



Office for  
Transition  
Ministry

# Ministry Portfolio

*Full Portfolio (last updated Sep 7, 2025)*

## St. Andrew's Episcopal Church, Southwest Florida

390 Gilchrist Avenue, P.O. Box 272, Boca Grande, FL 33921, United States

Contact:

Rector / Vicar / Priest-in-Charge | Receiving Names until 11/09/25.

[rnorman@episcopalswfl.org](mailto:rnorman@episcopalswfl.org)

Weekly Average Sunday Attendance (ASA)	Number of Weekend Worship Services	Number of Weekday Worship Services	Number of Other per Month Worship Services
82	2	3	1
Current Annual Compensation	Cash Stipend \$105000	Housing / Rectory Detail	Utilities
SECA reimbursement	Compensation Available for New Position \$105000	Housing Available for 6	Pension Plan <b>We're in compliance with CPF requirements.</b>
Healthcare Options Clergy only	Dental Yes	Housing Equity Allowance in budget Yes	Annual Equity Amount
Vacation Weeks 4	Vacation Weeks Details	Continuing Education Weeks 2 (standard)	Continuing Education Weeks Details
Continuing Education Funding in budget over \$2000/year	Sabbatical Provision Yes	Travel/Auto Account Yes	Other Professional Account Yes

*Stipend/Equity Allow negotiable; Rectory; Comp=cash stipend/util/CPG formula for rectory value*

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Describe a moment in your worshipping community's recent ministry which you recognize as one of success and fulfillment.

St. Andrew's moment was stepping up to thrive in the wake of COVID and multiple hurricanes that impacted our parish and broader community. Our parish rallied and did not miss a beat. Parish leaders called fellow church members and visited homebound parishioners to check on their welfare. In response to COVID, St. Andrew's improvised to continue providing spiritual guidance and leadership to its parish and beyond. We incorporated live streaming services, which have grown immensely popular, to stay in spiritual touch with parish members who cannot attend services due to infirmity or being elsewhere geographically. We also adapted by utilizing our unique, beautiful location in Boca Grande to establish Easter services on our local beach to enable members to worship as a united community in the fresh air. This new Easter tradition remains strong. The parish raised substantial funds for an Episcopal food pantry in a neighboring town that was on the verge of closing under the weight of post-hurricane demand. When faced with successive unpredictable challenges to the wellbeing of our parish and community, St. Andrew's shined in its service to humanity and worship of God.

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How are you preparing yourselves for the Church of the future?

St. Andrew's recently developed a strategic planning process in response to the challenging national environment of declining attendance and finances facing many churches. We describe the process with the acronym SOAR: "S" for spirituality; "O" for outreach; "A" for activities serving our parish and broader community; and "R" for resources. SOAR is intended to provide an annual blueprint to guide St. Andrew's to advance our mission, identify the goals that support the mission, and provide an organizing framework for church activities and programs. SOAR will define how each church activity or program furthers our goals and will identify a staff member or church committee responsible for each item - along with metrics used to measure progress. Consistent communication with our parish about programs, activities and progress will be a key part of this initiative. The 2024 hurricanes delayed full implementation of SOAR. This delay may present an opportunity for our new Rector to seize the mantle of this new strategic planning process to enhance the effectiveness of our church and prepare it to meet the needs of our parish and broader community moving into the future.

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Please provide words describing the gifts and skills essential to the future leaders of your worshipping community.

Preaching; Pastoral Care; Strategic Leadership; Interpersonal Skills

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Describe your liturgical style and practice for all types of worship services provided by your community.

St. Andrew's uses Rite II. Given our location in Southwest Florida and the nature of those persons comprising our parish - many of whom spend summer months in northern locales - we have two schedules for our services depending on the time of year. The cohorts of our attendees also vary in size and make-up. These differences can be organized into roughly three periods. From January through April, we have two services on Sunday, at 8 am and 9:30 am, with heavy attendance during these months. From May through December, as members of our parish come and go from Boca Grande and the surrounding areas, we hold one worship service on Sunday at 9:30 am. The make-up of the attendees during these months is similar to that of those who attend January through April. During the summer months, when our attendees are mostly parish members who live nearby, we hold one service at 9:30am. Regardless of the time of year, St. Andrew's consistently emphasizes the importance of our church's music program. We have an experienced Minister of Music to oversee this critical component. High-quality music plays a large role in our worship services and community.

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How do you practice incorporating others in ministry?

St. Andrew's is a welcoming parish and invites a variety of persons to participate in or be exposed to its ministry. Parishioners are invited to serve every week as lectors, chalice bearers, greeters, ushers and choir members so they play an active engaged role in the ministry. Parish members organize a popular coffee hour after services weekly that serves a critical social function. It is an informal gathering where members grow closer and develop more profound friendships within St. Andrew's. In general, our doors are always open - never locked - and we invite persons who may be interested in St. Andrew's to come in and have a look around. During our services, the Rector will ask if there are any out-of-towners in the audience. This small act of humanity and tradition is an important detail, and the worshipers in attendance enjoy it immensely. St. Andrews has developed a reputation for being warm, friendly and inclusive in the community.

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As a worshipping community, how do you care for your spiritual, emotional and physical well-being?

St. Andrew's cares for the pastoral well-being of its members and priests to supplement its formal services. This reflects a recent survey where our parish members ranked the ability to provide pastoral care as the second most important characteristic of a Rector. Our church hosts year-round Bible studies (in-person and via Zoom). Once a month these gatherings are replaced with group breakfasts during the period January through April. Over the winter, St. Andrew's sponsors "Dinner for Eight" night at the homes of parishioners, where small groups gather for dinner and fellowship. We host potluck dinners in our Chapter House located next to the church. St. Andrew's hosts a Christmas Party that emphasizes music and caroling. Our church will also utilize regular coffee hours for a special recognition of a parishioner or clergy member. St. Andrew's also hosts community-facing programs, such as our recent speaker series "Faith and..." The series was sponsored by our parish and brought experts from around the country to discuss connections between faith and our daily lives from various perspectives.

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How do you engage in pastoral care for those beyond your worshipping community?

St. Andrew's has been a strong and consistent participant in Apostles Build, which supports Habitat for Humanity of Charlotte County, Florida. Boys and Girls Club of Englewood, Florida, a nearby community where some of our parishioners reside, is a beneficiary of our Outreach Program. For example, hurricane damage caused that organization to be without a permanent facility and destroyed their bus. Individually, members of our parish generously donated to purchase a new bus. St. Andrew's supports the Englewood Community Care Clinic. The clinic is run by volunteer doctors, nurses and staff. It serves people who cannot afford insurance and would not have medical care but for the clinic. Our church supports S.O.L.V.E., an organization that provides cost-free housing and support for unwed women at risk during and after pregnancy. The organization also provides counseling for life skills, education and work. Inspired by its mission and the spirit of its talented and inspired parishioners, St. Andrew's consistently provides a variety of support for a diverse range of organizations in both the wider Church and in the community beyond our worshipping fellowship.

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Describe your worshipping community's involvement in either the wider Church or geographical region.

St. Andrew's involvement in the wider Church and region derives from our mission in these areas: "Let us remember in his name the poor and the helpless, hungry and the homeless; the lonely and the unloved; the abused, the exploited, the hated, and the oppressed; the sick and all the mourn; the lonely and the unloved; the aged and the little children." We budget 10% of the revenue from Stewardship Pledges to organizations that fulfill this mission. We organize a Red Bag Ministry. Monthly, November through April, we ask parishioners to fill a red bag with requested items for various organizations. The needs vary, but a few constants are boxes sent to our troops posted overseas, the Senior Friendship center, and food banks. Our parishioners support Dayspring Summer Camp, run by our Episcopal Diocese, by serving on the Bishop's Cabinet, volunteering, and giving donations. In addition, our church provides scholarships for children who would otherwise be unable to attend. St. Andrew's provides Seminary Assistance. Each church in our diocese is required to give 1% of operating revenue to support seminary education. Our church faithfully makes this contribution.

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Tell about a ministry that your worshipping community has initiated in the past five years. Who can be contacted about this?

St. Andrew's mission is "To bring God and people together in love, through Jesus Christ." In keeping with this mission, St. Andrew's was sufficiently vibrant and organized in the wake of severe hurricanes that struck Southwest Florida to turn its ministry outwards as well. We allowed our Baptist Church neighbors to use our church for their services when theirs was rendered unusable by the hurricanes. After the fact, the Baptist minister thanked us and explained that no other church on the island offered to open its doors to their congregation. We also opened our buildings to the primary social organization in our community, Friends of Boca Grande, to host their own speakers' series and art shows for hundreds of people at a time when storms rendered our town's community center uninhabitable. St. Andrew's extends its ministry and hospitality to regularly host Alcoholics Anonymous meetings. St. Andrew's contact is Robin Milona, Parish Administrator, at (941) 964-2257.

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What is your practice of stewardship and how does it shape the life of your worshipping community?

St. Andrew's has been challenged recently by COVID and hurricanes that damaged our buildings. Despite these unusual circumstances, the talent, commitment and generosity of our parishioners has enabled our church to emerge even stronger and in very good financial condition. In 2015, St. Andrew's established the Bishop William Gray Society to encourage prayerful consideration of legacy giving. Two funds were established to receive these gifts: the Legacy Endowment Fund protects the corpus in perpetuity; the Operating Endowment Fund has no spending restrictions. The funds performed well in 2024 and the church's cash position is strong. The funds are designed to ensure a robust future and keep our church and its physical plant in excellent condition. Our parish stewardship focuses on both our church and outreach beyond our worshipping community. Our annual stewardship campaign begins in the fall when many of our parishioners return to the area. This cycle ensures we develop momentum as the holidays approach. The potential for continued growth in stewardship at St. Andrew's remains strong, especially for a Rector who enjoys this aspect of church life.

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What is your worshipping community's experience of conflict? And how have you addressed it?

A recent example of our parish's rare experience of conflict comes from the redesign and upgrading of our Memorial Garden. Our Vestry appointed a sub-committee to drive the process. It worked with a landscape design company to create a beautiful new area. This upgrade, however, required various elements of the existing cemetery to be moved. Members of the parish, including some with ashes of loved ones interred in St. Andrew's Memorial Garden felt they did not have adequate input into the plan and communication from the church was lacking. They were surprised when the design was presented as a "done deal." St. Andrew's Rector and Vestry immediately acknowledged and addressed this issue by meeting individually or in small groups with each parishioner who had expressed concern. Our Rector and Vestry committed the required time to work closely with the parishioners. As a result, St. Andrew's was able to complete the redesign with enthusiastic parish approval. The church was also able to raise over \$250,000 from its members to pay for the new Memorial Garden, which plays a key role in the life of the church.

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What is your experience leading/addressing change in the church? When has it gone well? When has it gone poorly? And what did you learn?

St. Andrew's annual SOAR process, discussed earlier in this Portfolio, will provide our church with an annual blueprint to help guide it into the future. SOAR will serve as an organizing framework for well-managed change should the parish and Rector conclude that a change is necessary to advance our mission. St. Andrew's has potentially removed some of the ad hoc nature of making change that is inherent in reactive, as opposed to proactive, decision making. Prior to SOAR, St. Andrew's had to adapt to the realities of COVID. Our church budgeted to add a new technology to its spiritual mission capabilities. Using YouTube to attend services was a cultural shock to many at St. Andrew's. But the parishioners and clergy grew used to it and came to see the benefits of projecting our services beyond our walls. St. Andrew's continues to use YouTube. In 2024, for example, 153 persons attended services online for Christmas and 106 for Easter. The members of St. Andrew's recognized that the significant cultural change of YouTube was a benefit to the church and integrated it into our routine to enhance our members' spiritual lives.



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### Prior Incumbents

Name	Position Title	Date Begun	Date Ended
The Rev'd Michelle L. Robertshaw	Rector / Vicar / Priest-in-Charge	2012-08	2025-02

Name	Position Title	Date Begun	Date Ended
The Rev'd Read Heydt	Rector / Vicar / Priest-in-Charge	2005-10	2012-07

Name	Position Title	Date Begun	Date Ended
The Rev'd Julian Cave	Rector / Vicar / Priest-in-Charge	2000-01	2004-01

Church School <b>yes</b>	Number of Teachers/Leaders for Children School	Number of Students for Children School
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Number of Teachers/Leaders for Teen/Young Adults School	Number of Students for Teen/Young Adults School	Number of Teachers/Leaders for Adults School	Number of Students for Adults School
		<b>1</b>	<b>45</b>

Day School	Number of Students for Day School	Number of Teachers for Day School	Number of Total Staff for Day School
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Worshipping Community Web site: [www.standrewsbocagrande.org](http://www.standrewsbocagrande.org)

Media Links:

Online References:

[www.youtube.com/@StAndrewsEpiscopalBocaGrande](https://www.youtube.com/@StAndrewsEpiscopalBocaGrande)

Languages Significantly Represented:

**English**

Provide Worship or Classes in:

### References

Bishop:

**The Rt. Rev'd Douglas F. Scharf**

phone: 941.556.0315 email: [dscarf@episcopalswfl.org](mailto:dscarf@episcopalswfl.org)

Diocesan Transition Minister

**The Rev'd Canon Richard H. Norman**

phone: 941.556.0315 email: [rnorman@episcopalswfl.org](mailto:rnorman@episcopalswfl.org)

Current Warden/Board Chair

**Kimberly Whipple, Sr Warden**

phone: 847.217.4421 email: [kimisce2@gmail.com](mailto:kimisce2@gmail.com)

Previous Warden/Board Chair

**David Smith, previous Sr Warden**

phone: 301.928.9303\ email: [dsmith@teag-home.com](mailto:dsmith@teag-home.com)

Search Chair

**James Griesemer, Search Committee Chair**

phone: 303.947.2111 email: [james.griesemer@gmail.com](mailto:james.griesemer@gmail.com)

Parish/Institution

Local Community Leader