



**Pastoral Associate and Outreach Coordinator (Half-time)
March 2026**

Grace Episcopal Church, a vibrant, inclusive Anglo-Catholic parish in Alexandria, seeks a Pastoral Associate and Outreach Coordinator to join our team of positive and talented staff and lay leaders. The Pastoral Associate will participate in liturgical, pastoral, outreach ministries of the parish. The ideal candidate is a warm, caring, bilingual individual who will be a leader at Grace Church as a whole and among our Spanish-speaking La Gracia congregation in particular.

Essential Functions:

Team Member: *Make us better because you are part of the staff team (we'll do the same)*

- Collaborate with staff, lay leaders and neighbors
- Join and add to a healthy church ecosystem
- Share your gifts, even if they aren't required below
- Attend weekly staff meetings
- Be prepared to love your job

Preaching: *Share inspired and thought-provoking theological reflection*

- Preach in Spanish approximately every other week at the 8:45 a.m. liturgy on Sundays, after training and licensing

Pastoral Care: *Emotionally engage with the congregation, displaying wisdom and discernment*

- Provide presence, prayer, and support, with special responsibility for pastoral care of Spanish-speaking parishioners
- Collaborate with lay leaders in La Gracia's *consejo* to organize dinners and other special events

Outreach: *Empower parishioners in the pursuit of service and justice*

- Provide leadership for lay-lead Outreach Team, collaborating with, providing training for, and supporting parish's outreach efforts
- Connect with institutional partners to deepen Grace's work in our neighborhood

Qualities and Core Competencies: *The heart and skills of our ideal candidate*

- M.Div. and ordination in the Episcopal Church preferred but not required
- Fluent Spanish and cultural competency for Latino ministry
- Strong leadership and initiative
- Positive, energetic, and helpful temperament
- Excellent organizational and interpersonal skills
- Mature judgement to work with a wide range of constituencies
- Discretion and ability to maintain confidentiality

Job Particulars: *What it's like to work here*

- Annual salary of \$40,000-45,000
- Excellent benefits including retirement plan, health insurance, and paid leave
- Reports to Rector
- Half-time (20 hours per week, including Sunday mornings)
- Professional development opportunities
- Pet and child friendly office

How to Apply:

- Submit cover letter, resume, and three professional references
- Send documents to hiring.committee@gracealex.org
- Applicant agrees to submit to a background check and, if hired, will complete training in prevention of sexual misconduct with children and adults