



## **Holy Trinity Episcopal Church**

### **Associate Rector for Pastoral Care**

### **Job Description**

<b>Reports to:</b>	The Rector
<b>Status:</b>	Regular, Full-time
<b>FLSA:</b>	Exempt
<b>Salary:</b>	Negotiable
<b>Benefits:</b>	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:**

An 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 cohesiveness to the work of ministry.

The Associate Rector for Pastoral Care will be primarily responsible for the oversight of the pastoral care ministries of Holy Trinity, but will also have duties that include Christian formation, working with other ministry areas, and the Holy Trinity Day School.

#### **ESSENTIAL FUNCTIONS:**

##### **Duties and Responsibilities include, but are not limited to:**

- Leading the pastoral care team comprised of clergy, the lay parish chaplain, the parish nurse, and anyone else deemed essential to pastoral leadership in the congregation. The pastoral care team in its current form oversees the pastoral care calendar, formation, individual care plans, events and budget. In future, some of this work will move to the pastoral care commission.
- The associate will have direct oversight of the Eucharistic Visitors and will be responsible for their training and continued support in their ministries. The associate will also coordinate with the Visitors to provide communion to those who are unable to attend worship services at the church. This will include supporting the Visitors in leading communion from reserve services at various retirement communities where Holy Trinity has numerous members.
- Visit parishioners who are unable to attend church, in their homes, in hospital, retirement communities, etc.
- Work with pastoral care leadership to coordinate gatherings at various retirement communities to stay connected with parishioners.
- Working with pastoral care leaders, ensure that all ministers providing pastoral care are supported and trained for their ministries.

- Will manage Notebird, the pastoral care software that tracks who is receiving pastoral care and how.
- Manage the on-call schedule, ensuring the Google Voice line is set up to forward calls to whomever is on call in a given week.
- Work with the administrative coordinator and communications coordinator to maintain the public prayer list.
- Work with the Intercessory prayer leader to maintain the private prayer list.
- Will serve as chaplain to the Holy Trinity Day school where they will attend board meetings, work with the Director on pastoral care for families and staff, and participate in chapel services leading worship and telling that week's story lesson.
- Work with the parish administrator to maintain the necrology and provide a list of those who have died in the past year for both All Saints Sunday and for the Memorial Service held in December.
- Plan and lead the annual Memorial Service, working with the various pastoral care ministries to invite family members of those who have died.
- Ensure that all serving in pastoral care have passed a background check and participated in safe church training.
- Participate in the life of the parish, Wednesday night suppers and activities as needed.
- The associate will participate with other clergy in leading worship, preaching, teaching and all other assigned duties.

#### **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.
- Ability to recognize that he or she may not always have the answers and can work in sync with lay leaders.
- Must be spiritually grounded through sacraments, scripture, and prayer.
- 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 ⅔% of time or more; frequently: 33 ⅓ to 66 % of the time;  
occasionally: less than 33 ⅓% 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	

