



Holy Cross Faith Memorial Episcopal Church

113 Baskerville Drive, P.O. Box 990, Pawleys Island, SC 29585

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Assistant Rector (Associate) Position Description



Ministry Description, Objectives and Goals

Primary Focus of Position

The Assistant Rector reports directly to the Rector. The Assistant Rector provides ongoing emotional and spiritual understanding and support for the congregation as well as ongoing supervision and development of both current and future Pastoral Care and Outreach programs.

Position Profile

The Assistant Rector will work collaboratively with a team of clergy, lay leaders and staff. This person is to have supervision of pastoral care and outreach programs as directed by the Rector. They will also recruit, train and supervise pastoral care and outreach ministers as directed by the Rector. In addition, they will engage in one-to-one pastoral relationships and make regular pastoral and sacramental visits to hospitals, retirement and nursing homes, Smith Medical Clinic, Baskervill Food Pantry, and St. Elizabeth Place as needed.

Essential Responsibilities of the Job

- Participate in and provide oversight of pastoral care and outreach at Holy Cross Faith Memorial.
- Assist Rector in oversight of the Stephen Ministry program.
- Engage in ministry with senior adults and single parishioners.
- Provide oversight of Eucharistic Visitors, Meals Delivery, Shepherding, and Prayer Quilt ministries.
- Initiate new pastoral care ministries, such as a grief support program, in consultation with the Rector and lay ministers.
- Provide oversight and pastoral support of the singles' group "The One-ders."
- Recruit, train, support, and coordinate volunteers in pastoral and outreach ministries.
- Meet and offer support and assistance to families and significant others as required.
- Exercise pastoral skills and sensitivity in encounters with church members.
- Provide opportunities for spiritual enrichment.
- Coordinate or lead programs, as needed, to address spiritual needs of the congregation
- Involvement in community organizations and events as a representative of Christ, HCFM, and The Episcopal Church in SC.

Additional Duties

This person's responsibilities include regular rotation of Sunday and weekday services and sermons and Sunday Adult Forums, participation in diocesan events, commissions and ministries; pursue continuing education as required by diocesan guidelines and continue in personal prayer, spiritual development, and spiritual and physical renewal and refreshment.

Pastoral Care Goals and Objectives

GOALS:

- To grow in the knowledge and love of the Assistant Rector's calling to priesthood in the Episcopal Church
- To help create an environment where everyone who comes to HCFM is valued, cared for, loved, and affirmed as a unique and beloved child of God.
- To encourage and support involvement by the HCFM community in all areas of pastoral care.
- To understand and meet the diversity of pastoral needs in the church community and the surrounding community and region.
- To help create an understanding of pastoral care as promoting health and wellness and not only providing care for those who are mourning or in trouble, sorrow, need, sickness, or any other adversity.

OBJECTIVES:

The Assistant Rector will, in consultation with the Rector,

- Meet with as many parishioners as possible in one-on-one conversations to establish a pastoral relationship and gather information about pastoral needs.
- Meet regularly with an active Pastoral Care Committee to provide encouragement, support, and guidance and education/training when needed as the Committee strives to meet its strategic plans goals and objectives
- Assist the Committee in identifying, recruiting and engaging newcomers to HCFM in its pastoral care ministries.
- Explore with the Committee ways to meet the needs of those who grieve and mourn the death of someone close to them.
- Support and assist the Committee in identifying areas of pastoral needs in the campus outreach ministries and develop a way of providing such care.
- Establish a relationship with regional community service organizations to explore ways HCFM can help with pastoral care in the greater community.
- Establish a relationship with local health and wellness professionals and organizations to explore ways of encouraging and supporting health of body, mind and spirit in the HCFM community.