

Part-Time Assistant Rector

Category

Clergy Position (Middler/Senior seminarians may inquire), others interested-please apply-we are flexible

Organization

Prince of Peace Anglican Church

Location

Hopewell Township, PA

Short Description

Prince of Peace Anglican Church in Hopewell Township, PA, seeks a part-time Assistant Rector to support the mission and ministry of the parish. Under the supervision of the Rector, the position would have the full complement of clergy duties for a rich and rewarding parish ministry experience: preaching, teaching, pastoral care, liturgical leadership, and collegial fellowship. The position requires effective communication skills, demonstrated pastoral capabilities, a teachable heart, attention to detail, and a high level of trustworthiness, integrity, and confidentiality.

[Job description below]

Contact Instructions

To apply, please forward resume and cover letter succinctly summarizing capabilities and qualifications for this position to the Rector, John Heidengren, with "JOB INQUIRY" in the email subject line and send to papajmh@hotmail.com.

Position Description

Position Title: Assistant Rector

Supervisor: Rector

Availability: Immediate

Classification: Regular (institutional payroll employee)

Part-time, Non-Exempt (no paid overtime)

Employment-at-will

Compensation: TBD, commensurate with abilities/experience

Hours: 15-30 hours per week;

Flexible schedule, subject to deadlines & peak church seasons;

hours & schedule to be agreed upon with the Rector

Vacation: 4-5 weeks per year, pro-rated to part-time position, dates with adequate notice, necessary coverage, and approval of Rector

Position Summary

Under the supervision of the Rector, the part-time Assistant Rector shares in the full complement of clergy duties for a rich and rewarding parish ministry experience: preaching, teaching, pastoral care, liturgical leadership, and collegial fellowship. The position requires effective communication skills, demonstrated pastoral capabilities, a teachable heart, attention to detail, and a high level of trustworthiness, integrity, and confidentiality.

The position's responsibilities may include, but are not limited to the following:

A. LITURGICAL LEADERSHIP

- Liturgical leadership at our three weekend services, and monthly at our mid-week service
- Preaching as needed, including children's homilies
- Share in all baptisms, weddings, and funerals as assigned
- Assist in the mentoring of the LEM's, Lectors, Acolytes, and Greeters

B. OUTREACH

- Development and oversight of training of parishioners in personal evangelism
- Development and oversight of training of parishioners in greeting and welcome center ministry, and coffee hour ministry
- Liaison to Outreach Committee, including oversight of our missionary support ministries (local, national, and international)

C. ADULT EDUCATION

- Teaching as needed at our parish dinner and study series

D. PASTORAL CARE

- Pastoral Care duties as needed, including home and hospital visitation
- Available for sharing in the mentoring of seminarians
- Available for Spiritual Direction and/or counseling as needed

E. GENERAL STAFF DUTIES

- Learning the main oversight tasks of the Rector to be ready and equipped to serve in Rector's responsibilities in his short-term (vacation) and long-term (3-month sabbatical in 2028) absences
- Attend staff and Vestry meetings as needed
- All other duties as assigned

The ideal candidate will be a person who is healthy, emotionally and spiritually; a hard worker who is willing to go the extra mile, but who also understands boundaries and the need for self-care and Sabbath rest; tried and tested in his life and ministry, with a clear understanding of God's grace and daily dependence upon the Holy Spirit for the empowerment of his ministry; and, listens to God and is faithful in his own devotional life of prayer, meditation and study.

To learn more about the parish, please visit our website at www.pop-church.com. To apply, please forward resume and cover letter succinctly summarizing capabilities and qualifications for this position to papajmh@hotmail.com.