St. John’s Episcopal Church

Job Title: Associate Rector

Status: Exempt

This position supervises: Rector

This position reports to: Rector

Time Requirement: Full time

Objective: By word and action, informed at all times by the Holy Scriptures, the Book of Common Prayer, the National Canons and the Colorado Canons, the Associate Rector shall join with the Rector in proclaiming the Gospel, love and serve Christ’s people, nourish them, and strengthen them to glorify God in this life and in the life to come. Expand the reach of the Rector’s vision, leadership and congregational development philosophies, and interpretation of parish core values by providing input and then performing as a unified team partnership with the Rector.

Requirements: Ordination in the Episcopal Church and recognition of the special canonical relationship to the Bishop of Colorado.

Job Overview:

1. Assist the Rector in leading the Parish and its staff by providing spiritual sustenance to members and others; overseeing leadership and development of parish ministries as mutually identified and agreed upon with the Rector
2. Together with the Rector, take an equal share in presiding at Sunday worship, administration of the sacraments and providing special services in accordance with the Parish’s established schedule as needed.
3. Preach in a manner that is inspirational, provocative, prophetic, academically informed, culturally sensitive, and relevant.
4. Together with the Rector, ensure protocols are in place to provide regular visitation to members who are home-bound or in assisted living facilities; visit members who are hospitalized; provide other pastoral responses as needed; oversee Eucharistic Visitor ministry.
5. Together with the Rector, ensure programs, training, and protocols are in place for the protection of God’s people
6. While some measure of working from home/remote-site work is permissible, must maintain regular office hours each week.
7. Plan, organize, coordinate, and serve as Celebrant for weddings and funerals as needed, including premarital counseling and grief/pastoral care of the bereaved. Take a share in leading such weekly ministries as bible study, the reconciliation service, and the Saturday night service, as well as taking a share in teaching adult formation classes.
8. Provide leadership/guidance for youth and children’s Christian formation staff and provide a sacerdotal presence for St John’s families; performing such “tasks” as celebrating the Holy Eucharist for Children’s Chapel; and leading formation classes for baptism, confirmation, etc. (This work shall account for approximately 25% of the Associate Rector’s time.)
9. Attend monthly finance committee and vestry meetings; submit monthly activity report to vestry; attend other committees/meetings as needed,
10. Attend Diocesan or regional clergy support group meetings. Take the lead in representing St John’s at regional and diocesan meetings, especially when the Rector is unable to attend.

Key Relationships:
External–Bishop and diocesan staff; Boulder Episcopal and religious leaders
Internal – Vestry, Clergy, Staff and Volunteers

Key Result Areas
1. Works with Junior Warden and Parish Caretaker to assist the Rector in the oversight of buildings and ground, tech and A/V systems management, campus and operational security
2. Assists with capital campaigns and stewardship (including fall pledge campaign).
3. Assists the Rector in promoting, fostering, teaching, and modeling evangelism and spiritual practice of hospitality;
4. Assists the Rector in leading according to the parish’s core values
5. Assist the Rector in ensuring the parish maintains a balance of ministries, between outward-facing ministries of serving and social justice, and inward-facing ministries of worship, formation, prayer, and pastoral care

Salary Range: $75,000 - $90,000

- 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 –

Please send Cover letter, resume and links of two sermons to: St. John’s Associate Rector Search Committee at: office@stjohnsboulder.org