

## **St. Mary's Episcopal Church**

**High Point, NC**

[www.stmaryshighpoint.org](http://www.stmaryshighpoint.org)

336.886.4576

### **Staff Clergy Position Announcement**

St. Mary's Episcopal Church is seeking a full-time Assistant to the Rector. The Assistant to the Rector will assist generally in the life of the parish with special focus on the shared oversight of adult Christian formation and pastoral care. Other areas of oversight are possible, depending on the skills and calling of the applicants.

St. Mary's is a program-sized church in the Broad Church liturgical tradition, located in downtown High Point, the furniture capital of the world. Since December of 2012, we have opened two new buildings (a total of 36,000 square feet) that have expanded our facilities for outreach and mission, children's, youth, and family programming, and staff offices. No debt has been incurred by these construction projects.

The parish undertook a year-long visioning process in 2017, from which arose mission and ministry priorities for the near future. Our new vision statement is: "Inspiring in Worship, Loving without Exception, Giving of Ourselves Completely." The new vision included the establishment of an intentional community of young adults modeled on new monasticism, focusing on food insecurity, called "The Friendship Table," which recently hired a new executive director. It also included goals for more professional communications, growth and strengthening of programs for youth and young people, and building an endowment for music to insure the future of the parish's rich music ministry. While these plans were curtailed to some extent by the pandemic, the vestry reiterated its support for them and they are being reinvigorated now under a new Rector, who was called in 2021. The new Rector is also working with newly formed committees to develop Global Mission Partnerships and begin the Alpha Course at St. Mary's.

A position description follows below. Please call or email with any questions. Resumes and OTM profiles will be received until the position is filled. The church is offering compensation for this position, in line with the Diocese of North Carolina: Transitional Deacon: \$60,845, Priest: \$65,454, plus full-family medical/dental insurance, pension and other benefits. Please send resumes and OTM profiles to:

The Rev. Robert P. Travis, Rector  
St. Mary's Episcopal Church  
108 West Farriss Avenue  
High Point, NC 27262  
[frrob@stmaryshighpoint.org](mailto:frrob@stmaryshighpoint.org)

## Position Description

Assistant to the Rector

St. Mary's Episcopal Church, High Point, NC

1 May 2022

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### Purpose and Scope

- Work with the Rector, and under the Rector's supervision, in facilitating the pastoral, liturgical, and spiritual life and growth of the parish

### Major Duties

- Share with the Rector and other ministers in preaching and leading worship in accordance with the evolving parish customary (including singing the Eucharist when presiding at the Sunday 11:00 a.m. liturgy). Currently three services on Sunday and one on Wednesday. Even rotation preaching and celebrating, so preaching 2-3 Sundays per month and every other Wednesday.
- Participate in the planning and teaching of adult Christian formation programs, including weekly Bible or other Christian studies as determined in consultation with the Rector.
- Participate in and preside at weddings and funerals (when requested by individuals or the Rector)
- Share with the Rector and other ministers in hospital, shut-in, and home visitations
- Provide pastoral care and counseling to parishioners as requested
- Supervise Eucharistic Visitors program
- After discernment with the Rector, assume leadership and supervision for two to four particular ministry areas
- Take part in the life of the larger High Point community through involvement with local organizations and ministries

### Other Duties

- Work with other staff members to carry out the administrative duties of the parish in a timely and accurate manner
- Attend and assist in leadership of staff and Vestry meetings, including the annual Vestry retreat and the annual staff planning retreat
- Attend and assist in leadership of annual Parish Retreat
- Assist with parish committee and program recruitment
- Assume diocesan responsibilities as may be assigned or required by the Bishop
- Maintain and encourage a positive attitude and approach to ministry in working with the staff team and parishioners as we seek to engage God's mission
- Carry out any other duties as assigned by the Rector

## Position Requirements

- Education: M.Div. or higher
- Ordained a priest in The Episcopal Church or a candidate for Holy Orders in The Episcopal Church (or other church in full communion with The Episcopal Church)
- Experience: All levels to be considered
- In good standing with diocese of residence and Bishop
- It is expected that this position will be three to four years in duration, though renegotiation may be possible in the future

For more information about St. Mary's, visit:

[www.stmaryshighpoint.org](http://www.stmaryshighpoint.org)

Facebook: StmarysHP