ASSISTANT RECTOR

Reports to: The Reverend Michele Morgan, Rector, St. Mark's Episcopal Church

Position Status: Full-Time

Purpose: The Assistant Rector is appointed and accountable to the Rector and extends and supports the Rector's ministry in the parish, community, and diocese. Under the Rector's supervision and authority, the Assistant Rector shares in the responsibilities of pastoral care, education, administration of the Sacraments, and administration of the parish. The Assistant Rector works with other paid and volunteer staff, exercising lead responsibility in tasks and areas assigned by the Rector.

Major Duties & Responsibilities:

- Work with the Newcomer ministry, welcoming newcomers, using the Church Management system to track newcomers, and reach out to them in a systematic way.
- Offer leadership to Christian formation alongside the Director of Youth and Family Ministries and volunteer leaders. This may include implementing programs to enhance adult education.
- Support small group ministries, many of which could ultimately be led by lay leaders: formation groups (e.g., Bible studies, book groups, classes), affinity groups (e.g. 20s/30s, senior, new parents), or task-oriented groups (e.g., Lay Eucharistic Ministry).
- Work with other clergy and lay leaders to develop a pastoral care program specifically targeted for elderly parishioners.
- Share presiding/preaching responsibilities at Sunday Eucharists and all the holy days of the church.
- Participate in required diocesan ministries and the councils of the church.
- Attend and participate in monthly Vestry meetings.
- Participate in regular weekly staff meetings.
- Lead us into new ministry areas, inspire us to use our imaginations, encourage us to reach out beyond ourselves, and help us to deepen our awareness of God's presence in our lives.
- Communicate to the parish via by weekly email newsletter and social media and other channels.
- Directly engage with newcomer incorporation, especially for families with children.
- Perform other related duties as assigned by the Rector.

The signatures below certify that this is an official position established by St. Mark's Episcopal Church. This position description is subject to a bi-annual review to assess the major duties and responsibilities and determine if the major duties have expanded in a manner that substantially changes the nature of this position.

Certification:

_____ _____

The Reverend Michele H. Morgan Date
Rector
St. Mark's Episcopal Church

_____ _____

Alix Perera
Senior Warden
St. Mark's Episcopal Church

Date

Received by

_____ _____

The Reverend
Assistant Rector
St. Mark's Episcopal Church

Date