

## ***Rector's Job Description***

### ***St Stephen's Episcopal Church***

#### ***Erwin, NC***

St. Stephen's is seeking a half time (20 hours per week) Rector. We are reaching out in faith for a Rector who will become part of our church family, who will share our vision and bring new families into our church.

St. Stephen's provides a salary package which is based on the Diocesan Guidelines for clergy living in housing owned or rented by themselves. We are seeking a half-time priest. Our salary package will include one-half of the Diocesan salary, life insurance, an 18% pension contribution, a travel and phone allowance, and a professional development stipend.

The work of our Rector is governed by the Constitution and Canons of the Episcopal Church, the Constitution and Canons of the Episcopal Diocese of North Carolina, and the Bylaws of St. Stephen's Episcopal Church. The liturgical statement of his or her duties is found in the service for the Ordination of a Priest (BCP, 531). Our Rector is to lead the congregation so that, through its total life, the parishioners come to know and share Christ; and the parish as an institution participates more fully in community and diocesan life.

The Rector is the principal pastor of this parish, responsible to the Vestry and the Bishop, in accordance with the Canons of the Church. The Rector works with the Vestry, its officers and committees on local policy matters. The Rector functions - in relation to other organizations of the parish - as a "recruiter" of parishioners, a consultant on process and content, and an enabler of each organization in its efforts to define and carry out its tasks.

The Rector represents the parish in the community and in the larger church through attendance at meetings of ministerial associations, participation in community organizations and by serving as a delegate at diocesan conferences. The Rector is chief liturgist of the parish, conducts worship and preaches regularly, and serves as a pastoral counselor in situations of family life - both joyous and grievous. In addition to performing the sacraments, the Rector also educates and advises on occasions such as baptism, confirmation, and marriage. The Rector officiates at funerals of church members and offers personal support to the family. In addition, the Rector may institute and preside over other church services, as needed or desired, which contribute to the life of the parish.

The Rector must exhibit skill as a public speaker, a high degree of social skill and awareness, and the ability to deal creatively with change and conflict both on the human relations level and in the larger societal context. In meeting the challenges of the position, the Rector attempts to increase the depth and breadth of participation of laity in leadership roles, and strives to share with them the administration of the parish. The Rector serves as a communications and interpretation link between the parish and the larger church. The Rector provides pastoral support for those to whom leadership has been delegated. In all parish work the Rector works closely with the Vestry, which has the responsibility for overseeing all aspects of managing the physical and financial resources of the parish and which, as the governing body of the church, is the central point for lay coordination of parish goals, priorities, and programs.

**Accountabilities:**

1. Lead worship, preach the Gospel, and administer the sacraments to all church members (including the sick, shut-ins and infirm), so that the congregation is given the opportunity for spiritual growth and an exciting response to Christ.
2. Provide for pastoral care of the parishioners, so that individual and family joys, anxieties and distress are met with Christian concern.
3. Guide staff, lay leaders and the congregation in establishing goals to which the parish can respond, so that its viability is assured.
4. Motivate lay leaders and staff to develop and implement programs, so that their performance results in the fulfillment of established goals.
5. Challenge the congregation to recognize the needs of others, so that its members respond with their time, treasure and talents within and beyond the parish.
6. Provide a Christian education program through which persons of all ages will learn the content of the Faith and its application to daily living.
7. Participate in community, diocesan and regional activities, so that the mission of the congregation to serve others outside itself is furthered.
8. Intentionally participate in the diocesan community, working in communion with the bishop to build up the mission and ministry of the whole church.
9. Encourage good stewardship on the part of the members of the parish, including the making of wills and the giving of gifts to the church and upholding the tithe as the standard of giving for the church.
10. Maintain a pattern of life that sets a wholesome Christian example.

There may be other duties, not outlined here, that fall to the Rector in the normal course of parish life.