



SAINT ALBAN'S

E P I S C O P A L C H U R C H

Associate Rector (Full-Time)

Revised 23 March 2022

Overview

- The Associate Rector is a full-time clergy position reporting directly to the Rector of St. Alban's Episcopal Church.
- The primary areas of care and responsibility for this position are oversight of all **worship and liturgy**, and direction of our **family ministry**, including preparation for baptism, confirmation, and marriage; and ministry & formation opportunities for various "life stages" such as young adults, singles (both those with have children and those who do not), seniors, and families with young children.
- Additional responsibilities of worship leadership, formation, and pastoral care as assigned by the Rector.

Responsibilities include (but are not limited to):

- Primary clergy liaison (including regular attendance and mentorship) for adult Christian Formation classes, whether offered on Sunday mornings or other times during the week. This includes supervising the Director of Formation and Connection staff position.
- Coordination and attendance of monthly fellowship events and activities for single and married young adults in the parish. The Associate rector has complete discretion in how and to whom these ministry groups and events offered: i.e., young professionals, young mothers, etc.
- Clergy liaison for Youth and Children's Ministry. This includes quarterly attendance of youth & children's formation classes, children's chapel, and other events; teaching annual youth confirmation class; training of acolytes; participation in annual Vacation Bible Camp; and supervising the Director of Ministry to Children and Youth.
- Coordinating with the Director of Formation and Connection to offer annual classes in areas of marriage, parenting, caregiving, and other family topics.
- Primary member of clergy staff who immediately contacts and offers "Baby Blessings" when a parish family welcomes a new child (using *Thanksgiving for the Birth or Adoption of a Child*, BCP 439).
- Ensures the parish has sufficient well-trained lay worship ministers: Acolytes, LEMs, Lectors, LEVs, Ushers, and Altar Guild members.
- Plans annual "Volunteer Appreciation" events for above-mentioned lay volunteers.
- Works with clergy team to welcome and build pastoral relationships with new members of St. Alban's through meals/coffees, home visits, and phone calls/emails after their first visit to St. Alban's.
- Attends all newcomer parties (3-4 per year).
- As with all clergy at St. Alban's, working within the circle of pastoral care offered to parishioners of all ages as requested by the Rector, including, but not limited to regular hospital and home visitation; participation and leadership for baptisms, funerals, and marriage services; serving "on-call" and working with other clergy to offer prayers after all public services of worship.
- Regularly serving as preacher, celebrant, and assistant in our liturgies.
- Regular participation in all staff and vestry meetings.
- Other duties as assigned by the Rector.

Qualifications

- Episcopal priest in good standing with 2-3 years of experience as full-time ordained minister in an Episcopal congregation.
- Minimum education: Master of Divinity
- Reliable, motivated, organized, creative communicator with strong administrative, pastoral, and interpersonal skills.

- Familiarity with (or willingness to learn) these applications and platforms: Microsoft Office, Adobe InDesign, Wordpress, Canva, Dropbox & Google Drive, Slack, MailChimp, and social media and video platforms including YouTube, Twitter, Facebook, and Instagram.

Terms

- Paid Vacation: Thirty days per year, including four Sundays.
- Continuing education: Diocesan policy designates 14 days, including two Sundays (or primary Eucharistic celebrations), each year for continuing education pursuits, with full pay and allowances.
- Medical insurance (including dental and vision for cleric and cleric's family), pension plan, sabbatical offering (2 weeks accrue per year, with 3-month sabbatical after 6 years of service), per Diocese of Texas Policy.
- Maternity/Paternity Leave: Minimum of 6 weeks, and maximum of 12 weeks, per EDOT policy. Clergy must negotiate the length of leave with the Vestry and Rector.
- Hiring for this position is contingent on satisfactory completion of a background check and certification in the Diocese of Texas's Safe Church Program (both Safeguarding God's Children and Safeguarding God's People).

Applicants should send résumé, cover letter, and three references to:

St. Alban's Episcopal Church
Attn: The Rev. Aaron M. G. Zimmerman
2900 W. Waco Drive
Waco, TX 76710

Or: aaron@stalbanwaco.org
Telephone: (254) 752-1773