



Mission: Creating an Environment that demonstrates “Jesus Christ is King!”

Vision: Evangelizing the lost and sanctifying the saved

JOB CLASSIFICATION DESCRIPTION

POSITION: ASSISTANT RECTOR

REPORTS TO: RECTOR

POSITION SUMMARY:

The Assistant Rector must be a dynamic, approachable Anglican priest with a strong commitment to Christian formation, pastoral care and shared worship leadership. He must play a central role in nurturing the spiritual lives of our congregation of all ages, providing care and guidance and assisting with liturgy. He must be grounded in hope, has a deep and living faith and is eager to work collaboratively in a small, active team.

POSITION QUALIFICATIONS:

- Must be an ordained priest in good standing within the Anglican Church of North America (ACNA).
- Strong understanding of Anglican theology and liturgy, having a master’s degree from an ACNA approved seminary with an Anglican Historical and Liturgical emphasis.
- Proven leadership and interpersonal skills to connect with a diverse congregation.

Key Responsibilities:

- Assist in providing support for the sick, homebound, grieving and those in crisis. Collaborate with the Rector and other church leaders to ensure holistic care for the congregation.
- Develop and facilitate educational opportunities, including Bible studies, adult forums and confirmation classes. Provide mentorship and spiritual guidance to parishioners seeking to deepen their faith. Promoting a culture of lifelong learning and spiritual growth with the congregation.
- Assist in planning liturgical seasons, feasts and special services with a focus on meaningful and inclusive worship.
- Offer pastoral presence during worship, providing guidance and leadership as needed.
- Oversee the Children and Youth Ministry. Work closely with the Student Ministry Director in developing curriculum, planning retreats, and recruiting volunteers.
- Be flexible and open to taking on a variety of roles and responsibilities within the church community as needs arise.

SALARY AND TIME COMMITMENT:

- This is a full-time position, with compensation according to years of experience and degree.

I have read this job description and though not exhaustive, fully understand the requirements as stated therein:

Printed Name of Rector: _____

Signature of Employee

Date

Signature of Rector

Date