

Assistant Rector
February 2022

Grace Episcopal Church, a vibrant, historic Anglo-Catholic parish in Alexandria, Virginia seeks an Assistant Rector to join our team of positive and talented staff and lay leaders. The Assistant Rector will participate in liturgical, pastoral, educational and administrative ministries of the parish. This individual will share with the Rector, as fully as is possible, in all aspects of parish life. The ideal candidate is a warm, caring individual who is outgoing, has a positive outlook and sense of humor, strong interpersonal skills and who will be a leader 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, lay leaders and neighbors
- Join and add to a healthy church ecosystem
- Share your gifts, even if they aren't required below
- Attend weekly staff meetings
- Flexibility to work outside core hours
- Be prepared to love your job

Liturgy and Preaching: *A love for high church liturgy, and a gift for inspired and thought-provoking preaching*

- Regular rotation in presiding at both English and Spanish liturgies on Sunday and Mid-Week Worship
- Prepare and deliver regular sermons in rotation with the Rector and Seminarian
- Musically inclined with a voice for chanting and leading sung liturgies
- Speak fluent Spanish

Pastoral Care: *Emotionally engage with the congregation with a clear possession of wisdom and discernment into life and struggles*

- Provide spiritual guidance to parishioners, particularly our Spanish-speaking parishioners
- Sharing in pastoral offices of baptisms, weddings, funerals, visits to hospital patients, the homebound, the infirm, and those otherwise in need of pastoral care

Team Leadership: *Sharing with the Rector in the leadership of the programmatic life of the church*

- Attend monthly Vestry and team meetings in concert or rotation with Rector and Seminarian
- Be an active, energetic attendee and participant in parish activities and events

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

- Strong leadership and administrative skills
- Positive, energetic, and helpful temperament

- Excellent organizational and interpersonal skills
- Self-motivated, willing to take initiative, and able to adapt in a fast-changing, collaborative, and decentralized environment
- Mature judgement to work with a wide range of constituencies
- Discretion and ability to maintain confidentiality
- Reliability and accuracy in all work
- Working knowledge of the Episcopal Church and our liturgies

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

- Reports to Rector
- Full-time
- Limited Flex/Tele-work possible
- Salary commensurate with education and experience
- Excellent benefits including health insurance and paid leave
- Church Pension Fund
- Professional development opportunities
- Pet and child friendly office

How to Apply:

- Submit cover letter, resume, and three professional references
- hiring@gracealex.org
- Applicant agrees to submit to a background check and, if hired, will complete all required training