



## CHRIST EPISCOPAL CHURCH

TUSCALOOSA

### **Associate Rector Job Description**

You are invited to join a collaborative team in a thriving, sought-after university community for a growing downtown parish with an Average Sunday Attendance of 350. You will work alongside the Rector to create and implement a vision that will lead Christ Church into its Bicentennial year (2028) and beyond.

The oldest Episcopal Church in the Diocese of Alabama, Christ Church is a historic parish that is not afraid to blend old and new. We combine traditional Sunday services, creative worship offerings, formation classes, service opportunities, fellowship gatherings and seasonal events together to create a vibrant faith experience for parishioners of all ages.

We seek a full-time Associate Rector who will help lead Christ Church as a pastor, priest and teacher. We are looking for an individual who will understand and embrace our unique identity, assist with the continued development of Christian Formation programs at all levels and share responsibility with the Rector for pastoral care and the church's liturgical ministries.

In this role, the Associate Rector will support church vision, assist in managing staff and work to expand the church's visibility in the community. We seek someone with a strong work ethic, desire to work with challenging expectations, a listening ear, a helping hand, an open heart, a sense of humor and a thoughtful mind to support the many ministries of Christ Church.

#### **Reports to: Rector**

**Full-time:** Salary based upon experience, with pension, health insurance, and continuing education allowance

#### **Duties and Responsibilities**

##### **Pastoral and Sacramental Ministry**

- Share with the Rector in the sacramental and liturgical duties of the congregation, including preaching regularly and celebrating the Eucharist on Sundays, weekdays, and special services
- Assist the Rector with pastoral care, including maintenance of pastoral care records and coordination of Lay Eucharistic Visitors

- Support, train, and engage lay leaders
- Coordinate training of worship volunteers
- Build authentic, caring relationships with parishioners through pastoral presence
- Attend and engage with parishioners at parish events

### **Program and Formation Leadership**

- Lead the development and oversight of Christian Formation offerings
- Collaborate with the Children's Ministry Coordinator, Youth Director, and lay leaders to select and implement developmentally appropriate, spiritually enriching curricula for all ages
- Organize yearly confirmation preparation for adults and, in collaboration with the Youth Director, for youth
- Convene regular Formation Committee meetings

### **Community Engagement**

- Support the mission of the preschool program housed at Christ Church, including conducting preschool chapel regularly
- Participate in continuing education opportunities related to pastoral leadership and Christian formation
- Maintain professional connections within the Diocese and wider church
- Participate in the life of the Diocese

### **Administrative**

- Attend weekly staff meetings (Tuesday mornings) and organize program planning meetings (seasonally)
- Attend vestry meetings and any necessary committee meetings
- Share with the Rector in the administration of the church and supervision of the staff
- Perform other related duties as assigned by the Rector

### **Qualifications**

- Experience in parish ministry
- Experience in Christian Formation development preferred
- Good communication skills, both from the pulpit and interpersonally
- Organized and dependable
- Takes initiative
- Collaborative
- Pastoral
- Respectful of the traditions and history of the church
- Possesses strong leadership skills
- Understands and can teach Episcopal theology

**Please submit a cover letter, resume, and OTM/Vocation Hub portfolio to the Rev. Paul Pradat, Rector, at [ppradat@christchurch1828.org](mailto:ppradat@christchurch1828.org).**