

POSITION DESCRIPTION

Position Title:	Priest in Charge
Congregation Served:	St Philip Episcopal Church
Location:	166 Woodland Avenue
Diocesan Location:	The Diocese of Southern Ohio
Accountable to:	The Diocese of Southern Ohio and St Philip Vestry

OVERALL OBJECTIVES:

To lead the congregation in its mission to live and teach the gospel of Jesus Christ. To inspire our members such that as an institution our congregation may grow in its spiritual and financial health; in its number of members, and in its service to the community.

Nature and Scope

The Priest In Charge has immediate oversight responsibility for the worship and ministries of this congregation and is accountable to the Episcopal Bishops and Diocesan authorities. The Priest in Charge exercises decision-making authority regarding all aspects of the worship life of the congregation, except in deference to the church Vestry and to the Diocesan authorities. Paid staff work at the direction of the Priest in Charge. Lay leaders and volunteers assist the Priest In Charges's ministry by helping with church groups, church programs, social and community programs. The Priest in Charge works in partnership with the Vestry and with all church group and program leaders.

The Priest In Charge is expected to meet the minimum requirements for continuing education and training of the clergy.

The principal responsibility of the position is :

The Priest In Charge must inspire individual and group interest in the Church community and the broader community's work so that programs which hold the promise of support for the church and growth are developed and carried out. The Priest In Charge must lead the church's effort to grow in membership, in its effectiveness in its mission; and to attain financial viability.

In meeting objectives and responding to these basic responsibilities, the Priest In Charge works as a resource; a consultant; an educator; an administrator; and, for the lay leaders, as a leader-by-example. The Priest in Charge has authority to convene meetings and set meeting agendas in consultation with the Officers of the Vestry.

Approach:

During the assignment, the Priest In Charge will develop ministerial skills, create meaningful and measurable work goals and explore new opportunities for spiritual growth and leadership development through the engagement of opportunities in the following overall areas of learning:

DUTIES, GOALS AND AREAS OF LEARNING:**Liturgical and Sacramental**

- Lead worship, preach, bless, and administer the sacraments so that the congregation is given opportunity for spiritual renewal and faithful response to Christ.
- Maintain Parish Register of Church Services, update baptismal, death and communicant registers.
- Be available to counsel, arrange, assist in and/or offer sacraments as needed including baptisms, weddings and funerals.

Pastoral Care

- Provide for pastoral care of the congregation, so that individual and family joys, anxieties, and distress are met with Christian concern.
- Make pastoral calls to parishioners at various locations such as hospitals, private homes and nursing facilities as well as being available for home communions, pastoral care, and prayer at church.
- Coordinate pastoral care with Lay Eucharistic Visitors and others who perform pastoral care for the congregation.
- Coordinate Eucharistic Visitors' recording of visitations to sick and shut-ins
- Perform ministry at time of death, funeral planning, family hours at funeral homes, funeral, and burial.
- Oversee planning and development of forums in the pastoral care area for parishioners.
- Other pastoral duties as arise.

Parish Management and Administration

- Schedule, establish agendas, and lead meetings of the Governing Body and other teams.
- Oversee the updating of bulletin boards with relevant congregational, diocesan, and community information.
- Oversee the production of the bulletin, the website and all social media activity.
- Assist with Mutual Ministry Review and organizational follow-up.
- Perform the administrative oversight functions of the congregation.
- Oversee the production of the Newsletter and other printed material or advertising, including newspaper ads, fliers, press releases, etc.

Christian Formation

General

- Provide a Christian education program through which persons of all ages will learn the content of the faith and its application to daily living.
- Assist with planning and development of Christian Formation as deemed appropriate for All Saints.

Youth

- Meet with Youth leaders on regular basis.
- Oversee the design, creation, implementation, and supervision of all youth programming including Sunday School Planning, Church participation, other youth activities and seasonal planning.
- other duties as needs develop.

Adult Education

- Oversee the design, creation, and implementation of adult classes to be offered throughout the year, including weeknight series, Lenten series, others.
- Expand Christian Education offerings – Bible studies, forums, outside speakers, prayer groups, book reviews, etc. (These could be expanded to include members of other churches.)
- Connect parish with offerings/activities throughout the Diocese and other Episcopal Churches.
- Other duties as needs develop.

Professional & Spiritual Development

- Participate actively in the Councils of the Church through serving on Boards and/or accepting appropriate diocesan assignments.
- Cultivate a circle of colleagues for monthly gatherings and ongoing support.
- Attend as many diocesan functions as possible including all clergy conferences and retreats.
- Attend National Church functions and conferences as required and appropriate.

Congregational Development

- Guide lay leaders and the congregation in establishing goals to which the parish can respond, so that its viability is assured.
- Motivate lay leaders to develop and implement programs, so that their performance results in the fulfillment of established goals.
- Challenge the congregation to recognize the needs of others, so that its members respond with their time, abilities, and money within and beyond the parish.
- Lead congregation in evangelism and congregational development.

Updated: 4/14/2021