

**ST. JOHN'S CHURCH**  
**Stamford, CT**  
**POSITION DESCRIPTION**  
**HALF-TIME ASSISTANT TO THE RECTOR**

**Interested applicants should email resume to The Rev. Dr. James. R. Wheeler, Rector, at [jwheeler@stjohns-stamford.org](mailto:jwheeler@stjohns-stamford.org).**

**PURPOSE:** To assist the Rector or Priest in Charge in all aspects of church leadership as assigned, providing organizational initiative and creative, inspirational support. Reports to the Rector or Priest in Charge.

**SCOPE OF THE POSITION:** This is a part-time (half-time) position. The Assistant is expected to be present at the Sunday liturgy and work two full days (or their equivalent) a week.

**RESPONSIBILITIES:**

**Pastoral Care:** To work with the Rector in the ministry of pastoral care and visitation. This includes:

- Regular visitation of the sick and homebound shared with the Rector or Priest in Charge
- Developing and overseeing a Lay Eucharistic Visitor program to include the sick and homebound in the Eucharistic community.
- Sharing in the visitation of new families.
- Assist the Rector in the care and support of people from the downtown community who come to the parish for assistance.

**Adult Christian Education:** To support parishioners in becoming knowledgeable and loving disciples of Christ.

- Getting input from parishioners and parish leaders on Christian formation opportunities and approaches that will help them grow as disciples.
- Teaching and leading study groups as needed and helpful.
- Assisting Bible study and small groups with study resources and support.

**Worship:** Under the direction of the Rector or Priest in Charge share in the ministry of planning, preaching God's Word and leading worship. This includes:

- Assist as required in worship planning.
- Leading weekday worship as assigned.
- Leading and/or assisting in the leadership of Sunday morning worship.
- Preaching a major service at least monthly.

**Communications Public Relations:** Work with the Communications Coordinator, Rector and Parish Leaders in promoting upcoming events and communicating through social media.

**Public Relations**

- Research and evaluate advertising opportunities
- Assist parish leaders in promoting upcoming events

**Social Media**

- Work with the Communications Coordinator in the design and daily use of Social Media such as Facebook, Instagram and Twitter to communicate with parishioners and beyond the mission, ministry and program of the parish.

**Youth Group:** To support the Director of Children and Youth Ministry and assist her as needed in planning events and programs with Middle and Senior High age youth.

**Providing Continuity in the coming Interim:** Get to know the parishioners and the workings of the parish in order to help assure consistency of ministry and programs under the direction of the Interim Rector or Priest in Charge when Fr. Wheeler retires at the end of 2018.

**ACCOUNTABILITY:** The Assistant to the Rector is accountable for periodically and annually establishing and meeting clear and measurable goals to be achieved in each area of Responsibility. These goals to be accepted by the Rector or Priest in Charge who provides Performance evaluation on regular basis.

August 22, 2017