

Associate Rector (Full-Time)

Overview

- The Associate Rector is a full-time clergy position that reports directly to the Rector of St. Alban's Episcopal Church.
- The Associate Rector assists the Rector in implementing the vision of the parish through formation, worship & liturgy, pastoral care, and service to the community.
- This role holds primary responsibility for providing compassionate pastoral care and support to the congregation.
- Additional responsibilities of worship leadership, Christian formation, outreach, and ministry supervision as assigned by the Rector.

Responsibilities include (but are not limited to):

- Offer compassionate and empathetic pastoral care to individuals and families in the congregation, including regular hospital and home visitations, counseling, and spiritual guidance.
- Provide pastoral support during significant life events such as baptisms, funerals, weddings, and other special services, in coordination with the Rector and clergy team.
- Establish and maintain strong relationships with church members, fostering a culture of care, love, and support within the St. Alban's community.
- Oversee the Lay Eucharistic Visitor (LEV) team, including recruiting, training, scheduling LEVs.
- Provide counseling sessions, support groups to address specific issues and promote holistic well-being.
- Collaborate effectively with clergy to ensure a comprehensive and cohesive approach to pastoral care and ministry at St. Alban's.
- As needed, work with community organizations, healthcare providers, and counseling services to provide resources and referrals for individuals in need.
- Regularly preach and preside in worship services.
- Oversee Wednesday healing Eucharist.
- Share in the clergy team's ministry to welcome and build relationships with newcomers.
- Coordinate the after-hours pastoral care line, ensuring a clergy member is "on-call."
- Other duties as assigned by the Rector.

Qualifications

- Episcopal priest in good standing with at least 2-5 years of experience as full-time ordained minister in an Episcopal congregation.
- Experience in providing pastoral care and support to diverse individuals and families
- Minimum education: Master of Divinity.
- Excellent interpersonal and communication skills, with the ability to empathize, actively listen, and build trusting relationships in theologically diverse environments.
- Demonstrated ability to handle sensitive and confidential information with discretion and confidentiality.
- Strong organizational and administrative skills, capable of managing multiple priorities and deadlines effectively.
- Proficient in Microsoft Office Suite, Google workspace, and other relevant software applications.
- Understanding of and alignment with the values, beliefs, and practices of St. Alban's Episcopal Church.

Terms

- Paid Time Off: Per policy of Episcopal Diocese of Texas, thirty days per year, including four Sundays.

- Continuing education: Per year, diocesan policy designates 14 days leave including two Sundays each year with full pay and allowances for continuing education.
- Medical insurance (including dental and vision for cleric and cleric's family), pension plan, sabbatical offering (2 weeks accrue per year, with 3-month sabbatical after 6 years of service), per Diocese of Texas Policy.
- Maternity/Paternity Leave: Provided per EDOT policy. Clergy must negotiate the length of leave with the Vestry and Rector.
- Hiring for this position is contingent on satisfactory completion of a background check and certification in the Diocese of Texas's Safe Church Program.

Note: This job description is a general outline of responsibilities and qualifications and is not intended to be exhaustive. Other duties may be assigned as needed by the Rector.

Applicants should send résumé, cover letter, and three references to:

St. Alban's Episcopal Church
Attn: The Rev. Aaron M. G. Zimmerman
2900 W. Waco Drive
Waco, TX 76710

Or: aaron@stalbanswaco.org
Telephone: (254) 752-1773