



St. Luke's Episcopal Church, a program-sized congregation in San Antonio, in the Diocese of West Texas, seeks an Associate Rector, to work with the Rector and staff to support the church's mission and ministries.

Prospective candidates may send a letter of interest and a CDO Profile by email to rector@stlukes-sa.net.

ASSOCIATE RECTOR

St. Luke's Episcopal Church, San Antonio

Reports to: Rector

Effective: August 2020

Directly Supervises: n/a

Status: Full-Time

FLSA: Exempt

Job Summary

The Associate Rector works closely with and supports the Rector in the oversight of the ministries and the liturgical life of the congregation. The Associate Rector will have opportunities to engage in all aspects of parish life as we encourage members of the church to grow as disciples. The Rector will assign oversight of particular ministries to the Associate Rector, based on the interests and skills of the Associate Rector, as well as the needs of the congregation. The Associate Rector will help carry out the mission of the parish:

St. Luke's Episcopal Church is called by God
to illuminate San Antonio with the light of Christ through
transformative education for people of all ages,
compassionate care for every member of our community,
and inspiring worship and music in the Episcopal tradition.

Essential Functions

- Participates in the full sacramental and liturgical life of the parish, including preaching and officiating at Sunday and weekday services.
- Oversees particular ministries of the congregation as assigned by the Rector.
- Provides staff support to particular ministries of the congregation as assigned by the Rector.
- Shares with the Rector in offering pastoral care to parishioners and to others in need.
- Shares with the Rector in building up a spirit of discipleship in the congregation.
- Shares in the rotation of officiating and preaching at chapel services for St. Luke's Episcopal School.
- Implements new initiatives that support the mission of the congregation.
- Oversees projects and special events as needed.

Other Responsibilities

- Officiates at baptisms, weddings, and funerals as needed, and works with individuals, couples, and families to prepare for those rites.

- Participates in weekly church staff meetings.
- Participates in diocesan ministries, as agreed to with the Rector.
- Tends to other duties as assigned by the Rector.

Minimum Qualifications

- Ordained as priest in the Episcopal Church.
- Two years of ordained ministry experience preferred, but not required.
- Satisfactory completion of Safeguarding God’s Children training, background check and drug screening.

Physical Requirements

- Able to speak in various types of public forums.

Core Competencies

- **Compassion.** Genuinely cares about people. Is available and ready to help. Is sympathetic to the plight of others not as fortunate. Demonstrates real empathy with the joys and pains of others.
- **Communication.** Has a passion for teaching and preaching. Has excellent oral and written communication skills.
- **Liturgical Sensibility.** Is familiar with the Book of Common Prayer and with other liturgical resources authorized for use in the Episcopal Church. Is comfortable in various liturgical roles, especially in officiating in the services that make up the liturgical life of the congregation.
- **Collegiality.** Has strong interpersonal skills, including the ability to motivate others and to use sound judgment and discretion when needed. Is able to coordinate and work with volunteers effectively. Has the ability to collaborate with others to develop plans, strategies, and goals and work as part of a ministry team of clergy, staff and lay people. Can network with others in the community (including members of the Diocese, other congregations, and other community organizations and programs). Can function as an effective team member and as an effective team leader.
- **Thoroughness.** Ensures that work and information are complete and accurate. Carefully prepares for meetings and presentations. Follows up with others to ensure that agreements and commitments have been fulfilled. Makes effective and efficient use of available resources. Can orchestrate multiple activities at once to accomplish a goal.
- **Initiative.** Identifies what needs to be done and does it before being asked or before the situation requires it. Seeks out others involved in a situation to learn their perspectives.
- **Entrepreneurial spirit.** Looks for and seizes new opportunities for ministry. Is willing to take calculated risks to achieve particular goals. Proposes innovative initiatives to the Rector, staff colleagues, and parish leaders.