



# Episcopal Diocese of West Texas + St. Stephen's Episcopal Church Job Description



## **Texas State University Campus Chaplain + Associate Rector (shared full-time)**

Effective Date: January 2026

This is a full-time position shared in partnership by the Episcopal Diocese of West Texas (DWTX) Department of College + Young Adult Ministries and St. Stephen's Episcopal Church and School in Wimberley, Texas.

**Texas State University (TX State) Campus Chaplain** will be responsible for supporting and implementing the DWTX vision for College + Young Adult Ministry to TX State University in San Marcos, Texas. This position will serve at the request of the Diocesan Bishop and will report to the Director of College + Young Adult Ministries on the bishop's diocesan staff.

### **Job Responsibilities**

- Support and implement the DWTX vision for College + Young Adult Ministries at TX State
- Help maintain updated database of current college-aged students and young adults in the diocese for use in communication and engagement
- Work with the Director of College + Young Adult Ministries, clergy, and lay leadership at the university, in the surrounding communities, and across the diocese to establish support for campus ministry at TX State
- Provide a ministry of presence through consistent programming, formation, fellowship events, and campus visits
- Offer weekly Eucharist to the TX State community
- Assist in the mentoring and formation of student leaders for campus ministry at TX State
- Assist and empower students in developing and maintaining an official TX State "Student Organization" on campus
- Assist in the planning and implementation of at least one retreat-style gathering in DWTX for college students annually
- Set goals with the Director of College + Young Adult Ministries and track the impact of the work
- Share progress and challenges regularly with the Director of College + Young Adult Ministries
- Participate in diocesan ministries where high school seniors, college students, and young adults are present and involved
- Serve on the College Missions Council in an ex-officio role
- Assist in the visioning for permanent physical space/plant on/near TX State campus (i.e. future site for Episcopal Student Center)

**Associate Rector at St. Stephen's Episcopal Church and School, Wimberley, TX** will be responsible for family ministry as it pertains to youth and children's ministries - providing oversight and management of the Youth Minister and Children's Minister as they carry out these ministries. The associate rector will also participate in all clergy duties celebrating the Eucharist, preaching, and providing pastoral care to the greater St. Stephen's community. This position will report to the rector.

### **Job Responsibilities**

- Develop and oversee family ministry as it encompasses Youth and Children's ministries
- Oversee Youth Ministry and Children's Ministry staff
- Oversee church staff members as they provide the religious education for St. Stephen's School
- Assist in providing pastoral care to the greater St. Stephen's community
- Be present for Sunday morning services and weekly staff meetings at St. Stephen's
- Participate in the preaching and celebrating rota for Sunday morning services at St. Stephen's

- Participate in the life of the DWTX through attendance at clergy and diocesan gatherings

### **Required Education & Experience**

- Priest ordained in the Episcopal Church
- Masters of Divinity
- 3+ years of ordained ministry experience preferred but no required

### **Skills Needed**

- Organized
- Excellent time-management
- Self-starter
- Self-sufficient and responsible
- Excellent written and verbal communication
- Good interpersonal skills
- Collaborator
- Creative and willing to think outside the box
- Upbeat, positive energy
- Growth mindset
- Flexibility with healthy and realistic boundaries
- Charisma
- Empathy
- Outgoing and willing to meet new people
- Proficient use of technology - including, but not limited to social media platforms and zoom

### **Work Environment**

- Remote work environment at TX State with office space provided at St. Stephen's
- Weekly in-person staff meetings at St. Stephen's in Wimberley, TX
- Weekly check-ins with Director of College + Young Adult Ministries
- Job collaboration meeting with both Director of College + Young Adult Ministries and rector of St. Stephen's at least once per semester to ensure fair and manageable balance between shared ministry positions/hours are being maintained for all three parties
- Computer and phone use for extended periods
- Sitting for extended periods
- Physical lifting of 30 pounds or less
- Travel and occasional overnight stays

### **Division of Hours**

As a shared, full-time position, it will be vital that open, honest, and transparent communication is maintained. In the early months and years of this position, flexibility, patience, and adaptation will be needed to establish a fair and equitable schedule. This position will be an agreement between three parties (employee, Diocese of West Texas College + Young Adult Ministries, and St. Stephen's Episcopal Church and School) that will require trust and honesty as we prayerfully enter into a ministry partnership that genuinely desires for all three parties to thrive.

### **Full-Time Salary and Holidays**

Annual Salary	(paid twice a month)
Vacation	4 weeks annually (20 days, 4 Sundays)
Continuing Education	2 weeks annually
Pension	18% of salary contribution
Medical, Dental, Vision Insurance	Provided with 10% cost sharing
Sick Leave	10 days annually
Life Insurance	\$25,000

Diocesan/Church Paid Holidays - 12 days planned\*

• New Year's, Martin Luther King Jr. Day, \*\*Good Friday, Fiesta Friday, Memorial Day, Juneteenth National Independence day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, \*\*Christmas Eve, and Christmas Day (*\*May adjust at the Bishop's/Rector's discretion.*)

*\*\*Due to need for applicant to serve at St. Stephen's on Good Friday and Christmas Eve, alternative holiday dates will be agreed upon.*

If interested in applying, please contact The Diocese of West Texas Archdeacon, The Ven. Mike Besson, [mike.besson@dwtx.org](mailto:mike.besson@dwtx.org) office phone 210-824-5387

**Example Schedule:**

			<b>St. Stephen's hrs</b>	<b>DWTX hrs</b>
<b>Sunday</b>	St. Stephen's TX State	Sunday services (7-12) Eucharist/Dinner (5-9)	5	4
<b>Monday</b>	St. Stephen's	Staff meeting/office hours (9-2)	5	
<b>Tuesday</b>				
<b>Wednesday</b>	TX State	Canterbury (5-8)		3
<b>Thursday</b>				
<b>Friday</b>				
<b>Saturday</b>				
<i>Weekly total:</i>			<b>10</b>	<b>7</b>

Have certain set hours that you are always at St. Stephen's and always at TX State. Fill in other hours with meetings, pastoral visits, etc. for St. Stephen's and meetings, pastoral visits, campus visits/coffee, etc. for TX State.