



Holy Trinity Episcopal Church Associate Rector for Adult Christian Formation and Parish Life Job Description

Reports to:	The Rector
Status:	Regular, Full-time
FLSA:	Exempt
Salary:	Negotiable
Benefits:	4 weeks' vacation (5 Sundays), annually (pro-rated based on hire date), Pension, Full cost of Health/Life/Dental/Vision insurance for employee, sabbatical provisions

SUMMARY:

The Associate Rector works in close partnership with the Rector to execute the vision and assist in overseeing and facilitating the pastoral, liturgical, and spiritual life of the parish. An Associate Rector is a trusted and dependable collaborator bringing partnership to the work of ministry.

ESSENTIAL FUNCTIONS:

Duties and Responsibilities include, but are not limited to:

- Oversee Adult Christian formation programing, to include, but not limited to weekly Bible studies, Covenant Groups, adult Confirmation classes, parish retreat programming, books groups, anti-racism work, and Sunday formation classes.
- Teach and serve as a leader for Christian formation classes and events.
- Serve as Staff Liaison for the Pilgrimage Planning Committee and serve as spiritual director for pilgrimage opportunities in rotation with the other parish clergy.
- Work with the Christian Formation Committee to design, implement, and evaluate projects and opportunities.
- Work with Director of Children's and Family Ministry and Director of Youth Ministry to create and offer cross-generational formation opportunities.
- Share with the Rector, other clergy and ministers in preaching and leading worship in accordance with the parish customary. This includes singing the Eucharist when presiding at the Sunday 11:15 a.m. liturgy, weddings, and funerals.
- Share with the Associate Rector for Pastoral Care and the Rector in hospital, shut-in, and home visitations and pastoral care.
- Take part in the life of the larger Greensboro community through involvement with local organizations and ministries.

Other Duties

- Reinvigorate and reimagine the Church's system for new member incorporation into the life of the parish.
- Work with lay volunteers to oversee Foyer Groups and other new Parish Life activities

- Plan, attend and assist in leadership of annual Parish Retreat and its adult formation components.
- Attend and assist in leadership of staff and Vestry meetings, including the annual Vestry retreat and the annual staff planning retreat
- Develop a calendar of Parish Life events, work with Communications Director to publicize and provide regular updates to the parish.
- Develop and manage a budget, approved by the Vestry, for the support of adult Christian formation and Parish Life events.
Assume diocesan responsibilities as assigned or required by the Bishop.
- Work collaboratively with other staff members to carry out administrative duties of the parish.
- Pursue continuing education through sources such as conference, retreats, and seminary Courses.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Master's degree of Divinity 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)
- All levels of experience will be considered.
- In good standing with diocese of residence and Bishop
- Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficient knowledge of Microsoft Office Suite; Sign-Up Genius or equivalent app.
- Knowledge of preparing programs and classes for adult learners.
- Knowledge and experience teaching, connecting with others and serving as a small group leader.
- Considerable skill in group dynamics and interpersonal relationships.
- Skilled in finding common ground and seeking cooperation with minimum noise.
- Ability to plan, organize, and implement a wide range of learning programs.
- Ability to communicate effectively in oral, written and electronic forms.
- Ability to effectively delegate responsibilities within support network.
- Ability to encourage a positive environment and approach to ministry in working with staff and parishioners as we seek to engage God's mission.
- Ability to maintain confidentiality and discretion is of paramount importance.
- Ability to demonstrate professional, spiritual, and emotional maturity.
- Ability to make decisions in a timely manner.
- Ability to orchestrate multiple activities at once to accomplish a goal.
- Ability to use resources effectively and efficiently.
- Ability to organize information and files in a logical manner.
- Must have a friendly and polite demeanor, be easy to approach and talk to; must be able to put others at ease, build rapport well; be a good listener.

- Must genuinely care about people; be available and ready to help; demonstrate real empathy with the joys and pains of others.
- Must be widely trusted; seen as a direct, truthful individual; admit mistakes; doesn't misrepresent themselves for personal gain.
- Must be tolerant with people and processes; must listen and check before acting, sensitive to due process and proper pacing; follow established process.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Definition:

Regularly: 66 2/3% of time or more; frequently: 33 1/3 to 66 % of the time;
occasionally: less than 33 1/3% of the time

While performing the duties of this job, the employee is required to:

Regularly:	Frequently:	Occasionally:
Sit	Reach with hands and arms	Balance
Stand	Use hands to handle or feel	Stoop
Walk	Walk uneven terrain	Kneel
Talk	Present relevant data/facts in an articulate manner	Crouch
Hear	Participate in verbal discussions	
Climb stairs	Climb multiple flights of stairs	
Lifting:	Able to lift 30 pounds without assistance.	
Vision:	Close vision	Distance vision
		Ability to adjust focus

Hazards Exposure: the employee is occasionally exposed to:

The potential of	Working Conditions including:	Noise Levels:
	Outside Weather Conditions	Usually below OSHA limits
	Moving mechanical parts	