

# Rector (Senior Clergy)

## *Ministry Description*

## Essential characteristics

Mature, Gospel-oriented Christian faith and life. Disciplined in thought, word, and deed. Committed to faithfully discipling and pastoring the whole congregation in the way of Jesus. Committed to and ordained in the Anglican tradition. See also section 4.5 Senior Clergy (Priest) of the DMAC Bylaws.

## Essential Duties and Responsibilities

Oversees and provides leadership for all the essential ministries of the church:

### Worship

#### *The liturgical and sacramental life of the church*

- Is primary preaching voice: Preaches no less than 2 out of 4 Sundays.
- Is principal celebrant: Celebrates no less than 3 out of 5 Sundays
- Ensures a minimum of one Eucharistic service each week

### Evangelism & Outreach

#### *Training, equipping, and releasing of evangelism and outreach ministries and events*

- Ensures training in personal/corporate outreach & evangelism

### Discipleship

#### *Extra-liturgical Christian training, equipping, and formation opportunities*

- Meets with clergy-in-formation as-needed
- Ensures at least 6 churchwide learning opportunities yearly
- Ensures appropriate preparation for baptism and confirmation Curates church book collection

### Communication

#### *All church-wide broadcasts on all channels*

- Oversees and maintains DMAC website and church info materials

- Follows up with visitors as-needed
- Maintains and posts weekly DMAC Sermon Podcast to Spotify
- Communicates via pastoral letters, including special giving reports and appeals, as needed.
- Ensures publication of weekly bulletin and email newsletter

## **Administration**

*Organizational leadership of the institution, emphasizing structures that serve the mission*

- Meets with and leads the Vestry according the Bylaws
- Appoints Corporate Officers
- Ensures diocesan administrative obligations are met
- Interfaces with ministry partners as needed
- Meets at least monthly with Minister of Admin
- Meets at least yearly with lay ministry leaders

## **Pastoral Care**

*Spiritual direction, with emphasis on bringing biblical wisdom to bear*

- Meets at least quarterly with Pastoral Liaison
- Meets at least twice yearly with Congregational Liaison
- Meets at least thrice yearly with each Clergy
- Ensures all Pastoral Rites of the church are available as-needed

## **Common Tasks that Fall Outside the Scope of This Description**

- Admin related to Sunday Mornings: Scheduling/Volunteer follow-up
- Admin related to payroll: payments and records for employees
- Admin related to CPA: mailing paperwork
- Maintaining attendance records
- Social Media creation & management
- Advertising via signage, print, and web
- Providing for facility repairs/improvements
- Direct leadership/planning of small groups
- Ensuring/leading dedicated youth ministry
- Ensuring/leading dedicated children's ministry
- Extra-liturgical event planning
- Some ministry networking meetings
- Regular benevolence purchases
- Regular office supply purchases
- Maintaining Church Database

## **Required Knowledge, Skills and Abilities**

- Must be excellently equipped in terms of biblical and theological knowledge
- Must have a robust understanding of the history of the Anglican Communion

- Must keep up to date on current events within the ACNA and Anglican Communion
- Must be able to preach with clarity, precision, and accuracy
- Must be courteous and tactful with parishioners, especially in times of grief and crises in their lives.
- Must exercise appropriate judgment in dealing with sensitive and personal issues.
- Must be comfortable with a wide range of individuals, able to work with and comfort those from all walks of life.
- Must be able to communicate effectively both verbally and in writing. Education and Experience
- Ordination to the Sacred Order of the Priesthood in the Anglican tradition required

## Work Environment

- Time is spent on church grounds in highly social and relational situations
- Visitation of parishioners may be at their place of work, their residence, or medical facility, or other places
- Remote work is permitted as appropriate

## Hours & Compensation

- The Rector (Senior Clergy) position is a half-time, salaried position with compensation and benefits determined by the Vestry.

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