

Position Description: Rector

St Bede's Episcopal Church, Menlo Park, CA

Reviewed by Personnel Committee, May 17, 2020; Reviewed and approved by Vestry on May 19, 2020

I. All priests are charged by ordination to do the following (from ordination liturgy, BCP p. 531):

- To be loyal to the doctrine, discipline and worship of the Episcopal Church.
- To obey one's bishop and other ministers who have authority over one.
- To work as pastor, priest and teacher, and to take one's share in the councils of the Church.

Specifically:

- To proclaim by word and deed the Gospel of Jesus Christ, and to fashion your life in accordance with its precepts.
- To love and serve the people among whom you work, caring alike for young and old, strong and weak, rich and poor.
- To preach, to declare God's forgiveness to penitent sinners, to pronounce God's blessing, to share in the administration of Holy Baptism and in the celebration of the mysteries of Christ's Body and Blood.
- And to perform the other ministrations entrusted to you.
- To nourish Christ's people from the riches of his grace, and strengthen them to glorify God in this life and in the life to come.

II. Rectors are priests in charge of parishes and are charged with certain responsibilities. These are described in the *Vestry Resource Guide*, p. 10, from which the following is drawn:

"The rector's responsibilities include:

- Worship and spiritual life;
- Selection and oversight of all assisting clergy;
- Use and control of all buildings and furnishings, as delimited by the canons;
- Education of all ages in the scriptures; the doctrine, discipline and worship of the Church; and in the exercise of ministry as baptized persons;
- Stewardship education for all ages;
- Preparation for baptism, confirmation, reception and reaffirmation;
- Announcing the bishop's visit with the warden and the vestry and providing the bishop with information about the congregation's spiritual and temporal state;
- Reading communications from the House of Bishops at worship;
- Recording all baptisms, marriages, confirmations and burials in the congregation register."

In the terms of secular institutions, though not an exact parallel, rectors serve as the "CEO" of the parish. Specifically, they:

- Serve as President of the Vestry,
- Act as principal spokesperson for the parish with outside organizations, and
- Help define and communicate vision, along with the Vestry and in discernment with the parish.

Most rectors, except at very large parishes, also serve as the “COO:” that is, they

- Hire, supervise and develop the staff, and
- Perform other administrative functions

The rector is, however, primarily a priest. The “CEO” and “COO” functions of the rector must not supersede the rector’s-role as the congregation’s principal pastor, priest and teacher.

III. Current responsibilities of the Rector of St. Bede's

Liturgy

- Plan and preside at two weekly Sunday services, and liturgies for holy days and special occasions (e.g., Christmas, Holy Week, Ascension, Choral Evensong, All Souls requiem); supervise preparation of service bulletins by Parish Administrator.
- Collaborate with Music Director and Liturgy Planning Team to plan and carry out selected services; coordinate regular all-ages worship with Children's and Youth Minister.
- Preach a lectionary-based sermon at least three Sundays per month in addition to holy days; create preaching rota; supervise other preachers.
- Plan funerals with families; preside at all funerals, memorial services and interments.
- Plan weddings with families; preside at all weddings held at the church.
- Coordinate the material support of liturgies with Altar Guild and Flower Team; train and supervise worship volunteers (lay servers, lectors, chalice ministers, ushers and acolytes).
- Arrange pulpit supply for vacation Sundays; prepare customaries and do in-person orientation for supply priests.

Christian Formation

- Teach the Gospel of Jesus Christ by word and example.
- Teach Christian spiritual practices to all ages; develop a personal repertory of spiritual practices to share with others.
- Assess needs, select and/or prepare curriculum, and facilitate Christian formation for adults, including weekly SoulWork, seasonal series and other small groups. Identify and support lay leaders of Christian formation.
- Cultivate relationships with children and youth; participate directly in Christian formation for children and youth on occasion.
- Prepare candidates for baptism, marriage and confirmation/reception/reaffirmation; mentor those discerning a call to ordination.
- Provide individual guidance to parishioners seeking to grow in their Christian faith.

Pastoral Care

- Provide ongoing and crisis care; visit hospitals, long-term care facilities and homes; support those experiencing joys and sorrows.
- Offer pastoral counseling; refer to trained professionals when necessary.
- Identify, train and support lay pastoral care givers.
- Manage the use of the Rector's Discretionary Fund, including meeting with assistance seekers and assessing appropriate expenditures of such monies.

Outreach

- Model care and concern for the needs of the world.
- Encourage and support parishioners' involvement in hands-on community service; participate in community service projects.
- Assist in the periodic review of community service practices; discern God's call to this parish to respond to the needs of the world.
- Oversee and approve use of St. Bede's facilities for community outreach purposes, including several 12-step programs.

Responsibilities inherent in the ordination vows

- Taking the rector's share in the councils of the Church, including attendance at Diocesan Convention, clergy days, Peninsula Deanery convocations, and other occasions as required. Service, both formal and ad hoc, to the Diocese of California and The Episcopal Church. Being a friend to colleagues in ministry both local and worldwide.
- Being diligent in the reading and study of the Holy Scriptures, and in seeking the knowledge of such things as may make the priest a stronger and more able minister: Regular Bible study and reading in addition to that required for sermon preparation. Annual continuing education.
- Patterning the priest's life in accordance with the teachings of Christ. Offering a healthy example of a Christian life well lived. If married, sustaining a healthy Christian marriage, family relationships and friendships. Regular physical exercise. Taking one full day off per week, including a sabbath from email. Taking vacation time as allotted.
- Persevering in prayer, both in public and in private, including daily prayer and monthly spiritual direction.

Trinity School

- Board duties: *Ex officio* Trustee of the School.
- Serve as chief communicator between the Vestry and Trinity School Board for mutual understanding and support of our ministries. Participate in annual and long-range planning for the School's use of St. Bede's campus.
- Meet weekly with Head of School for coordination of facilities and calendar, maintenance of open communication, and other matters as needed.
- School chapel: Lead school chapel services one day per week. Preside at monthly school Eucharists. Preside at special services including Advent Lessons and Carols, Ash Wednesday, Maundy Thursday foot washing and graduation. Convene quarterly meetings of chapel team.
- Provide pastoral care as needed for students, parents, faculty and staff.
- On occasion, teach religious studies classes.

Parish Leadership

- Together with the Vestry, discern God's continuous call to this community and lead the parish's response to God.
- Equip parishioners to live out the vows of the Baptismal Covenant.
- Model Christian hospitality by welcoming all sorts and conditions of people as though they were Christ; engage with newcomers to integrate them into the life of the parish.
- Vestry leadership: Work with Vestry to grow the family of God in this community. Take counsel regularly with the wardens, usually in the form of weekly or biweekly meetings. With the wardens, develop the agenda for Vestry meetings, as well as the annual Vestry retreat.
- Stewardship: Guide the parish to respond to God's generosity with our time, talent and treasure. Preach, teach and model Christian stewardship practices. Take a lead role in soliciting major gifts to the parish.
- Performance review: meet with the wardens regularly to gather input, identify areas of strength and areas for improvement, establish goals, and review progress against those goals.
- In collaboration with the wardens, plan and lead Harvest Brunch and Annual Parish Meeting.

Administration

- As Chief Executive Officer of the parish, discharge fiduciary duties as provided in applicable statutes and regulations. With the Finance Committee, oversee budget planning and monitor ongoing use of the church's financial resources. Model prudent and effective use of the church's assets.
- Hiring, supervision, and development of staff: Direct supervision of Music Director, Children's and Youth Minister, Parish Administrator and Bookkeeper. Assist in supervision of Organist, Choir Section Leaders, CYM teachers and other staff members as needed. Facilitate weekly staff meetings. Conduct annual performance reviews of staff that directly report to the rector; ensure that performance reviews are conducted by those who supervise others on the staff. With the Personnel Committee, ensure personnel policies and practices meet the requirements of the Diocese as well as applicable Federal and state laws.
- Communication: Provide copy for weekly eNews, service bulletins, monthly newsletter and parish website; proofread publications as requested.
- Support of parish ministries: Attend meetings of the Altar Guild, Buildings and Grounds Committee, Children's and Youth Team, Community Outreach Steering Committee, Finance Committee, Pastoral Care Team, Stewardship Committee and other groups as required.
- Building use: In cooperation with the Parish Administrator, make St Bede's facilities available for use by the community beyond the parish.