



Grace Episcopal Church

1607 Grace Church Road Silver Spring, Maryland 20910

Associate Rector

Full-Time Position with a 2-year Contract ~ Compensation includes full employee benefits and pension contribution. Reports to: Parish Rector ~ Directly Supervises: Ministry Volunteers

Who we are:

Grace Episcopal Church in Silver Spring, Maryland feels called to be that “city on a hill” where people of all races and cultures come to build their relationship with God and others. Grace Church is diverse, inclusive, progressive, multi-generational, and bustling with activity. Our staff team is talented, creative, grounded, playful, and we enjoy working together to support ministry at Grace Church. Our ministry centers on offering: a wide range of vibrant worship opportunities, solid program offerings especially focused on Christian formation for all ages, and outreach centered on social and racial justice. We seek to cultivate a new generation of Christians to dismantle the racial hierarchies that pervade our society so that we may become the Beloved Community where toddlers and elders explore their faith together, where youth plan and lead justice ministries, and all formative adults care for the children and youth of the church.

What we are looking for:

We are seeking an Episcopal priest, transitional deacon, or a soon-to-be transitional deacon who is excited to jump into the “deep end” of the parish ministry pool! As a member of Grace Church’s program ministry team, the Associate Rector will work closely with the Rector, the Director of Music Ministries, Head of School, Associate Rector, other parish clergy, and lay leaders in an array of ministries. Together, they will continue the work of building and growing a vibrant and thriving Christian community that offers intergenerational experiences of worship, formation, fellowship, service, and justice work. The Associate Rector will be a highly relational person with initiative and a demonstrated ability to work well with people of all ages in an extremely diverse environment. Recruiting, training, and equipping others for ministry in God’s church and creation should be a source of deep joy for the Associate Rector.

The Associate Rector’s scheduled work week is five days, usually measured as ten units of mornings, afternoons, or evenings in various combinations reflecting the demands of this ministry and shall include Sunday activities. The Associate Rector is expected to preserve at least one continuous twenty-four period each week solely for personal use and to take all their leave annually. The Associate Rector should make family and friends a priority. Ministry is so much more fun when one is rested, relaxed, and well supported!

Essential Ministry Responsibilities:

- Preside, Assist, and Preach: in a variety of styles and settings – Rite I, Rite II, “Engaging Worship”/Family Worship, Feast Days, and midweek services.
- Team Collaboration: participate in staff meetings and work closely with staff to ensure alignment with the church’s vision for effective ministry.
- Community Life: the anchor of the Associate Rector’s portfolio will be fostering and supporting small group ministries, promoting newcomer incorporation, and organizing and nurturing ministries to serve others beyond the Grace Community (Outreach).
- Teach: The Associate will support Formation Ministries. This work may include but is not limited to: Youth Group, Adult Forums, Retreats, Youth Mission Trips, Book Studies, Day School coverage, and other intergenerational shenanigans.
- Creative Intention: find innovative ways to foster multi-generational worship, formation, mission, inter-faith engagement, and service (e.g., ministry mentorship relationships, community social justice projects)
- Consistent Communication: Strong verbal and written communication skills; regular, timely and responsive communication with different affinity groups.
- Share in the life of the parish: work with other clergy staff in pastoral care, home and hospital visitations, baptisms, weddings, funerals, and other rites of the church. Take advantage of opportunities to work with the vestry, support the annual giving campaign, and participate in diocesan vitality initiatives.

Qualifications:

In addition to satisfactory completion of *Safeguarding God’s Children/People* and background screening, qualifications include:

- Christian Maturity – mature practitioner of the Christian faith, sound theological grounding of ministry, emphasizes healthy relationships and communication, and commitment to community service and justice work.
- Strong interpersonal skills – warm, welcoming, supportive, collaborative, and comfortable building positive relationships with parishioners of all ages
- Self-starter and team player – innovative, open, flexible, ready sense of humor
- Demonstrated organization and time management skills
- Strong technology and software competency: Google Workspace, ACS, or comparable CMS
- MDiv degree and on track to be ordained in the Episcopal Church.

Grace Church is an equal opportunity employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or Veteran status.

Your letter of interest, resume, OTM Profile, and references may be sent to the Rev. Sarah Odderstol at pastorsarah@graceepiscopalchurch.org. Thank you!