St. Paul’s Episcopal Church

Rector Job Description

Overview

The rector is the principal full-time pastor and the chief executive of this parish, responsible to the vestry and the bishop, in accordance with the Constitution and Canons of the Church. The rector is responsible for all the ordained privileges of ministry, including preaching, teaching, pastoral care, and administrative responsibilities. The rector also sets the spiritual and strategic direction for the parish and is responsible for all employment decisions at the parish. The rector has full authority and responsibility for worship, oversight of all property and buildings, directing instruction in faith and ministry, and leading Christian stewardship.

Nature and Scope

In accordance with ordination vows to preach and teach the Gospel, the rector will have final responsibility for all Christian Formation. The rector will guide a team of clergy and lay staff to achieve these responsibilities. The rector will also train, support and direct the clergy and staff team.

**Minimum Qualifications:**

* Ordained Priest
* Master of Divinity from an accredited theological school
* Excellent communication and organizational skills are required

**Other requirements**

* Maintain good standing as clergy in the Diocese of Louisiana
* Comply with all church safeguarding policies
* Provide supervision to staff
* Have direct involvement with main committees
* Oversee the work of volunteer-lay leaders
* Must be present and approachable
* Effective teacher with relatable scripture-based sermons understandable by multi-generations

**Responsibilities:**

Worship: The rector oversees worship, liturgy, and the lay committees that serve in worship. The rector will support the Associate rector in this endeavor and preach and celebrate as determined in a mutually designed schedule.

The current schedule includes:

Rooted in Anglican Broad-church tradition, our worship is a sacred experience of prayer, reflection, and celebration through sacraments. On Sunday, we offer two services of Holy Eucharist: the first at 7:45 AM is a Rite II spoken service in the Solomon Chapel. The principal choral Eucharist, also according to Rite II, takes place at 10:15 AM in the Nave, offering a rich and musical experience influenced by Southern Gospel and Anglican traditions. Weekday Worship: Modified daily service of morning prayer Rite II is available for the school and St. Paul's community; the school gathers throughout the year for seven special Holy Eucharist services--School Chapel is led by the school chaplain; 5:30 PM Holy Eucharist is offered weekly on Wednesday in the Solomon Chapel providing mid-week spiritual renewal through Rite II. Our liturgy inspires unity in prayer and through inspirational and life-applicable sermons make scripture relevant to daily life.

Leadership:

The rector will work with the Vestry to form a shared vision for the parish. They will clearly communicate the values and mission of the parish and work with the Senior Warden of the Vestry to develop Vestry meeting agendas. The rector will identify staffing and volunteer needs and serve as head of staff. The rector will maintain current functional knowledge of church financial resources and processes.

Education

Responsible for overseeing Christian education and formation in the parish, the rector will teach the Gospel of Jesus Christ by word and example. Oversee Christian Education in the parish, including education of young people and adults. Develop other educational opportunities as appropriate. The rector will oversee the development of bible studies, prayer groups and personal faith development.

Church Growth

The rector will attract and retain members to grow the congregation. They will work to inspire leadership and participation in the church ministries. The rector will also lead stewardship efforts to develop financial and volunteer support, including fundraising.

Stewardship

It is the responsibility of the rector to educate the parish regarding stewardship as a component of spiritual health. They will guide stewardship efforts to support the parish’s budget, vision and goals.

Pastoral Care

Be present for those parishioners during joy and sorrow. Those may include, baptism, confirmation, marriage preparation, reconciliation, crisis counseling, ministration to the sick and at the time of death and burial.

St. Paul’s Episcopal School

St. Paul’s Episcopal School is an outreach ministry of St. Paul’s Episcopal Church. Ultimately, governing authority over the ministry rests with the Vestry and its rector, who delegate the management of the school to a duly elected School Board. The School Board, in turn, manages the hiring and oversight of the Head of School. The Board of Trustees of St. Paul's Episcopal School’s mission is to plan, set policy and develop the financial, personnel and physical resources of the school in such a way as to ensure academic excellence. The rector of the Church and a designated member of the parish Vestry serve as ex-officio voting members of the Board and often works closely with the Board and Head of School to promote good and beneficial relations between the church and school. St. Paul’s Episcopal School is self-supporting and operates within its own budget. Today, St. Paul’s has about 220 students (six weeks old through eighth grade) and 46 teachers at its day school. The school is approved by the Louisiana Department of Education and accredited by the Southwestern Association of Episcopal Schools (SAES) and the Independent Schools Association of the Southwest (ISAS).

Wider Community

The rector also represents the parish to the community and the larger Church, serving in community organizations, ministerial association, regional, and diocesan organizations.

*For more information, please visit* [*https://www.stpaulsnola.org/*](https://www.stpaulsnola.org/)

*If you are interested in applying, please submit your cover letter, resume and personal OTM portfolio, to Canon Morgan MacIntire at the Episcopal Diocese of Louisiana at* [*mmacintire@edola.org.*](mailto:mmacintire@edola.org)