Rector’s Job Description

Preface: The Rector in an Episcopal Church occupies a unique position being, at one and the same time, an employee, a colleague in ministry with all the baptized, and the pastor with responsibility for the spiritual well-being of all the members of the parish. 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. Finally, the Rector is a priest. A priest’s primary function is to reveal the presence of God and to remind the community of the priesthood of all believers.

St. Cornelius’ Episcopal Church opened its doors in the Spring of 1888 and is the oldest church building in continuous use in Dodge City, Kansas. St. Cornelius is part of The Episcopal Diocese of Western Kansas, which spans 2/3 of the state of Kansas.

The educational levels in our congregation vary and the lay vocations cover a broad spectrum. The age range of our parishioners is from 25-75+. We have a few families in our parish with young children. The majority of our parishioners live in Dodge City.

The community of Dodge City, Kansas, in 2017 had a population of close to 30,000. Hispanics make up 62% of the population, Whites make up 34.5%, African Americans make up 2.7%, Asians make up 1.8%, Native Americans make up .2% and other is at 1.4%.

More information on St. Cornelius can be found at www.stcorneliuschurch.org or you can visit our Facebook page. Information on The Episcopal Diocese of Western Kansas can be found at www.diowks.org or you can visit their Facebook page.

As Rector of St. Cornelius’ Episcopal Church, the Rector shall carry out his or her duties as outlined in the following job description. Both the Rector and Vestry of St. Cornelius’ Episcopal Church have affirmed this job description. It will be the basis for future evaluations of the ministry of Rector and parish.

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

Responsible for worship according to the Book of Common Prayer. Included in this responsibility is worship for Sundays and Holy Days.

The Rector will:

- Offer sermons each week based ordinarily on the lectionary readings for the day.
- Coordinate and supervise the work of all participants in worship, including Lay Readers, Lay Eucharistic Ministers, choir, musicians and all others.
- Develop other worship opportunities and services as appropriate.
- Offer baptism, marriage, burial, confirmation as appropriate.
- Spend regular time in prayer and in study of the Bible.

Responsible for overseeing Christian Education and formation in the parish.

The Rector will:

- Teach the Gospel of Jesus Christ by word and example.
- Oversee Christian Education in the parish, including education for youth and adults.
- Oversee preparation for baptism, confirmation, reaffirmation and reception.
- Develop other educational opportunities as appropriate.
- Participate in continuing education programs for his or her own growth and development as appropriate.

Assist the parish in reaching out to and welcoming members of the larger community into St. Cornelius’ Episcopal Church.

The Rector will:

- Model the hospitality of Christ by welcoming all sorts and conditions of persons into the church.
- Equip the laity to proclaim by word and example the good news of God in Christ.

The Rector is the Chief Pastor of the parish.

The Rector will:

- Oversee the care of individuals and families in joy and sorrow.
- Offer pastoral care in relation to birth, marriage and death.
- Make referrals for counseling and other services.
- Equip the laity for extending pastoral care to one another.
- Supervise other staff persons and make staff contacts in consultation with the Vestry.
- Oversee the administration of the life of the church, in consultation with the Vestry.
- Offer spiritual counsel and guidance for the members of the parish.
• Model good self-care by managing his or her times of work and rest and giving adequate time and support to family.
• Tend to the quality of his or her own spiritual life through retreats, days of refreshment, spiritual direction, and other appropriate means.

**The Rector will encourage St. Cornelius’ Episcopal Church to serve the larger community.**

The Rector will:

• Model concern and care for the needs of the world.
• Assist in the development of ministries of service to the wider community.
• Open the building for use by the larger community.
• Use technology to reach out to parish family and community.
• Take his or her share in the life and ministry of the Diocese of Western Kansas.

Interested candidates should email a cover letter and résumé to stcorneliusrectorsearch@gmail.com or mail the same information to:

St. Cornelius’ Episcopal Church  
Attention: Search Committee  
PO Box 1414  
Dodge City, KS 67801