schools with a high proportion of Spanish-speaking households; five parishioners serve as board members and five as volunteers. More recently, two newer parishioners led a matching-grant summer food drive that collected more than 1,200 pounds of nonperishable items.

One other very important outreach is the concert program, *Arts at St. Bede's*, featuring well-known concert artists. This program seeks to engage our parishioners, our neighbors, and the wider community in an enjoyment and appreciation of the beauty and mystery of human experience as expressed through the extraordinary medium of music. The congregation is very proud of the program, a few calling it “essential,” but there is some concern about low attendance at some programs.

In another type of outreach, St. Bede's offers its facilities to several community groups for their activities. A typical recent week saw meetings of organists, Parkinson's Caregivers, Narcotics Anonymous, Highland Pipe Band, an investment club, a grief support group, a folk dance group, and two Alcoholics Anonymous groups.



*We seek a rector who is a leader in community outreach and will help us, both as a church and as individuals, live the Gospel in the world.*

*Our rector will find a parish strongly committed to helping our neighbors with our time, talent, and treasure as their abilities allow.*



# Trinity School



Trinity School is one of the area's leading private schools and is St. Bede's primary mission in our local community. As an accredited, co-educational, Episcopal day school, it serves the educational needs of children from preschool through fifth grade. The main school campus, serving junior kindergarten through fifth grade, is known as the "upper campus" and shares the St. Bede's campus; the early childhood program takes place on Trinity Episcopal Church's campus ("the lower campus") in downtown Menlo Park. The Rector of St. Bede's serves as an ex officio member on the Board of Trustees, and the Vestry of St. Bede's nominates three members of the Board.

Trinity School embodies the highest standards for developing critical thinking and values formation in children from all backgrounds. The small size of the school, with one class per grade, means that each child in the community has an important role. As an Episcopal school, Trinity School is rooted in a tradition that values cultivation of the mind, spiritual inquiry, diversity, and service.

Four years ago, the school completed a successful campaign to renovate and improve its physical plant including dedicated specialized classrooms for art, science, music and language. A rota of chaplains, including the Rector, hold daily services in the church at 8:30 a.m. The Associate Rector acts as the Chapel Coordinator.

The Rector regularly collaborates and coordinates with the Head of School; please see the section on Staff and Volunteers for more details. While Trinity School values diversity, including religious diversity, the Rector works collaboratively to maintain Episcopal Church cultural and religious traditions at Trinity School, and acts as a spiritual leader on the upper campus.

While only a small percentage of parishioners directly experience Trinity School through the attendance of children or grandchildren, the congregation is justifiably proud of its fine reputation. Most parishioners would in general like more interaction with the school or more information about activities at the school, but do not quite know how to go about it. Efforts to improve communication via the St. Bede's Web site and Journal, as well as the school's weekly e-newsletter, are under way.

For more information about Trinity School, see [www.trinity-mp.org](http://www.trinity-mp.org).

*We seek a rector who is able to administer our responsibilities to Trinity School, who takes an active interest in Christian education in the Episcopal tradition, and can maintain and nurture the relationship between church and school.*

*Our rector will find a vibrant school that lives up to its motto "the right size to give each child a voice," and that is justifiably proud that "the legacy of a Trinity education is a curious mind and a discerning heart."*



## Communications



Currently, St. Bede's communicates with its members with the monthly printed *Journal*, weekly e-mails, a website, and a small Facebook presence. Our recently redesigned website serves not only to communicate with members but also to attract new members, as Silicon Valley expects its institutions to have communication tools of high technical quality.

Not all St. Bede's parishioners use social media. While most use e-mail, there are still several for whom print or telephonic communications will remain necessary. However, all agree that new technologies should be used. Even the print communications—the *Journal*, the worship bulletins—can and should be posted on line. Our website is easily navigable and updated frequently and includes e-mail addresses for the clergy and key volunteers and a complete calendar. It is also filled with links to useful sites such as the *Arts at St. Bede's* flyer and the current *Journal*.

Overall, the congregation likes technically up-to-date communication, but also wants improved personal communication—and not just at stewardship time.



*We seek a rector who can support our technological efforts at better communication, but who also is warm, caring, and makes and maintains personal contact with parishioners.*

*Our rector will find a technologically aware congregation that may rely on several avenues of communication but values the human touch above all.*

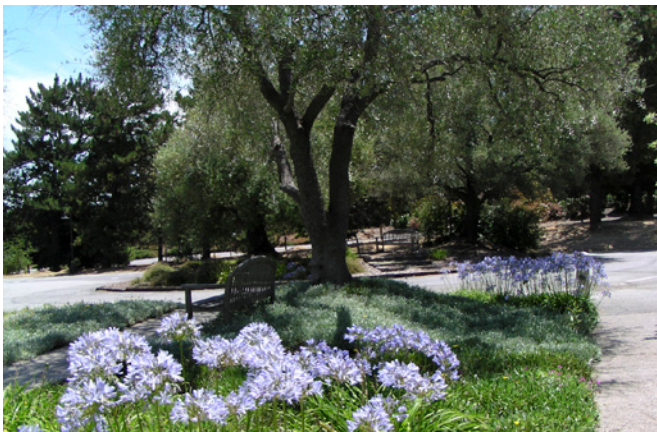
## Finances & Stewardship



In general, stewardship is strong, and finances are well managed. In 2011 we completed a capital campaign, with pledges coming in over five years, to update and “green” the campus, buildings, and grounds. In addition to the repairs and improvements, a substantial amount was added to the Maintenance Fund, easing the pressure on the annual operating budget. In addition to the Maintenance Fund, there is the Jarrow Fund for the upkeep of Jarrow Garden.

Although we have a balanced budget, the maintenance endowment is still not sufficient to fully support the campus long term, and there is concern that continuing to meet our costs is not sustainable. Another concern is that, as with many churches, a small number of parishioners provide most of the income. There is a desire by parishioners to grow membership and to explore alternative revenue sources.

Members feel a need for more transparency about finances and financial decisions, for example, in the final decisions about setting financial priorities among apparently competing interests, such as maintenance and outreach. While the budget is available to everyone, and is presented at the Annual Meeting, perhaps additional periodic updates are in order.



# Operating Budget 2012 - 2013

Our 2013 budget is currently in development and will be included when available.

## St Bede's Church-- Operating Income and Expenditures-- Actual 2010; Budget & Actual 2011

	2010 Actual	2011 Budget	2011 Actual
<b>Income</b>			
Pledge Income- Current Year	325,547	340,000	295,753
Pledge Income- Prior Years	6,755	5,000	7,544
Program Fund	-		-
Plate/ Christmas/Easter Income	7,878	9,000	10,210
Endowment Fund Inc	16,000	16,000	16,000
Fund Raising Events	15,000	16,000	11,000
Other Sources	1,008	2,000	231
<b>Total Income</b>	<b>372,188</b>	<b>388,000</b>	<b>340,738</b>
<b>Expense</b>			
<b>Program Expenditures</b>			
Worship	131,887	136,200	133,195
Music Program	91,284	94,600	94,529
Altar Guild	4,500	4,800	4,800
Hospitality	2,169	3,000	1,919
Education- All Ages	47,283	32,180	24,490
Outreach- Diocese & DCSP	65,582	68,700	67,673
<b>Total Program Expense</b>	<b>342,705</b>	<b>339,480</b>	<b>326,606</b>
<b>Administration</b>	<b>84,752</b>	<b>100,100</b>	<b>93,736</b>
<b>Maintenance &amp; Repair</b>			
Maintenance & Repair	39,352	34,000	40,230
Insurance- Gen' & Workers Comp	40,399	44,000	40,217
Utilities	41,633	48,220	42,049
House/Groundskeeping/Misc.	44,450	50,000	41,790
<b>Total Maintenance, Insurance &amp; Repair</b>	<b>165,834</b>	<b>176,220</b>	<b>164,286</b>
<b>Total Expenditures</b>	<b>593,291</b>	<b>615,800</b>	<b>584,628</b>
<b>Less:</b>			
Trinity School & Other Expense Credits	(221,274)	(236,700)	(243,937)
<b>NET Expenditures</b>	<b>372,017</b>	<b>379,100</b>	<b>340,691</b>
<b>Net Income/ (Deficit)</b>	<b>171</b>	<b>8,900</b>	<b>47</b>

*We seek a rector who is a good steward of our parish, campus, and school.  
We seek a rector who is comfortable with the critical role  
of the rector in parish fundraising activities.*

*Our rector will find a relatively stable source of pledge and other income,  
an experienced and effective volunteer treasurer and financial team, and  
an opportunity to be creative in expanding sources of funding.*



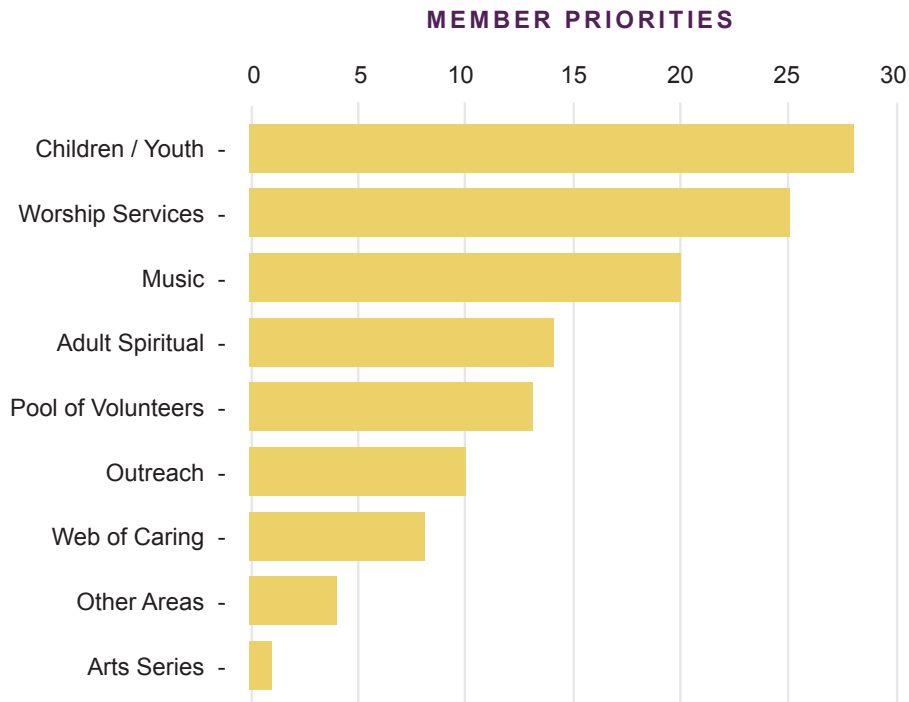
# Our Priorities

In the summer of 2012, as part of the discernment process, the Profile and Search Committee surveyed the parish on their views on topics arising from our town hall meetings. These topics—Community and Growth, Sermons, Spiritual Education, Worship Structure, Music Program, Children and Young Adult Programs, Trinity School, Outreach, Stewardship and Communication—were the basis of the qualitative questions in the parish survey, and the responses are reflected in our profile

In addition, we asked two quantitative questions about desired areas of focus and new rector attributes. Although we would like to focus on all areas, and for our new rector to excel in all qualities, we asked the respondents to check their top three priorities. The results are below with some commentary. We received fifty-one responses, which represents nearly half our parishioners.

## Areas of Focus

Children and Youth are ranked first because it is our mission, and perhaps more immediately, parishioners see building a vibrant children’s program as a means to healthy growth. Worship Service, Music, and Adult Spirituality are ranked next because of a desire for personal and corporate spiritual growth. Surprisingly, Outreach ranked sixth, although there were many comments on the need for more resources and focus on Outreach.

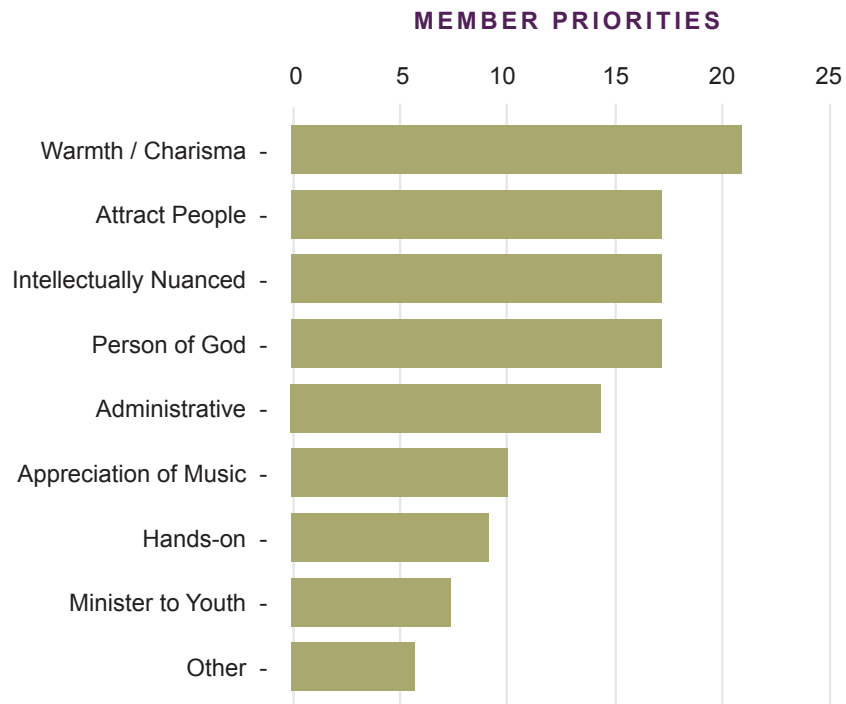


# New Rector Characteristics

## Our New Rector Attributes

Complete descriptions from the questionnaire (note that the last two—Personal Leadership in Outreach, and Fundraising—did not get any responses):

1. Warmth, charisma, inspiring sermons. Makes and sustains personal ties to parishioners.
2. Ability to attract people to join a church.
3. Intellectually nuanced, thoughtful, well-read, erudite, theologically aware. Thought-provoking sermons.
4. Person of God, strong personal faith, demonstrated ability to inspire faith in others. Ability to communicate this in a sermon.
5. Administrative/organizational/management ability (church/school/our campus). Knows who to ask to do what.
6. Appreciation and support for a strong music program and integration of beauty into worship.
7. Hands-on. Will engage broadly in parish life.
8. Ability to effectively minister to youth.
9. Personal leadership in community outreach. Commitment to helping the poor.
10. Fundraising experience and ability; comfortable with the critical role of the rector in capital and annual stewardship campaigns.



The general parish feeling was that all these characteristics are important—as indeed they are—but when pressed to pick the top three, the ranking was as shown in the chart. It may be that the dramatic switch of concern for youth from most important in the focus areas to almost least important in rector characteristics reflects a switch from looking at the church as a whole to looking at the personal. It may also be a reflection of the parish viewing the rector as managing and administering children’s programs, with staff taking the lead.

# Expectations

## What our New Rector can expect from us:

### We offer our new rector

- A financially sound, well maintained parish
- Excellent facilities and a beautiful campus
- A church building with a lovely and flexible interior
- Association with a highly regarded Episcopal elementary day school
- An exciting and vibrant cultural and intellectual community in Silicon Valley
- A tradition of beautiful, profound, and inspired liturgy
- A reputation for fine liturgical music, both choral and organ, and a newly restored organ
- A respected concert series, *Arts at St. Bede's*
- A renewed Sunday School program
- A parish which celebrates and uses its members' diversity
- A parish whose members care for each other
- A parish that cares about our community and our world
- A parish that is intellectually curious and open minded

## What we expect from our new rector:

### We seek a rector who

- Will lead, develop, and support the parish spiritually, organizationally, and materially, in partnership with the members of the parish and in collaboration with Trinity School.
- Will attract and retain new members and families to grow and maintain a welcoming, joyful, and inclusive parish life
- Will take an active interest in Christian education, children's and adult, and will maintain and nurture the relationship between church and school
- Will build on our strengths of music and liturgy, and will preach intellectually honest sermons that help us discern God's presence and actions in our life beyond church
- Knows and respects Anglican traditions while being open to changing cultural understandings
- Will make and sustain warm, personal ties to all our members
- Will encourage a spirit of caring for each other and acceptance of our differences
- Is a "hands-on" generalist, engaging broadly in all aspects parish life
- Is comfortable working with strong, well-educated people
- Is confident but not arrogant, curious and hardworking, and listens to the needs of the parish
- Will recruit, work with, encourage, and inspire staff and volunteers, developing their ministries and putting their talents to use in furthering the Gospel
- Is a person of God, of a strong, honest, and inquisitive personal faith, and is able to inspire faith in others
- Is a leader in community outreach, and will help us, both as a church and individuals, live the Gospel in the world
- Is an effective administrator and will maintain good stewardship of our buildings and grounds





**S† BEDE'S**  
MENLO PARK

## **Rector at St. Bede's Episcopal Church**

Thank you for your interest in becoming the next Rector of St. Bede's Episcopal Church in Menlo Park. This letter will explain the application process and provide links to the various form and instructions you will need. For more information about St. Bede's, please explore our website, [www.stbedesmenlopark.org](http://www.stbedesmenlopark.org), especially our parish profile. For information about the Diocese of California, please see the diocesan website, [www.diocal.org](http://www.diocal.org).

1. Please note that all priests interested in applying for the position of Rector must first contact the office of the Rev. Canon Michael Barlowe of the Diocese of California ([michaelb@diocal.org](mailto:michaelb@diocal.org)) and receive the approval of the Bishop's Office before their candidacy may be considered. This should be done well in advance of the deadline, and before submitting application materials.
2. Applicants should direct their inquiries and/or application materials via emails to [applications@stbedesmenlopark.org](mailto:applications@stbedesmenlopark.org) by **Thursday, January 31, 2013**. (*deadline extended from 1/18*)
3. Your application must include the following:
  - a. Cover letter to St. Bede's Profile and Search committee, including contact information
  - b. Resume
  - c. OTM Portfolio
  - d. Answer to the four questions which are found below
  - e. Two sermons that you have preached recently, preferably one focused on a contemporary issue and the other focused on a Biblical event or issue. If possible, please provide us with a link to written or audio versions of these sermons. Our strong preference is that this be an audio or video recording provided as either a website link or an attachment. If this is not possible, please provide us your written sermon.
  - f. References may be provided at the time of applications or when requested
4. If you have any questions about the process or the parish, please direct them to [applications@stbedesmenlopark.org](mailto:applications@stbedesmenlopark.org)

## **Required Application Questions:**

1. What in your personal ministry compels you to seek a new Rector position at St Bede's at this time?
2. Describe your personal journey of faith and your calling to this vocation. How have your life experiences changed that sense of vocation during the course of your ministry? Explain why you consider your calling to be within the Episcopal/Anglican church.
3. From what you know today about our parish, what challenges do you believe you'll face in your first year as the new Rector, and what A) strategies and B) strengths would you use to help?
4. We envision that our new rector will be part of an Area Ministry team. Some portion of the rector's time will be devoted to programs that will require working with members of other churches. What strengths, skills, talents, and personal experience do you have that would be particularly valuable to Area Ministry? For more information about the Area Ministry of the Diocese of California, please see the diocesan website, [www.diocal.org](http://www.diocal.org).