

Position Description

TITLE: Assistant to the Rector

REPORTS TO: Rector

POSITION SUMMARY

The Assistant to the Rector administrates (designs, develops, directs, participates in and evaluates) an education program for youth and children and provides leadership to assist the youth and children of the congregation in building a solid foundation for Christian living, spirituality, ministry and outreach. The Assistant to the Rector supervises nursery care workers and the volunteer staff of teachers and assistants in Sunday morning Christian formation, Vacation Bible School, the Youth Program (Middle and High School), and other youth programming, participating as is appropriate. The Assistant to the Rector assists with liturgical functions and pastoral care, at the direction and pleasure of the Rector.

PRINCIPAL ACCOUNTABILITIES

1. Designs and/or implements Christian education programs which support learning and conform to the teachings of the Episcopal Church, parish needs, and contemporary culture.

- a. Conducts needs assessments in the congregation.
- b. Integrates insights from current Christian education literature into program planning.
- c. Develops goals, objectives and strategies for the implementation of education programs.
- d. Articulates a vision/direction for the congregation's Christian education program for Youth and Children.

2. Develops a coordinated approach toward youth and children's religious education; i.e., faith development through Christian education.

- a. Designs educational programs which meet the needs of the congregation.
- b. Recruits and trains volunteer teachers and assistants.
- c. Maintains professional relationship with Rector, other staff members, and Vestry.

3. Directs the implementation and on-going management of the congregation's Youth and Children's Christian education program.

- a. Identifies and enables leadership within the congregation to take responsibility for program components.
- b. Adjusts program components (space, time, materials, human and physical resources) as needed.
- c. Creates and monitors a budget for the operation of programs.

- d. Obtains resources which complement the religious education efforts in the congregation.
- e. Communicates with participants, parents, and the congregation at large to keep them informed of Christian education efforts.
- f. Supervises, coordinates, and participates in Sunday Morning Children's formation classes and youth ministry gatherings.

4. Evaluates the Christian education programs for youth and children of the congregation in relation to the goals, objectives and strategies.

- a. Conducts program evaluation.
- b. Gathers evaluation information and gives feedback to appropriate groups or persons.
- c. Meets with Rector to elicit further information regarding evaluation and future planning.
- d. Ensures that Diocesan mandated training requirements for safety training (Safeguarding God's Children) for volunteers and staff are met and tracked.

5. Assists with liturgical functions.

- a. Vests and serves at Sunday morning and Wednesday noon services, by mutual agreement with the Rector. After an appropriate period of time, will periodically be expected to be the sole cleric at selected services.
- b. Preaches at Sunday morning and Wednesday noon services, by mutual agreement with the Rector.

6. Assists with pastoral care.

- a. Attends and participates in pastoral care committee meetings, by mutual agreement with the Rector.
- b. Visits parishioners in the hospital or homebound, taking Communion to those desiring it, by mutual agreement with the Rector.

QUALIFICATIONS

1. Ordained clergy within the Episcopal Church.
2. Experience in Christian Education Programs for Youth and/or Children.
3. Education, training and/or experience in program development, education, administration and management, and communications.
4. Excellent communication skills (verbal and written).