Position Description for Assistant to the Rector

St. Timothy's Episcopal Church, Creve Coeur, Missouri / www.saint-tims.org
Submit application including letter, resume, OTM profile and references to
marvinleefoltz@gmail.com and jchambers@diocesemo.org

Position Background

St. Timothy’s Church has significant resources including a core of strong lay leaders and committed staff members. We are entrusted with a beautiful church, a small endowment, and a new building that includes flexible education, gathering, administrative, and worship space. We have a brand new commercially licensable kitchen. St. Timothy’s has a commitment to Christian education for all ages, and has a growing ministry with children, youth and their parents. We are currently a transitional size parish with an ASA of 218. In the summer of 2015 we will start to offer four distinct worship services each weekend. We seek to grow not only in numbers but spiritually, in the depth of our relationships in Christ, with each other, and in our investment in our local community. The Rector is experienced in mentoring new clergy. The vestry is eager to support mission and discipleship. We hope to hire an Assistant to the Rector who will offer strong leadership in helping us to develop and deepen our ministry. We are eager to hire a transitional deacon or priest who may be new to ordained ministry, yet has experience and passion for leadership and discipleship. We want to share ministry with a priest who values worship, Christian formation, and service for all ages. As we are growing toward becoming a program size parish, we place a high priority on developing and supporting lay leadership in all areas of our ministry. The Rector, as well as other staff members and lay leaders work collaboratively.

Skills, Gifts, and Passions for Ministry

● A priest who understands his or her unique gifts for ministry and desires to support others in discovering and using their gifts for ministry
● A passion for lifelong Christian formation and a capacity to work with strong lay leaders who share that passion
● Desire to include people of all ages in ministry: children, youth, adults, older adults
● Excellent communication skills in preaching, teaching, writing, and using a variety of technology and media
● Care for one’s own spiritual health and growth: Sabbath time, prayer life, worship, study
● Knowledge of and passion for liturgy, including developing new services
● Knowledge of congregational development and growth and ability to apply principles of growth in our parish
● Ability to plan ahead and be flexible at the same time
● Sense of humor
Responsibilities and Expectations

Assistant is primarily responsible and accountable for the following:

- Develop and administer the Christian formation program for all ages, supporting the commission of lay leaders who will plan, oversee and lead the programs
- Developing small group ministry among our members, especially incorporating new members by connecting them to other members and ministries
- Oversee or support other areas of ministry such as outreach or hospitality

Assistant will share responsibility in the following:

- Preaching and presiding at Holy Eucharist and in pastoral care with the Rector
- Prepare for, preach and preside at some weddings and funerals
- Support and contribute to parish communications: bulletin announcements, external publicity, electronic newsletter, Facebook and website
- Plan worship by season in collaboration with Rector and others
- Help facilitate new member incorporation
- Participate in regular supervision with Rector
- Lead/teach confirmation classes for youth and adults
- Participate in weekly staff meetings
- Participate in monthly vestry meetings
- Participate in parish activities/fellowship events

Support, Salary and Benefits

- Stipend provided according to Missouri compensation guidelines
- One month (four Sundays) of vacation, two weeks of continuing education
- One week (one Sunday) of Continuing Education provided in budget
- This is a full time position
- Other standard clergy benefits, including health insurance and retirement plan
- The Parish-Staff Relations Committee will serve as a supportive group within the parish to help with orientation and ongoing support of the Assistant in ministry