



CHRIST EPISCOPAL CHURCH
TUSCALOOSA

Associate Rector Job Description

Christ Episcopal Church seeks a full-time Associate Rector who will help lead Christ Church as pastor, priest, and teacher, sharing in the councils of this congregation and of the whole church, in communion with the Bishop. We are looking for an individual who will understand and embrace our unique identity of being a large historic downtown parish near the University of Alabama campus.

We seek someone who can assist with the continued development of Christian Formation programs at all levels while also sharing responsibility with the Rector for pastoral care and the church's liturgical ministries. She or he will support the efforts of the rector in guiding the mission of the church while also assisting the rector in managing the church staff. She or he should also possess an interest in engaging with and expanding the church's role in the community. We seek someone with a strong work ethic and the capacity and desire to work with challenging expectations.

This position requires a listening ear, a helping hand, an open heart, a sense of humor and a thoughtful mind to carry out and support the many ministries of the church.

This position provides the opportunity to serve in a thriving church in a sought-after community. Tuscaloosa continues to grow, and Christ Church has experienced steady growth post-pandemic with an Average Sunday Attendance of 350. The Associate Rector will work collaboratively with the Rector to create and implement a vision that will lead Christ Church into this exciting future, including a year-long celebration of Christ Church's Bicentennial in 2028.

Reports to: Rector

Full-time: Salary based upon experience, with pension, health insurance, and continuing education allowance

Duties and Responsibilities

Pastoral and Sacramental Ministry

- Share with the Rector in the sacramental and liturgical duties of the congregation, including preaching regularly and celebrating the Eucharist on Sundays, weekdays, and special services
- Assist the Rector with Pastoral Care, including maintenance of pastoral care records and coordination of Lay Eucharistic Visitors
- Support, train, and engage lay leaders
- Coordinate training of worship volunteers

- Build authentic, caring relationships with parishioners through personal contact and pastoral presence
- Attend and engage with parishioners at parish events

Program and Formation Leadership

- Lead the development and oversight of Christian Formation offerings
- Collaborate with the Children’s Ministry Coordinator, Youth Director, and lay leaders to select and implement developmentally appropriate, spiritually enriching curricula for all ages
- Organize yearly confirmation preparation for adults and, in collaboration with the Youth Director, for youth
- Share with the Rector in the administration of the church and supervision of the staff
- Convene regular Formation Committee meetings

Community Engagement

- Support the mission of the preschool program housed at Christ Church, including conducting a preschool chapel regularly
- Participate in continuing education opportunities related to pastoral leadership and Christian formation
- Maintain professional connections within the Diocese and wider church
- Participate in the life of the Diocese

Administrative

- Attend weekly staff meetings (Tuesday mornings) and organize program planning meetings (seasonally)
- Attend vestry meetings and any necessary committee meetings
- Share with the Rector in the administration of the church and supervision of the staff
- Perform other related duties as assigned by the rector

Qualifications

- Experience in parish ministry
- Experience in Christian Formation development preferred
- Good communication skills, both from the pulpit and interpersonally
- Organized and dependable
- Takes initiative
- Collaborative
- Pastoral
- Respectful of the traditions and history of the church
- Possesses strong leadership skills
- Understands and can teach Episcopal theology

