

## **Position Description**

### **Rector, St. Jude's Episcopal Church, Niceville FL**

#### **Objective**

To organize, lead, and fully participate in the life of St. Jude's so that parishioners share our life in Christ (**reach up** in worship), the parish actively engages in community and diocesan life (**reach out** in service), and parish ministries flourish to meet parishioner's needs (**reach in** to grow in Christ).

#### **Nature and Scope**

The Rector is the Principal Pastor and the Chief Executive of the parish, responsible to the St. Jude's Vestry and the Bishop of The Episcopal Diocese of the Central Gulf Coast, in accordance with the Canons of the Church. Directly reporting to the Rector, and serving at his/her pleasure with Vestry approval, are paid staff members currently including an Office Administrator and Music Director. The Rector organizes and manages a number of parishioners to share in the administration of the parish through their active participation in various internal and external parish activities. The Rector works with the Vestry, its officers and committees, on local policy and administration matters. The Rector functions as a motivator and recruiter of parishioners for parish ministries, consultant and educator on process and content, and enabler of each organization in its efforts to define and carry out its tasks. The Rector, under the direction of the Bishop, serves as the final authority on matters of the spiritual welfare and administration of the sacraments of the parish.

The Rector represents St. Jude's to the surrounding community and the larger Church by engaging with local community, regional, and diocesan organizations as appropriate. The Rector is the chief liturgist of the parish, conducting worship and administering the Eucharist, preaching regularly, and serving directly as pastoral counselor for both joyous and grievous life events, communicating and delegating responsibilities where appropriate. The Rector must have commensurate educational achievement and experience for the position, skill and maturity as both a preacher and manager, and enthusiasm with a high degree of social affability and emotional intelligence.

The Rector connects as a voice of reason and comfort centered on Christ, is able to acknowledge, manage, and resolve conflict when it arises within the parish, and can lead sensible change at St. Jude's where needed. The Rector serves as a communications and interpretation link between the parish and the larger Church and community.

Advantages the Rector faces at St. Jude's are:

- A paid-in-full Church facility with sections recently renovated and space to grow
- A core parish membership motivated and committed to St. Jude's success
- A diversity of views, personalities, and opinions

Challenges the Rector faces at St. Jude's are:

- An aging congregation that requires frequent social, spiritual, and pastoral interaction
- A desire to achieve growth and stability by recruiting young families
- A diversity of views, personalities, and opinions

## **Desires, Expectations, & Accountabilities**

The following is meant to provide insight into what St. Jude's desires from the position of Rector. It is not meant to identify requirements of the Rector as a single individual, but rather the Rector as a manager of the parish to either satisfy, delegate, or grow to accomplish.

1. If able, serve as St. Jude's Rector for a minimum 5 year period.
2. Regularly lead worship, preach the Gospel, and administer the sacraments through two Sunday services (Rite I and Rite II). Lead other Rites and Ceremonies as needed.
3. Deliver relevant, meaningful, and time-conscious sermons.
4. Provide responsive and timely pastoral care of the parishioners personally and/or through the organization and coordination of lay individuals (e.g. Eucharistic Ministers or Stephen Ministries).
5. Appoint and motivate youth leaders and/or youth professional staff and be involved with the St. Jude's Youth Program.
6. Actively participate in St. Jude's activities (as an individual and/or with family).
7. Appoint and motivate lay leaders and staff to develop and implement ministries.
8. Oversee a Christian Education program for both adults and youth; empower lay leaders where necessary.
9. Engage the community and market St. Jude's to recruit families and grow membership.
10. Maintain a pattern of life that sets a wholesome Christian example.
11. Effectively organize and manage the business of the parish; identify gaps, goals, needed investments, and creative solutions to meet financial and congregational needs.
12. Track and report progress. Accomplish annual feedback sessions with the Vestry.
13. Lean into and on the congregation for self and/or family care and support.
14. Identify, plan, and attend education and training opportunities as desired.
15. Understand and leverage the individual talents of parishioners to organize, empower, and delegate tasks when needed to supplement the Rector. You're not alone!

## **The Rector's Role & Responsibilities**

- First and foremost serve as titled Rector, St. Jude's Episcopal Church
- Serve as Chair of the St. Jude's Vestry and preside over Vestry meetings
- Provide pastoral care to the parishioners
- Direct a vibrant worship and nourish spiritual life as St. Jude's spiritual leader
- Manage the use and control of all buildings, grounds, and furnishings
- Educate all ages in the Holy Scriptures and Stewardship
- Arrange for Baptisms, Confirmations, Receptions, and Reaffirmations
- Perform and record Baptisms, Marriages, Confirmations, and Burials