

Job Title: Assistant to the Rector

Reports to: Fr. Seth Dietrich

Prepared by/Date: Dietrich, Allen, Maier, Riggs, May, 2013

Approved by/Date:

Incumbent: Seth Allen Raymond

Employee Acknowledgement/Date:

Status (FT or PT): Full time

FLSA (Exempt or non): Exempt

Introduction

Christ Church is a vibrant and growing Episcopal Church located 15 minutes from downtown Milwaukee in Whitefish Bay, Wisconsin. Many of the new attendees are families with young children.

Job Summary

The assistant to the rector supports the rector in clerical and administrative responsibilities, as directed by the rector. The rector teaches the parish about the Holy Scriptures, the sacraments, church doctrine, and the order and history of the Episcopal Church and Christian stewardship. The rector prepares people for their baptism and confirmation. As an ordained priest in the church, the assistant to the rector is required to be a pastor to those in need. And as an ordained deacon (before being ordained a priest), the assistant to the rector pays special attention to the poor, the weak, the sick, and the lonely.

Minimum Qualifications

- BA/BS from an accredited school.
- Master in Divinity from an accredited theological school.
- Ordination in the Episcopal Church or ordination in another tradition (with the bishop's consent).

Work Environment and Physical Demands

- Some work must be done on the parish grounds.
- Pastoral care may require regular visits to hospitals, assisted living facilities, homes, and other locations.
- Normal office environment requiring sitting, standing and walking on normal surfaces including stair steps
- Regularly lifts and carries regular office materials with weights up to 25 pounds.
- Worship according to the liturgies of Episcopal church require kneeling, projected voice, singing, and other physical demands. Christ Church has traditionally held outdoor services in the garden during the summer.

Responsibility and Accountability

The assistant to the rector works for and is supervised by the rector. She/he is hired by the rector and vestry.

Essential Functions

Recently Christ Church discerned core values for the parish. Essential functions for the assistant rector are organized according core values for the parish.

We worship together

- Preach approximately once every three weeks and share preaching for special liturgies.
- Assist and celebrate Sunday, Wednesday, and special liturgies.
- Assist rector with liturgy design. Work with music director and other lay leaders (e.g. acolyte leader, Altar Guild)

We joyfully welcome all people

- Actively seek to build relationships and form new relationships across the parish. Pro-actively invite newcomers and long-time members into conversation through coffee/lunch dates, after-church meetings...etc.
- Integrate newcomers by seeking to discern people's gifts and then connecting people into appropriate ministries.

We embody Christ's love by serving others

- Work with the Outreach Committee and their leaders to continue to create opportunities for service and justice, particularly looking for ways to foster participation in Outreach for children and their parents.
- Serve the mission of the Diocese of Milwaukee by participating in clergy days, diocesan retreats, and special projects/commissions. Open to other opportunities to contribute to the vitality of the diocese.
- Engage in focused way in one particular organization other than the parish that is working for the transformation of Milwaukee (Interfaith Conference of Greater Milwaukee, a community organizing group...etc).

We nurture children in the knowledge and love of God

- Provide spiritual leadership for the middle school and high school programs, including the annual mission trip. Research and design a fun, dynamic program with spiritual depth and opportunity for social action, that takes seriously adolescent life in today's context. Help recruit and train lay leaders for those programs.
- Supervise the Children's Formation Leader and her team as they seek to nourish the spiritual lives of children, nursery age to 4th grade. The priest associate is therefore responsible for the overall program design, program implementation and program evaluation.

We address today's concerns in the rich body of Christian tradition

- Assist rector in designing and facilitating opportunities for adult formation.
- Provide teaching in adult forum and other contexts (e.g, Theology on Tap).
- Drop in to various small groups (Men's/Women's Bible Study, Sunday night group, etc.) to simply provide pastoral presence and support.

Other Functions

Besides supporting the vestry's core values, the Assistant Rector will demonstrate excellence in the following areas:

Pastoral Care

- Share with the rector in visiting those who are sick in hospitals and in their homes, as well as those who are not able to leave their homes.
- Share with the rector in preparing couples for marriage.
- Share with the rector in providing pastoral counseling as needed, referring to professional counseling as the need presents itself.
- Coordinate with the lay pastoral care team and lay Eucharistic ministers.

Communications

The assistant rector may need to use 4-8 hours a week to help manage the flow of information out to the parish and the larger community by:

- Compiling and sending the weekly email.
- Occasionally updating the website.
- Managing the bulletin boards in the garden vestibule.
- Some social media work.

Other Duties as Assigned

Other needs may become significant in fulfilling the role of assistant to the rector. It is expected that the assistant will respond to these needs effectively, once they are specified by the rector. The rector and senior warden will work to identify and clarify these needs as they emerge.

Core Competencies

Fosters Healthy Relationships. Works to get to know people and to connect people to each other; stays in relationship with people in the midst of conflict and disagreement; looks for the best in people; also, appropriately vigilant about personal boundaries.

Open to Direction. Open to constructive feedback and mentoring from the rector. And provides feedback as well. Supports the vision of the rector. Communicates openly and in good faith with the rector when there is disagreement.

A Generous Theology. Demonstrates a desire to bring alive the best of our inherited, ancient, wisdom in a post-modern context. Also, demonstrates a willingness to push on the boundaries of the tradition in a way that is pastorally sensitive.

Worship. Cultivates a liturgical presence that is authentic. Demonstrates careful preparation as well as improvisational risk-taking. Conveys passion and a sense of the power of worship to transform lives.

Compassion. Genuinely cares about people; demonstrates a real empathy with the joys and pain of others; demonstrates a willingness to be a companion to someone in the midst of deep

heartbreak and loss. Especially concerned about those who are most vulnerable in the parish and in the world.

Joy and Enthusiasm. Recognizing that many days in ministry are not “happy days,” there is conscious effort to actively look for signs of grace (even in the church!), and to resist taking one’s work and one’s self too seriously. Cultivates intentional practices of prayer, study, play and rest to balance the demands of parish work.

Communication. Preaching that demonstrates preparation and thoughtfulness; that takes risks while keeping in mind the pastoral needs of the congregation and the community. Demonstrates strong communication skills for teaching and writing. Responds in a timely manner to emails and phone calls.

Listening. Engages in thoughtful and attentive listening; listens beneath the surface for real intent that may contradict the spoken message; overcomes personal bias to genuinely hear the ideas and concerns of another; can describe the perspective of another, even when he/she disagrees.

Project-oriented. Demonstrates conviction that ministry is less about putting in a specific allotment of hours, and more about pro-actively planning, facilitating, empowering and executing a variety of projects to completion. Open to immediate human need and the movements of the Holy Spirit, while focused on concrete outcomes. Self-starting. Follows through to completion efficiently.

Leads in Collaboration. Actively seeks to include a variety of ideas and gifts into ministry, while providing a final decision when appropriate. Resists the temptation to be the “lone-ranger.” Always looking for opportunities to build up the leadership abilities of others so that they can use their gifts and so that ministries can be sustained without constant clergy support.

A Welcoming Spirit. Prioritizes the outsider, the seeker, the guest; looks for new ways to bring the good news of God in Jesus Christ to people outside the walls of the church. Equally open, friendly and inclusive to ALL people, whether they are suburban soccer moms or newly homeless men.