

**Position Description for Associate for Family Ministries
St. John's Episcopal Church**

705 Hale Street

Beverly Farms, Massachusetts

978-927-0229

www.stjohnsbeverlyfarms.org

The Rev. Stephanie Chase Bradbury, Rector

The Person We Seek

We are seeking a creative clergy person, with 3+ years' experience, who loves youth and adults in their 20s, 30s, and 40s and who will minister to them, building up in them a love of God in Christ. While our Church School Director ministers to children, we need someone who will tend to their parents and teenage siblings. Our region is filled with traditional families with an interest in church. How do we most fully tap into this demographic and address their needs in a changing world? This full-time position is expected to begin spring/summer 2017. We seek someone who will also share in the liturgical, pastoral, and administrative ministry with the Rector. The position of Associate for Family Ministries ("Associate") will allow for exposure to, and participation in, all aspects of parish ministry, with primary pastoral and program responsibilities for family ministries, youth ministries, liturgical responsibilities, and pastoral care. Other interests and ministry gifts of the Associate will also be happily employed.

Skills, Gifts, and Passions for Ministry

- Passion for and experience in Youth and Family Ministry
- A heart for pastoral care
- Comfort with the ability to communicate using various technologies and social media
- Strong planning and organizational skills
- Strong communication skills, including preaching
- Ability to work collaboratively and creatively with staff and lay leaders
- Desire to include people of all ages in ministry: children, youth, adults, older adults
- Ability to plan ahead and be flexible at the same time
- Recognition of the importance of building and maintaining relationships in ministry, as well as creating, building, and maintaining programs
- Commitment to prayer/mediation, and a relationship with God in Christ and the ability to model and convey/teach that relationship to all.

Responsibilities and Expectations

The Associate is appointed by and accountable to the Rector and extends and supports the Rector's ministry in the parish, community and diocese. Under the Rector's supervision and authority, the Associate shares in the responsibilities of pastoral care, administration of the Sacraments, and administration of the parish. The Associate works with other paid and volunteer staff, exercising lead responsibility in tasks and areas assigned by the Rector. The Associate is expected to:

- Offer leadership in Christian formation to youth, working with our Church School Director and other leaders. While the Church School Director is responsible for teaching children through seventh grade, the Associate will teach confirmation class to the 8th and 9th graders, arrange for Sunday morning educational opportunities for high school youth, organize and lead the acolytes, revitalize the youth group, lead mission trips, and other youth endeavors as will enhance the spiritual lives of the young people of the congregation.

- Offer pastoral care to, and integrate into the life of the parish, the parents and families of our youth, along with the parents and families of the children in the church school.
- Share presiding/preaching responsibilities on Sunday mornings, at the Thursday 9:00 am Eucharist, seasonal liturgies, and monthly nursing home services.
- Lead the in-reach responsibilities of the parish including casserole ministries, transportation ministries, Eucharistic Visitors, and more.
- Participate in the diocesan New Beginnings program and other diocesan programs and ministries as expected.
- Attend and participate in monthly Vestry meetings and the annual Vestry retreat.
- Participate in regular weekly staff meetings, and annual staff retreat.
- Lead us into new ministries, inspire us to use our imaginations, encourage us to reach out beyond ourselves, and help us to deepen our awareness of God's presence in our lives.
- Maintain a pattern of life that sets a wholesome Christian example.
- Communicate to the parish via emails, phone calls, weekly e-mail newsletter, and other channels.
- Participate in an annual ministry review to be conducted with the Rector and Vestry.
- Work on a full-time basis and be available for pastoral emergencies. Like other professionals, he/she may occasionally be asked to work on customary days off.
- Share in some of the parish administrative responsibilities.

Position Background

St. John's is a vibrant, program-size parish on the North Shore of Boston, located in Beverly Farms, Massachusetts. With the call of a new Rector last summer, the parish is poised, ready, and open to new beginnings. The New Associate will be joining, in addition to the Rector, a half-time Priest Associate, and a Deacon.

St. John's currently holds two Sunday morning services at 8 and 10 a.m. with an average Sunday attendance during the program year about 150. In addition, there is a weekly Eucharist at 9 a.m. on Thursdays. Liturgically, St. John's is traditionally "Broad Church." There is a fine music program including an excellent choir with paid section leaders. There are currently 60 registered Church School students and a Church School Director. There is an on-again-off-again youth group. This is a parish full of creative, gifted parishioners and the potential for new ministries and drawing people into renewed relationship with Christ, the world, and each other, is tremendous.

Compensation

The annual salary for this position is \$85,000, a portion of which may be designated as a housing allowance. Benefits include church pension, family health insurance coverage, four weeks' vacation, a continuing education account (\$2,000), and reimbursement for mileage and ministry expenses.

Interested applicants

Please apply directly by sending an OTM Profile, resume, brief spiritual autobiography, references, cover letter, and relevant supporting materials (including recordings of two sermons) to Mr. Christopher Wolf, at search.st.johns.beverly@gmail.com by April 8, 2017.