

POSITION DESCRIPTION
30TH RECTOR
GRACE EPISCOPAL CHURCH
JEFFERSON CITY, MO

November, 2017

Introduction

Grace Episcopal Church is looking for their 30th rector who will empower lay leaders, help grow the church by attracting new members, strengthen the stewardship of our current members, and continue to expand our outreach ministries. The congregation is diverse demographically, socially, and politically. While in most cases this is a source of great strength, diversity occasionally does have its challenges. The church needs a leader who will be able to reconcile these different viewpoints and at the same time ensure that all parties feel included and part of the church community and its decision making. The church is looking for both a mediator and facilitator for the issues and theological discussions that the congregation would like to have in the future, while still serving as a spiritual and moral guide for our church community.

Nature and Scope

The rector will lead Grace Church as priest, a pastoral leader who discerns Christ's presence in the Eucharist and among the people. The rector will conduct worship, preaching regularly, and providing pastoral support during moments of joy and grief, as well as on occasions such as baptisms, marriages, and funerals. The rector functions as Chair of the Vestry and works with its members and ministry groups in a wide variety of parish matters. The rector represents the parish in the community and the larger Church, serving in community organizations and ministerial associations at the regional and diocesan levels.

Responsibilities

Worship

- Be informed at all times by the Holy Scriptures and the *Book of Common Prayer*.
- Deliver thought-provoking sermons and enhance the worship experience by making scriptures relevant in the lives of parishioners.
- Respect the liturgical style that has evolved to fit the congregation of Grace Church and endeavor to continue the affirming practices in place. It is the understanding that the liturgy could change with the seasons and new opportunities for alternate liturgies could be added.

- Involve laity participation in the liturgy.
- Provide vision and oversight for the work of all participants in worship services.

Pastoral Care

- Provide pastoral care for the sick, troubled, and homebound of the parish.
- Guide lay volunteers to assist in pastoral care through such ministries as Eucharistic Visitors, liturgical assistants, and healing prayer.

Christian Formation

- Provide a broad Christian Education program through which persons of all ages can learn the content of the faith and its application to daily living.
- Show a demonstrated commitment to children and to excellent programming for them.

Development and Growth of Grace Church

- Lead the parish in its welcome ministries and efforts to attract, fully engage, and incorporate new members into active participation and leadership in our community.
- Foster greater parish unity and a sense of community.
- Inspire and incorporate youth and young adults into the life of the church.

Administration of the Parish

- Will lead the parish in accordance with the Constitution and Canons of the General Convention and the Diocese of Missouri and the by-laws of Grace Episcopal Church.
- Work with the Vestry and other lay leaders to maintain the regular schedule of worship and preaching, pastoral offices.
- In collaboration with the Senior and Junior Wardens and the Vestry, provide for the responsible and effective stewardship of parish resources.
- Supervise and evaluate all parish employees to ensure capable and efficient functioning of all operations.
- Meet with Senior Warden to plan Vestry meetings.
- Communicate regularly with the members of the parish.

Community Involvement

- Be actively involved in the life and leadership of the Diocese of Missouri.
- Actively engage in community affairs and interfaith ministries to enhance the mission of Grace Church in Jefferson City.
- Work with parishioners to identify new opportunities for outreach ministries.
- Participate in the activities of parish life.