

The Episcopal Church of the Transfiguration
Rector Job Description
21 January 2016

The Opportunity

The Episcopal Church of the Transfiguration is a mid-sized parish in Lake Saint Louis, Missouri, and is home to approximately 120 families, including singles, couples, families with children, and senior citizens. We currently gather for worship on Sunday at 8:00 a.m. and 10:15 a.m. and provide additional worship opportunities throughout the year. We also offer numerous outreach and fellowship events throughout the year.

Nature and Scope:

The Rector occupies a unique position including, 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 Episcopal Church of the Transfiguration. 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. We are searching for a Rector who will represent the parish in the community and the larger Church and serve in community organizations, ministerial association, regional, and diocesan organizations. The Rector will be chief liturgist of the parish, conducting worship, preaching regularly, act as pastoral counselor and principally serve in situations of family life crises – both joyous and grievous – as well as on occasions such as baptisms, marriages and funerals.

In collaboration with wardens, Vestry, and parish officers, we seek a Rector who will serve as the leader of the Parish's work and mission, especially the fulfillment of the Parish's long-term vision development process. In addition, there are several key areas upon which the Rector should focus to assist in the successful, continuing development of the Parish. This job description has been affirmed by the Vestry of Transfiguration Episcopal Church, and it will be the basis for future evaluations of the ministry of the Rector, Vestry, parish officers, and the Congregation. There may be other duties, not outlined here, that fall to the Rector in the normal course of parish life. Specific duties and responsibilities are shown below.

Responsibilities:

- Worship - The Rector will:
 - Provide vision and oversight for the work of all other participants in worship, including readers, lay Eucharistic ministers, choir, musicians and all others.
 - Share information in terms everyone can understand and use in their own life.
 - Be open to flexible delivery while keeping the Episcopal rituals and liturgical emphasis.
- Christian Education – 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, and participate in continuing education programs for his/her own growth and development as appropriate.
- Administrative Duties – The Rector will:
 - Be available to parishioners for spiritual counsel, guidance, medical visits and general support, through office hours and as needed in times of urgency.
 - Supervise staff persons, such as the Church Secretary and Music Director, including performance reviews.
 - Oversee the life of the church in consultation with the Vestry.
 - Prepare for and attend all Vestry meetings. The Rector is the Chair of the Vestry.
 - Recruit, train, oversee, and manage lay leadership of the parish in consultation with the Vestry.
 - Insure that all baptisms, marriages, confirmations, and burials as well as transfers into and out of the parish are accurately recorded in the congregation register in a timely manner.
 - Oversight of all assisting clergy as applicable.
 - Be a good steward of personal time and energy, including regular days off and vacations. Model good self-care by managing times of work and rest, giving and receiving adequate family time and support.
 - Allegiance to Episcopal Church – The Rector will:
 - Acknowledge allegiance to the Protestant Episcopal Church in the United States, also known as the Episcopal Church, (the “Church”) and to the Episcopal Church in the Diocese of Missouri (the “Diocese”).
 - Accedes to, recognizes and accepts the Doctrine, Discipline and Form of Worship of the Church and Constitution and Canons of the Church and of the Diocese, as may hereafter be amended from time to time.

Personal Qualities:

We are looking for our next Rector to be forward-thinking, outreach-oriented, and an energetic priest, who uses humor to relate to children, youth and adults. The Rector welcomes diversity and is a flexible thinker willing to consider multiple viewpoints. The Rector will work to keep the congregation involved in the church and will use good communication practices to keep everyone informed. The Rector will preach in everyday language to meet the needs of our congregation by blending sermons with relevant topics, speaking from the heart as well as through theology. The Rector will embrace diversity and work to increase diversity within the church, as we are a congregation that welcomes all. The Rector will also tend to the quality of his or her own spiritual life through retreats, days of refreshment, spiritual direction and to have a spiritual director guide for him/herself.