

## POSITION DESCRIPTION – ST. PAUL’S EPISCOPAL CHURCH, WINONA, MINN.

Position title: Priest-in-charge

Reports to: The Vestry

Position status: part-time

Mission Statement:

To worship God in community, help one another, reach out, and build the Church.

Listen, Proclaim, Serve, Celebrate

### **Overview of Position**

The priest-in-charge has primary responsibility and authority for the pastoral and spiritual direction of the congregation. In all parish work, the priest-in-charge works closely with--and serves as chairman of--the Vestry, which oversees all aspects of managing the physical and financial resources of the parish and provides the central point of lay coordination of parish goals, priorities, and programs. The priest-in-charge has use and control of all buildings and furnishings of St. Paul’s Episcopal Church.

A primary focus of the priest-in-charge is to inspire and lead the Vestry and congregation in attracting new people to attend activities and services at St. Paul’s, particularly young people and young families with children. This will include helping current members to embrace and grow through change.

The priest-in-charge’s ministry includes activities to the Episcopal Church of Minnesota (ECMN), including Convention, clergy conferences and other “Councils of the Church.”

The ideal candidate can dedicate 24-30 hours per week to this position.

### **Essential Functions of the Priest-in-charge**

#### Worship

- ✚ Prepare and officiate the liturgy for Eucharistic service(s), as well as special liturgies for holy days.
- ✚ Oversee the liturgical music and supervise the church musician.
- ✚ Coordinate with the Altar Guild, as well as cantors, readers, prayer leaders, and lay Eucharistic ministers

#### Spiritual Life

- ✚ Oversee opportunities for parishioners to deepen their own spiritual lives through prayer, Bible study, fellowship and small groups, and adult forums on aspects of the Christian faith, including joys and challenges.
- ✚ Model spiritual health through the personal spiritual disciplines of Bible study and prayer.

## Education

- ✝ Teach the Gospel of Jesus Christ by word and example.
- ✝ Provide, oversee and participate in Christian education programs through which persons of all ages will discuss the tenets of the Christian faith and its application to daily living, including:
  - ▮ programs to attract children and young families;
  - ▮ adult formation programs including adult forums, Lenten and Advent programs and other small groups;
  - ▮ recruiting lay people for a variety of education ministries.

## Leadership

- ✝ Establish a vision and plan that will enhance the spiritual growth of congregants and attract new people to St. Paul's, working closely with the vestry on communication and implementation.
- ✝ Maintain a focus on Christian values, the mission of the Church, and the vision and plan for St. Paul's, while staying in relationship with those who may disagree.
- ✝ Work with the wardens to create vestry meeting agendas. Prepare for and lead monthly vestry meetings and annual parish meetings.
- ✝ Serve as head of staff, oversee administration of parish operations, and establish regular office hours.
- ✝ Remain current on and maintain functional knowledge of church financial resources and processes.

## Pastoral Care

- ✝ Reach out to those who are sick in hospitals and in their homes as needed.
- ✝ Tend to those who are dying, conduct funerals, minister to the bereaved.
- ✝ Prepare and conduct weddings.
- ✝ Offer spiritual counsel and guidance for the members of the parish, referring to congregants to professional counseling as the need presents itself.
- ✝ Record all baptisms, marriages and burials in the parish register.

## Shepherd and Recruiter of Parishioners

- ✝ Personally build relationships and form new relationships. Proactively invite newcomers and long-time members into conversation through coffee/lunch dates, after-church meetings, etc.
- ✝ Identify newcomers, oversee introduction of newcomers to congregants, and ensure appropriate follow-up. Support integration of newcomers into the parish.
- ✝ Inspire and lead the Vestry and congregation in attracting new people to attend activities and services at St. Paul's, particularly young people and young families with children.