**ASSISTANT RECTOR POSITION**

Full time

Reports to the Rector

**The Church of the Heavenly Rest** is a welcoming, inclusive, dynamic and intergenerational Episcopal congregation at the heart of Museum Mile on the Upper East Side of Manhattan. We are a seven-day-a-week parish, with a rich history in the city and a special emphasis on music, the arts, and local outreach. We have recently welcomed our 11th rector and now seek a creative, collaborative, seasoned assistant who is grounded in our tradition and inspired to innovate to help lead this twenty-first century church.

The Assistant Rector’s areas of responsibility and oversight will reflect the candidate’s specific passions and skills, but may include the following:

**Liturgy**

* Participate in regular rota of preaching, presiding and other leadership roles on Sundays and during the week. Comfort with a range of liturgical expression is essential.
* Assist in liturgy planning with staff and volunteers.
* Support weekly chorister formation and worship.
* Perform weddings, burials, and other sacramental rites as requested.

**Education and Formation**

* Coordinate and help lead renewed adult education program, including Sunday forums and weekday bible study.
* Develop and support small group formation opportunities, in-person and online.
* Assist with confirmation preparation for youth and adults.
* Share in leadership of middle and high school youth ministries, including annual pilgrimages and retreats.

**Pastoral Ministries**

* Support newcomer welcome and new member engagement.
* Help train and support lay pastoral caregiving teams, including Lay Eucharistic Visitors.
* Share in providing pastoral care and hospital visits to the sick and those with mobility issues.
* Participate in youth and young adult ministry by attending events within and outside the parish

**Administration**

* Share in the overall leadership of the parish, attending monthly Vestry meetings and retreats, meeting weekly with full staff, and regularly with other program staff.
* Liaise with various lay-led ministries in the parish.

**Other duties as may be elected or assigned**

**Minimum Qualifications and Core Competencies**

* Exceptional gifts for preaching and teaching
* Excellent oral and written communication skills
* Highly organized and self-motivated
* Experience in managing volunteers and collaborating with professionals
* Mature judgment and discretion
* Minimum of three years in ordained parish ministry a plus

**If you would like to apply or learn more, please send a letter of interest, resume, and OTM portfolio to:**

Heath Beveridge

Administrative Assistant

[hbeveridge@heavenlyrest.org](mailto:hbeveridge@heavenlyrest.org)

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