



IMMANUEL EPISCOPAL CHURCH GLENCOE, MARYLAND

RECTOR'S POSITION DESCRIPTION

February 2009

The Rector shall lead Immanuel Church as pastor, priest and teacher, sharing in the councils of this congregation and of the whole Church, in communion with our Bishop. Immanuel seeks a pastor who will lead us in our spiritual growth, inspiring and enriching our worship in ways that will cultivate the faith of our broad constituency. We are searching for a dynamic person who will find the peace and quiet of our rural setting a welcome backdrop to a life committed in service to all God's children. We seek one who will lead us to do God's work through our current outreach programs and who will inspire us to seek new ways in which to touch the lives of those in need. Immanuel hopes to broaden its work to educate our children by improving youth group involvement. We desire a priest who can energize this endeavor.

Immanuel is blessed in having a community of people who enjoy their worship together and who are willing to work diligently to help those in need. Our call is for a person who will joyfully share his/her gifts assisting us in our continued growth as a loving community. God be with us – Immanuel.

In order to fulfill these primary responsibilities:

The Rector, as **spiritual leader**, shall foster Christian formation and spiritual growth throughout the Parish. In these efforts, the Rector will lead our parish into discovering and understanding

God's intent for our individual and collective missions. In support of these and all other responsibilities, the Rector shall devote significant and regular time in prayer and in study of the Bible.

The Rector, as **celebrant**, shall have primary responsibility for worship and preaching.

The Rector, as **evangelist**, shall encourage the parish in its efforts to reach out to the wider community, by seeking and welcoming newcomers and by proclaiming the Good News of Christ in both word and action. As an example, the Rector shall fully support Immanuel's Welcoming Statement:

IMMANUEL'S WELCOMING STATEMENT

Following our long-standing, intentional practice, Immanuel Episcopal Church in Glencoe, Maryland, extends a warm welcome and an invitation to join us in community and worship to all people who desire to love and worship God, follow the example and teachings of Jesus Christ, and seek loving fellowship with others in His church. We extend this welcome and invitation especially to all who may have particular reason to think that they may not be welcome because of physical appearance, physical or mental ability, ethnic or religious background, sexual orientation, financial circumstance, or past or present sins. We confess that we are not a community already perfected in love. But we want to become more fully loving, and we welcome into our community all who wish to join us in this endeavor. (1999)

The Rector, as **pastor** and **counselor**, shall foster the building of a healthy, spiritual community of conscious and determined disciples of Jesus Christ. The Rector shall provide spiritual counsel, guidance, and care for individuals and families in crisis, joy and sorrow. The Rector shall address the needs of both longer term members and newcomers.

The Rector, as **chief steward** and **administrator**, shall oversee the proper management of parish assets for ministry primarily by supporting, equipping and developing the Vestry, Officers, staff and volunteers. The Rector shall serve as final arbiter in questions of physical asset management.

The Rector, as **ambassador** to the broader world, shall encourage the parish to engage and serve the wider community (local, national, international) and to participate whole heartedly in the life and ministry of the Diocese, the Regional Council and ecumenical fellowship.

The Rector, as **presbyter**, shall obey her/his bishop and other ministers in authority, in accordance with the canons of this Diocese. The Rector shall be loyal to the doctrine, discipline and worship of Christ as expressed by the Protestant Episcopal Church in the United States of America.

The Rector, as **leader**, shall pattern her/his life (and that of her/his family or household) in accordance with the teachings of Christ, so that she/he may be a wholesome example to the congregation and the wider community

The Rector will work with the parish toward achieving our four current goals, as described in more detail in the Parish Profile: expanding our outreach; providing opportunities for parish children of middle-school and high-school age; attracting new members and keeping current ones; and increasing our financial stewardship.

The Rector shall be aided in carrying out these responsibilities by following the “Expectations” as described in more detail in the attached pages.

Date ___ / ___ /2009 _____ Rector

Date ___ / ___ /2009 _____ Senior Warden

Date ___ / ___ /2009 _____ Bishop

Date ___ / ___ /2009 _____ Diocesan Deployment Officer

EXPECTATIONS OF OUR NEW RECTOR

The Vestry, Officers and people of Immanuel Church, Glencoe, look forward with great anticipation to the coming of a new Rector who will lead us as a parish and a community of faith. We expect our Rector to wear many hats. Among these are: priest; pastor; administrator; educator; community liaison; and private person. The following list of expectations attempts to be comprehensive but not exhaustive, and is subject to revision by mutual accord.

It is expected that our Rector as Priest will be:

- 1) Responsible for all aspects of corporate worship, including the music, by:
 - conducting services on Sundays and holidays with sensitivity to the traditions of the parish; working directly with the organist/choirmaster;
 - being the final arbiter on questions of liturgy and all aspects of music;
 - preaching the Word of God and the gospel of our Lord and Savior Jesus Christ with conviction;
 - praying for the parish and its people;
 - training lay participants – acolytes, readers, chalicists, ushers, lay eucharistic ministers, altar guild, flower guild and lay visitors.

2) The link between the congregation and the Diocese by:

- keeping diocesan mandated registries;
- preparing an Annual Report in coordination with the officers;
- ensuring parish participation in diocesan conventions and the Northwest Regional Council;
- maintaining an on-going relationship with the Bishops and other diocesan staff to bring their talents and experience to Immanuel when needed;
- reading the pastoral letter from the Bishop and other communications as required; and
- monitoring the required sexual abuse prevention training.

It is expected that our Rector as Pastor will be:

1) Concerned for the spiritual well-being of all parishioners by:

- visiting those in hospitals or who are sick at home or bereaved;
- following up after the crisis has passed;
- training and facilitating a lay visitor corps to assist in visits as appropriate.

2) Our leader in evangelism by:

- welcoming visitors and visiting newcomers;
- encouraging parishioners in their ministry of evangelism.

3) A leader in parish governance by collaborating with the Vestry and its committees by:

- abiding by the By-Laws of Immanuel Church;
- preparing with the Senior Warden, and other officers, the agendas for Vestry meeting and the Annual Meeting;
- chairing Vestry meetings and following up on actions, as required;
- discussing with the Vestry all major decisions including those under the Rector's prerogative such as the liturgy and use of the buildings;
- seeking to build consensus on all major decision affecting the congregation, its ministries and resources;
- assisting and expediting the work of parish committees, standing or ad hoc;
- engaging in the diocesan Mutual Ministry Review process, or some other evaluation process, as mutually agreed upon by the Vestry.

It is expected that our Rector as Administrator will be:

1) The director and supervisor of our part-time staff: organist/choirmaster, parish administrator, Sunday School administrator, and bookkeeper by:

- maintaining frequent contact with each and ascertaining that each is doing his/her job as outline in the respective job descriptions;
- conducting annual evaluations of each staff member;
- revising job descriptions as necessary;
- working with the Vestry personnel committee to update and execute Terms of Employment (contracts) for all parish staff;
- engaging in respectful conflict resolution with and among staff and/or parishioners and, if necessary, calling on outside help.

- 2) In good communication with the parish by:
 - providing timely information in the weekly service bulletin and approving the final copy;
 - writing an article for the monthly newsletter and approving the final copy;
 - speaking directly and openly with parishioners;
 - identifying and easing conflicts;
 - following the Vestry-approved guidelines for e-mail communication.
- 3) Responsible for the physical plant by:
 - serving as the final decision-maker regarding the use of church and parish buildings for the discharge of the duties of the Rector's office and for groups outside the parish;
 - coordinating the use and upkeep of the cemetery with the cemetery committee.
- 4) Responsible for the management and distribution of the Rector's Discretionary Fund.
- 5) Guided by the By-Laws in financial transactions.

It is expected that our Rector will be our chief Educator by:

- working closely with the Sunday School Administrator;
- initiating youth and Adult Education programs;
- encouraging and facilitating social ministry and outreach;
- encouraging vocations for ordination.

The Rector of Immanuel Church is looked upon as a Community Liaison.

It is expected that our Rector will welcome this role by:

- coming to know the ambient community;
- collaborating with the nearby Episcopal churches;
- supporting ecumenical worship, fellowship and local charities;
- fostering and nurturing the special relationship between the parish and Broadmead, a continuing care retirement community;
- reaffirming our connection with our neighbor, the Oldfields School, and exploring new ways of collaborating with the Head, faculty and students.

We recognize that our expectations are many and various and even with our best efforts, we may have neglected to mention important points. We recognize further that conditions change and priorities shift with time. Consequently, we believe that some process of evaluation of the fulfillment of our expectations of our Rector and our Rector's expectations of the people of the parish is essential. We believe that this process should be crafted and agreed upon by the Rector and the personnel committee of the Vestry early in the Rector's ministry at Immanuel.

Finally, we recognize that our Rector has a private life beyond his/her parochial duties. We urge him/her to schedule time for prayer, to study the scriptures, to pursue other continuing education opportunities using parish, diocesan and other resources such as retreats and conferences, to get adequate physical exercise and sleep and to enjoy time with family and friends.