

POSITION PROFILE

St Marks (Paw Paw)

TYPE	DIOCESE	NAME
Congregation	Great Lakes	

TYPES OF WORK	POSITION TITLE/ROLE
Part Time	Rector/Priest-in-Charge

ROLE SUMMARY/DESCRIPTION

We are looking for a rector to serve us as a half time Priest for St. Mark's Parish in Paw Paw, Michigan. We would like 20 hours per week which would include Eucharist two Sundays/month, pastoral care, community involvement and office hours. All would be negotiable as to schedule.

CURRENT STATUS	RECEIVING NAMES FROM	TO
Receiving names	09/01/2026	09/30/2026

APPLICATION INSTRUCTIONS

Send cover letter, resume, and candidate profile to the Rev. Alan C. James, alan@greatlakesepiscopal.org

CANDIDATE NARRATIVE INSTRUCTIONS

1. How do you approach pastoral care in your ministry?, 8. How do you use technology in your ministry?, 10. What theological convictions shape your ministry?, 14. How do you discern and adapt to the changing needs of your community?, 15. How do you take care of your well-being-spiritually, emotionally, and physically?, 16. In what ways are you engaged in your wider Church or local community?

CONTACT

NAME	Alan James
ROLE	Interim Executive Officer
ORGANIZATION	Diocese of the Great Lakes
PHONE NUMBER	216-235-5734
EMAIL ADDRESS	alan@greatlakesepiscopal.org

POSITION DETAILS

ORDERS OF MINISTRY	GEOGRAPHIC LOCATION
Deacon (Transitional), Priest	Midwest
WORK ENVIRONMENT	MINISTRY SETTING
In Person	Rural

POSITION PROFILE

PAROCHIAL REPORT DATA

AVG. SUNDAY ATT.	ANNUAL BUDGET
20	18267

FINANCIAL OVERVIEW

FINANCIAL OVERVIEW NARRATIVE

St. Mark’s has a positive budget for 2026 (\$65,000 Income and \$31,000 in expenses). The congregation has \$238,000 in its savings accounts. Additionally, St. Mark’s has a restricted endowment. While we do not have control of the principle amount of these funds, we are able to award college scholarships based on a sustainable annual draw. St. Mark’s owns our building and has no debt.

FINANCIAL RESOURCE TYPE PDF

STIPEND, HOUSING, AND BENEFITS

COMPENSATION/SALARY DETAIL

RANGE \$25,001 - \$50,000

DETAILS

Compensation Range \$40,000-45,000 based on experience, plus CPG retirement and 50% of health insurance premium (if required).

HOUSING/RECTORY TYPE

TYPE OF HOUSING PROVIDED Cash Stipend

DETAILS

There is no rectory. Housing allowance will be designated by the Rector in accordance with IRS guidelines from the compensation offered.

SECA REIMBURSEMENT DETAIL

REIMBURSEMENT OFFERED n/a

DETAILS

An additional SECA reimbursement is not able to be offered.

MEDICAL & PENSION BENEFITS DETAIL

PENSION PLAN

In compliance with CPF requirements

HEALTHCARE OPTIONS

Negotiable

DETAILS

The church makes available Medical Trust plans through the Diocese.

VACATION, CONTINUING EDUCATION, AND OTHER BENEFITS

POSITION PROFILE

VACATION & LEAVE DETAILS

Five weeks of PTO (including 2 Sundays)

CONTINUING EDUCATION DETAILS

Two weeks

SABBATICAL PROVISION DETAILS

Negotiable

TRAVEL/AUTO ACCOUNT DETAILS

Reimbursements per IRS guidelines

EQUIPMENT/PHONE DETAILS

Negotiable

OTHER BENEFITS OR COMMENTS

Negotiable

DIOCESAN COMPENSATION INFORMATION (IF APPLICABLE)

FORMAT WebPage https://drive.google.com/file/d/116_kmHJUbosPP6Vukunl1U8e28PqpQPU/view

MINISTRY CONTEXT AND DESIRED SKILLS

WHAT ARE YOUR COMMUNITY'S HOPES FOR THIS POSITION?

St. Mark hopes to retain a minister who is familiar with an older, established, and vibrant congregation. We need an empathetic listener and communicator with the intellectual ability to understand and appreciate diverse perspectives. We strive to engage a leader who displays the skills and willingness to guide us in our spiritual growth while maintaining integrity with the Diocese. The successful applicant for St. Mark's will approach the pastoral mission with respect for the history of the parish, healthy respect for all members of the congregation, and a solid commitment to following through with patience and understanding.

LEADERSHIP SKILLS

Collaborative Leadership, Conflict Management, Congregational Development, Finance & Accounting, Strategic Planning

MINISTRY SKILLS

Church Growth, Community Building, Digital Ministry, Ecumenical Cooperation, Grief & Loss, Outreach, Pastoral Care, Prayer & Spirituality, Preaching

LANGUAGES SPOKEN

English

LANGUAGES WRITTEN

English

LANGUAGES REQUIRED TO LEAD WORSHIP

English

POSITION PROFILE

1. What is your organization's mission and focus?

Describe your core mission and ministry priorities. What values guide your work, and what is your community or organization striving to embody in this season of ministry?

Working through God's love to end spiritual and physical hunger.

2. How would you describe your ministry context?

Share about the setting and community you serve. What are the unique characteristics of your context - such as urban, rural, or suburban dynamics; multi-faith or multicultural environments; community partnerships; or social and cultural factors that shape your ministry?

We are an older congregation in a small working-class town. We collaborate with UCS (United Christian Services), a coalition of area churches doing various outreach projects.

3. How would you describe your congregational/diocesan leadership culture?

Reflect on how your community approaches leadership - what styles and qualities you value in clergy, how leadership is shared between clergy and laity, and how you navigate change and challenges.

We have supply priests and Worship Leaders, vestry decisions are not made alone, and everyone volunteers for at least one program.

4. How would you describe your congregational/diocesan liturgical styles and practice?

Share how worship is shaped in your community - what influences your liturgical life, how you balance tradition and innovation, and how liturgy reflects your theology and context.

Our liturgies are primarily Rite II, Book of Common Prayer, and our music is a blend between traditional and Cursillo type with piano accompaniment.

5. How does your congregation/diocese approach cultural identity and inclusion?

Reflect on how your community engages diverse cultural identities, fosters belonging, and responds to the needs of a diverse or evolving population.

We live in a non-diverse community, but we are a welcoming church. We keep up to date with dismantling racism trainings and required trainings offered by the Diocese.

6. Other Information

Use this space to share any additional details about the role or organization that would help candidates discern their fit - such as organizational culture, special projects, or unique opportunities and challenges.

We recognize that we are an important part of the Diocese of the Great Lakes

POSITION PROFILE

MINISTRY MEDIA AND LINKS

NARRATIVES

3. What is a ministry risk your congregation/diocese has taken, and what came of it?

Reflect on a time your community stepped out of its comfort zone to meet a new need or respond creatively to a challenge.

The parish had to relinquish our former building in 2010. After renting for a year, we found a building that was right-sized for our congregation. We raised the necessary funds to purchase the building without needing to take out a mortgage. This move is a sign of our internal resilience and recognition that we are more than our building. The people are the heart of what it means to be church. We seek to be practical and good stewards of all of our resources.

5. How does your congregation/diocese sustain its spiritual, emotional, and physical well-being?

Ministry is deeply meaningful and often demanding. Share how your community nurtures its collective health and sense of call.

We have a retired priest in the congregation who serves as our supply priest for two Sundays a month. There are also many licensed worship leaders that celebrate Liturgy of the Word when we do not have a priest. The attendance does not change whether we are having the Eucharist or not. Spiritually, we have a prayer vine ministry, where members are contacted when extra prayers are needed for parishioners and others. Fellowship is an important part of our communal life together. We hold a number of fellowship events, such as Hungry Lions Dinner Group, picnics, pot lucks, and coffee hour.

6. In what ways is your congregation/diocese engaged in the wider Church or local community?

Whether through diocesan leadership, ecumenical partnerships, civic involvement, or community organizing, describe how your congregation serves beyond its own walls.

We are active in many outreach programs in the community: United Christian Services (The Porch food pantry, Lydia's Closet, Christmas-in-July), Pine Ridge Indian Reservation (monetary donation), active ECW ministry (rummage sale, Spring dinner, making donation), Wings of God (Transition ministry for re-entry of women from incarceration), Adopt a Family (Christmas gifts), Diaper Drives, Eleanor's Pantry (local community food pantry named for a parishioner), and other opportunities that arise. 4-H and other youth organization are welcomed to use our building for meetings as needed.

POSITION PROFILE

10. How has your congregation/diocese experienced and addressed conflict?

Conflict is part of communal life. Tell us about a time your congregation faced it and how you responded - what did you learn?

During our last rector's tenure (2023-2024), we experienced great divisiveness between the rector and congregation and between members of the congregation. It was an extremely painful time, with members departing of their own choosing, and in some cases excommunicated by the rector. We sought help from diocesan staff during the time of conflict. Eventually this helped us onto a path of healing. Following the rector's departure, the Vestry and congregational leaders participated in a reconciliation process facilitated by diocesan staff. Over the last two years, most of the members who left, have returned. While many positive steps have taken place, there is still some unresolved hurt and caution within parts of the congregation. There is hope and a willingness to continue doing the work necessary to bring further healing and reconciliation.

15. How does your congregation/diocese use technology in ministry?

Describe the ways your community uses digital tools for worship, communication, formation, or outreach - and what you've learned along the way.

We have used technology in the past to livestream our services. The people responsible for this ministry have both died, and we are looking to identify new people who can restart this ministry.

16. In what ways has your congregation/diocese grown in cultural competency?

Share how your community navigates cultural differences, listens to diverse voices, and leads with humility and awareness.

We participate in training for Protecting God's People, Dismantling Racism, and Worship Leaders. We are able to offer training for Eucharist Ministers and Visitors. We try to keep up with the changes in the Diocese.