



## St. John's Episcopal Church Position Description

### Curate/Assistant Priest

Reports to: The Rev. Beth Taylor, Rector, St. John's Episcopal Church

Position Status: Full-Time

Purpose: The Curate/Assistant Priest is appointed and accountable to the Rector and supports the Rector, Lay Leaders and Members in ministries in the parish, community and diocese. St. John's is a teaching congregation. We have the gifts and the specific calling to help prepare a Curate in a rotating three-year position for compelling leadership in the church. The Curate will work in all areas of parish life as a generalist rather than in a specialty ministry area. Under the Rector's supervision, the Curate shares in the responsibilities of all liturgical and sacramental, pastoral, programmatic and administrative ministries of the parish. The Curate works with other paid and volunteer staff, exercising lead responsibility in areas assigned by the Rector.

#### Major Duties and Responsibilities:

1. Learn from us and share new ideas with us! Inspire our imagination, face challenges with us and help us discern what the Holy Spirit is calling us to now (we are always growing and changing).
2. Share preaching, presiding with Rector, Deacon, and liturgy planning with Staff and Liturgy Planning Teams
3. Teach and lead, and support others in their teaching ministries
  - a. Lead a weekly Bible study, help develop Adult Formation programs, and encourage and help foster creation of new small group ministry
  - b. Co-teach confirmation and baptism preparation, new member/inquirers class with clergy and lay leadership teams
  - c. Support the discernment and formation of lay leadership (one of our gifts as a teaching congregation is raising up lay leaders to parish and diocesan ministry).
4. Develop new pastoral care programs and work with Rector, Deacon and Pastoral Care Ministry team in meeting pastoral care needs within the parish
  - a. Design new strategies and approaches to meet new families and connect them with ministries (along with Welcoming/Newcomer Team and Rector)
  - b. Help us find creative ways to re-connect and plan and implement fellowship activities and ministries after a year of distanced worship and fellowship
  - c. Support teams thinking through post-COVID re-entry into the church building, with primary focus on ministry review and adaptation for emerging needs.
  - d. Visit sick and homebound parishioners
5. Develop pastoral relationships and work with Children, Youth and Young Adults
  - a. Work with other clergy, staff and lay leaders to develop spiritual and fellowship programs specifically for the Young Adults in our parish

- b. Assist Children and Youth Director in programming for Youth Adventure Trip/Pilgrimage, Vacation Bible School, and Solemn Communion Class (3<sup>rd</sup> to 5<sup>th</sup> graders)
6. Learn, share in and lead Administrative activities within the parish
    - a. Attend and participate in monthly Vestry meetings, Finance Committee meetings, weekly Staff meetings and participate in Stewardship planning and implementation to learn and practice administrative functions and leadership in a growing program size church
    - b. Provide recommendations and solutions for technology based communications and membership database functions, and co-create new online and hybrid ministries in COVID context.
  7. Participate in required diocesan ministries and the councils of the church.
  8. Communicate to the parish via e-newsletter, social media and other channels weekly.
  9. Perform other related duties as assigned by the Rector.

**Additional Information:**

**St. Johns' Episcopal Church, Royal Oak MI**  
**Everyone is welcome! Everyone belongs!**

- We invite you to visit our website at [www.stjohnsroyaloak.org](http://www.stjohnsroyaloak.org)
- **Job Posting –St. John's, Royal Oak seeks a Curate/Associate Priest to join our leadership team in our diverse and dynamic multi-generational community.** <http://stjohnsroyaloak.org/>

**St. John's Episcopal Church (Royal Oak MI)** sits on a busy intersection in a highly trafficked building in Royal Oak, MI – an award winning<sup>i</sup> and walkable, vibrant small city just north of Detroit (Episcopal Diocese of Michigan). We are very connected and engaged with our community through ministry and outreach. The majority of people who participate in our outreach programs are not members of St. Johns.<sup>ii</sup> We identify strongly as an Open and Affirming congregation that continually seeks to deepen our commitment to inclusion. St. John's most deeply held values include racial justice, equity, reconciliation and healing.

We continually seek ways to deepen and develop ministry. Recent years have been a time of tremendous learning and growth for the congregation. The average Sunday attendance has grown from 148 to 186 in five years; we have 80 children and youth; more than 30 active members over 85-years-old; and have added 30+ new members during the pandemic. Our average age is 47. Following a thoughtful and multi-year plan, the leadership has been moving from a pastoral to a program-sized church model, has added a full-time Associate Priest curacy position, a part time Director of Children and Youth ministries, and raises up leaders to develop multiple lay-led ministries.

St. John's is well known in our diocese for our vibrant and dynamic liturgy. One unique tradition at St. John's is the performance of liturgical dramas, whole-parish enactments of stories from scripture through pageantry, music, and performance. These dramas have become important and anticipated guideposts for the congregation throughout the church year and have helped the community more deeply engage the stories that shape their faith. Ex. "Do not be afraid" Christmas Pageant Video <https://vimeo.com/486199569/dbb18b23bd>

St. John's is in the final year of a 3-year, \$900k Capital Campaign to make our church building more accessible and welcoming. We have not worshipped in our church building since March 2020, and when we do finally move services back into the space, we can mark several milestones - a very successful completion of the Capital Campaign, our 100-year anniversary, and emergence from the pandemic. Our congregation longs to gather and reconnect in a variety of ways. While no one can foresee a precise trajectory, we hope to return to in-person and some form of hybrid worship soon.

The Rector's leadership style is **collaborative and participatory** and the staff are stable, healthy, competent and cohesive. Ideally, a curate will be comfortable to share ideas, give and receive candid feedback, manage projects, and exercise leadership in a variety of settings/with a range of ages and other demographic settings. The ideal curate will be **flexible, confident, self-motivated, and deeply spiritually grounded**. In addition, they will be a compelling communicator (both verbal and written). If this sounds like a fit for you, we hope that you will apply for this position.

## Ministry Areas at St. John's Episcopal Church, Royal Oak 2021

A representative sampling of the ministries, both internal and outreach:

### Adult Formation Ministries

Includes Adult Formation, Prayer/Meditation Groups, Bible Studies, Education for Ministry (EfM), and regularly special events/lectures. **Highlight:** Sacred Ground Groups – new in 2021 (3 groups). A film and dialogue group centered around the US history of race and racism.

### Children and Youth Formation Ministries

Includes Sunday School, Youth Group, Vacation Bible School, Pilgrimage/Youth Trip, and Family Events. **Highlight:** Three Annual Liturgical Dramas with original music, parts for every child (Christmas Pageant, Easter Vigil, Vacation Bible School).

### Music and Worship/Liturgy Ministries

Includes Choir /Instrumentalists, Altar Guild, Liturgy Planning Team and multigenerational worship participants. **Highlight:** St. John's is known for Concert Series, Performance Events such as "Witches Night Out – Cast of "Wicked" Benefit Concert, Public Reading of "Letter from Birmingham Jail" with Freedom Songs

### Community Engagement/Social Justice and Outreach

Beekeepers, Community Garden/Hoop House, Resale Shop (proceeds to local non-profits), Justice in Action (racial equity/Justice; homelessness/affordable housing; LGBTQ issues; education). **Highlight:** Open Hands Food Pantry (40yrs+) emergency food to 20,000 people annually, utilizing 200+ volunteers. [www.openhandspantry.org](http://www.openhandspantry.org)

### Pastoral Care Ministries

Includes lay pastoral ministry teams (7 groups), Eucharistic Visitors, Card Ministry, and other seasonal and occasional care projects

## St. John's Welcome Statement

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Welcome! We are St. John's, a parish that invites you to be a part of our community and warmly embraces you when you do.

At St. John's, our history has taught us that accepting and embracing true diversity is challenging. As a result, we have come to claim a firm, undying commitment to inclusion. So here is our invitation to you: regardless of your cultural background, ethnicity, gender, lesbian, gay, bisexual,

transgender or heterosexual identity, economic status, physical or cognitive ability – you will not be labeled, singled out or excluded here. You will be welcomed, affirmed, embraced and celebrated! We will be better because you are here.

*Unanimously adopted by the St. John's Parish*

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<sup>i</sup> Royal Oak, MI <https://www.romi.gov/1436/About>

<sup>ii</sup> 20,000 people are served annually in our Open Hands Food Pantry, about 50 people each day use our New To You Resale Shop, we host 7 Twelve Step Groups, and many other community groups. Mon Ami, a large state-licensed day care center, operates on our property.