St. John’s Episcopal Church

Job Title: Associate Priest for Family Ministry

Status: Exempt

This position supervises: Sunday School Director, Nursery Staff (These positions are currently vacant during the pandemic.)

This position reports to: Rector

Time Requirement:

Full-time, including Saturday evenings, Sundays, and Tuesday morning staff meetings and the balance to be scheduled in consultation with the Rector.

Objective:

This position shares in the sacerdotal, pastoral, educational, outreach, and administrative work of the parish clergy team, with a special emphasis on ministry development with young families.

Qualifications:

--Excellent interpersonal and communication skills.
--Mature judgment to work with a wide range of constituencies and the ability to make decisions while creating an environment of consensus.
--Self-motivated and self-directed
--Highly organized and detail-oriented
--Enjoys working with people; adept at making volunteers feel valued
--Ability to work as part of a close-knit team with a high-energy leader; participation in weekly staff meetings and monthly vestry meetings.
--Ability to gracefully navigate a complex organization with an awareness of how a single action affects the whole
--Competent, sensitive preacher to several different and distinct “sub-congregations” with the church
--Humble and adept liturgical presider
--Gentle pastoral presence

Job Overview:

Children’s ministry: Nurture the spiritual development of program volunteers; Work with the Sunday School Director to support, enhance, and grow the Christian education program for children

Present duties:
Children’s Chapel (COVID: two in-person outdoor services a month)
Weekly Facebook Storytime livestream
Special gatherings or events at Christmas (pageant) and Easter (egg hunt)
Organize and host periodic teacher appreciation gatherings
Annual Communion Preparation class (parents and children)
Annual 3rd Grade Bible class (parents and children)
During COVID, provide parents with at-home faith formation resources

On behalf of Sunday School Director (currently vacant):
Supervise and work with lead teachers
Coordinate and schedule classroom volunteers
Coordinate and schedule nursery staff
Manage hiring paperwork for Faith Formation staff
Maintain Safeguarding paperwork and certifications
Maintain all attendance records/data for parochial report
Prepare weekly lesson plans and materials, K-5 (faith formation at home, during COVID)
Weekly family emails during COVID

Youth ministry: Nurture the spiritual development of program volunteers; Support, enhance, and grow the Christian education program for youth

Present duties:
Eagle’s Nest (MS/HS faith formation)
Quest youth retreats (2x/year)
Youth Group (MS/HS social and service)
Recruit and supervise Eagle’s Nest and Youth Group volunteers
Prepare and maintain permission slip files for field trips and overnight retreats/service projects
Maintain Eagle’s Nest and Youth Group attendance records for parochial report
Graduate recognition Sunday
Shrove Tuesday Pancake Dinner (fundraiser for “Youth Welfare Fund” scholarships)

Family ministry: Develop and lead adult Christian formation and community building for young families;
Share in the stewardship preaching and teaching ministry of the church with a special emphasis on reaching out to children, youth, and young families

Present duties:
Has charge of Saturday Evening (5pm) Bluegrass Eucharistic worship service (COVID: 2x/month)
Engage and schedule bluegrass musicians
Baptism preparation classes
Baptisms
Confirmation preparation classes
Confirmations

Pastoral care ministry: Work with the lay leaders of the pastoral care ministries of the church to support, grow, and enhance those ministries and to nurture the spiritual development of ministry leaders and volunteers

Present duties:
Wedding preparation classes
Weddings (primary wedding officiant, unless another priest is requested)
In-person pastoral care (hospital, rehab, hospice, porch visits, etc.)
Pastoral Care Team liaison (altar flowers, Easter lilies/cards, Christmas cookies, prayer lists, etc.)
Coordinate Eucharistic Visitors program, prepare Communion kits
Train new Eucharistic Visitors (with Parish Deacon)
Funerals (back-up funeral officiant)
- Employees are held accountable for all duties of this job -
- This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job –

Updated
05-20-21