

The Rector Job Description

Overview:

St. Andrew's Episcopal Church is searching for a Rector who embodies our core values of inclusiveness, acceptance, and forgiveness, and who displays a sincere welcoming attitude. We are looking for a person who has experienced a spiritual journey and can lead us on our spiritual journeys to bring us closer to living the gospel of Jesus Christ in our daily lives. We seek a person who is progressive, yet respectful of our history. Our Rector must be able to deal creatively with change and its accompanying discomfort. Above all, we want a Rector who will mentor and love us by listening and responding in a warm, humorous, and openhearted style.

The intent of this document is to make explicit the parish's expectations of the Rector so that trust, effectiveness, and accountability are established in the service of a healthy church that offers a productive and transforming ministry.

Canonical Responsibilities:

The Rector is the Pastor and Chief Executive of the parish. The Rector takes charge of all things affecting the spiritual interests of the parish, subject to the Constitution and Canons of the Episcopal Diocese of Arizona as well as those of the General Convention of the Episcopal Church. The Rector's responsibilities include fundamental leadership within the parish as well as oversight of, and involvement in, all activities related to the worship and the spiritual development of the parish family.

The Rector will honor and maintain the liturgical directives of the 1979 *Book of Common Prayer* (BCP) as now established or hereafter amended by the authority of the General Convention of the Episcopal Church

Specific Accountabilities:

1. LEADERSHIP. With a goal of maintaining the stability of the parish, the Rector will:
 - a. Serve the Vestry as President. With the Vestry, the Rector will set specific short and long term goals that are reviewed, at a minimum, on an annual basis.
 - b. Set written agendas for the Vestry meetings and the annual parish meeting.
 - c. Oversee the grounds and buildings of the parish as well as those who care for and maintain these properties. Also, the rector will maintain the facility in compliance with the laws of the city of Sedona and the State of Arizona.
 - d. Take responsibility for hiring, firing, supervising, supporting, developing, and reviewing the performance of all parish staff on a yearly basis.
 - f. Focus the parish on identifying its primary ministries.
 - g. Encourage an atmosphere of trust and purpose among the parish family as evidenced by their robust attendance at worship and participation in ministries.
 - h. Establish an administrative system to encourage the parishioners to use their gifts and experiences while practicing mutual ministry.

- i. Motivate parish leaders to develop and implement programs that use their skills.
 - j. Display organizational skills and the ability to skillfully delegate.
 - k. Support stewardship of money, time, and resources.
 - l. Maintain the parish register, calendar, and other records as needed.
 - m. Connect the parish with the wider community through social and other commonly used communication means.
2. WORSHIP. With the awareness that worship is the basis of all that we are and all that we do, the Rector will:
- a. Program worship and liturgy under the direction of the *BCP* and in consultation with the Worship Committee in a spirit of mutual ministry.
 - b. Administer the Sacraments according to the *BCP* with assistance from the Deacon and other parish ministers.
 - c. Preach the gospel! Energize hearts and challenge minds! Comfort! Connect!
 - d. Train or supervise the training of all involved in worship activities.
 - e. Direct all related worship programs including music, altar guild, lay persons, etc.
 - f. Support current worship by leading the Worship Committee and by opening the parish to additional opportunities.
 - h. Work with the music director to develop a responsive and dynamic music program across all ages.
 - i. Officiate at weddings, funerals, and other services as well as securing a “supply” substitute, when needed.
3. CHRISTIAN FORMATION. With the goal of preparing parishioners of all ages to grow in our relationship with God, self, others, and all creation, as well as teach the history and values of our Faith, the Rector will:
- a. Develop adult education programs.
 - b. Work with the Youth Minister to expand separate programming for appropriate age groupings.
 - c. Prepare participants for the sacraments.
 - d. Lead a wholesome Christian life, making sure to provide for personal and spiritual renewal by honoring weekly Sabbath time, annual vacation time, and continuing education.
4. PASTORAL CARE. To ensure the well-being of the membership in times of trial and celebration, the Rector will:
- a. Pray for, and with, the members of the parish, honor prayer requests, as well as pray for the community and the world, especially those who cannot pray for themselves.
 - b. Supervise pastoral and spiritual care of parishioners.
 - c. Support and ensure the training of Lay Eucharist Visitors, the Community of Hope, and the Deacon in providing pastoral care to the community.

- d. Encourage the expansion of pastoral care through support, recruitment, and training of lay members for this work.
 - e. Be open to expanding pastoral care.
 - f. Encourage parishioners to understand and complete the document, "Planning for a Graceful Exit".
5. OUTREACH. To engage the membership of St. Andrew's with the needs of the world, the Rector will:
- a. Provide oversight of and support of outreach ministries.
 - b. Focus and prioritize outreach resources.
 - c. Honor other faith traditions by participating in ecumenical ministries.
 - d. Represent the parish to the community and the larger Episcopal Church in community organizations, ministerial associations, regional and diocesan organizations.
 - e. Recognize and encourage parishioners' ministries outside of the parish.
6. MEMBERSHIP DEVELOPMENT. As part of the effort to foster an atmosphere of welcome, invitation, and connection, and using "Best Practices", the Rector will:
- a. Clarify the path to membership in the church for those who display an interest in joining.
 - b. Maintain an atmosphere that says "All are welcome".
 - c. Engage visitors by restoring a Welcoming Committee.
 - d. Develop an effective and sustainable Newcomers program that includes young families and children.
 - e. Participate in coffee hour, social gatherings and parish 'Shindigs' (fundraisers).
7. MUSIC. To encourage a variety of music ministries at St. Andrew's, the Rector will:
- a. Display knowledge of the *Hymnal 1982, Worship and Praise, and Taize*.
 - b. Work with the music director to expand our music program to include traditional, *Taize*, contemporary, and praise music using a variety of supplemental instruments to respond to appropriate requests by our parishioners.
 - c. Explore, with the music director, possibilities to increase the size of the choir and explore having a youth choir.

QUALIFICATIONS:

1. Meets the requirements of the National Convention of the Episcopal Church and the Diocese of Arizona for ordination into priesthood.
2. A minimum of 3 years parish experience desired.
3. Completion of Clinical Pastoral Education is desired.
4. Computer skills, knowledge of social media, and ability to stay connected through electronic devices is desired.