



The Episcopal Church of St. John the Baptist

125 Canterbury Drive, Aptos, CA 95003 • st-john-aptos.org

The mission of St. John's is to love God and love neighbor
as Jesus did: welcoming all, serving humbly, teaching
compassion, and making no peace with injustice.

Position Description

Job Title: Rector

Position Reports to: Bishop
Full-time, exempt, year-round

Preface: The Rector in an Episcopal Church occupies a unique position, being at one and the same time an employee, the Chair of the Vestry, a colleague in ministry with all the baptized, and the pastor with responsibility for the spiritual well-being of all the members of the parish. The Rector also shares responsibility with the Bishop for the ministry of the Episcopal Church in the parish. The Rector is expected to spend some portion of her time participating in the life of the diocese. Finally, the Rector is a priest. A priest's primary function is to reveal the presence of God and to remind the community of the priesthood of all believers.

The work of the Rector is governed by the Constitution and Canons of The Episcopal Church, the Constitution and Canons of the Episcopal Diocese of El Camino Real, the By-Laws of the parish, and the laws of the State of California for directors of nonprofit religious corporations. The liturgical statement of a priest's duties is found in the service for the Ordination of a Priest (BCP, 531).

As Rector of the Episcopal Church of St. John the Baptist, the Rev. Tracy J. Wells Miller shall carry out her duties as outlined in this job description. Both the Rector and the Vestry of the Episcopal Church of St. John the Baptist have approved this job description. It will be the basis for future evaluations of the ministry of the rector.

Summary: This position oversees all operations of the parish. The Canons of the Episcopal Church stipulate that the Rector shall have a particular focus on worship, Christian formation, stewardship, and all spiritual matters of the parish. The Rector partners with the Vestry in the oversight of all matters related to the building and grounds and in financial oversight.

Essential Duties and Responsibilities:

- The Rector shall perform all duties as outlined in the Canons of the Episcopal Church, the Canons of the Diocese of El Camino Real, the By-Laws of this parish, and the Rector's Letter of Agreement with this parish. Those sources include details about the Rector's oversight of staff, building and grounds, worship, Christian formation, stewardship, and the parish's governance.
- In addition to the duties laid out in the aforementioned documents, the Rector will do the following:

Governance

- *Vision Leading.* Articulate, preach, teach, interpret, uphold, exemplify, shape, and develop the stated vision of the parish so that the parish's vision becomes THE focal

point for the congregation. When the vision is unclear to the Rector, convene a parish-wide process to define it.

- *Lay Leadership.* Recruit, train, oversee, and manage the lay leadership of the parish. Recommend and enforce guidelines for appropriate behavior for parishioners serving in leadership positions within the parish.
- *Administration Team.* Schedule and preside at regular meetings of the Vestry's administration team.
- *Vestry Meetings.* Prepare for Vestry meetings with the assistance of the Clerk and the Vestry's administration team.
- *Finance.* Work with the Treasurer, bookkeeper, and finance committee in the day-to-day maintenance of the parish's finances, taking all appropriate matters to the Vestry for approval.
- *Staff.* Schedule and preside at regular staff meetings.
- *Education & Training.* Encourage continuing education for staff and training for parish staff and lay leaders; ensure compliance with abuse prevention and other state and diocesan-mandated staff training.

Worship

- *Planning.* Plan worship in accordance with the Book of Common Prayer and supplemental resources authorized for use by the General Convention or the diocesan bishop.
- *Worship Committee.* Consult with a worship committee comprised of parishioners and staff members for input and advice in planning worship.
- *Service Music.* Oversee the selection of hymns, anthems, and other music for worship services.
- *Officiating.* Lead worship on Sunday mornings and Holy Days.
- *Supervision.* Coordinate and supervise the work of all other participants in worship, including readers, Lay Eucharistic Ministers, choirs, and musicians.
- *Preaching.* Prepare sermons each week based on the lectionary readings for the day and connected to current events. Include other voices in the preaching schedule as the annual budget allows.
- *Sacramental Services.* Offer baptism, confirmation, marriage, and burial services as appropriate.
- *Prayerfulness.* Spend regular time in prayer and Bible study.

Christian Formation

- *Oversight.* Oversee and approve all Christian formation programming for children, youth, and adults; appoint and convene a formation committee to assist in this work.
- *Adult Formation.* Appoint and convene a working group of parishioners to plan and lead adult formation opportunities.
- *Children & Youth Formation.* Oversee children and youth formation staff.
- *Parish Membership.* Lead classes to prepare candidates for baptism, confirmation, reaffirmation, and reception.

- *Continuing Education.* Participate regularly in continuing education opportunities for her own growth and development and for the benefit of the parish.

Stewardship

- *Stewardship Committee.* Appoint a Stewardship Committee to lead stewardship ministries in the congregation, encouraging year-round responsible stewardship of financial, temporal, and spiritual resources by both individuals and the parish.
- *Theology of Giving.* Articulate a biblical theology of money; lead from a theological perspective of abundance and generosity.
- *Fundraising.* Challenge the congregation as a whole to give financially to the church, as well as speaking directly with individuals to encourage financial giving.

Pastoral Care

- *Support.* Oversee the care of individuals and families in joy and sorrow. Be present particularly at times of birth, marriage, divorce, death, and other major life transitions.
- *Guidance.* Offer spiritual counsel and guidance for the members of the parish; refer parishioners to professional psychotherapy and other mental health services when necessary.
- *Pastoral Care Committee.* Appoint a committee to help manage the pastoral care of the parish and equip the laity to extend pastoral care to one another.
- *Role Model.* Model good self-care by managing her times of work and rest and giving adequate time and support to her family.
- *Self-Care.* Tend to the quality of her own spiritual life through retreats, days of refreshment, spiritual direction, and other appropriate means.

Parish Life/Fellowship

- *Availability.* Be present at coffee hour most Sundays and attend fellowship events in the parish to give parishioners opportunities to interact with the Rector informally.

Diocesan Participation

- *Committee Work.* Serve on diocesan committees as appointed by the bishop.
- *Deanery.* Attend deanery meetings and the annual diocesan convention.
- *Clergy Networking.* Participate in clergy days and conferences hosted by the diocese.

Community Engagement / Outreach

- *Aptos Community Youth Program (ACYP).* Oversee the ACYP by hiring and supervising a director to lead that ministry.
- *ACYP Participation.* Support the ACYP through participating in the Aptos Community Youth Committee (ACYC), speaking to or leading activities for ACYP participants when invited by the program director, and attending occasional ACYP events.
- *Helpful Shop Management.* Oversee the operation of St. John's Helpful Shop, the parish's thrift store, by hiring and supervising a Helpful Shop Manager to lead that ministry.

- *Helpful Shop Participation.* Support the Helpful Shop by working an occasional shift in the store to interact with the public on behalf of the church and to interact with parishioners and other volunteers working in the shop.
- *Public Events.* Represent St. John's in the community at public events like the annual "World's Shortest Parade" July 4th celebration, Tent of Abraham interfaith dialogue events, and other public forums for the community, whether secular or religious in nature.
- *Welcoming.* Model the hospitality of Christ by welcoming all sorts and conditions of persons into the church.
- *Facilities Use.* Encourage the parish to use the building and grounds to serve the community, particularly those most in need.
- *Community Project Fund.* Oversee the management of the Community Project Fund and the ministries it funds.
- *Publicity.* Work with the PR & Communications Team to increase the visibility of St. John's in the wider Aptos and Santa Cruz County community.

Requirements/Qualifications for the Position:

Knowledge and Skills (*taken from 2016 Parish Profile written for Rector search process*)

- A deep knowledge of Christian tradition and theology
- A flair for music and preaching
- A spirit of patience and understanding
- A commitment to lay leadership development
- Personal engagement with prayer and study
- Experience and dedication to sustained Christian formation for all stages of our spiritual journeys
- An abiding joy for life in Christ Jesus and the world of God

Education and Experience:

- Master of Divinity (M.Div.) degree or its equivalent.
- Ordination as a priest (or transitional deacon on the way to priesthood) in the Episcopal Church or as a pastor in the Evangelical Lutheran Church in America (ELCA).
- Maintain current certification in all Safe Church programs

Physical Demands:

The job demands are consistent with light work, although the employee may be required to lift and carry more than 25 lbs. infrequently. Work involves some bending, stooping, and reaching, in helping with set-up for parish events and worship.

Hours of Work:

See Letter of Agreement for specifics about times of work and leave.

Approved by the Vestry on July 14, 2020.