

## **All Saints' Church Job Description**

Position Title: **Associate Rector**

Date Prepared: November 2024

Position Reports to: Rector

Employment Classification:

☒ Exempt    ☐ Non-Exempt

☒ Full Time    ☐ Part Time    ☒ Benefits Eligible    ☐ Temporary

### **SUMMARY OF POSITION:**

- **Assimilation Ministries**

Serves under the leadership and in partnership with the Rector to lead and develop all areas of church life, and to further the vision and mission of All Saints' Church. This includes the creation, implementation, and oversight of Assimilation Ministries to effectively and holistically integrate individuals and families into church life.

- **Youth Ministries**

Serves under the leadership and in partnership with the Rector to lead the youth of All Saints' Church. This includes integrating the Youth Ministry into the broader life of All Saints' Church, with special attention given to the spiritual formation and pastoral care of the students who participate in the Youth Ministry at All Saints' Church. Additionally, this includes recruiting and developing youth and adult-aged leaders, developing and implementing creative outreach ministries to share the gospel with unchurched youth and equipping youth from within the church to actively live and share their life in Christ in their spheres of influence.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **General Responsibilities**

- Maintains consistent office hours in order to support the Rector and needs of the congregation
- Participates in weekly staff meetings
- Attends weekly and special services and church events as scheduled
- Fully participates in the life of the church.
- Preaches whenever scheduled by the Rector
- Administers the Sacraments on a regular basis and as necessary in accordance with the needs of the people of All Saints' Church

- Assists with pastoral and congregational care in coordination with the Rector as part of the pastoral team
- Assumes other roles and responsibilities as may be assigned by the Rector

### **Assimilation Ministry Responsibilities**

- Develops and oversees the process of recognizing, greeting, and engaging new attenders
- Plans and implements opportunities for new attenders to learn, discern, and engage with the various ministries of All Saints' Church
- Plans and distributes information and content related to the vision and mission of All Saints' Church that seeks to facilitate faith formation and spiritual growth for the people of All Saints' Church
- Coordinates with the Rector and ministry leaders in order to bring continuity within all ministries that is consistent with the vision and mission of All Saints' Church
- Develops strategic pathways to facilitate newcomers, regular attenders, and members to move more fully into ministry and church life in accordance with their gifts and Christian calling
- Plans and schedules newcomer gatherings
- Leads and/or facilitates new member/Confirmation preparation
- Coordinates with each ministry leader to invite and train volunteers to serve within each ministry at All Saints' Church
- Works with the Rector and Communications Director regarding content shared on the website and social media that is consistent with the vision and mission of All Saints' Church

### **Youth Ministry Responsibilities**

- Develops, plans, and leads weekly youth meetings throughout the calendar year
- Develops, plans, and leads weekly Bible studies throughout the calendar year
- Invites and develops adult volunteers to be a part of the leadership team
- Invites and develops students to be a part of the youth leadership team
- Provides pastoral counsel and care, and spiritual guidance at a level appropriate for the individual student
- Develops and leads opportunities for students who desire more than what weekly services and Bible studies provide
- Develops, plans, and leads various retreats throughout the calendar year
- Plans and leads youth mission trips (local or abroad)
- Invites, trains, and assists adult volunteers for Middle and High School Sunday School classes

- Provides opportunities for students to engage the community in a missional context, i.e., service projects, food pantry events, etc.
- Develops and equips students to effectively share their faith
- Develops and implements strategic outreach initiatives to unchurched youth in the community
- Provides opportunities for students to participate in the broader life of the Church through various churchwide ministries and events throughout the calendar year
- Provides students opportunities to engage with other youth groups within the Anglican tradition, i.e., summer camps, service projects, worship services, etc.

#### **QUALIFICATIONS FOR EVERY EMPLOYEE OF ALL SAINTS' CHURCH:**

- Believes that the Holy Scriptures of the Old and New Testament are the Word of God and contain all things necessary for salvation
- Is committed to Jesus Christ and to growing in a mature relationship with Him
- Lives by the All Saints' policy of "Biblical Standards of Sexual Morality" as adopted by the Vestry
- Is committed to regular prayer and will seek intercessors to pray regularly for him or her

#### **COMPETENCIES (knowledge, skills, abilities):**

- Must have thorough knowledge of English usage and ability to communicate effectively both orally and in writing
- Must be a strong team player—leading with concern for the overall ministry of ASC and not just area of expertise
- Must be able to lead and function well in both teams and individually to establish rapport with ministry leaders
- Must have the ability to establish and maintain effective working relationships with supervising personnel, co-workers, and ministry leaders
- Must be able to work well and effectively communicate with students and be a supportive, edifying, and encouraging presence in their lives
- Must be able to facilitate and lead a broad spectrum of approaches to youth ministry in order to meet students where they are and point them to Christ
- Must develop both adult volunteer leadership and student leadership that fosters and shapes the spiritual development of teens

**TECHNICAL SKILLS:**

- Proficient in current software and programs, primarily Microsoft and Google

**EDUCATION AND/OR EXPERIENCE:**

- Must have a bachelor's degree (B.A. or B.S.) and a master's degree in theology or ministry (M.A., M.Div., or equivalent) from accredited institutions of higher learning
- Preferred: prior experience in various areas of ministry, especially working with students
- In ACNA ordination process or already ordained a priest or transitional deacon in the ACNA