

Episcopal Church of the Advent

Rector Job Description

Overview

The Rector is the principal pastor, spiritual leader, and chief executive of this parish and its day school, responsible to the Vestry (which the Rector leads as chair) and the Bishop, in accordance with the Constitution and Canons of The Episcopal Church. The Rector exercises all the ordained privileges of ministry, including preaching, teaching, pastoral care, and administrative responsibilities. The Rector sets the spiritual tone and strategic direction for the parish and oversees all employment decisions for all church staff. In accordance with the Canons of The Episcopal Church, the Rector has full authority and responsibility for worship; oversight of all property and buildings; directing instruction in faith and ministry; leading Christian stewardship; and preparing people for Baptism, Confirmation, Reception, and Reaffirmation.

Nature and Scope

The Rector exercises all the ordained privileges of ministry, including preaching, teaching, sacramental leadership, pastoral care, and administration. In accordance with ordination vows to preach and teach the Gospel, the Rector holds final responsibility for all Christian Formation. The Rector guides a team of lay staff to achieve the breadth of these responsibilities and trains, supports, and directs the staff team.

The Rector guides the strategic and spiritual direction for the parish and ensures that the program, administrative, and facilities staff function properly. As such, the Rector holds final authority for all employment decisions at the parish.

The Rector supervises the Day School Director, collaborates with the Day School Board, and maintains active relationships with teachers, students, and families to ensure a healthy, mission-aligned relationship between the church and its primary outreach ministry, the Day School.

Finally, the Rector will be accountable and have authority to oversee and direct all the responsibilities the Constitution and Canons of the Episcopal Church assign to the Rector.

Directly reporting to the Rector, and serving at the Rector's pleasure, are paid staff members including an administrator/bookkeeper, a full-time sexton shared with the Day School, a music director, and a Day School Director. Parishioners participate in the administration of the parish through various ministries. The Rector collaborates with the Vestry, its officers, and committees on parish policy matters. In all parish work the Rector works closely with the Vestry, which oversees the management of the physical and financial resources of the parish and provides primary lay coordination of parish goals, priorities, and programs.

The Rector additionally represents the parish in the community and the larger Church, serving in community organizations, ministerial associations, regional bodies, and diocesan organizations. The Rector is chief liturgist of the parish, conducting worship and preaching regularly, and serves as pastoral counselor, principally supporting parishioners in situations of family life changes—both joyous and grievous.

The Rector is called by the Vestry. The Rector and Vestry enter into a covenant agreement outlining compensation and benefits, with the concurrence of the Bishop or Diocesan Standing Committee. The Vestry conducts an annual review of the Rector's ministry; additionally, the Rector and Vestry conduct an annual review of parish ministries to inform and direct their work together.

Minimum Qualifications

- BA/BS from an accredited institution.
- Master's of Divinity from an accredited theological school.
- Ordination in the Episcopal Church (or eligibility for canonical transfer).

Responsibilities

Worship

The Rector will have a primary responsibility for worship according to the Book of Common Prayer. The Rector will:

- Celebrate the Eucharist for 8:30 am and 10:30 am Sunday services and other services as appropriate.
- Offer sermons each week.
- Oversee the work of all other participants in worship, including readers, lay Eucharistic ministers, choir, musicians, and acolytes.

Leadership

Responsible for strategic leadership of the parish, the Rector will:

- Work with the Vestry to form a shared vision for the parish.
- Articulate and communicate the values and mission of the parish.
- Work with the Senior Warden to develop Vestry meeting agendas.
- Chair Vestry meetings.
- Identify staffing and volunteer needs.
- Serve as head of staff.
- Maintain regular office hours.
- Maintain current functional knowledge of church financial resources and processes.

Education

Responsible for overseeing Christian education and formation in the parish, the Rector will:

- Teach the Gospel of Jesus Christ by word and example.
- Oversee Christian education, including education for young people and adults.
- Develop additional formation opportunities as appropriate.

Pastoral Care

The Rector is the chief pastor of the parish. The Rector will:

- Oversee the care of individuals and families in joy and sorrow.
- Offer pastoral care in relation to birth, marriage, and death.
- Make referrals for counseling and other services.
- Offer spiritual counsel and guidance to the members of the parish and Day School.
- Model good self-care by managing work and rest and giving adequate time and support to family.

Equipping Ministries

The Rector will encourage the church to serve the larger community. The Rector will:

- Be present in the life of the day school through regular interaction with staff, parents, and children.
- Support day school staff in maintaining the spiritual health of the school.
- Assist in the development of ministries of service to the wider community.
- Participate in the life and ministry of the Diocese of Florida.

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 day school with time, talent, and treasure.