

Rector's Job Description

Preface: The rector in an Episcopal Church occupies a unique position being, at one and the same time, an employee, the Chair of the Vestry, a colleague in ministry with all the baptized, and the pastor with responsibility for the spiritual well-being of all the members of the parish. The rector also shares responsibility with the bishop for the ministry of the Episcopal Church in the parish. The rector is expected to spend some portion of his or her time participating in the life of the diocese. Finally, the rector is a priest. A priest's primary function is to reveal the presence of God and to remind the community of the priesthood of all believers.

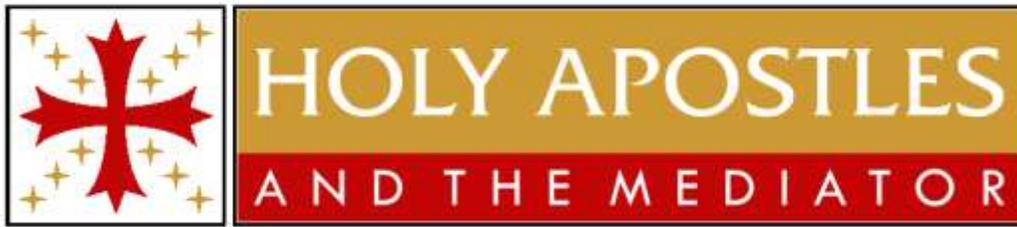
The work of the rector is governed by the Constitution and Canons of the Episcopal Church, the Constitution and Canons of the Episcopal Diocese of Pennsylvania and the laws of the State of Pennsylvania. Only Episcopalian, Lutheran or Presbyterian Ministers can be considered for this opening. Our ideal candidate is a bi-vocational rector who is able to dedicate 24 – 30 hours per week to this position.

The Church of the Holy Apostles and the Mediator or "H.A.M" as it is affectionately known is an Episcopal urban congregation. It is a spiritual home for all people who seek to deepen their relationship with God by living a life of Christian service.

Our congregation is comprised of many different cultural backgrounds including the United States, Africa, the Caribbean and Central America. The educational levels vary and the lay vocations cover a broad spectrum. While most parishioners live in West Philadelphia, we continue to draw from all over the city and the suburbs. More information on HAM can be found at www.hamphilly.org

As Rector of the Holy Apostles and the Mediator Church (HAM), the Rector shall carry out his or her duties as outlined in the following job description. Both the Rector and the Vestry of HAM Episcopal Church have affirmed this job description. It will be the basis for future evaluations of the ministry of rector and parish.

There may be other duties, not outlined here, that fall to the rector in the normal course of parish life.



Responsibilities

The Rector will have primary responsibility for worship according to the Book of Common Prayer. Included in this responsibility is worship for Sundays Wednesdays, and Holy Days, including music. In addition the Rector will:

- Offer sermons each week based ordinarily on the lectionary readings for the day.
- Coordinate and supervise the work of all other participants in worship, including readers, lay eucharistic ministers, choirs, musicians and all others.
- Develop other worship opportunities and services as appropriate.
- Offer baptism, marriage, burial, confirmation as appropriate.
- Spend regular time in prayer and in study of the Bible.

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

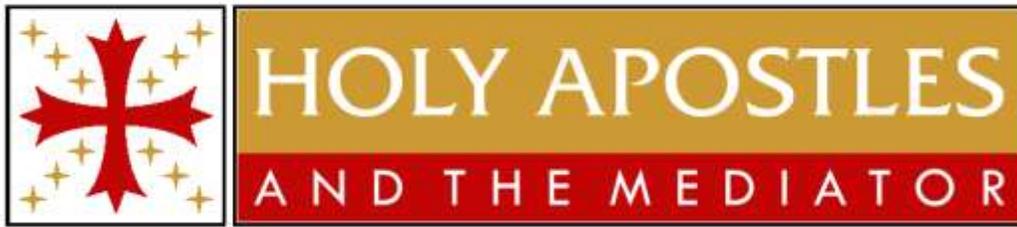
- Teach the Gospel of Jesus Christ by word and example.
- Oversee Christian Education in the parish, including education for young people and adults.
- Oversee preparation for baptism, confirmation, reaffirmation and reception.
- Develop other educational opportunities as appropriate.
- Participate in continuing education programs for his or her own growth and development as appropriate.

Assist the parish in reaching out to and welcoming members of the large community into the HAM Church. The Rector will:

- Model the hospitality of Christ by welcoming all sorts and conditions of persons into the church.
- Equip the laity to proclaim by word and example the good news of God in Christ.

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.
- Equip the laity for extending pastoral care to one another.
- Supervision of other staff persons and making staff contracts in consultation with the Vestry.
- Oversight of the administration of the life of the church, in consultation with the Vestry. Prepare for and chair Vestry meetings.
- Offer spiritual counsel and guidance for the members of the parish.



- Model good self-care by managing his or her times of work and rest and giving adequate time and support to family.
- Tend to the quality of his or her own spiritual life through retreats, days of refreshment, spiritual direction, and other appropriate means.

The Rector will encourage the HAM Church to serve the larger community. The Rector will:

- Model concern and care for the needs of the world.
- Assist in the development of ministries of service to the wider community.
- Open the building for use by the larger community.
- Take his or her share in the life and ministry of the Diocese of PA.

The above job description was adopted by the Vestry to be used as a means of setting mutual expectations with the rector and will be used as a basis for future job evaluations.

Interested candidate should email cover letter and resume to info@hampilly.org and place “attention search committee” in subject box or mail the same information to Holy Apostles and The Mediator, 260 South 51st, Philadelphia PA. 19139.