

**Job Title:** Rector

**Reports to:** Bp. Steven A. Miller (works with vestry)

**Prepared by/Date:** Fr. Dietrich and Jenny Riggs September 2014

**Approved by/Date:**

**Incumbent:**

**Employee Acknowledgement/Date:**

**Status (FT or PT):** Full time

**FLSA (Exempt or non):** Exempt

### **Introduction to New Job Description (September 2014)**

Since 2011, Fr. Seth Dietrich has been using a variety of resources to shape his role as rector at Christ Church: his parish-covenant agreement, the canons of the Episcopal Church and his ordination vows from the Book of Common Prayer. Pertinent sections of the sources are found at the end of this document.

Fr. Dietrich would like a formal job description that is formatted in a similar manner to those of his staff. He hopes to use the document to improve his own performance. Having the head of staff reviewed in a similar format to the rest of the staff could also be beneficial for morale.

### **Job Summary**

The rector accepts full responsibility for guiding and nurturing the worship and spiritual life of the parish. The rector teaches the parish about the Holy Scriptures, the sacraments, church doctrine, and the order and history of the Episcopal Church and Christian stewardship. The rector prepares people for their baptism and confirmation. As an ordained priest in the church, the rector is required to be a pastor to those in need. And as an ordained deacon (before being ordained a priest), the rector pays special attention to the poor, the weak, the sick, and the lonely.

### **Minimum Qualifications**

- BA/BS from an accredited school.
- Master in Divinity from an accredited theological school.
- Ordination in the Episcopal Church or ordination in another tradition (with the bishop's consent).

### **Work Environment and Physical Demands**

- Some work must be done on the parish grounds.
- Pastoral care may require regular visits to hospitals, assisted living facilities, homes, and other locations.
- Normal office environment requiring sitting, standing and walking on normal surfaces including stair steps
- Regularly lifts and carries regular office materials with weights up to 25 pounds.
- Worship according to the liturgies of Episcopal church require kneeling, projected voice, singing, and other physical demands. Christ Church has traditionally held outdoor services in the garden during the summer.

## **Responsibility and Accountability**

The Rector works under the authority of the diocesan bishop. The rector is hired by the vestry. The rector and vestry enter into a covenant agreement (this is a separate document, primarily focused on salary and benefits), with the concurrence of the bishop, in order to lead the parish. The wardens conduct an annual review to provide structured feedback; additionally, together the rector and vestry annually conduct a Mutual Ministry Review to inform and re-direct their work together.

## **Essential Functions of the Rector**

Essential functions of the Rector are organized under the duties specified in the *Constitutions and Canons of the Episcopal Church*. Title III, Canon 9, Section 5 (found at the end of the document). The following reflects and specifies Christ Church's best understanding of this role:

### **Worship**

- Design liturgy for 8am, 9:30am and 5pm services, as well as special liturgies for holy days.
- Preach at least two of three Sundays, and always two a month. Share preaching for special liturgies (e.g., Holy Week). Manage the preaching schedule, incorporating the assistant priest along with other ordained parishioners (e.g, Bp. Ed Leidel).
- Oversee the musical “big picture” (use of music styles and formats. . . .paperless music...etc). Supervise Organist & Choirmaster.
- Officiate the liturgy on Sundays, Wednesdays, and special liturgies, coordinating when the assistant rector officiates.
- Coordinate with Altar Guild and Flower Guild, as well as the coordinators of readers, prayer leaders, and lay eucharistic ministers

### **Spiritual Life**

- From the ordination vows: “You are to declare God's forgiveness to penitent sinners, to pronounce God's blessing, to share in the administration of Holy Baptism and in the celebration of the mysteries of Christ's Body and Blood.”
- Oversee opportunities for parishioners to deepen their own spiritual lives through prayer, Bible study, meditation, and volunteering/outreach.
- Encourage and support a variety of small group experiences.
- Model spiritual health through personal spiritual disciplines of Bible study, prayer and meditation.

### **Selection and Oversight of Assisting Clergy**

- The assistant rector helps the rector move the parish more deeply into the vision discerned by the vestry. Currently the four core values of the parish are defined as:
  1. *We worship together and we joyfully welcome all people.*
  2. *We embody Christ's love by serving others.*
  3. *We nurture children in the knowledge and love of God.*
  4. *We address today's concerns in the rich body of Christian tradition.*
- Delegate and assign responsibilities to assistant rector to fulfill needs of parish and provide learning and growth opportunities for assistant.
- Meet weekly with assistant rector to guide, focus, and support problem-solving help.
- Introduce associate and help establish key relationships related to scope of work.

### **Use and Control of all Buildings and Furnishings**

- Encourage the parish to use the buildings and furnishings as a means to an end: they are to be used for the glory of God in worship, for the deepening of the community's life of faith through programs and for mission to the neighborhood and the larger world.
- Model responsible stewardship of God's creation in care for grounds.
- Oversee sexton and the parish administrator who both look after the building; preserve and maintain these assets in good condition for the long term.
- Consults as needed with wardens about building issues.

### **Education**

Educate all ages in the Scriptures; the doctrine, discipline and worship of the Episcopal Church; and in their exercise of ministry as baptized persons:

- Preach, usually with a biblical basis
- Oversee a bi-annual newcomer class which introduces people to the Episcopal Church
- Recruit lay people for a variety of education ministries
- Oversee and encourage the adult formation programs including adult forums, Lenten programs and other small groups.
- Supervise the adult forum team, choosing topics in consultation with others who are interested.
- Supervise the associate priest who creates educational opportunities for children and youth.
- Teach in small groups and adult forums.

### **Stewardship**

Educate the parish regarding stewardship as component of spiritual health. Guide stewardship efforts that support the parish's budget, vision, and goals.

- Choose stewardship chairs; serve on stewardship team; guide, inspire, and inform campaign by teaching scripture and sharing an understanding of spiritual well-being
- Remind the parish of particular demands of stewardship throughout the year (as stated in the canons):
  - reverence for the creation and the right use of God's gifts;
  - generous and consistent offering of time, talent, and treasure for the mission and ministry of the Church at home and abroad;
  - the biblical standard of the tithe for financial stewardship; and
  - the responsibility of all persons to make a will as prescribed in the Book of Common Prayer.
- Speak to individuals and/or families when needed.

### **Preparation for Baptism, Confirmation, Reception and Reaffirmation**

Meet with candidates and their families, to discern and prepare them for these sacraments; may delegate to assistant priest.

### **Leadership**

- Clearly state values, and stay in relationship with those who disagree.
- Work with the vestry to form a shared vision for the parish.
- Work with the wardens to come up with vestry meeting agenda. Chair vestry meetings.
- Identify staffing and volunteer needs to achieve this vision.

- Serve as head of staff.
- Oversee administration of parish operations.
- Maintain current functional knowledge of church financial resources and processes.

### **Pastoral Care**

- Reach out to those who are sick in hospitals and in their homes as needed. Visit homebound parishioners at least quarterly.
- Tend to those who are dying, plan funerals, check in with the bereaved through their process of grief.
- Coordinate with the lay pastoral care team and lay Eucharistic Ministers.
- Prepare couples for marriage. Conduct weddings.
- Provide pastoral counseling as needed, referring to professional counseling as the need presents itself.
- Work with families in the midst of loss.

### **Newcomers**

- Ensure newcomers are identified, and contacted appropriately. Oversee newcomers' introduction to other parishioners and ensure they are welcomed into the parish.
- Personally build relationships and form new relationships. Pro-actively invite newcomers and long-time members into conversation through coffee/lunch dates, after-church meetings...etc.
- Support integration of newcomers by discerning their gifts, and connecting people into appropriate ministries.

### **Outreach/Mission**

- Work with Outreach leaders, to establish annual program goals, and support pro-actively scheduling meetings.
- Preach and teach about the importance of engaging the world outside our own walls.
- Serve the mission of the Diocese of Milwaukee by participating in clergy days, diocesan retreats, and special projects/commissions. Currently serving as a diocesan representative on the Interfaith Conference of Greater Milwaukee.
- Engage in focused way in an organization other than the parish that is working for the transformation of Milwaukee.

### **Communications**

- Establish vision and plan that will support communication with parish.
- Delegate execution to assistant rector; oversee and support assistant's management.
- Oversee incorporation of technology.

### **Other duties as stated in the canons:**

- Announce the bishop's visit and providing the bishop with information about the congregation's spiritual and temporal state.
- Apply contributions not otherwise designated from one Sunday per month to charitable uses (need to get more information on this one).
- Read Communications from House of Bishops at worship.
- Record all Baptisms, Marriages, Confirmations and Burials in the parish register.

## **Core Competencies**

**Leadership.** Collaborates with the vestry. Demonstrates vision and the willingness to take risks. Willing to take responsibility for mistakes. Cultivates other leaders.

**Project-oriented.** Demonstrates conviction that ministry is less about putting in a specific allotment of hours, and more about pro-actively planning, facilitating, empowering and executing a variety of projects to completion. Open to immediate human need and the movements of the Holy Spirit, while focused on concrete outcomes. Self-starting. Follows through to completion efficiently.

**Fosters Healthy Relationships:** Works to get to know people and to connect people to each other; stays in relationship with people in the midst of conflict and disagreement; looks for the best in people; also, appropriately vigilant about personal boundaries.

**A Welcoming Spirit:** Prioritizes the outsider, the seeker, the guest; looks for new ways to bring the good news of God in Jesus Christ to people outside the walls of the church. Equally open, friendly and inclusive to ALL people.

**Worship.** Cultivates a liturgical presence that is authentic. Demonstrates careful preparation as well as improvisational risk-taking. Conveys passion and a sense of the power of worship to transform lives.

**Compassion:** Genuinely cares about people; demonstrates a real empathy with the joys and pain of others; demonstrates a willingness to be a companion to someone in the midst of deep heartbreak and loss. Especially concerned about those who are most vulnerable in the parish and in the world.

**Joy and Enthusiasm:** Recognizing that many days in ministry are not “happy days,” there is conscious effort to actively look for signs of grace (even in the church!), and to resist taking one’s work and one’s self too seriously. Cultivates intentional practices of prayer, study, play and rest to balance the demands of parish work.

**Communication:** Preaching that demonstrates preparation and thoughtfulness; that takes risks while keeping in mind the pastoral needs of the congregation and the community. Demonstrates strong communication skills for teaching and writing. Responds in a timely manner to emails and phone calls.

## **Foundation Sources for Developing Job Description**

To create this job description and to share information with future rectors and vestry members, the Personnel Committee and Rector sought original sources: the Canons and Ordination Vows. Relevant Sections are provided below.

### **Excerpt from *Constitutions and Canons of the Episcopal Church***

Title III, Canon 9, Section 5.

#### Sec. 5. Rectors and Priests-in-Charge and Their Duties

(a)

(1) The Rector or Priest-in-Charge shall have full authority and responsibility for the conduct of the worship and the spiritual jurisdiction of the Parish, subject to the Rubrics of the Book of Common Prayer, the Constitution and Canons of this Church, and the pastoral direction of the Bishop.

(2) For the purposes of the office and for the full and free discharge of all functions and duties pertaining thereto, the Rector or Priest-in-Charge shall at all times be entitled to the use and control of the Church and Parish buildings together with all appurtenances and furniture, and to access to all records and registers maintained by or on behalf of the congregation.

(b)

(1) It shall be the duty of the Rector or Priest-in-Charge to ensure all persons in their charge receive instruction in the Holy Scriptures; in the subjects contained in An Outline of the Faith, commonly called the Catechism; in the doctrine, discipline, and worship of this Church; and in the exercise of their ministry as baptized persons.

(2) It shall be the duty of Rectors or Priests-in-Charge to ensure that all persons in their charge are instructed concerning Christian stewardship, including:

(i) reverence for the creation and the right use of God's gifts;

(ii) generous and consistent offering of time, talent, and treasure for the mission and ministry of the

Church at home and abroad;

(iii) the biblical standard of the tithe for financial stewardship; and

(iv) the responsibility of all persons to make a will as prescribed in the Book of Common Prayer.

(3) It shall be the duty of Rectors or Priests-in-Charge to ensure that persons be prepared for Baptism. Before baptizing infants or children, Rectors or Priests-in-Charge shall ensure that sponsors be prepared by instructing both the parents and the Godparents concerning the significance of Holy Baptism, the responsibilities of parents and Godparents for the Christian training of the baptized child, and how these obligations may properly be discharged.

(4) It shall be the duty of Rectors or Priests-in-Charge to encourage and ensure the preparation of persons for Confirmation, Reception, and the Reaffirmation of Baptismal Vows, and to be ready to present them to the Bishop with a list of their names.

(5) On notice being received of the Bishop's intention to visit any congregation, the Rector or Priest-in-Charge shall announce the fact to the congregation. At every visitation it shall be the duty of the Rector or Priest-in-Charge and the Wardens, Vestry or other officers, to exhibit to the Bishop the Parish Register and to give information as to the state of the congregation, spiritual and temporal, in such categories as the Bishop shall have previously requested in writing.

(6) The Alms and Contributions, not otherwise specifically designated, at the Administration of the Holy Communion on one Sunday in each calendar month, and other offerings for the poor, shall be deposited with the Rector or Priest-in-Charge or with such Church officer as the Rector or Priest-in-Charge shall appoint to be applied to such pious and charitable uses as the Rector or Priest-in-Charge shall determine. When a Parish is without a Rector or Priest-in-Charge, the Vestry shall designate a member of the Parish to fulfill this function.

(7) Whenever the House of Bishops shall publish a Pastoral Letter, it shall be the duty of the Rector or Priest-in-Charge to read it to the congregation on some occasion of public worship on a Lord's Day, or to cause copies of the same to be distributed to the members of the congregation, not later than thirty days after receipt.

(8) Whenever the House of Bishops shall adopt a Position Paper, and require communication of the content of the Paper to the membership of the Church, the Rector or Priest-in-Charge shall so communicate the Paper in the manner set forth in the preceding section of this Canon.

(c)

(1) It shall be the duty of the Rector or Priest-in-Charge to record in the Parish Register all Baptisms, Confirmations (including the canonical equivalents in Canon I.17.1(d)), Marriages and Burials.

(2) The registry of each Baptism shall be signed by the officiating Member of the Clergy.

(3) The Rector or Priest-in-Charge shall record in the Parish Register all persons who have received Holy Baptism, all communicants, all persons who have received Confirmation (including the canonical equivalents in Canon I.17.1(d)), all persons who have died, and all persons who have been received or removed by letter of transfer. The Rector or Priest-in-Charge shall also designate in the Parish Register the names of (1) those persons whose domicile is unknown, (2) those persons whose domicile is known but are inactive, and (3) those families and persons who are active within the congregation. The Parish Register shall remain with the congregation at all times.

## **Ordination of a Priest (Book of Common Prayer 531, 532)**

### **The Examination**

*All are seated except the ordinand, who stands before the Bishop.*

*The Bishop addresses the ordinand as follows*

My *brother*, the Church is the family of God, the body of Christ, and the temple of the Holy Spirit. All baptized people are called to make Christ known as Savior and Lord, and to share in the renewing of his world. Now you are called to work as pastor, priest, and teacher, together with your bishop and fellow presbyters, and to take your share in the councils of the Church.

As a priest, it will be your task to proclaim by word and deed the Gospel of Jesus Christ, and to fashion your life in accordance with its precepts. You are to love and serve the people among whom you work, caring alike for young and old, strong and weak, rich and poor. You are to preach, to declare God's forgiveness to penitent sinners, to pronounce God's blessing, to share in the administration of Holy Baptism and in the celebration of the mysteries of Christ's Body and Blood, and to perform the other ministrations entrusted to you.

In all that you do, you are to nourish Christ's people from the riches of his grace, and strengthen them to glorify God in this life and in the life to come.

My *brother*, do you believe that you are truly called by God and his Church to this priesthood?

*Answer* I believe I am so called.

*Bishop* Do you now in the presence of the Church commit yourself to this trust and responsibility?

*Answer* I do.

*Bishop* Will you respect and be guided by the pastoral direction and leadership of your bishop?

*Answer* I will.

*Bishop* Will you be diligent in the reading and study of the Holy Scriptures, and in seeking the knowledge of such things as may make you a stronger and more able minister of Christ?

*Answer* I will.

*Bishop* Will you endeavor so to minister the Word of God and the sacraments of the New Covenant, that the reconciling love of Christ may be known and received?

*Answer* I will.

*Bishop* Will you undertake to be a faithful pastor to all whom you are called to serve, laboring together with them and with your fellow ministers to build up the family of God?

*Answer* I will.

*Bishop* Will you do you best to pattern your life and that of your family in accordance with the teachings of Christ, so that you may be a wholesome example to your people?

*Answer* I will.

*Bishop* Will you persevere in prayer, both in public and in private, asking God's grace, both for yourself and for others, offering all your labors to God, through the mediation of Jesus Christ, and in the sanctification of the Holy Spirit?

*Answer* I will.

*Bishop* May the Lord who has given you the will to do these things give you the grace and power to perform them.

*Answer* Amen.

### **Ordination of a Deacon (BCP 543)**

NOTE: Every Episcopal priest is first ordained as a deacon. Some deacons remain in this order of ministry for their whole life. Others are called into the priesthood, but they carry aspects of their diaconal ministry into that priestly calling.

#### **The Examination**

*All are seated except the ordinand, who stands before the Bishop.*

*The Bishop addresses the ordinand as follows*

My *brother*, every Christian is called to follow Jesus Christ, serving God the Father, through the power of the Holy Spirit. God now calls you to a special ministry of servanthood directly under your bishop. In the name of Jesus Christ, you are to serve all people, particularly the poor, the weak, the sick, and the lonely.

As a deacon in the Church, you are to study the Holy Scriptures, to seek nourishment from them, and to model your life upon them. You are to make Christ and his redemptive love known, by your word and example, to those among whom you live, and work, and worship. You are to interpret to the Church the needs, concerns, and hopes of the

world. You are to assist the bishop and priests in public worship and in the ministration of God's Word and Sacraments, and you are to carry out other duties assigned to you from time to time. At all times, your life and teaching are to show Christ's people that in serving the helpless they are serving Christ himself.