

Job Title: Assistant Rector of Outreach and Family Ministries - Full-time; Exempt

Reports to: Rector

Employment Classification: Full-Time, Salaried, Exempt.

Number of Hours Worked Per Week: 40 Hours.

General Description: The individual will participate in liturgical, pastoral, educational and administrative ministries of the parish, with a key role of developing the Family Ministry.

Principal Duties: The individual will share with the Rector, as fully as possible, in all aspects of parish life, working no more than a five-day week (Sunday being a must), except when pastoral duties or important parish events take precedence. The incumbent's days off will be determined upon mutual agreement with the Rector in order to provide the parish with full coverage.

Responsibilities include:

1. *Family Ministry:* Working closely with the Rector and volunteer teams, the individual will take a key role in establishing a regular schedule of children, youth and young family educational opportunities. This will include but not be limited to: Children's Sunday school, Youth group meetings, Confirmation, Acolytes, VBS, Youth retreats, young family small groups, and other activities as requested by the Rector.
2. *Outreach:* Oversee and encourage the outreach of the church with the goal of helping everyone find their place of service within the body. This individual will take a key role in leading the committee which distributes the annual \$150,000+ of outreach grants.
3. *Sunday, and Mid-Week Worship:* The individual will share in leadership of worship services (including celebrating the Eucharist following ordination to the Priesthood) and will preach (on 2nd and 5th Sundays and 1st and 3rd Wednesdays).
4. *Committee responsibilities:*
 - Outreach – create ways for children, youth and young adults to be involved
 - Youth and Children's Volunteer committee – develop and work with parents and volunteers training them to reach and disciple students.
 - Worship – Develop with appropriate staff: acolytes, youth choir, and other opportunities for children and youth to be involved.
 - Piedmont Child Care Center – Serve on the board and look for ways to include/invite families to Trinity.
4. *Pastoral Ministry:* The individual will develop pastoral relationships with the congregation and, when needed, will participate in pastoral visits to hospital, shut-ins, the infirmed and those otherwise in need of pastoral care.
5. *Meetings:* The individual will participate in staff, vestry meetings, and other committee meetings as needed.
6. *Service:* The individual will be active in service to the greater church and community, especially through work with and on behalf of the Convocation, the diocese and the national church.

Minimum Qualifications:

- Undergraduate degree; graduate-level ministry and pastoral education
- Demonstrated organizational skills and good verbal and writing skills
- Experienced in parish work
- Demonstrated ability to connect with people of varying ages and backgrounds
- Proficient in Office 360 and willing to learn Church Life, Push Pay, and Constant Contact
- Safe Church certification

To apply, please email the following to the Rev. Jonathan Adams,
Rector@TrinityUpperville.org

1. A letter of interest addressed to the Rector of Trinity
2. A current resume
3. Current OTM Profile