

St. Paul's Episcopal Church, Ivy

Associate Rector

Summary

St. Paul's, Ivy is a program-sized Episcopal parish in a growing suburb of Charlottesville, Virginia. We are a vibrant, multi-generational congregation whose average Sunday attendance increased by more than 10 percent in 2025. Our mission is to help our community find purpose, joy, and love in Jesus Christ every day. We pursue this mission through beautiful, joyful, and reverential worship; robust fellowship and formation opportunities for children, youth, and adults; and loving service to our neighbors locally, nationally, and internationally.

We are seeking a full-time Associate Rector to serve alongside the Rector and parish staff in advancing our long-term vision. The Associate Rector will provide primary leadership for evangelism, parish life, and congregational care ministries at St. Paul's. The successful candidate will be rooted in creedal Christianity, lead worship with prayerful confidence, relate to others with humility and grace, demonstrate strong pastoral instincts, and manage administrative responsibilities with care and competence. Above all, they will understand their work at St. Paul's as a ministry offered for the glory of God and the strengthening of discipleship among God's people.

Position Description

Evangelism and Community Engagement

- Help nurture a culture of invitational evangelism at St. Paul's, equipping parishioners to share their faith and welcome others into the life of the parish.
- Work with the Director of Communications to identify opportunities for the parish to be active and visible in the local community.
- Work with the Director of Communications to plan and execute advertising, promotions, and other opportunities to share the parish's ministries.
- Oversee and support the St. Paul's, Ivy/Mt. Calvary Food Pantry ministry.

Parish Life and Hospitality

- Work with the Director of Communications to ensure internal parish communications are well-written, properly structured, and executed on time.
- Develop and oversee the parish's welcome and hospitality ministries, including the management of related committees.
- Create and execute campaigns to build lay ministry participation in the parish.
- Manage information on newcomers/visitors and provide initial contact to them.
- Schedule meetings with newcomers to discuss parish life and connect them to the parish community.
- Plan and oversee parish-wide events to celebrate the parish community and mark other special occasions.

Congregational Care

- Support and oversee the parish's congregational care ministries.
- Coordinate pastoral visitations in conjunction with the Rector and Priest Associate for Healing Ministries.
- Share with the Rector in preparing parishioners for the sacraments and sacramental rites.

Worship

- Regularly celebrate the Eucharist and preach on Sunday mornings.
- Regularly officiate at the parish's choral Evensong and Contemplative Evening Prayer services on Sunday evenings.
- Share responsibility with the Rector for funerals, weddings, and other occasional services.
- With the Rector, provide periodic training for lay worship participants.

Christian Formation

- Serve as chaplain for St. Paul's, Ivy Preschool, leading chapel services twice per month during the academic year.
- In conjunction with the Director of Children's and Youth Ministries, lead youth confirmation classes as needed.
- Work with the Rector to lead the *Living Your Faith* newcomer course several times each year.
- Create and/or lead adult formation small groups as needed.

Compensation and Benefits

The Associate Rector will receive an annual total compensation of **\$75,000–\$80,000**, depending on experience. In addition to their compensation, they will receive the following annual benefits:

- Church Pension Fund assessment on the sum of the total annual compensation.
- Full health and dental insurance coverage for the Associate Rector.
- Reimbursable professional expenses up to \$2,000 per year.
- Continuing education allowance of \$1000 and fifteen days per year.
- Four weeks of vacation per year, including five Sundays.

Applications will be reviewed on a rolling basis, with initial review beginning March 9. To apply for the position, please submit the following to the Rector, The Rev. Justin McIntosh (rector@stpaulsivy.org):

- A resume or CV with a cover letter.
- 2–3 video sermon recordings.
- Contact information for three professional references.

