St. Stephen's Episcopal Church, "A House of Prayer for All People" Associate Rector

Job Description

Located in downtown Charleston, South Carolina, St. Stephen's (https://ststephenschs.com) is a vibrant and progressive congregation grounded in the love of Jesus. We are a mission-centered church that strives to put our faith into action and to witness to the love of God in the public square. The church is seeking a full-time Associate Rector to help us continue to cultivate formation opportunities for children, youth, and young adults in our parish and to assist with the creation of a ministry to undergraduate students at the College of Charleston. This individual will serve as pastor, teacher, preacher, evangelist and administrator who works collegially with staff and parishioners to share the love of Christ, and to develop and implement offerings and programs that serve our growing population of children, youth, and young families.

Essential functions for this position include:

- Leadership of the 9 AM Family-Friendly service on Sunday mornings
    - Taking primary responsibility for preaching, while also creating a rota to include diverse voices to deliver the message on Sunday mornings
    - Designing liturgies that are developmentally appropriate for younger worshippers, including special services on Christmas, Ash Wednesday, Maundy Thursday, and Easter.
    - Working with the Children and Youth Minister to plan the Christmas Pageant on Christmas Eve, including recruiting volunteers to both participate and to assist
    - Supervising the Musician for the 9 AM service and recruiting additional staff/volunteers as may be required
- Exercising liturgical leadership at the 7:45AM & 11 AM service, in partnership with the Rector, including participating in a preaching rota.
- Overseeing the Christian Formation hour on Sunday mornings for children and youth
    - Working with the Children and Youth Minister to choose a curriculum and plan lessons, delegating as appropriate
    - Teaching Youth Inquirers' Classes (confirmation preparation) on an annual basis
    - Offering a Communion Class to families with children on an annual basis
    - Recruiting and training Sunday School teachers and confirmation sponsors
    - Working with the Children and Youth Minister to plan regular intergenerational activities and opportunities to support formation for parents to coincide with the liturgical calendar or special parish events
    - Participating in "Second Sunday at Saffron," a monthly fellowship outing for families at a nearby restaurant
    - Supervising the Nursery Workers
- Overseeing the Youth Program
    - Working with the Children and Youth Minister to implement Monday night youth group programming for middle and high school students
    - Assisting the Verger with recruitment and training of children and youth acolytes

    - Working with the Children and Youth Minister to plan special events for youth and older children throughout the year (such as Trunk or Treat, hikes, paddling events, etc.)
    - Discerning, together with the Children and Youth Minister, possible summer mission trips or pilgrimages
    - Participating in diocesan youth activities as time allows
- Working collaboratively with the Rector, the Children and Youth Minister, and volunteer teachers to implement a cohesive Christian formation plan.
- Working collaboratively with the Rector, diocesan leadership, and neighboring parish partners on the creation of a ministry to undergraduate students at the College of Charleston
- Ensuring all systems and processes are in place and well-functioning, including up-to-date Safeguarding Training for all volunteers.
- Maintaining and managing all modes of communication for children's and youth ministries.
- Together with the staff, providing pastoral care for parishioners of all ages.

Qualifications for this position are:

- A deep sense of calling to ministry with children, adolescents, young adults and a natural ability to relate and work well with children, youth, and their parents.
- A love of Christ, enthusiasm, authenticity and personal gifts that will inspire others.
- A person of prayer, personal integrity, and joy who has a heart of compassion, is a good listener, avid learner, and creative teacher.
- A profound commitment to diversity and to be inclusive of all people.
- Experience recruiting, managing, and supervising is preferred.
- Experience working with children and youth with learning differences is preferred.

A competitive compensation package commensurate with experience, including full benefits is offered. Interested candidates should email a cover letter and resume to the Rev. Dr. Adam Shoemaker at ashoemaker@ststephenschs.com.