



**Episcopal Church of the Redeemer**  
**6201 Dunrobbin Dr. Bethesda, MD 20816**

## **Rector Job Description**

Redeemer is seeking a full-time Rector with a joyful, compassionate, and empathic spirit who engages us, inspires us, encourages growth, and helps us find a closer and deeper connection to Jesus Christ.

### **Job Summary:**

The Rector is the principal full-time pastor and chief executive of this parish, responsible to the Vestry and the Bishop in accordance with the Canons of the Church. The Rector is responsible for all the ordained responsibilities and privileges of ministry; including preaching, teaching, directing instruction in faith and pastoral care. The rector will administer the sacramental rites of the Episcopal Church, instruct in faith and ministry, lead in Christian stewardship, and set the spiritual and strategic direction of our parish. The Rector will have full oversight of the administrative responsibilities of the church, all staff, and is responsible for the management of the church building and property.

### **Essential Functions:**

#### **I. Liturgical Leadership, Worship, and Preaching**

The Rector will:

- Plan and organize weekly Sunday Eucharists as well as other services.
- Preach at most Sunday services with imaginative vision and theological depth.
- Dedicate adequate time for preparation of sermons.
- Oversee the work of all other participants in worship, including readers, lay Eucharistic ministers, choir, and musicians.
- Spend regular time in prayer, in study of the Bible, in wide reading and reflection on events and trends of significance in the world.

#### **II. Strategic Leadership of Parish**

The Rector will serve as chief steward and administrator of the assets and ministry of the Church of the Redeemer and will manage people and systems with creativity, integrity and skill.

Responsibilities include:

- Work with the Vestry to form a shared vision for the parish.
- Clearly communicate the values and mission of the parish.
- Support of the Vestry in its work of developing the program of the parish.
- Help develop Vestry agendas and chair Vestry meetings.
- Lead staff meetings.
- Oversees communication (print, social media and email) strategy.
- Identify staffing and volunteer needs.
- Hire, supervise, and terminate paid and volunteer staff.
- Serve as primary liaison between staff and the vestry/wardens.
- Working collegially with others, both lay and ordained in accomplishing the goals and aspirations of Redeemer.
- Identify, train, and support lay leadership with assistance from Vestry.
- Engage in transparent, honest, open communication, respecting difference of opinion.
- Guide the parish in change with a growth mindset.
- Exercise care for and use of the property of the parish, especially its buildings.
- Ensuring that the parish maintains proper records.

### **III. Christian Education and Formation**

The Rector will:

- Teach the Gospel of Jesus Christ by word and example.
- Oversee Christian education for both young people and adults.
- Provide opportunities to teach the tenets of Christianity to adult members of Redeemer, including but not limited to Bible Study, Adult Forums, and Diocesan and Episcopal Church programming.
- Council and empower lay leadership in the selection, development and execution of formation for children and youth.
- Establish an active presence with the children and youth of Redeemer.
- Help our children and youth find a deeper connection with Jesus.
- Supervise seminarians, deacon school students, and interns as they progress through their processes to become priests and deacons.
- Oversee preparation for baptism, confirmation, reaffirmation and reception.
- Develop other educational opportunities as appropriate.

- Participate in continuing education programs for their own growth and development as appropriate.

## **IV. Pastoral Care**

The Rector will:

- Oversee the care of individuals and families in joy and sorrow. Call on, visit, and pray with members who are ill, engage lay Eucharistic visitors and congregational care ministers.
- Offer pastoral care in relation to births, marriages, and deaths.
- Make referrals for counseling and other services.
- Offer spiritual counsel and guidance for the members of the parish.
- Equip the laity for extending pastoral care to one another.
- Model good self-care by managing their times of work and rest, giving adequate time and support to family.
- Tend to the quality of their own spiritual life through retreats, days of refreshment, spiritual direction, and other appropriate means.

## **V. Community Building and Connection**

The Rector will:

- Oversee community building to connect us with each other and our surrounding social environment.
- Represent the parish through engagement in neighborhood relations, advocating for the needs of the parish, offering the parish's gifts to the wider community, and representing the parish in advocating for the community's needs.
- Ensure that the parish is open to receiving new people and that there is a process for inviting, welcoming, and connecting newcomers.
- Motivate and encourage the church to serve the larger community.
- Help the parish grow in its ministries of outreach.
- Model the hospitality of Christ by welcoming all sorts and conditions of persons into the church.
- Encourage the development of ministries of hospitality.
- Equip the laity to proclaim by word and example the good news of God in Christ.
- Exemplify concern and care for the needs of the world.
- Assist in the development of ministries of service to the wider community.
- Open the building for use by the larger community.

## **VI. Stewardship**

The Rector will:

- Educate the parish regarding stewardship as a component of spiritual health.
- Guide stewardship efforts that support the parish's budget, vision, and goals.
- Encourage parishioners to support the church with time, talent, and treasure.
- Exercise stewardship of their personal time and energy, including regular days off and vacations.
- Help parish members to use their gifts and mobilize energies in new ways.

### **Qualifications and Requirements: (education and/or experience)**

- BA/BS from an accredited institution.
- Master's in Divinity from an accredited theological school
- A minimum of 3 Years experience as a Rector or Associate Rector of an Episcopal Church

**Physical Demands:** Light/Standard Office Work; Ability to sit and stand for extended periods of time; ability to speak in a public forum.

**Work Environment:** Standard Office Work/Stairs and Elevator; Occasional participation in outdoor activities

### **CORE COMPETENCIES:**

- **Deep Faith in God**
- **Capacity for Leadership, Collegiality and Connection**
- **Skills for Teaching and Learning**
- **Sense of Call to Ordained Ministry**
- **Love of Church**
- **Passion for Mission and Evangelism**
- **Commitment to Life-long Learning**
- **Effective Steward of Resources**
- **Self-Aware**

- **Compassionate**