**Ascension & St. George’s**

**Rector Position Description**

**Objective**

The Rector of Patuxent and William & Mary Parishes in the Diocese of Washington will lead the congregations of Ascension and St. George’s Churches so that, through every aspect of their life, the members of the church as well as those who live in the communities which constitute the parishes will know and share the Good News of Jesus Christ. Working with lay leadership, the Rector will equip and help empower the parishes to adopt effectively a multi-site model of church administration, deepen the discipleship lives and practices of current members, and build relationships with those who live in the communities within Patuxent and William & Mary Parishes so that more people will come into a transformative life with Christ through Ascension and St. George’s Churches.

**Role of the Rector**

The Rector occupies a unique position within local communities of The Episcopal Church, being, on one hand, Chief Executive of the parishes and, on the other, Chair of the board (vestries); an ordained Priest of the church and, at the same time, a colleague in ministry with all the baptized. An ordained Priest, the Rector reveals the presence of God and reminds the community of the priesthood of all believers through her/his role as Principal Pastor, Teacher, and Minister of the people among whom s/he works. As Pastor, the Rector preaches the Good News of Christ, declares God’s forgiveness to penitent sinners, pronounces God’s blessing, shares in the administration of Holy Baptism, celebrates the mysteries of Christ’s Body and Blood, performs other ministrations entrusted to her/him as a Member of the Clergy, and cares alike for young and old, strong and weak, rich and poor. As Teacher, the Rector builds up the family of God and nourishes Christ’s people from the riches of God’s grace, strengthening them to glorify Christ in this life and in the life to come through intentional formation in the Holy Scriptures, the sacraments, church doctrine, the order and history of The Episcopal Church, and Christian stewardship, patterning her/his life practices in accordance with the teachings of Christ and teaching others to do the same. As Minister, and on behalf of the Bishop of Washington, the Rector exercises primary oversight of the parishes, in accordance with the Canons of the Church and together with the Vestries (which the Rector leads as President). Because the Rector shares responsibility with the Bishop of Washington for the ministry of The Episcopal Church in Patuxent and William & Mary Parishes, s/he is expected to spend some portion of time participating in the life of the Diocese of Washington and wider church. An ordained Deacon, as well, the Rector represents the church to the world and the world to the church, paying special attention to the poor, the weak, the sick, the lonely, and the marginalized.

**Responsibility & Accountability of the Rector**

The Rector serves under the authority of the Bishop of Washington. With the consent of the bishop, the Rector and Vestries enter into a covenant agreement in order to delineate more specifically the ways in which the Rector will exercise her/his ministry within the community and how, in turn, the parishes will support the ministry of the Rector. The Church Wardens will conduct an annual review with the Rector to provide specific feedback. The Rector and Vestries, together, will annually conduct a Ministry Review of their shared responsibilities to inform and re-direct their work.

The work of the Rector is governed by the Constitution & Canons of The General Convention of the Episcopal Church, the Constitution & Canons of the Episcopal Diocese of Washington, and applicable statutes of the State of Maryland. The position of Rector of Patuxent and William & Mary Parishes is a full-time position.

Directly reporting to the Rector, and serving at his/her pleasure, are several part-time staff members, both employees and independent contractors: one parish administrator, two music directors, two Sunday-morning childcare / nursery providers, two sextons / janitors, one bookkeeper. The Rector works with the Vestries, including their officers and committees, on developing and implementing local policy matters. More closely, and together with the Church Wardens of both parishes, the Rector serves as member of the Executive Committee of the Vestry.

The Rector functions in relation to other organizations of the parishes as a recruiter of volunteer leaders, consultant on process and content, and educator and enabler, when needed, of each organization in its efforts to define and carry out its tasks. S/he may exercise the right of veto on all matters relative to the spiritual welfare of the parish.

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

**Essential Responsibilities of the Rector**

Because the Rector of Patuxent and William & Mary Parishes will serve in the first collaborative, shared call in the recent memory of most Episcopalians in southern Maryland and the Diocese of Washington, careful attention to the life of the local congregation and local congregational cultures will initially be given high priority. Some work, by definition, must be done on parish grounds, and the Rector will strive to make his/her presence known in each parish church as often as possible. In general, the Rector will strive for a work/time balance in equal parts between the two campuses. A significant part of the work of a priest-in-community is not done on the parish grounds. This document envisions that the respective Vestries will help both the Rector as well as the congregation, as a whole, adapt to this new model of administration and ministry.

Essential functions of the Rector are organized under the duties specified in the *Constitution & Canons of the Episcopal Church*, III.9.6. The following reflects and specifies the best understanding, to date, of this collaborative role among Ascension & St. George’s.

**General Responsibilities**

* To share with the Bishop in the privilege and responsibility of the oversight of Patuxent and William & Mary Parishes.
* To lead God’s people in the offering of praise and the proclamation of the Gospel.
* To sustain the community of the faithful by the ministry of Word and Sacrament.
* To grow disciples and enable the identification and nurturing of the gifts of every member of the Body of Christ, and pay particular attention to encouraging deepened and empowered vocations to all levels of ministry in all aspects of the life of the parishes.
* To engage all members in ministering to the needs of the parish.
* To advance the Kingdom of God in this place through servant leadership, mutual ministry and personal example.
* To have particular regard for the Bishop’s priority for the church to grow numerically.

**Local Responsibilities**

* To lead the development of the covenantal relationship between Patuxent Parish (Church of the Ascension) and William & Mary Parish (St. George’s Church) that it may flourish and thrive, including developing a common vision and strategy for a collaborative mission to enable the Church to grow in number and depth of discipleship.
* To lead the Church in growing and developing both traditional and emerging expressions of worship.
* To develop mutual accountability among all ministers, both clergy and lay leaders.
* To raise up, train, empower, nurture and support a broad network of lay ministers regularly engaged in the “work of ministry” (Ephesians), especially those ministries which the ordained Priest can play a supportive role and to which the Church has called all ministers, especially the laity.
* To support and encourage visible expressions of collaborative ministry across the parishes.
* To develop a strategy for enhancing the use of all resources across both parishes in an organic, holistic approach to addressing outreach and community needs.
* To take a full part in the life of all clergy and ministry associations and initiatives, Episcopal and otherwise, in St. Mary’s County, southern Maryland, the Diocese of Washington, and the wider Episcopal Church.

**Particular Responsibilities**

The particular responsibilities of the Rector flow from those General and Local Responsibilities, above, and from the church’s understanding, best articulated in the Canons of the Church and the Book of Common Prayer, such resources included as Appendices, below.

**Leadership & Oversight**

With a goal to enhance the disciple-making capacity of Ascension & St. George’s and, in so doing, to grow both congregations and more effectively impact St. Mary’s County in the name of Christ, the Rector will:

* Oversee administration of parish operations.
* Develop institutional structures and systems, not otherwise prohibited by the Canons, to help both congregations flourish and thrive collaboratively.
* Focus the parishes on their primary mission(s), and work collaboratively with lay leaders to develop strategies which would lead to realizing these goals.
* Serve the Vestries as President.
* Encourage robust attendance at worship and widespread participation in ministries on the part of all God’s people.
* Establish an administrative system to encourage all parishioners to use their gifts and experience while taking their place in the life, worship and governance of the church.
* Motivate parish leaders to develop and implement programs and ministries that use their skills.
* Support stewardship of money, time and resources.
* Maintain the parish register, calendar, and other records as needed.

**Membership & Mission Development**

That one rector will serve two congregations means that new, more effective parish systems will necessarily be created. Every aspect of the parishes’ life will be evaluated in order to determine how effectively that ministry or program deepens the discipleship practices of those who are in positions of service, reaches new members, and helps grow the church. To that end, the Rector will:

* Get to know and evaluate the discipleship vitality of current ministries as well as those in positions of service and leadership.
* Raise up, train, empower, support and encourage lay members of the congregations to exercise ministries of transformation and Good News.
* Develop and clarify the standards of membership in the parishes, and the process by which one becomes a member, working together with leadership bodies of the parishes to develop a clear, Gospel-based process and set of practices.
* Spend time getting to know the neighborhoods and communities which surround the churches, and use that knowledge to inspire and create new ministries and worship opportunities.
* Work within the institutional framework of the vestries and budget processes to make space for new investment in ministries and worship opportunities that reach beyond existing membership.
* Serve as head of staff, and take responsibility for hiring, firing, supervising, supporting, developing and reviewing the performance of all parish staff, including any and all assisting clergy, on a yearly basis.
* Develop and oversee newcomers integration programs and ministries.

**Worship & Music**

Because worship is the very heart of all that we are and all that we do, the Rector will:

* Develop and lead worship opportunities that follow the Book of Common Prayer and other approved liturgical resources of The Episcopal Church, in consultation with the music director(s) and other leaders.
* Preach the Good News of Christ in ways that will energize God’s people for their mission in the world, as well as challenge, at times, and give comfort and help draw connections between God’s dream and our world.
* Ensure that at least one service of Holy Eucharist is celebrated at each parish church on a given Sunday morning, provided that no suitable supply clergy can otherwise be found.
* Oversee and, through lay leadership as the primary point of contact, help develop and empower a wide network of participation in all forms of lay worship ministries.
* Nurture new believers and equip all persons to raise up to the standards of those life-transitions that accompany sacraments such as marriage, baptism, confirmation.
* Work with music directors to develop a responsive and dynamic music program across all ages and groups.
* Work to develop new worship opportunities and avenues, using either traditional, and inherited models of worship or emerging, new models.
* Offer baptism, marriage, burial, confirmation and other Rites of the church as appropriate, along with suitable training and formation.

**Christian Formation**

Seeking to deepen the relationship that all persons have with Christ and support them in the exercise of their ministry as baptized persons, the Rector shall empower lifelong Christian formation in the following ways:

* Teach the Good News of Jesus Christ, both in word and example.
* Preach sermons that both teach and inspire, usually with a biblical basis.
* Coordinate Sunday School ministries, including teacher recruitment, training, and support.
* Work with ministries targeted at youth, including but not limited to youth group and acolytes.
* Develop and help lead regular, intentional programs for adult Christian formation.
* Develop and help lead seasonal programs of intentional adult Christian formation, such as Advent and Lenten series.
* Work with and play leadership role in formation ministries on a wider scale outside of the parish setting, such as Thirsty Theology.
* Oversee preparation for baptism, confirmation, reaffirmation, and reception into The Episcopal Church.
* Supervise childcare / nursery provider(s) and the ministry offered through childcare during worship on Sunday mornings.
* Develop and help coordinate other educational offerings as appropriate.

**Pastoral Care**

The Rector is pastor in corporate worship, ministry programs, and individual sessions in which s/he cares alike for young and old, strong and weak, rich and poor. To develop effective networks and patterns of pastoral care, the Rector will:

* Oversee the care of individuals and families, and develop ‘regular’ patterns of visitation.
* Offer pastoral care in relation to significant life events, such as birth, marriage, and death. Offer spiritual counsel and guidance for members of the parish, when called.
* Equip the laity to extend pastoral care to one another. Help develop and inaugurate a system of lay-led pastoral care so that every member of the church who needs or desires a primary pastor has that in a fellow parishioner, and that the Rector, as Primary Pastor, will play a supportive and pastoral role, as needed.
* Develop with lay leadership ministries that can effectively reach out and ‘pastor’ key groups of people, such as youth group, senior ministries, young adults, etc.
* Make referrals for counseling and other services.
* Model good self-care by managing her/his times of work and rest, and giving adequate time and support to her/his family.
* Tend to the quality of her/his own spiritual life through retreats, days of refreshment, spiritual direction, and other appropriate means.

**Communications**

Dynamic communication is inherently a part of effective ministry, for the ‘why’ of a given program is equally as important as the ‘what.’ To that end, then, the Rector will:

* Establish a vision and strategy in order to raise up effective and dynamic communication within the parishes.
* Establish a vision and plan in order to support effective communication practices that speak to the wider networks and communities which surround our parishes.
* Oversee the incorporation of technology.

**Management of Parish Assets & Finances**

Because in reserving “use and control of all buildings and furnishings” to the role of Rector, the Canons clearly intend that the institutional, indeed physical structures of our churches shall first and foremost serve the mission of God – and not have their own maintenance and perpetuation *be* or *become* the mission, itself. To that end, the Rector will:

* Manage the parishes’ assets and finances, together with the vestries and their respective committee(s).
* Oversee use and exercise control of all buildings and furnishings of the parishes. Encourage the parishes to use their assets to the glory of God in worship, and for the deepening of the community’s life through offering these resources to the neighborhood for the sake of Christ.
* Model responsible stewardship of God’s creation; oversee the work of the sexton / janitor; consult with lay leaders, as needed, about issues with buildings or grounds.

**Community Engagement & Outreach**

Paying special attention to the poor, the weak, the sick, the lonely, and the marginalized, the goal is to build relationships with those who live in the communities within Patuxent and William & Mary Parishes so that more people will come into a transformative life with Christ through Ascension and St. George’s Churches. As such, the Rector will:

* Preach and teach about the importance of engaging the world beyond our own four walls, and model concern and care for the welfare of the world.
* Get to know those who are involved in the leadership of outreach ministries, both parishioners and those missions which use the parish building(s), and work together with them to evaluate the effectiveness of those missions.
* Provide oversight and support of all outreach ministries.
* Work with lay leaders to develop a long-term strategy for effective and transformative justice-based solutions and ministries which will not only enhance but, most importantly, build up The Episcopal Church St. Mary’s County.
* Represent the parishes to the community and the larger Episcopal Church by taking her/his part in community organizations, ministerial associations, regional, diocesan, and wider church involvement.

**Stewardship**

Understanding that generous stewardship practices of time, talent, and treasure are necessary components of spiritual health, the Rector will guide stewardship efforts that support the parishes’ budget, vision(s), and goal(s).

* Maintain in personal practice as well as institutional structures that the standard of giving to the church is the biblical tithe, or giving the first 10% of one’s income to God through the church. If this standard is not reached, at least the Rector shall remind others of the importance of *striving to tithe.*
* Teach and encourage members that they shall use God’s gifts rightly, and be generous and consistent in offering their time, talent, and treasure for the mission and ministry of the Church at home and abroad.
* Instruct and give direction to members so they will make a will, as prescribed in the Book of Common Prayer, and that they should give serious and prayerful consideration to including the church in their will and as they, or their family, prepares to give gifts / bequests.

**Other Duties as stated in the Canons**

* Announce the bishop’s visit and provide the bishop with information about the spiritual and temporal states of the congregations.
* Apply contributions not otherwise designated from one Sunday per month to charitable uses.
* Read communications from House of Bishops at worship.
* Record all Baptisms, Marriages, Confirmations and Burials in the parish register.

**The Parishes & Churches**

Patuxent Parish and, within its bounds, the parish church of the Ascension, Lexington Park and William & Mary Parish and, within its bounds, the parish church of St. George, Valley Lee are significant institutions within St. Mary’s County and the Episcopal Diocese of Washington and have served their local communities and the Kingdom of God well throughout the course of their institutional lives.

Established in 1954, the Chapel of the Ascension was created to serve the newly created and rapidly growing Lexington Park / Patuxent River Naval Air Station community, and was itself initially a chapel of St. Andrew’s Parish (Leonardtown). Gaining parish status in 1968, the newly-formed Patuxent Parish currently covers much of the eastern half of the area central to lower St. Mary’s County. The now-*Church* of the Ascension grew numerically in its earliest years and has withstood significant socio-economic transitions in its immediate community and, in fact, has transformed throughout its life-cycle the ways in which it serves the wider Lexington Park neighborhood, initially a post-war, middle-class ‘suburb’ and, in recent decades, a growing ‘urban’ downtown community which features vast racial, economic, and significant sociological diversity in the literal ‘downtown’ of St. Mary’s County.

Established in 1692 as one of the thirty original Anglican parishes in the *then*-colony of Maryland, William & Mary Parish currently covers much of the western half of the area central to lower St. Mary’s County. St. George’s was deemed the parish church in 1692, but a place of worship already existed in its current location as early as 1638. For most of its life, St. George’s shared a clergyperson with neighbor parishes, most often and throughout the bulk of the twentieth century with St. Mary’s Parish (Trinity, St. Mary’s City and St. Mary’s Chapel, Ridge). It was not until 1965, when the same socio-economic trends which allowed Ascension to become its own parish church flourished countywide, that St. George’s was enabled to build a rectory in Valley Lee and, because of that, call its own rector – one priest who would serve the one parish of William & Mary and St. George’s Church. The wider Valley Lee community has seen sustained population and numerical growth and relative socio-economic stability, roughly similar to the larger trends in the rest of St. Mary’s County. St. George’s Church has capitalized on some of that growth, but not so sufficiently as to refrain from calling into question the current model of one-parish/one-priest.

As a result of an intentional and fairly intensive year-long process of conversation and discernment, the Vestries of Ascension & St. George’s voted in June 2016 to enter into a covenantal relationship with one another, seeking more effective ways to serve our communities through Christian ministry, perhaps adopting a yoked, multi-site model, and ways to grow our common, shared life in Christ. That decision to covenant together was, itself, built upon years of conversation among leaders and members of St. George’s, Ascension, and most other Episcopal congregations in southern Maryland, all seeking a way to get beyond the limitations of our current operating model and toward a congregational life that flourishes in Christ.

While the land mass of St. Mary’s County is sprawling (covering nearly 800 square miles and comprising the bulk of Maryland’s ‘western shore’) and while the population is relatively small (just over 111,000), St. Mary’s is a growing community. It has grown significantly since the Patuxent River Naval Air Station was commissioned in 1943. Our community continues to grow, primarily with new, fairly energetic retirees and young, generally well-off professionals. Ascension & St. George’s are therefore set in a comfortable ‘middle America’ community, most of whose residents, among those who are employed, also work in the County. While education level on the whole is not especially high (in 2013, 40.2% of residents over the age of 25 had bachelor’s or graduate degrees), income is above midrange (median household income in 2013 was $78,233), and St. Mary’s is the 14th wealthiest county in the United States. Throughout the County, but mostly localized in the particular context of Lexington Park, however, income disparity is an expanding challenge as the median income gap between those who work ‘on base’ versus those who work ‘off base’ is staggering. Both congregations capitalized on the growth of the 1950’s, built adequate physical plants and structures, and have done remarkable work to develop good pools of lay leadership. However, prosperity for the congregations peaked most likely right around the time they created new, stand-alone parish entities. Church membership, which has been homogeneous, ethnically and economically, is also shifting, resulting in a sense of threat. The church membership is growing older.

The Rector must have above average educational achievement, skill as a preacher, previous parochial experience, a high degree of social affability and awareness, and ability to deal creatively with change and conflict both on the human relations level and in the larger societal context. The Rector must also feel called to learn about and teach the congregations to adapt to new models of congregational, parish life.

Typical challenges the Rector will face in meeting his/her objective are: A profound sense of loss and, coupled with that, resentment and frustration from some who feel that this collaborative model is an admission that the previous congregations ‘failed’ to do good work. A strong minority view within the parish which resists change and expects the church to support this attitude – and is angered whenever it fails to do so. A financial crunch, largely brought on by a decreasing membership base, overall lack of systematic stewardship development, a sometimes resigned attitude, among some, toward the church’s future, and the feeling that we can ‘fundraise’ our way out of deficit spending. Other challenges the Rector will invariably face will come from being the first person in a long time to serve two separate congregations effectively. There may be some weeks or ‘seasons’ of the Rector’s ministry in which it may feel that this collaborative call is too daunting, too much.

In meeting these challenges, the Rector will seek to deepen and increase the breadth of the participation of laity in leadership roles, and to share with them the administration of the parish.

S/he serves as a communications and interpretive link between the Gospel and the communities of the parish, between the Gospel and the culture of the congregations, and between each parish, itself, and the mission-focused call of the wider Episcopal Church. S/he provides pastoral support, and review and evaluation for those to whom leadership has been delegated.

In all parish work, the Rector works closely with the Vestry, which helps the Rector oversee all aspects of managing the physical and financial resources of the parish as well as providing the central point of lay coordination of parish goals, priorities, and programs.

**Appendices for Rector Position Description**

**RESOURCES FROM BOOK OF COMMON PRAYER & CANONS**

**From An Outline of the Faith, Commonly called the Catechism**

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| Q. | What is the Church? |
| A. | The Church is the community of the New Covenant. |
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| Q. | How is the Church described in the Bible? |
| A. | The Church is described as the Body of which Jesus Christ is the Head and of which all baptized persons are members. It is called the People of God, the New Israel, a holy nation, a royal priesthood, and the pillar and ground of truth. … |
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| Q. | What is the mission of the Church? |
| A. | The mission of the Church is to restore all people to unity with God and each other in Christ. |
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| Q. | How does the Church pursue its mission? |
| A. | The Church pursues its mission as it prays and worships, proclaims the Gospel, and promotes justice, peace, and love. |
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| Q. | Through whom does the Church carry out its mission? |
| A. | The church carries out its mission through the ministry of all its members. |

***The Ministry***

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| Q. | Who are the ministers of the Church? |
| A. | The ministers of the Church are lay persons, bishops, priests, and deacons. |
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| Q. | What is the ministry of the laity? |
| A. | The ministry of lay persons is to represent Christ and his Church; to bear witness to him wherever they may be; and, according to the gifts given them, to carry on Christ's work of reconciliation in the world; and to take their place in the life, worship, and governance of the  Church. |
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| Q. | What is the ministry of a bishop? |
| A. | The ministry of a bishop is to represent Christ and his Church, particularly as apostle, chief priest, and pastor of a diocese; to guard the faith, unity, and discipline of the whole Church; to proclaim the Word of God; to act in Christ's name for the reconciliation of the world and the building up of the Church; and to ordain others to continue Christ's ministry. |

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| Q. | What is the ministry of a priest or presbyter? |
| A. | The ministry of a priest is to represent Christ and his Church, particularly as pastor to the people; to share with the bishop in the overseeing of the Church; to proclaim the Gospel; to administer the sacraments; and to bless and declare pardon in the name of God. |
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| Q. | What is the ministry of a deacon? |
| A. | The ministry of a deacon is to represent Christ and his Church, particularly as a servant of those in need; and to assist bishops and priests in the proclamation of the Gospel and the administration of the sacraments. |
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| Q. | What is the duty of all Christians? |
| A. | The duty of all Christians is to follow Christ; to come together week by week for corporate worship; and to work, pray, and give for the spread of the kingdom of God. |

**From the Canons of the Episcopal Church**

**I.13: Of Parishes and Congregations**

***Sec. 1.*** Every Congregation of this Church shall belong to the Church in the Diocese in which its place of worship is situated; a Member of the Clergy serving a Cure having Congregations in more than one jurisdiction shall have such rights, including vote, in the Convention of the jurisdiction in which the Member of the Clergy has canonical residence as may be provided in the Canons of that diocese and may be granted seat and voice in the jurisdiction(s) in which the Member of the Clergy does not have canonical residence.

***Sec. 2***

(a) The ascertainment and defining of the boundaries of existing Parishes or Parochial Cures, as well as the establishment of a new Parish or Congregation, and the formation of a new Parish within the limits of any other Parish, is left to the action of the several Diocesan Conventions.

(b) Until a Canon or other regulation of a Diocesan Convention shall have been adopted, the formation of new Parishes, or the establishment of new Parishes or Congregations within the limits of existing Parishes, shall be vested in the Bishop of the Diocese, acting by and with the advice and consent of the Standing Committee thereof, and, in case of there being no Bishop, of the Ecclesiastical Authority.

***Sec. 3***

(a) Where Parish boundaries are not defined by law, or settled by Diocesan Authority under Section 2 of this Canon, or are not otherwise settled, they shall be defined by the civil divisions of the State as follows: Parochial boundaries shall be the limits as fixed by law, of a village, town, township, incorporated borough, city, or of some division of any such civil district, which may be recognized by the Bishop, acting with the advice and consent of the Standing Committee, as constituting the boundaries of a Parish.

(b) If there be but one Church or Congregation within the limits of such village, town, township, borough, city, or such division of a civil district, as herein provided, the same shall be deemed the Parochial Cure of the Member of the Clergy having charge thereof. If there be two or more Churches or Congregations therein, it shall be deemed the Cure of the Members of the Clergy thereof.

(c) This Canon shall not affect the legal rights of property of any Parish or Congregation.

**I.14: Of Parish Vestries**

***Sec. 1.*** In every Parish of this Church the number, mode of selection, and term of office of Wardens and Members of the Vestry, with the qualifications of voters, shall be such as the State or Diocesan law may permit or require, and the Wardens and Members of the Vestry selected under such law shall hold office until their successors are selected and have qualified.

***Sec. 2.*** Except as provided by the law of the State or of the Diocese, the Vestry shall be agents and legal representatives of the Parish in all matters concerning its corporate property and the relations of the Parish to its Clergy.

***Sec. 3.*** Unless it conflicts with the law as aforesaid, the Rector, or such other member of the Vestry designated by the Rector, shall preside in all the meetings of the Vestry.

**II.5: Of the Music of the Church**

It shall be the duty of every Member of the Clergy to see that music is used as an offering for the glory of God and as a help to the people in their worship in accordance with the Book of Common Prayer and as authorized by the rubrics or by the General Convention of this Church. To this end the Member of the Clergy shall have final authority in the administration of matters pertaining to music. In fulfilling this responsibility the Member of the Clergy shall seek assistance from persons skilled in music. Together they shall see that music is appropriate to the context in which it is used.

**III.9.6. 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.

**From the Book of Common Prayer, Preface to the Ordination Rites**

The Holy Scriptures and ancient Christian writers make it clear that from the apostles' time, there have been different ministries within the Church. In particular, since the time of the New Testament, three distinct orders of ordained ministers have been characteristic of Christ's holy Catholic Church. First, there is the order of bishops who carry on the apostolic work of leading, supervising, and uniting the Church.  Secondly, associated with them are the presbyters, or ordained elders, in subsequent times generally known as priests. Together with the bishops, they take part in the governance of the Church, in the carrying out of its missionary and pastoral work, and in the preaching of the Word of God and administering his holy Sacraments. Thirdly, there are deacons who assist bishops and priests in all of this work. It is also a special responsibility of   
deacons to minister in Christ's name to the poor, the sick, the suffering, and the helpless.  
  
The persons who are chosen and recognized by the Church as being called by God to the ordained ministry are admitted to these sacred orders by solemn prayer and the laying on of episcopal hands. It has been, and is, the intention and purpose of this Church to maintain and continue these three orders; and for this purpose these services of ordination and consecration are appointed. No persons are allowed to exercise the offices of bishop, priest, or deacon in this Church unless they are so ordained, or have already received such ordination with the laying   
on of hands by bishops who are themselves duly qualified to confer Holy Orders.  
  
It is also recognized and affirmed that the threefold ministry is not the exclusive property of this portion of Christ's catholic Church, but is a gift from God for the nurture of his people and the proclamation of his Gospel everywhere. Accordingly, the manner of ordaining in this Church is to be such as has been, and is, most generally recognized by Christian people as suitable for the conferring of the sacred orders of bishop, priest, and deacon.

**From the Book of Common Prayer, Ordination of a Priest**

*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?

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| *Answer* | I believe I am so called. |
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| *Bishop* | Do you now in the presence of the Church commit yourself to this trust and responsibility? |
| *Answer* | I do. |

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| --- | --- |
| *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 thatof your family, or household, or community] 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. |

**From the Book of Common Prayer, Ordination of a Deacon**

*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.   
  
My *brother*, do you believe that you are truly called by God and his Church to the life and work of a deacon?

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| --- | --- |
| *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. |

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| --- | --- |
| *Bishop* | Will you be faithful in prayer, and in the reading and study of the Holy Scriptures? |
| *Answer* | I will. |
|  |  |
| *Bishop* | Will you look for Christ in all others, being ready to help and serve those in need? |
| *Answer* | I will. |
|  |  |
| *Bishop* | Will you do you best to pattern your life [and that of your family, or household, or community] in accordance with the teachings of Christ, so that you may be a wholesome example to all people? |
| *Answer* | I will. |
|  |  |
| *Bishop* | Will you in all things seek not your glory but the glory of the Lord Christ? |
| *Answer* | I will. |
|  |  |
| *Bishop* | May the Lord by his grace uphold you in the service he lays upon you. |
| *Answer* | Amen. |

**From the Book of Common Prayer, Letter of Institution of a Minister**

*N.N.,* Presbyter of the Church of God, you have been called to work together with your Bishop and fellow-Presbyters as a pastor, priest, and teacher, and to take your share in the councils of the Church.  
  
Now, in accordance with the Canons, you have been selected to serve God in \_\_\_\_\_\_\_\_\_\_\_\_ Church [of] \_\_\_\_\_\_\_\_\_\_.  
  
This letter is a sign that you are fully empowered and authorized to exercise this ministry, accepting its privileges and responsibilities as a priest of this Diocese, in communion with your Bishop.  
  
Having committed yourself to this work, do not forget the trust of those who have chosen you. Care alike for young and old, strong and weak, rich and poor. By your words, and in your life, proclaim the Gospel. Love and serve Christ's people. Nourish them, and strengthen them to glorify God in this life and in the life to come.  
  
May the Lord, who has given you the will to do these things, give you the grace and power to perform them.  
  
Given under my hand and seal, in the city of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on the \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 19\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and in the \_\_\_\_\_\_\_\_\_\_ year of my consecration.  
  
(Signed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Bishop of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.