

ASSISTANT/ASSOCIATE RECTOR

Reports to: The Reverend Michele Morgan, Rector, St. Mark's Episcopal Church

Position Status: Full-Time

Purpose: The Assistant/Associate Rector is appointed and accountable to the Rector and extends and supports the Rector's ministry in the parish, community, and diocese. Under the Rector's supervision and authority, the Assistant Rector shares in the responsibilities of pastoral care, education, administration of the Sacraments, and administration of the parish. The Assistant Rector works with other paid and volunteer staff, exercising lead responsibility in tasks and areas assigned by the Rector.

Major Duties & Responsibilities:

- Offer leadership in Christian formation, alongside the Director of Youth and Family Ministries and volunteer leaders. This may include implementation of programs to enhance adult education.
- Provide innovative recommendations/solutions for pastoral care challenges related to the pandemic and upon return to regular in-person ministry.
- Support small group ministries, many of which could ultimately be led by lay leaders: formation groups (e.g. Bible studies, book groups, classes), affinity groups (e.g. 20s/30s, senior, new parents), or task-oriented groups (e.g. Lay Eucharistic Ministry).
- Work with other clergy and lay leaders to develop an pastoral care program specifically targeted for elderly parishioners.
- Share presiding/preaching responsibilities at the Thursday noon and Sunday Eucharists.
- Participate in required diocesan ministries and the councils of the church.
- Attend and participate in monthly Vestry meetings.
- Participate in regular weekly staff meetings.
- Lead us into new ministry areas, inspire us to use our imaginations, encourage us to reach out beyond ourselves, and help us to deepen our awareness of God's presence in our lives.
- Maintain a pattern of life that sets a wholesome Christian example.
- Communicate to the parish via printed newsletter, weekly email newsletter, and other channels.
- Directly engage with newcomer incorporation, especially for families with children.
- Perform other related duties as assigned by the Rector.

The signatures below certify that this is an official position established by St. Mark's Episcopal Church. This Position Description is subject to a bi-annual review to assess the major duties and responsibilities to determine if the major duties have expanded in a manner that substantially changes the nature of this position.

Certification:

The Reverend Michele H. Morgan
Rector
St. Mark's Episcopal Church

Date

St. Mark's Episcopal Church Position Description

Alix Pereira
Senior Warden
St. Mark's Episcopal Church

Date