

POSITION DESCRIPTION

RECTOR HOLY TRINITY EPISCOPAL PARISH GAINESVILLE, FL DIOCESE OF FLORIDA

SUMMARY: The Rector of Holy Trinity Episcopal Parish is the Pastor and Chief Executive of this Parish. The Rector is responsible to the Vestry of which the Rector serves as its Chair, and to the Bishop of the Diocese of Florida in accordance with the Canons of the Episcopal Church and the Diocese of Florida. The Rector leads the Parish in church services and Christian formation ministries. The Rector manages the assisting Clergy and paid administrative staff, and recruits, consults, educates and enables parishioners to define and carry out the various ministries and commissions of the Parish. The Rector is the chief representative of the Parish to the Diocese and the community at large.

EDUCATION AND EXPERIENCE

Ordained Episcopal priest with a Masters Degree (or greater) in Divinity from an accredited institution of higher learning, and at least (7) years of progressively responsible service as a full time priest in an Episcopal parish. Previous experience as a rector of an urban parish or experience as an associate rector in a cardinal parish is preferred.

ESSENTIAL DUTIES

Live an exemplary Christian life that attracts all persons to the Christian faith

Lead worship services, preach the Gospel and administer the sacraments throughout the year

Perform all duties and roles as established in the Canons of the Church, particularly, but not limited to Title III, Canon 9, Section 6 (2015 General Convention)

Nominate assistant clergy, subject to the approval of the Vestry and the Bishop

Manage assisting clergy and all paid staff including the Director of Music in order to build a collaborative team

Develop and mentor assisting clergy, seminarians and lay ministers

Work with wardens, vestry members and lay leadership to establish and achieve the parish's vision and mission

Recruit, consult, educate, motivate and enable parishioners and staff to develop and implement programs, activities and ministries to meet the goals and objectives of the parish

Ability to develop plans and objectives to reach out to new members within our community, and grow the parish with people of all ages, income and education levels with diverse backgrounds

Provide pastoral care of parishioners and supervise Christian formation ministries.

Provide and monitor Christian education programs and activities through which persons of all ages will possess the knowledge and grace to practice and share the good news of the gospel

Coordinate and supervise the work of all participants in worship, including readers, lay Eucharistic ministers, choirs, musicians, and all others

Serve as an informed resource to the Vestry in the direction of finances, budget and fund raising plans and programs

Serve as an ex officio member of the Board of Trustees of the Holy Trinity Foundation of Gainesville, Inc. to enhance the financial stability of the parish

Serve, or designate assisting clergy to serve, as an ex officio member of the Board of Trustees of Holy Trinity Episcopal School of Gainesville, Inc. for the purpose of providing an early learning educational program and learning environment of the highest level of excellence in the finest Episcopal school tradition for our parish and community

From time to time, attend school functions including graduation. Conduct a proportional share of worship with children, teachers and staff.

Engage with the greater Episcopal community and leadership in the Diocese of Florida, and participate in community and interfaith ministries

Support clergy and lay teams to visit parishioners in their homes and institutions and equip the laity for extending pastoral care to one another

Support art and music as a way to share the gospel

Be the “face of the parish” in our downtown neighborhood and beyond

DESIRED EXPERIENCE SKILLS AND QUALIFICATIONS

Substantial prior experience in an Episcopal church of our size and complexity, preferably in an urban environment

Outstanding pastoral skills and established ministry working with diverse populations

Excellent communication skills and the ability to effectively communicate with disparate members of a diverse community

Proven people leadership skills, including guiding communities through difficult times of conflict and change and bringing constituents with divergent views together

A demonstrated collaborative style and commitment to cultivating and developing clerical and lay leadership

A track record of sound and focused fiscal and financial leadership, including experience in increasing stewardship and prudent management of church finances

Experience in managing church properties and assets of some complexity

Deliver engaging, thought-provoking and spiritually focused sermons

A strong commitment and acceptance to diversity of all kinds of persons within the Canons of the Episcopal Church and the Diocese of Florida

COMPENSATION

Commensurate with experience and within Diocesan guidelines as approved by the Vestry