

Associate Rector at the Church of the Epiphany

The Church of the Epiphany is seeking a full time Associate Rector to help expand our ministry and evangelism. The successful candidate will be a full participant in the pastoral, liturgical, and preaching life of a growing parish. Epiphany is a thriving and diverse community of people of all ages, but particularly includes families with children—25% of our members are under 18.

Our ideal Associate will be a compelling preacher, a creative, highly organized team member who can help us build our lay leadership in the areas below. This person will also possess a full and demonstrable grasp of evangelism through social media and the use MS Office and QuarkXpress.

The Associate Rector reports to the Interim Rector, and will have primary responsibility for the following program areas:

Children Youth and Families

- Facilitate the growth of the parish youth group with the assistance of lay volunteers
- Oversee Sunday School, Vacation Bible School, and other current children's activities as well as develop new opportunities of the spiritual formation of children, youth, and young adults.
- Develop opportunities for intergenerational events for formation and community building

Incorporation of Newcomers

- Intentional support and development of the existing evangelism team of Greeters
- Connect newcomers to parish mentors
- Plan welcome events for new members
- Teach new member/discipleship formation classes, including preparation for baptism.

Wednesday Neighborhood Dinner Program (80-120 participants):

- Grant writing and administration for 3 sets of program grants
- Assist staff and volunteers in the purchase of short-term and long-term supplies.
- Assist staff in obtaining food safety training when necessary
- Maintain current soup kitchen license
- Developing additional community relationships for expanding services to dinner program guests
- Recruit, develop, and support parish and community volunteers

Communications

- Guide the parish in the use of all forms of communications as evangelism
- Weekly production of announcements and notices ("e" and print newsletters)
- Weekly updating of website and social media
- Tracking website traffic and social media engagement
- Monthly newsletter ("e" and print)
- Designing and producing outdoor signage monthly
- Supporting the work of Epiphany's Communications Task Force

Recruitment, training, and spiritual support of liturgical servers and Lay Eucharistic Visitors

Other Duties as assigned.

Compensation: in line with the Diocese of New York Clergy Compensation Guidelines