

Position Description for the Assistant Rector

St Gregory's Episcopal Church, Boca Raton, FL

www.stgregorysepiscopal.org

St. Gregory's Mission and Vision: *"Transforming Hearts and Community through Jesus' Love"*

St. Gregory's is a resource-sized congregation located in a lively coastal community in the diverse Diocese of Southeast Florida. We are a joy-filled, dynamic and Christ-centered congregation with ambition for spiritual and congregational growth, mission, and ministry.

Our recently completed strategic planning process established a renewed commitment to spiritual growth, formation and discipleship for all ages. Four guiding principles emerged from this process. We want to:

- Grow spiritually and help members move into a deeper, more faithful relationship with God in Jesus Christ wherever they find themselves in that relationship today.
- Identify and provide the resources to help us grow spiritually as individuals and as a congregation.
- Cultivate a culture of expectation among members that spiritual growth is the norm of our life together—it is part of our spiritual DNA.
- Ensure all we do connects with and flows from our relationship with God in Jesus Christ as enabled by the Holy Spirit.

Position Description Summary

The Assistant Rector is a full-time position that provides spiritual, pastoral and ministry leadership for St. Gregory's under the direction of the Rector. We seek someone who values the trusting relationship between Rector and the Assistant and who enjoys working collaboratively with the Rector and other ministry leaders.

We also seek a person who is loving, energetic, achievement-oriented, and open-minded to be part of our Christ-centered team of clergy, staff and ministry leaders. St. Gregory's is a joyful community and thus we would also appreciate an Assistant with a loving sense of humor and the ability to take the vicissitudes of life in the church in his/her stride.

This position is also intentionally designed to provide intentional mentoring from the rector to prepare assistant for senior leadership in the Church. The position also enables the assistant to exercise administrative and ministry leadership in preparation for senior church leadership.

Passions and Gifts

An ideal candidate will:

- Have a passion for loving and serving God in Jesus Christ and energy for being part of “The Jesus Movement” in the Episcopal/Anglican tradition.
- Maintain a pattern of life and behavior that sets a Christ-like example for all. This will include caring for his/her own spiritual and physical health and growth with regular worship, prayer, study and sabbath time.
- Possess a deep desire to grow the church spiritually, missionally and numerically.
- Demonstrate a joyful sense of God’s abundant love, expressed by open, warm, accessible and proactive engagement with all people, regardless of congregational membership, age, or spiritual background or experience.
- Understand his/her unique gifts for ministry and have a deep desire to support others in discovering and using their particular gifts.
- Possess a heart for pastoral care and recognize the importance of building and maintaining pastoral relationships in ministry in addition to developing and strengthening programs.

Aptitudes and Skills

- Ability to work collaboratively and creatively with the Rector, staff and ministry leaders. Ability to take initiative and instruction with grace and humility.
- Strong preaching and teaching.

- Enthusiasm for and creativity and effectiveness in developing and sustaining spiritual formation and Christian discipleship programs for children, youth, young adults and families.
- Love of worship in ancient and innovative forms coupled with an enthusiasm for developing creative forms of worship and liturgies to reinterpret, renew and reinvigorate traditional worship expressions.
- Strong organizational, administrative, leadership and planning (both big picture and details) skills.
- Conversance with communicating via multiple platforms and social media applications.
- Ability to remain flexible with the ever-changing demands and priorities of life in ministry.
- Energy and resiliency for multiple responsibilities and growth in leadership capability.

Responsibilities and Expectations

The Assistant will have significant responsibility in the following shared ministry areas:

- Celebrate and preach at Sunday and weekday worship as well as special services (baptisms, weddings, funerals, etc).
- Explore and develop innovative worship expressions.
- Participate in pastoral visitation rotation and new member incorporation.
- Collaborate with the Rector and lay leaders in developing and implementing adult discipleship ministries (eg, small group, young adult, campus, etc).
- Participate in senior-level decision making regarding the church's strategy, policy and programs including attendance at Vestry and other meetings as pertinent for the position or as requested by the Rector.

- Participate in diocesan life and ministry.

The Assistant will be primarily responsible and accountable for:

- Serving as clergy liaison and support to the Sunday School, Confirmation Class, Youth Ministry and Parenting Group in collaboration with the leadership teams. Fostering the spiritual growth and development of team members.
- Expanding the existing Parenting Group to provide programming for families with children of varying ages.
- Implementing the *Safeguarding God's Children* and the *Safeguarding God's People* training and ensuring compliance with all Church policies.
- Leading the monthly children and family worship service (Simple Gifts).
- Communicating with the congregation on a regular basis via St. Gregory's various communication platforms.

Performance Support and Review, Compensation, and Benefits

The Rector, Assistant, associate clergy and staff mutually support each other through weekly staff meetings, clergy meetings, and daily interactions. We share each other's burdens and rejoice in each other's blessings. In addition, the Rector and Human Resources Committee will provide consistent guidance, encouragement and support to the Assistant via St. Gregory's review process.

Prior to approval to hire by the Bishop, Rector and St. Gregory's Vestry, the candidate must have a valid driver's license and pass criminal and credit background checks.

- Total clergy compensation, including health, social security and church pension, is based upon diocesan guidelines and previous experience.
- Church-owned housing, which includes two bedrooms, a loft and swimming pool is provided and is within walking distance of St. Gregory's.

Timeline and how to apply for this position

Email your resume Rev. Andrew Sherman, search@st-gregorys.com

- Deadline for application is July 20, 2017.
- Fr. Andrew will begin reviewing applications in late July
- Initial interviews by phone or skype will take place in August.
- We hope to begin in person interviews in September and October.
- We hope to issue a call by November 1.