Form Name:	Position Profile Template
Submission Time:	October 22, 2026 9:08 am
Browser:	Chrome 155.0.0.0 / Windows
IP Address:	149.106.10.8
Unique ID:	1508862237
Location:	

Basic Information

Organization Type	Congregation
Diocese	Albany
Name of Congregation/Organization and Location	Christ Church/Ballston Spa, NY
Type of Work	Full Time
Position Title/Role	Rector/Priest-in-Charge
Role Summary/Description	Growth is central to our vision and identity. Because we desire to deepen our knowledge of Jesus, we are seeking a rector who will challenge and inspire us through strong, Scripture-centered teaching and powerful preaching. We look forward to welcoming a leader who can rightly share the Word of God and guide us into a deeper, everyday faith. We also want to make Jesus known to others - and that means growing our church family AND its impact in our community. In order for our church family to grow, we especially seek to do more to engage young people and young families. In order to positively increase our impact in our community, we need to continue our current outreach programs while finding new ways to love and serve our neighbors, and to bear witness to Jesus' work in our lives and in the world. To do these, we seek a rector who is engaging, charismatic, pastoral, and innovative. And of course we want to grow in our pursuit of being a loving community, welcoming and inclusive, where all people are embraced and supported. To do this, we seek a rector who will honor our traditions while leading us into thoughtful change, enabling us to remain accessible, relevant, faithful, and responsive to God's call.
Current Status	Receiving names
Receiving Names Start Date	Oct 26, 2026
Receiving Names End Date	Jan 01, 2027

Application Instructions	APPLICATION INSTRUCTIONS To apply please email your cover letter, resume, OTM portfolio to the Albany Office of Transition Ministry at otm@albanydiocese.org.
Applicant Narrative Questions:	How do you approach pastoral care in your ministry? How are you preparing yourself for the Church of the future? What does stewardship mean to you, and how do you practice it? How have you experience and addressed conflict in ministry? What has been your experience leading change in the Church? Describe a recent ministry experiment or innovation. What is a ministry risk you've taken, and what came of it? How do you take care of your well-being - spiritually, emotionally, and physically? In what ways are you engaged in your wider Church or local community?

Name	Theresa Polson
Role	Senior Warden
Organization	Christ Church
Phone	(518) 885-1031
Email	otm@albanydiocese.org

Position Details

Order(s) of Ministry	Priest
Geographic Location	Northeast
Work Environment	In Person
Ministry Setting	Suburban
Average Sunday Attendance	150
Annual Budget	$650,000

Financial Overview	Finances are a necessary resource to support our mission; A loving community seeking to know Jesus Christ and to make Him known. These support our day-to-day operational functions, outreach ministries, various missions, pastoral needs and much more. Our financial process includes the creation of a balanced budget each year for our Operating Expenses plus carry-over balances of restricted funds or what we think of as Reserve Accounts. These include donations set aside for specific activities and missions. The Operating Budget for 2026 is $650,000. Our income is from (3) main sources; Tithing, Noah's Attic (our thrift shop) and lease payments from our on-campus daycare tenant, Curious Minds. Expenses are broken down into (3) main categories, aligning to our Vestry committees: Outreach - supports our Community Outreach programs and Diocesan Assessment Pastoral - supports salaries, benefits, music, continuing education, bible studies, etc... Resource - supports our building and grounds and overall property investments (loans)

Stipend/Salary Detail

Range	$50,001 - $75,000
Details	We offer a competitive compensation package for the Rector, including a commensurate salary based on experience and diocesan guidelines. Benefits include health insurance, pension contributions, and continuing education support.
Type of Housing Provided	Cash Stipend
Details	A housing allowance is provided at a level consistent with the fair market value of homes in Ballston Spa, ensuring appropriate housing within the community. Additionally, the parish will cover reasonable moving expenses to support the Rector's transition.
Reimbursement Offered	Half

Details	Priest shall receive SECA reimbursement payments amounting to 1/2 of the SECA quarterly before the 15th of April, June, September, and January.
Pension Plan	In compliance with CPF requirements
Healthcare Options	Full Family
Healthcare Details	Priest will receive full family health insurance.
Vacation & Leave Details	Priest will receive one month's vacation not to exceed 5 Sundays.
Continuing Education Details	Priest will receive up to two weeks of continuing education.
Sabbatical Provision Details	This term is subject to further discussion and mutal agreement.
Travel/Auto Account Details	Priest will receive travel expenses at the IRS Standard Mileage Rate, plus out of pocket costs of parking fees, tolls, bus fares, etc.
Equipment/Phone Details	The cost of a telephone in the Priest-in-Charge's residence. This telephone shall be published to insure the Priest-in-Charge is readily accessibility in case of emergencies. The Priest-in-Charge shall pay personal long distance charges.
Other Benefits or Comments	Priest will receive a professional development allowance of up to $1,250 per year.

Ministry Context and Desired Skills

What are your community's hopes for this position, and what qualities in applicants will help you live into them? Share your vision for the next chapter of your ministry and describe the gifts, skills, and leadership style that would best support your organization in reaching its goals.

Growth is central to our vision and identity. Because we desire to deepen our knowledge of Jesus, we are seeking a rector who will challenge and inspire us through strong, Scripture-centered teaching and powerful preaching. We look forward to welcoming a leader who can rightly share the Word of God and guide us into a deeper, everyday faith.

We also want to make Jesus known to others - and that means growing our church family AND its impact in our community. In order for our church family to grow, we especially seek to do more to engage young people and young families. In order to positively increase our impact in our community, we need to continue our current outreach programs while finding new ways to love and serve our neighbors, and to bear witness to Jesus' work in our lives and in the world. To do these, we seek a rector who is engaging, charismatic, pastoral, and innovative.

And of course we want to grow in our pursuit of being a loving community, welcoming and inclusive, where all people are embraced and supported. To do this, we seek a rector who will honor our traditions while leading us into thoughtful change, enabling us to remain accessible, relevant, faithful, and responsive to God's call.

As we look toward our future, we honestly recognize a couple key areas where we expect our next rector will help us turn our challenges into opportunities for renewal and growth.

First, while we are anchored by a wonderful and dedicated senior population, our challenge and greatest opportunity is to reach and engage young people and young families in the daily life of the parish. Ballston Spa has a strong school district and we have a good relationship with some of the educators. As well, we host and support a local Boy Scout troop and there are many other youth groups in our community. The parish is well poised to reach young people; we yearn for some creative support in bringing them to a greater communion with Christ and his Church.

Second, while our budget is balanced, it relies on the generosity and shared vision of our congregation. In order to remain fiscally stable, we seek a rector who can continue to inspire faithful stewardship in our congregation, manage tight resources, and help us boldly pursue our ministries to our church and our community.

Third, our members hail from both the village and many surrounding communities, some traveling 20-30 miles to attend services. These families, many multigenerational, continue to come to Christ Church Ballston Spa because of the strength of our

ministry, our worship style, and our caring community. This can be a challenge as some of our members don't 'run into' others in their daily routine; some of our youth don't go to school with the rest, and in general, a longer commute may dissuade multiple trips to our church. For a new rector, this means intentionally fostering connections and creating meaningful opportunities for fellowship and community that make every gathering together count.

Leadership Skills	Change Management Congregational Development Fundraising and/or Capital Campaigns Leadership Development Strategic Planning
Ministry Skills	Church Growth Community Building Diversity, Equity, Inclusion Outreach Pastoral Care Prayer & Spirituality Preaching Stewardship Worship & Liturgy Youth & Young Adult Formation
Languages spoken	English
Languages written	English
Language(s) required to lead worship	English
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?	Our mission is simple. We are "a loving community seeking to know Jesus Christ and make Him known". Christ Church is truly a loving community of faith, rich in the relationships that matter most, a place to belong to God's family. Growing together, we worship, we serve, we laugh, we cry, we learn, and we reach out to our world with the life-transforming truth of the purpose, healing, hope, love, acceptance, forgiveness, encouragement, and joy found in Jesus. We also reach out to you! Our doors are open. Our hearts are open too!! If you have been praying, searching, hoping for a place to belong it's here at Christ Church. We value and accept all people at Christ Church and we're looking to embody growth in this season of our ministry. Through our parish survey we learned that our church is looking to bring new families into our church and revitalize our youth ministries.

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 share your ministry.

Our church is in the heart of Ballston Spa, New York. Ballston Spa is in Saratoga County of upstate New York. Our county is the fastest growing in Upstate NY with a low (3%) unemployment rate and strong economy driven by technology, healthcare, service, tourism, and agriculture. It is predominantly white with a growing latino population. Saratoga County is known for strong school systems and is considered one of the safest and healthiest counties in the State. We are 30 miles north of Albany, 180 miles north of NYC, 200 miles west of Boston, 150 miles south of the Canadian border, and at the foothills of the Adirondack Mountains.

We are also an integral part of Ballston Spa, serving our community (and beyond) with our:
Food Pantry that is open 6 days each week; supporting approximately 150 households each month and our thrift shop called "Noah's Attic". Noah's Attic is open 5 days each week and accepts donations and provides clothing and household wares for little or no cost to our community members in need.

We participate in BACA (Ballston Area Clergy Association) which serve as a hub for ecumenical connection. Through BACA we join forces with neighboring churches to fund and manage critical emergency aid for local individuals and families in crisis. As a group we host interdenominational Lenten lunches that bring together speakers and congregants from across our community.

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.

Our diocesan leadership culture is one of enablement, with an emphasis on supporting individual congregations in their unique growth, ministries, and missions. The diocese seeks to equip and encourage churches to discern their own needs and pursue opportunities that best serve their communities.

Historically, our congregation has been led primarily by our priest, who has provided spiritual direction, pastoral care, and leadership for the parish. Lay leaders and deacons have also contributed by leading specific events, Bible studies, and other ministries.

As we look to the future, we hope to build on this strong foundation by calling a priest who combines compassionate pastoral leadership with a collaborative and empowering approach to ministry. We value a leader who honors our traditions while encouraging new ideas, recognizes the gifts and abilities of our congregation, and helps others grow in their faith and leadership. We hope to foster a culture in which clergy, deacons, and lay leaders share responsibility for the life and mission of the church.

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 Liturgical Style largely utilizes the Rite II service from the BCP with a blend of traditional hymns from the 1982 Hymnal, songs and hymns for worship from the Celebration hymnal, and modern worship songs, chosen thoughtfully and carefully to reflect and support the church season and the readings for the day. We work to make sure that our mission statement is reflected throughout the service that we are a Loving Community Seeking to Know Jesus Christ and to Make Him Known. We use Rite I during the season of Lent.

On Sunday mornings we have 2 liturgies at 8:00am and 10:00am Both of these services use Rite II (except during the season of Lent where we switch to Rite I) and are very similar to each other in most ways except the music. Our 8:00am service has a processional and recessional hymn and all other music is generally instrumental (piano or pipe organ), spoken responses, and once a month our 8:00am volunteer choir sings (September-May). The 10:00am service has the same processional and recessional hymns and in addition, we have a multi-generational worship team that helps to lead sung responses, a mix of modern and traditional music for communion and a volunteer choir that sings once a month. The 10:00am service is also livestreamed and recorded on YouTube and accessible through our church website. As an accessibility aide we have a screen for the congregants to view lyrics and responses and two screens available for those serving on the altar. We also have aides available for people who have difficulty hearing.

We have a weekly Wednesday morning (more intimate) communion service at 9:15am. This service does not have any music and has been held in both the sanctuary and the chapel through the years.

We are a church who enjoys robust fellowship with one another! Following each Sunday morning liturgy we have an inviting coffee hour provided by two hard working coffee hour teams. The coffee hour following the 8:00am service is often fruit and muffins or pastries, while the coffee hour following the 10:00am service is more like a small potluck luncheon each week. Once or twice each year we rent a pavilion at one of the local state parks and have an outdoor service followed by a cookout/picnic.

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.

Our congregation strives to be a welcoming and inclusive presence in the Ballston Spa community, offering a place where all people can experience belonging, worship, and grow in faith. While our community has historically been predominantly white, we recognize that Ballston Spa is evolving, with a growing Latino population and increasing opportunities to connect with neighbors from diverse cultural backgrounds.

We aspire to be a congregation that welcomes all people, honors their unique experiences and identities, and reflects Christ's love through our words and actions. As our community continues to change, we hope to grow in our understanding of the needs and perspectives of our neighbors and to find meaningful ways to build relationships, foster belonging, and extend our ministries beyond our existing congregation. We recognize that creating a truly inclusive church is an ongoing journey, and we seek clergy leadership that will help us listen, learn, and grow as we strive to make all feel welcome in our church community.

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.	As we look toward our future, we honestly recognize a couple key areas where we expect our next rector will help us turn our challenges into opportunities for renewal and growth. First, while we are anchored by a wonderful and dedicated senior population, our challenge and greatest opportunity is to reach and engage young people and young families in the daily life of the parish. Ballston Spa has a strong school district and we have a good relationship with some of the educators. As well, we host and support a local Boy Scout troop and there are many other youth groups in our community. The parish is well poised to reach young people; we yearn for some creative support in bringing them to a greater communion with Christ and his Church. Second, while our budget is balanced, it relies on the generosity and shared vision of our congregation. In order to remain fiscally stable, we seek a rector who can continue to inspire faithful stewardship in our congregation, manage tight resources, and help us boldly pursue our ministries to our church and our community. Third, our members hail from both the village and many surrounding communities, some traveling 20-30 miles to attend services. These families, many multigenerational, continue to come to Christ Church Ballston Spa because of the strength of our ministry, our worship style, and our caring community. This can be a challenge as some of our members don't 'run into' others in their daily routine; some of our youth don't go to school with the rest, and in general, a longer commute may dissuade multiple trips to our church property. For a new rector, this means intentionally fostering connections and creating meaningful opportunities for fellowship and community that make every gathering together count.

Ministry Media and Links

Description & URL	Online presence: Website:christepiscopalballstonspa.com Facebook: @cecbspa Instagram: @ChristChurchBSpa YouTube: @christepiscopalchurchballs5945

Optional Narratives (select at least 5 - 2500 character limit each)

Describe a recent ministry experiment or innovation in your congregation/diocese. What did you try, why did you try it, and what did you learn – whether it "worked" or not?

One significant ministry experiment in our congregation was the establishment of KidsFirst daycare. We undertook this initiative with the hope of serving local families, building relationships with young parents, and creating opportunities to introduce children and their families to Jesus and the life of our church. Our intention was to meet a practical need in the community while extending our ministry beyond the walls of the church.

Although KidsFirst ultimately closed, it provided a valuable service to the community during its operation. However, it did not result in lasting connections between the families it served and our congregation. We also learned that operating a daycare involved significant regulatory requirements and administrative responsibilities that were beyond our experience and capacity. While our intentions were good, we recognized that we were better suited to supporting this type of service than managing its business operations ourselves. Running a daycare requires specialized expertise, sustainable resources, and a long-term commitment.

Today, we lease our building to a daycare facility (Curious Minds), allowing experienced professionals to provide this important service to the community. We hope this arrangement will create opportunities to build relationships with young families and establish the connections we originally envisioned through KidsFirst. While we recognize that these relationships will not develop automatically or quickly, we see this as another opportunity to serve our neighbors and explore ways to welcome new families into the life of our church.

This experience taught us that innovation sometimes means rethinking our approach rather than abandoning our original vision. We learned the importance of recognizing our strengths and limitations, partnering with those who have the expertise we lack, and being intentional about turning community connections into meaningful relationships. Our desire to reach young families and share Christ's love remains, even as the way we pursue that goal has evolved.

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.	Our congregation nurtures its spiritual and emotional well-being through a variety of opportunities for worship, learning, fellowship, and mutual support. We are blessed with longstanding relationships among our parishioners, and many congregants have built strong bonds over the years. These relationships provide a foundation of care, encouragement, and support during both joyful and challenging times. Bible studies offer opportunities for members to deepen their understanding of Scripture, grow in their faith, and learn alongside one another. Deacon Lynn also leads workshops that provide additional opportunities for spiritual reflection, learning, and personal growth. Together with our regular worship services and other parish offerings, these activities help us remain grounded in our faith and connected to one another. Our diocese also provides a rich diversity of programming, retreats, seminars, and classes that many of our congregates take part in virtually and in-person.
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.	Our congregation is committed to serving the wider Ballston Spa community and sharing Christ's love beyond the walls of our church. We seek to build relationships with our neighbors through a variety of outreach ministries and community partnerships that meet practical needs, support families, and create opportunities for connection. Our involvement includes supporting Noah's, participating in local food pantry efforts, and participating in BACA (the Ballston Area Clergy Association) in support of those in the community in crisis. Vacation Bible School (VBS) provides an opportunity to welcome children and families into our church community, offering faith formation, fellowship, and fun during the summer. Through Curious Minds, we also support opportunities for learning and engagement within the broader community.

How does your congregation/diocese approach pastoral care? Reflect on how your community walks with one another and with neighbors through life’s joys and challenges – what guides your approach?

Pastoral care is an essential part of our congregation's life, rooted in our commitment to walk alongside one another through all of life's joys and challenges. Our priest has historically been integral to the life of the parish, providing spiritual guidance, personal support, and a steady pastoral presence for our congregation.

We are also blessed with active deacons and a dedicated Eucharistic visitation team who extend our care beyond Sunday worship. Through hospital visits, home visits, and the delivery of the Eucharist to those who are unable to attend services, our clergy and lay leaders help ensure that members remain connected to the worship and fellowship of our church, even during times of illness, transition, or isolation.

Our approach to pastoral care is grounded in the belief that we are called to care for one another as members of the Body of Christ. We value personal relationships, compassion, and a willingness to be present with people through both difficult and joyful seasons of life. As we look to the future, we hope to call a priest who will continue this tradition of strong pastoral leadership while also encouraging our deacons and lay members to share in the ministry of caring for our congregation and the wider community.

How is your congregation/diocese preparing for the Church of the future? Ministry is always evolving. Share how your congregation is growing, adapting, or learning to meet the changing needs of the Church and the world.

Our congregation recognizes that the Church must continue to adapt and find new ways to share the Gospel and serve an ever-changing world. The COVID-19 pandemic challenged us to rethink how we gather and worship, leading us to expand our use of technology through online services and YouTube. These tools have allowed us to remain connected during difficult times and continue reaching people who may not otherwise be able to attend in person.

We also look beyond our immediate community through our monthly mission collection efforts, which help extend our outreach beyond Ballston Spa and, in some cases, internationally. Our congregation has participated in mission trips and supported international ministries, broadening our understanding of the global Church and our responsibility to serve others. The diocesan Mission Committee also plays an important role in supporting and encouraging mission work throughout the wider Church.

As we prepare for the future, we hope to build on these experiences by remaining open to new ideas, embracing opportunities to connect with people in different ways, and continuing to serve both our local neighbors and the wider world. We recognize that the Church of the future will require flexibility, creativity, and a willingness to learn. We seek clergy leadership that will help us honor our traditions while discerning new ways to share Christ's love, engage future generations, and strengthen our mission in an evolving world.

What does stewardship mean to your congregation/diocese, and how do you practice it? Describe how your community approaches generosity, resource management, and financial discipleship.

We are fortunate to have generous donors who are deeply committed to the life and mission of Christ Church. Their generosity helps sustain our worship, outreach efforts, and the ongoing care of our church and its building.

We recognize, however, that stewardship is an area of opportunity for our congregation. While we have a strong foundation of generosity, we would benefit from developing a more intentional approach to financial discipleship and expanding the ways people can participate in giving. Diversifying our giving methods and helping parishioners connect their generosity more directly to our mission are areas where we hope to grow.

As we look to the future, we would welcome clergy leadership with experience in stewardship development who can help us build on our existing strengths. We hope to cultivate a culture in which generosity is understood not simply as meeting the church's financial needs, but as an expression of faith and a shared commitment to God's work. With thoughtful guidance, we believe we can strengthen our stewardship practices, engage a broader range of parishioners, and ensure that our resources continue to support the vitality and mission of Christ Church for generations to come.

How does your congregation/diocese incorporate accessibility and inclusion in your shared life? Share how your community strives to create welcoming, inclusive spaces for people of all abilities, backgrounds, and experiences.

Our congregation strives to be a welcoming community where people of all abilities, backgrounds, and life experiences can participate in the life of the Church. We value the presence and contributions of every member and seek to reflect Christ's love through hospitality, compassion, and a genuine desire to make everyone feel that they belong.

Our church building is accessible to individuals using wheelchairs and walkers to enter and participate in worship. However, we recognize that accessibility is an ongoing process, and there are areas where we need to improve. For example, our altar area is not currently accessible to individuals with mobility challenges, which can make receiving Communion at the altar difficult or impossible. We also recognize that we could do more to ensure that people of all abilities feel comfortable, included, and accommodated during church events and other aspects of our shared life.

As we look to the future, we hope to build on our welcoming spirit by becoming more intentional about identifying and addressing barriers to participation. We would welcome clergy leadership that helps us listen to the needs of our congregation, explore practical accommodations, and find creative ways to ensure that everyone can participate fully in worship, fellowship, and ministry. Our goal is not simply to welcome people into our building, but to help every person feel valued, included, and truly at home in our church community.

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.

Our congregation uses a variety of technologies to support worship, communication, formation, and outreach. We livestream our worship services on YouTube, maintain an online presence through Facebook and Instagram, and provide an online calendar of events to help parishioners and visitors stay connected. We also publish a newsletter every other month in print to keep our congregation informed. During worship, we use screen support and sound amplification to help ensure that those who are hard of hearing can participate more fully in our services.

One of the most valuable lessons we have learned is that technology allows our ministry to reach far beyond our church building and the Ballston Spa community. Our YouTube services connect us with people who cannot attend in person, including those who live farther away and those congregants who "snowbird" for part of the year. We also know of at least one senior center that streams our Sunday services for its residents, demonstrating how digital ministry can help people remain connected to worship and community when they are unable to join us physically.

These experiences have shown us that technology is more than a communication tool; it is an important way to extend our hospitality and make worship more accessible. As we look to the future, we hope to continue building on these efforts, exploring new ways to connect with people of different ages and abilities, and using digital tools to strengthen relationships within our congregation and beyond.