

Assistant Rector
St. Paul's Episcopal Church
200 Main Street
Chatham, NJ 07928
www.stpaulschatham.org

Overview of Ministry Description

St. Paul's Episcopal Church, a vibrant congregation in the Diocese of Newark, is seeking an Assistant Rector to work with other staff and active lay leaders. The Assistant Rector will serve in all aspects of ordained ministry, including preaching, teaching, pastoral care, and administrative responsibilities.

In addition, depending on a particular candidate's gifts, focus areas may include:

1. Adult Christian Formation and Intergenerational Responsibilities:

Work with the Rector, lay leaders, and staff to shape the direction and planning of the year-round Adult Christian Formation and Intergenerational programming.

2. Children and Youth Ministry Responsibilities:

Assist the Director of Christian Education with the design, development and implementation of a comprehensive ministry for children (nursery – grade 8) and youth (grades 6-12), including a parent and youth leadership committee. Facilitate the biennial youth Confirmation class, develop or acquire a Confirmation curriculum and ensure appropriate volunteer staffing. Plan and facilitate an annual youth mission trip.

3. Further develop ministry for "special needs" families.

Continue to build upon "special needs" ministries at St. Paul's. Including "It's My Turn" Vacation Bible Camp, for children on the autism spectrum; and Holy Week worship services for special needs children and families.

Basic Qualifications include: • College and seminary graduate • Ordained priest • Proficient with Microsoft Office Products including Word, Excel and Outlook • Ability to communicate effectively and professionally, both orally and in writing • Ability to organize, focus and multi-task • Ability to work as part of a team.

General Expectations: • Preferably a 2-year, minimum service • Regularly engage in opportunities for personal, spiritual, and professional development • Participate in continuing education experiences as needed and approved • Participate in parish and community life, including Vestry meetings, retreats, special events (ecumenical, parish social events, etc.)

Part-time: 30 hrs./week + Benefits

Inquiries should include a cover letter, resume, a sample sermon and a list of three references and may be sent to The Rev. Mary Davis at rector@stpaulschatham.org by May 15, 2018.