



SAINT JAMES EPISCOPAL CHURCH

Go ye into all the world and preach the Gospel...

ASSISTANT RECTOR/CURATE

Position Description

OVERVIEW

The Assistant Rector/Curate is newly ordained person seeking a healthy, vibrant congregation that will help them grow into the pastor, priest, and teacher they are called to be. The Assistant Rector will be given opportunities across the life of the church to lead and serve. With the guidance and support of the rector they will participate in creating their own learning goals and objectives. They will help develop new ministries and new approaches to existing ministries with the leaders of the church. By the end of three years, the Assistant Rector will be prepared to step into any role in the Episcopal Church with experience, confidence, intuition, and skill.

ABOUT US

Saint James is a jewel set along the Detroit River. Surrounded by natural beauty and down-to-earth people, our congregation is known for its hospitality, health, and welcome. We have two large worship spaces, each with their own strengths and styles. Our parishioners are diverse politically and socio-economically, as well as by age and household size. We have vibrant children's and youth programs. We have an ECW of over 30 members which does extraordinary ministry throughout the year. Our choir has nearly 20 voices. In the summers we worship on the front parking lot with the sky above and river beyond. Our ASA has ranged from 100-128 in the past ten years.

Over 150 years ago, we were founded by a woman who was born into slavery in Michigan who received her freedom in Canada and willed that her estate be used to build a church where rich and poor could worship side by side, equal before each other and God. We are that church.

We are led by many gifted parishioners. We don't have to twist arms to fill roles. We have never wanted for vestry, Sunday school teachers, participants in a Fall or Spring clean-up day or Rummage Sale. For over 18 years our rector has been providing fresh, engaging messages, and open, collegial leadership. He has served in most roles in the diocese, including currently as Vice President of the Board of Trustees and chair of our deputation to General Convention. He has Bachelor's and Master's degrees in Social Work, plus an MDiv. from VTS. He is a gifted teacher, preacher, and mentor who began his ministry 20 years ago as an Assistant Rector/Curate in the Diocese of Michigan.

ACCOUNTABILITY

The Assistant Rector serves under the direction of and at the discretion of the Rector, while working collegially with the staff and members of Saint James and the wider Grosse Ile community.

MAJOR DUTIES AND RESPONSIBILITIES

Saint James will offer our Assistant Rector/Curate a foundation in the central areas of ordained ministry while encouraging them to follow their gifts and develop their voice. Roles in the congregation will include the following, as well as others that may arise.

- Preach monthly, celebrate weekly, and help plan and design the Sunday morning liturgy by season.
- Provide pastoral care, home and hospital visits, and pre-sacramental prep.
- Preach, preside, and celebrate at services that include Holy Baptism, Burial, and Marriage, as assigned.
- Design and lead Bible Studies, book groups, classes, and similar.
- Be present at opportunities for fellowship.
- Meet weekly with the Rector for conversation, guidance, creative problem solving, and prayer. These meetings will be weekly in most cases. They will consider issues in the church and the world as they may arise, whether ecumenical, political, practical, liturgical, scriptural, sacramental, inter-personal, or other.
- Establish, and periodically update, a learning plan in consultation with the Rector, establishing goals for growth and measurable objectives to help reach those goals.
- Serve as a leader with voice at staff meetings, vestry meetings, annual meetings, Downriver Deanery meetings, Clericus meetings, and others that may arise.
- Strike out in new ministry directions, following your gifts and interests, and after appropriate planning and preparation.
- Occasionally rotate into our Sunday morning children's and youth programs. (We see our young people as equal members of our common life, so we believe they deserve to receive our clerics' attention and care.)
- Consider and plan, with the rector and other lay leaders, the start of a new weekend worship service.

Ultimately, we will work diligently and joyfully to equip our Assistant Rector to be a fully capable and broadly experienced priest for the church. In addition,

- Our priest will not triangulate against our Assistant Rector. He will go to the curate if issues need to be addressed.
- Our priest will support the Assistant Rector, not only in their presence, but also in their absence, sowing seeds of goodwill, harmony, and support.
- These behaviors will be reinforced by the rector among the congregation (who are actually quite good at these things in their own right).
- Lay leaders with special roles of leadership, such as Altar Guild Chair, Children's Ministry Director, Junior Warden of the Vestry, ECW President, Minister of Music, etc., will meet one-on-one with our curate to give them an orientation to their area of ministry and to open the door for future engagement.

In the end, we agree to partner with our Assistant Rector/Curate in their growth.

COMPENSATION

This is a full-time position, with salary and other benefits to be determined in accordance with the guidelines established by the Diocese of Michigan and approved by the Vestry.