



Interim Associate to the Rector October 2025

Grace Episcopal Church, an inclusive, historic Anglo-Catholic parish in Alexandria, Virginia, seeks a full-time Interim Associate to the Rector to join our team of positive and talented staff and lay leaders from January 1-June 30, 2026. The Associate will support all aspects of parish life, with special attention to pastoral care and formation. The ideal candidate is an outgoing, organized, collaborative, proactive, and creative pastor who will be an ambassador for Grace Church.

Essential Functions:

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

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

Worship Leader: *Invite all ages and backgrounds into an experience of holiness*

- Preach and lead worship (ideally in both English and Spanish), with a special responsibility for baptismal preparation
- Have experience in or willingness to learn about intergenerational and cross-cultural worship

Coach and Guide: *Support the ministry and gifts of lay leaders*

- Support Children and Youth Teams to meet established goals for children's and youth programming
- Support Community of Hope International team in providing care for those in need

Pastor: *Care for "the least of these" in our parish*

- Frequent visitation to the sick and homebound

Evangelist: *Spread the good news through effective communication*

- Work with lay leaders to maintain Grace's social media presence
- Foster an environment of hospitality to newcomers, working with lay Evangelism Team

Manager: *Create an organized environment that allows ministry to blossom*

- Ensure that church spaces and materials are prepared to communicate a message of welcome to families and children, creating an inclusive and interculturally welcome environment
- Create a safe space for all by coordinating training in misconduct prevention and supervising nursery workers
- Work with seasoned volunteers to create special events during the church year: Lenten programming, Youth Sunday, etc.

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

- **Spanish language skills strongly preferred**
- Positive, energetic, and helpful temperament
- Excellent organizational and interpersonal skills
- Self-motivated and able to adapt in a fast-changing and decentralized environment
- Ability to maintain confidentiality
- Intercultural experience and competency
- Excellent writing, speaking, teaching, and communication abilities

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

- Reports to Rector
- Full-time
- Limited flex/tele-work possible
- Pet and child friendly office
- Salary based on annual rate of \$75,000-80,000, depending on experience

To apply, please send cover letter, resume, and OTM portfolio to anne.turner@gracealex.org.