

St. James Episcopal Church

Position Description: Assistant Rector

Full-Time | Focus on Youth & Family Ministry, Newcomer Engagement, and Outreach

Overview

St. James Episcopal Church seeks a full-time **Assistant Rector** to join our clergy and staff team in advancing our mission of worship, formation, fellowship, and service in the way of Jesus Christ. Reporting to the Rector, the Assistant Rector will provide primary leadership for **youth and family ministries** as well as **newcomer engagement, and outreach**, while sharing in the sacramental, pastoral, and teaching ministries of the parish, and has the possibility of leadership in other areas of parish ministry as desired and agreed upon with the Rector.

The **Assistant Rector** will supervise and support **two part-time lay staff members** involved in youth and children ministries, as well as paid nursery staff, and parish volunteers.

This is a full-time, exempt, clergy position according to diocesan guidelines.

Primary Responsibilities

1. Youth & Family Ministry

- Lead, oversee, and continually develop a comprehensive ministry for children (pre-K and elementary), youth (middle and high school) and their families, including annual budgets.
- Provide vision, theological grounding, and pastoral presence for programs that foster spiritual growth, community, and service among young people, as well as preparation for sacramental milestones.
- Collaborate with and supervise part-time youth and children's ministry staff to coordinate curriculum, events, retreats, confirmation preparation, and pilgrimage and mission opportunities as well as support and supervision of youth acolyte training.
- Build relationships with youth and families through regular communication, pastoral care, and participation in parish and community events.
- Equip, train, and support volunteers and mentors engaged in ministries with children and youth, and ensure all volunteers with youth have up to date Safeguarding and Anti-Racism trainings per diocesan requirements.

2. Newcomer Engagement

- In coordination with our Newcomers Committee, create and sustain welcoming pathways that invite newcomers into the life of St. James.

- Oversee newcomer incorporation processes: hospitality on Sundays, follow-up communication, entry events, membership classes, and small-group connections.
- Work closely with volunteers/committees who support hospitality and newcomer ministries.
- Collaborate with the Rector, Vestry, staff, and volunteers to strengthen parish culture of invitation and belonging.

3. Outreach

- In coordination with our Outreach Committee, oversee funding, selection, and distribution of Outreach grants, including managing and tracking annual budgets.
- Work closely with volunteers/committees and support Outreach ministries at St. James, including Reach Out, Support Our Troops, Monthly Collections, The Pantry on Church, and occasional stand alone projects.
- Build partnerships with community organizations and other local congregations for shared ministry instead of duplication.
- Share with rector in management and distribution of Clergy Discretionary funds.

Shared Clergy Responsibilities

- Preach regularly and celebrate the sacraments.
- Share in pastoral care, including pastoral visits, crisis response, funerals, and weddings as coordinated with the Rector.
- Participate in the planning and leadership of Sunday and weekday liturgies.
- Teach adult formation classes, plan quiet days and retreats, and lead small groups as needed.
- Support parish-wide events, stewardship initiatives, and seasonal liturgical offerings.
- Serve as clergy liaison to designated ministry committees or teams.

Supervisory Responsibilities

- Provide direct supervision, leadership, and pastoral support to two part-time lay staff members for youth and children's ministries, as well as two nursery staff members.
- Conduct regular check-ins, set goals, oversee schedules, and participate in performance evaluations.
- Recruit and manage parish volunteers for multiple ministry areas.
- Foster a collaborative, joyful, and mission-centered ministry environment.

Qualifications

- Ordained priest in good standing within the Episcopal Church.
 - Passion for ministry with youth, children, and families, supported by experience in parish or camp ministry settings.
 - Experience cultivating welcoming environments and helping newcomers integrate into parish life.
 - Strong skills in preaching, teaching, pastoral care, and relational ministry.
 - Ability to manage programs, coordinate volunteers, and supervise staff effectively.
 - A collaborative spirit, a healthy spiritual life, creativity, and a sense of humor.
-

Schedule & Compensation

- Full-time, salaried, benefits-eligible clergy position following diocesan compensation guidelines.
-

To Apply

Interested candidates should submit a **cover letter**, **résumé**, and **Vocation Hub** or **OTM profile** to The Rev. Mariclaire Partee Carlsen at rector@stjamesmarietta.com. Applications will be reviewed on a rolling basis until the position is filled.