



GRACE-TRINITY UNITED CHURCH OF CHRIST

5200 Oxford Avenue, Philadelphia, PA 19124

SHORT PROFILE – Associate Pastor Search

LISTING INFORMATION

Church name: Grace-Trinity United Church of Christ

Street address: 5200 Oxford Ave, Philadelphia PA 19124

Supplemental web links: <https://gracetrinity.org/>

Additional ecumenical affiliations:

Church of South India

Conference: Pennsylvania Southeast Conference

Association: Philadelphia

UCC Conference or Association Staff Contact Person:

Rev. Kevin J. McLemore

Associate Conference Minister for Search & Call

cell: 773-717-0029

mclemore@psec.org

Summary Ministry Description:

We are looking for an Associate Pastor, who in few years will become the Senior Pastor, ordained and theologically trained in reputed institution, who possesses a minimum of Bachelor degree in secular education and has obtained Bachelor of Divinity (BD) or Master Divinity (M.Div.) from a Seminary or University; who has at least 3-5 years of experience leading a local congregation; who has the ability to lead the congregation spiritually and balance the outreach ministries with dynamic leadership. We are expecting in the person, a deep commitment to Christ and His Church, an eloquent public speaking ability, a lover of the people with dynamic social skills, who has passion for children and youth, who has passion to teach Bible, a prayerful person, servant leader, and an entrepreneur who will take the church and its ministries to the next level.

Grace-Trinity United Church of Christ is an evangelical, ecumenical, Christian Church which acknowledges Jesus Christ as the Savior of the world. It is affiliated with United Church of Christ in the United States. It is pluralistic and accommodates the various traditions of Christian

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worship. Grace-Trinity Church believes in the Trinity, Father, Son and the Holy Spirit, and Jesus Christ as the head of the church. It acknowledges people of all races and cultures who profess faith in Jesus Christ as sisters and brothers. Grace-Trinity affirms the word of God (as found in the 66 canonical books of the Old and New Testament in the Holy Bible) as the supreme authority in all matters of faith and conduct. We believe in the empowering presence of the Holy Spirit in every believer in Christ.

Grace-Trinity UCC was started in 1996 as an immigrant Asian Indian congregation. Over time, its ecumenical outlook accommodated all people without discrimination of race, gender or ethnicity. From the inception of the church, it was always an outward looking church, and as result it has reached out to the community around the Church to meet the socio-economic and educational needs of the neighborhood. An equal emphasis was always directed from the beginning both towards the Spiritual growth of the local church and serving the local community around the church simultaneously. Computer Training Center, Grace-Trinity Academy: Pre-School and After School Program, and Harcum College at Grace-Trinity Campus are some examples of our outreach ministries. Sunday school, youth ministry, cell-group Bible studies, music ministries, Women and Men's Fellowship are some of the ministries that help the congregation to grow spiritually.

Photographs:



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What we value about living in our area:

Philadelphia, PA is the fifth most populated city in the USA. Its proximity to both New York City and Washington DC, makes it one of premiere cities in Northeast America. With an excellent education, low cost of living and healthcare system, the city is perfect for all demographics. The Church itself is located in a revitalized area of the city that has seen a recent resurgence. The significant economic developments in the area have the Church in prime position for growth.

Current size of membership:

Total Number of Families	91
Total Number of Adults	201
Total Number of Children	68

Languages used in ministry (other than English):

None

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Position Title:

Associate Pastor

Position Duration (*choose one, delete the other options listed*):

Settled – an elected pastor intended for long-term ministry without an agreed-upon end date

Compensation Level:

Full Time

Does the total support package meet conference compensation guidelines?

Yes

SCOPE OF WORK

General Job Description

The Associate Pastor will have dual responsibilities of working with Grace Trinity UCC as well as its main onsite ministry of Grace-Trinity Academy (GTA) with approximately 80% effort being devoted to the former and 20% to the latter.

The Associate Pastor of Grace Trinity UCC is called to lead a vibrant, diverse, multigenerational congregation. The Associate Pastor must have strong leadership skills and excellent work ethic to help organize and mobilize resources to serve the community and congregation. A strong Christian character and the desire to proclaim the Word of God with conviction and confidence is essential. The Associate Pastor will ideally move the congregation toward taking consistent spiritual steps forward and foster relationships by being in the community and developing one-on-one rapport with the members. The Associate Pastor must also have a passion for the youth and have a proven track record of working with youth and children. The children and youth of the church need strong spiritual guidance in navigating increasingly difficult challenges as they grow into adulthood in this generation.

This is also important as our main onsite ministry is GTA. This ministry helps provide early childhood education to underprivileged children and helps set them on the path to achieve higher education. The Associate pastor should have a passion for evangelism and outreach to bring the families from GTA to Christ. This onsite ministry also contributes to the fiscal solvency of the Church by supporting the church building (e.g utility bills, telephone, building repairs & maintenance, and ground maintenance) as well as provides salary support for the pastoral

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leadership. In appropriate consideration of this main church ministry and fiscal branch, the Associate Pastor is required to provide leadership and support for this ministry.

Detailed Job Description

The following defines the specific functions performed by the Associate Pastor for Grace Trinity UCC (approximately 80% effort)

- Support the Senior Pastor in the overall vision casting and leadership of the Church's teaching · Work with the Senior Pastor to ensure weekend services are planned and executed · When requested, provide feedback to Senior Pastor or other speakers on their manuscripts in advance of Sunday
- Communication skills to effectively preach several times a year and be prepared to be the emergency backup speaker in case of last minute need. Always have an "emergency sermon" ready.
- Oversee Sunday morning volunteer groups such as welcome center, coffee, communion, and special event tables.
- Able to recruit, teach, train, spiritually support and effectively supervise volunteers for Sunday School and Youth programs.
- Provide guidance and oversight to Sunday school teachers and assist with curriculum/study selection
- Serve as the "face" of the staff on Sundays by being available in the lobby and entry areas to greet attendees and be available for questions or prayer
- Serve as the primary contact for visitors. Keeps track of attendance and coordinates follow up contact with new guest, and members who have not attended church for a couple of weeks.
- Know the congregation by showing intense interest in them. This will include getting to know personal and family stories of the active members of the church
- Responsible for tracking the spiritual growth and progress of all members
- Responsible for new member orientation class
- Visit members in the hospital, care facilities, and home. Pastoral visit to homes is a priority in Grace-Trinity.
- Conduct baptisms, confirmations, weddings and funerals

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- Provide pastoral care to children, youth, and families; provide confidential pastoral counseling in emergencies and short-term basis
- Intentional about building relationships with the congregation. Tends to the spiritual needs of the congregation as one who will give an account to God
- Creates a community environment for the congregation to fulfill the “one-another” commands
- A spiritual leader to the staff that encourages, challenges and holds them accountable to their walk with God both at an individual and group level.
- Provides coaching, evaluation, mentoring, and bible teaching.
- Participate and help lead annual events such as Lenten meditations, VBS, Mothers/Father’s Day, Thanksgiving meal, Community Christmas, Special Sundays for youth/Sunday school, Carol rounds and Annual retreat
- Participate and help lead weekly Bible study and monthly prayers.

The following defines the specific functions performed by the Associate Pastor for Grace Trinity Academy (approximately 20% effort)

- **Ministry of Presence:** Since the ministry of the Academy is among the little children, a responsible presence of the pastor in his/her office provides overall safety to the ministry of the Academy. The Ministry of Presence can be provided by maintaining regular office hours at Grace Trinity at least 4 weekdays/week.
- **Ministry of the Word and Prayer:**
 1. Once a week Bible Study and Prayer with teachers during lunch break
 2. Once a week share Bible Stories/songs with After-School Children
 3. Help teachers incorporate Christian curriculum in teachings after Funded Program hours.
 4. Help teachers to present the best possible Christian program (skit, memory verses and songs) during Community Christmas, Easter Celebrations, Annual Graduation and VBS.
 5. Help the Director assess the Christian Education needs year-to-year.
- **Ministry of Evangelism:** Since the growth of the Church is our overall goal, the Associate Pastor is expected to develop good rapport with the parents and teachers which should lead them to attend Sunday Worship and become members of the church eventually.
- **Ministry of Supervision:**
 1. Supervise the work of the Directors and Teachers
 2. Supervise the work of the Classroom as and when needed

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3. Supervise overall cleanliness of the building, yard, sanctuary, play-yard, trash removal and garage.
4. Supervise all building equipment and ensure that they are in working condition: Heating, Air Condition, lighting, plumbing, microphone System.
5. Supervise the yard work: garden, leaves, grass cutting and snow removal.
6. Supervise the safety requirements for the children in the Academy: Fire Alarm System; Emergency lighting; Playground safety and plugging the outlets, etc.
7. Supervise building and staffing compliance needs.

COMPENSATION AND SUPPORT

Salary Basis:

Total salary including housing allowance will be based on Pastor's experience level.

\$72, 737 - 94,230 Annually

Benefits:

Benefits include

- Health insurance
- Social Security 7.65%
- Travel allowance
- Pension benefits will start after obtaining full standing in the UCC: 14%

What is the expected living situation for your next minister?

Housing allowance is included in the salary

Comment on the residential/commuting expectations for your next minister.

The Pastor is expected to be physically present within the church premises. Other commuting commitments could include attending social events, home visitations, and sick/hospital visitations. Therefore, it is strongly preferred that the Pastor resides within a reasonable commuting distance from the church.

Describe peer and professional supports available for ministers in your association/conference:

The Pennsylvania Southeast Conference is blessed to be one of the most UCC-dense regions of the country, with many nearby UCC clergy to form relationships with. PSEC offers more than a

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dozen Communities of Practice, including specialty groups for interim clergy, young clergy, and based on interests. Specific support including specialty groups based on interests :

1. Senior Pastor
2. Moderator of the Philadelphia Association
3. Members of the Committee on Ministry of the Philadelphia Association
4. Conference Minister and Associate Conference Minister
5. Senior Clergy and Younger Clergy of the Association

WHO IS GOD CALLING TO MINISTER WITH US?

Describe the ministry goals you envision your next minister co-collaborating with the congregation to achieve.

Build For Christ:

As a Man or Woman of God and Leader of the congregation, the Associate pastor should be a powerful witness. Witnessing Christ in their words and actions. They will be expected to spend “quality time” with each congregational unit (Member/ Family). Ministering to them according to their needs. One of their primary goals will be to “build up” the congregation both corporately through thought-provoking sermons and intimately through relationship building.

Increase our Church Attendance:

As with all churches across America, post-pandemic church attendance is declining. The first step in our disciple-making process is drawing our surrounding community together on Sunday to be part of our crowd. Jesus drew large crowds and then challenged them to commit. The associate pastor will co-collaborate with the congregation to improve weekend worship and increase congregational membership.

Uniter in Chief:

Our diverse congregation has people from various backgrounds united by their love for Christ. The Pastor has to be the chief uniter and the congregation's leader. Smoothing out fault lines and uniting the people by directing them towards the common good and shared vision of the Church.

Groom the Next Generation:

Ours is a vibrant church with a lot of kids and young adults. The Associate pastor has to co-collaborate with the congregation to engage and connect with the next generation. Build meaningful relationships, mentor them, and be an example that they can look up to. He/she has to co-collaborate to keep the church relevant and a vital part of their lives.

Deploy more people in the Ministry and Develop new leaders:

There are various ministerial teams and annual traditions in the church. These ministries include but are not limited to Praise and Worship, Media, and ushering/ greeting. The traditions include post-worship fellowship lunch, an Annual retreat, a Thanksgiving meal to the neighborhood, and Christmas carol rounds. The associate pastor will co-collaborate to deploy congregation members in these ministerial needs and develop leaders.

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CONGREGATIONAL REFLECTIONS

Describe your congregation's life of faith.

Our Congregation at Grace-Trinity admires Christian leaders like St Augustine, Billy Graham, Dr. Sam Kamalesan and others. In our Liturgy, God is described as a Loving Father, Faithful provider, Omnipotent, Omnipresent, Omniscient worthy of all our worship and praise. We believe in the triune God, Creator of the Universe, Jesus our Savior and Redeemer, and the Holy spirit.

Our congregation at Grace-Trinity believes that Bible is the Word of God and was made flesh through Jesus. The Word is the answer to all the problems of mankind. Reading and meditating on the scriptures consistently and praying over life's decisions allow us to frame life in Christ's perspective. As a caring community following the example of the New Testament church in Acts, we strive to participate in missions and outreach regularly. We hope to open homes, open hearts, open hands and open pockets to share Christ's love in our families, church community and neighborhood.

We also feel strongly that investing in children is very important. As our future leaders, we wish to provide them ample opportunities to learn the faith of our fathers through Godly heritage, biblical doctrines and real-world applications.

The Holy Spirit is in the midst of our Congregation. The Holy spirit is the unseen comforter and counselor who unites us in our diversity to worship as one, who creates the sensitive bonding within us. We aim to focus not on our differences but on our commonalities. The Holy Spirit compels us to use our God given talents to nurture the body of Christ, with each unique talent being equally appreciated and important.

At Grace-Trinity, Communion is given every First Sunday of the month and on special occasions like Christmas, New Year, Easter and Confirmation Sunday. Worship is lively and a unique blend of contemporary and traditional structure.

Describe the educational program and/or faith formation vision of your church.

Christian education will be one of the priorities for the Associate Pastor. We have a very talented congregation that is well educated and ready to receive the teachings of Christ. We provide Christian education to every age group. Starting with our children, our Sunday school program provides age-appropriate education for our youth and children. We understand that it is important to minister to these fertile minds and instill in them the principles of Christianity. Our children's activities include regular Sunday School, Christmas pageant and concert, and vacation bible school. We also prioritize continued

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Christian Education with weekly Bible study for adults as well as Women and Men's fellowship.

Can you provide the candidate with a copy of an organization structure, bylaws and/or annual report to further explain the patterns of the church's activity and governance?

Yes

11-YEAR REPORT

See Attached

PARTICIPATION AND STAFFING

List all members or regular participants in your congregation who are ordained, licensed, or commissioned ministers or have lay ministerial standing.

Name	Ministry Setting	Type of Ministry Role	Retired? (Y or N)
Rev. Dr. Chandra S. Soans	Ordained Minister	Senior Pastor/Ex. Dir	N

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List all current staff,. Indicate which staff person serves as head of staff.

- | | |
|-------------------------------|----------------------------------|
| 1. Linda D'Ambrosio | Organist |
| 2. Charles Stevenson | Choir Director |
| 3. Samuel Chilkuri | Director, Praise and Worship |
| 4. Mrs. Karen Marshall | Director, Grace-Trinity Academy |
| 5. Angela Hayes | Teacher |
| 6. Shane Hartie | Teacher |
| 7. Samantha Rios | Teacher |
| 8. Crysta Pedrogo | Teacher |
| 9. Jason Lockhart | Teacher |
| 10. Quadirra Barksdale | Asst. Teacher |
| 11. Symeda Butler | Asst. Teacher |
| 12. Lashea Coleman | Asst. Teacher |
| 13. Sierra Flantroy | Asst. Teacher |
| 14. Bethany Jackson | Asst. Teacher |
| 15. Tania Sumba | Asst. Teacher |
| 16. Sabrina Wells | Asst. Teacher |
| 17. Marisa Allen | After School Teacher |
| 18. Stephanie Becker | After School Teacher |
| 19. Corryn Celestine | Floater |
| 20. Rose Mergile | Cook |
| 21. Oliver Christian | Purchase & Banking Coordinator |
| 22. Dr. Mrinalini Sebastian | Dean, Harcum College |
| 23. Rita Chalek | Secretary/Accountant |
| 24. Rev. Dr. Chandra S. Soans | Senior Pastor/Executive Director |

CHURCH FINANCES

Can you provide the candidate with a copy of your church's most recent annual budget, spending plan, operating statement, or annual treasurer's report complete with information on any reserves or endowments?

Yes

Has the church ever failed to pay its financial obligations to a minister of the church?

No

Does your church have a parsonage?

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No

HISTORICAL INFORMATION

Ministerial History

- | | |
|------------------------------------------------|------------------------|
| 1. Rev. Dr. Chandra S. Soans, Founding Pastor | 1996 – Present |
| 2. Rev. Dr. Kamalesh Stephen, Associate Pastor | 1998 – 2016 (18 Years) |
| 3. Rev. Jonathan Bangera, Associate Pastor | 2017 – 2022 (5 Years) |

Has any past leader left under pressure or by involuntary termination?

No

Has your church been involved in a Situational Support Consultation?

No

Has a past pastor been the subject of a Fitness Review while at your church?

No

REFERENCE

Select people who have agreed to serve as a phone/email reference. Make sure they are not members of your church but are people who know your church well enough to be helpful to candidates seeking more information. Make sure they are aware that candidates may contact them and that these are confidential discussions. Suggestions for non-member references include: a previous member who moved away, the pastor of a neighboring church you share ministries with, an employee at an organization the church frequently partners with.

REFERENCE

Ms. Beth Walker, former Moderator of the Philadelphia Assn (bethwalker@gmail.com
Cell: 267-254-1988)

Rev. Geneva Butz, Rtd. Associate Conference Minister of PSEC
(genevabutz@gmail.com Cell: 610-715-2647)

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UNITED CHURCH OF CHRIST
ELEVEN YEAR CHURCH PROFILE BASED ON DATA REPORTED IN UCC
YEARBOOKS



Church#: 601220

Assoc: 628 Schedule: 0 Grace-Trinity UCC Philadelphia PA 19124

YEAR	MEMBERS	AVG WEEKLY ATTENDANCE	CHR ED/ FAITH FORM	CONFIRMATION	CONFESSION	TRANSFER OR REAFFIRM	DEATHS OR TRANS OUT	OTHER LOSSES	NET MEMBS ADDS-REMOVED
2012	224	95	55	0	6	20	5	0	21
2013	224	95	55	0	0	0	0	0	0
2014	214	90	70	5	14	0	16	13	-10
2015	214	90	66	0	0	0	0	0	0
2016	226	92	75	5	0	7	0	0	12
2017	238	100	95	0	14	0	2	0	12
2018	250	90	115	7	3	6	4	0	12
2019	239	90	234	0	0	5	16	0	-11
2020	242	90	58	0	2	4	3	0	3
2021	247	50	48	6	1	0	2	0	5
2022	247	90	92	0	0	0	0	0	0

YEAR	CURRENT EXPENSES	CAPITAL PAYMENTS	BASIC SUPPORT	TOT OTHER UCC GIVING	TOTAL OCWM	OTHER GIFTS	WIDER MISSION	BASIC SUPP% CURR LOCAL	TOTAL EXPEND	PLEDGES AND OFFERINGS
2012	\$83,137	\$0	\$16,590	\$310	\$16,900	\$0	\$16,900	19.96	\$100,037	\$101,551
2013	\$83,137	\$0	\$6,000	\$1,092	\$7,092	\$0	\$7,092	7.22	\$90,229	\$0
2014	\$120,866	\$55,671	\$6,000	\$19,617	\$25,617	\$0	\$25,617	4.96	\$202,154	\$124,206
2015	\$139,787	\$120,000	\$6,000	\$6,195	\$12,195	\$550	\$12,745	4.29	\$272,532	\$130,916
2016	\$143,569	\$73,156	\$6,000	\$6,560	\$12,560	\$560	\$13,120	4.18	\$229,845	\$129,494
2017	\$210,457	\$66,346	\$7,200	\$8,220	\$15,420	\$12,800	\$28,220	3.42	\$238,677	\$124,671
2018	\$289,463	\$69,451	\$8,400	\$9,475	\$17,875	\$1,500	\$19,375	2.90	\$308,838	\$181,209
2019	\$153,324	\$120,013	\$9,000	\$5,860	\$14,860	\$12,000	\$26,860	5.87	\$180,184	\$141,946
2020	\$315,490	\$217,570	\$9,600	\$3,313	\$12,913	\$11,050	\$23,963	3.04	\$339,453	\$144,407
2021	\$161,419	\$885,859	\$10,800	\$46,270	\$57,070	\$0	\$57,070	6.69	\$218,489	\$152,418
2022	\$230,224	\$120,000	\$12,000	\$12,211	\$24,211	\$76,289	\$100,500	5.21	\$330,724	\$156,273

% CHANGE	MEMBERS	AVG WEEKLY ATTENDANCE	CHR ED/ FAITH FORM	TOTAL ADDITIONS	TOTAL REMOVALS	CURR LOCAL EXPENSES	TOTAL OCWM	TOTAL EXPENDITURE
2017-2022	3.78	-10.00	-3.16	-100.00	-100.00	9.39	57.01	38.57
2012-2022	10.27	-5.26	67.27	-100.00	-100.00	176.92	43.26	230.60

Please note: Zero values ("0" or "\$0") may reflect missing information in some years. Christian Education/Faith Formation refers to Church School Enrollment for all figures before 2007.