

## RECTOR'S JOB DESCRIPTION

**Job Title:** Rector

**Reports To:** Vestry

**Position Status:** Full Time preferred, or part time (bi-vocational) required

### **Purpose:**

The Rector is primarily a priest and his primary functions are to reveal the presence of God, to remind the community of the priesthood of all believers, and to be a shepherd to the flock

The Rector in an Anglican Church occupies a unique position as not only the chair of the Vestry but at the same time, an employee of the Vestry. He is also a colleague in ministry with all the baptized, and the pastor with responsibility with the bishop for the ministry of the Anglican Church in the parish.

The work of the Rector is governed by the Constitution and Canons of the Anglican Church in North America (ACNA), the Missionary Diocese of All Saints (MDAS), and the By-Laws of St John's Anglican Church (SJAC).

### **Responsibilities:**

The rector will have responsibility for worship according to the 1928 Book of Common Prayer. Included in this responsibility is worship for Sundays, Holy Days and other established days of the week, including music. In addition, the rector will:

- Offer sermons each week based on the lectionary readings for the day.
- Coordinate and supervise the work of all other clergy and participants in worship, including acolytes, readers, choirs, 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

- The Rector is also expected to spend some of their time participating in the life of the diocese, attending Synods, Clericus' and other such meetings of the diocese that are called.

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 all age groups.
- Oversee preparation for baptism, confirmation, reaffirmation and reception.
- Develop other educational opportunities as appropriate.
- Participate in continuing education programs for their own growth and development.

Assist the Parish in reaching out too and welcoming members of the larger community into the 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 the word and example the good news of God in Christ
- Be an active member of the Boerne Ministerial Alliance

The rector is the chief pastor of the parish. The rector will:

- Oversee care of individuals in 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 and making staff contracts in consultation with the Vestry.

- Oversight of the administration of the life of the church, in consultation with the Vestry.
- Prepare for and chair Vestry meetings.
- Offer spiritual counsel and guidance for members of the parish
- Model good self-care by managing times of work and rest and giving adequate time and support to family
- Tend to the quality of their own spiritual life through retreats, days of refreshment, spiritual direction and other appropriate means.

The rector will encourage the church to serve the larger community. The rector will:

- Model concern and care for the needs of the world.
- Take their share in the life and ministry of the Diocese.
- Assist in the development of ministries of service to the wider community

I have read and received a copy of my job description.

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Signature (Rector)

Date