

Holy Trinity Episcopal Church
Greensboro, North Carolina
www.holy-trinity.com

Staff Position Announcement

Holy Trinity Episcopal Church is seeking a full-time Associate Rector to work on a multi-clergy team serving nearly 2,400 parishioners. This Associate Rector will assist generally in the life of the parish, sharing equally in the sacramental life, preaching, and pastoral care, but with special focus on the shared oversight of adult Christian formation.

Holy Trinity is located in downtown Greensboro and is seeking to emerge from the pandemic with a renewed sense of engagement and mission to the city. We are actively seeking ways to be anti-racist, to address housing inequalities, and to be part of the solution for the significant food insecurity experienced by many of our neighbors. Holy Trinity has a rich worship life, incorporating many musical genre and traditions. The campus also houses the Holy Trinity Day School, the Holy Trinity Music School, and the Second Breath Center, a modern-day wisdom school.

The parish recently undertook a major renovation of its physical campus and is discerning ways to increase their usefulness to those outside the parish community.

A position description follows below. Please call or email with any questions. Resumes and CDO profiles must be received by May 21, 2021. Persons of color are especially encouraged to apply. Please send resumes and CDO profiles to:

The Rev'd David Umphlett
Rector, Holy Trinity Episcopal Church
607 N. Greene St.
Greensboro, NC
david@holy-trinity.com

Position Description

Associate Rector for Adult Christian Formation

Holy Trinity Episcopal Church, Greensboro, NC

26 April 2021

Purpose and Scope

- Work with the Rector and other clergy, and under the Rector's supervision, in facilitating the pastoral, liturgical, and spiritual life of the parish

Major Duties

- Oversee the planning, teaching, and scheduling of speakers for adult Christian formation programs, including, but not limited to, weekly Bible studies, Covenant Groups, adult Confirmation classes, parish retreat programming, books groups, anti-racism work, and Sunday formation classes
- Personally teach and lead some of the formation opportunities
- Serve as staff liaison with the Pilgrimage Planning Committee (pilgrimage for youth and adults is a major formation ministry of Holy Trinity) and serve as spiritual director for pilgrimage opportunities in rotation with the other parish clergy
- Work with the Christian Formation Committee to design, implement, and evaluate projects and opportunities
- Work with Director of Children's and Family Ministry and Director of Youth Ministry to create and offer cross-generational formation opportunities
- Share with the Rector, other clergy and ministers in preaching and leading worship in accordance with the parish customary (including singing the Eucharist when presiding at the Sunday 11:15 a.m. liturgy, weddings, and funerals)
- Share with the Associate Rector for Pastoral Care and Mission and the Rector in hospital, shut-in, and home visitations and pastoral care
- Take part in the life of the larger Greensboro community through involvement with local organizations and ministries

Other Duties

- Work with other staff members to carry out the administrative duties of the parish in a timely and accurate manner
- Attend and assist in leadership of staff and Vestry meetings, including the annual Vestry retreat and the annual staff planning retreat
- Attend and assist in leadership of annual Parish Retreat and its adult formation components
- Assume diocesan responsibilities as may be assigned or required by the Bishop
- Maintain and encourage a positive attitude and approach to ministry in working with the staff team and parishioners as we seek to engage God's mission

- Develop and manage a budget, approved by the Vestry, for the support adult Christian formation
- Provide a calendar of events to the Communications Director and update it regularly.
- Be effective at delegating responsibilities within support network.
- Pursue continuing education through sources such as conference, retreats, and seminary courses
- Carry out any other duties as assigned by the Rector

Position Requirements

- Education: M.Div. or higher
- Ordained a priest in The Episcopal Church or a candidate for Holy Orders in The Episcopal Church (or other church in full communion with The Episcopal Church)
- Experience: All levels to be considered
- In good standing with diocese of residence and Bishop
- Health Insurance benefits are provided for the employee only, though the retains the right to purchase additional family coverage through the church plan

For more information about Holy Trinity, visit:

www.holy-trinity.com

Facebook: Holy Trinity Episcopal Church, Greensboro

Instagram: holytrinitygso