

**ST. JOHN'S CHURCH**  
**Stamford, CT**

**POSITION DESCRIPTION**  
**ASSISTANT TO THE RECTOR**

**OUR MISSION:** St. John's is a wonderfully diverse community of faith rooted in the heart of downtown Stamford, where the Holy Spirit is leading us toward a new humanity in Christ. We embrace this vision by welcoming all people to:

- Celebrate God in the beauty of holiness through the richness of Anglican worship and glorious music;
- Strengthen their spiritual journeys through prayer, study and scripture; and
- Serve as instruments of God's peace, justice and love in the world.

**GENERAL:** St. John's is an historic parish in the heart of downtown Stamford, a growing satellite corporate center of New York City. Stamford is literally on the rise as many high rise condominium and apartment complexes are being built in the city center and in the South End. St. John's is a Transition Size parish celebrating great ethnic and cultural diversity within the framework of traditional Anglican liturgy. We worship in a strikingly beautiful Gothic style sanctuary, supported by a strong choir and magnificent organ. We have a dynamic and growing church school using Godly Play and Journey to Adulthood led by a ½ time Director of Christian Education. The Rector began his ministry in January, 2008. The current Associate Rector is leaving at the end of April, 2010 to accept a call to a parish in Oregon.

We seek a faithful priest or transitional deacon who can support the Rector in the work of ministry and help the parish grow in membership and community. Above all we hope our new Assistant will resonate with the love of Christ and bring a passion for Christian education, experience in urban ministry and an appreciation for cultural diversity.

**SCOPE:** This is a full-time position working with and reporting to the Rector. The Assistant will develop and recommend ministry priorities and program initiatives for the Rector's approval and will have decision-making and implementation authority within guidelines authorized by the Rector and Vestry. He or she will work in concert with the Rector, Parish Staff and lay committees. In the Rector's absence, the Assistant will assume primary leadership for all areas of parish ministry.

**ACCOUNTABILITIES:** The Assistant will have primary responsibility for Adult Christian Education. The Assistant will share responsibility with the Rector for: leading worship, pastoral care, outreach, children and youth ministry, parish communications; as well as community and diocesan relations.

**Adult Christian Education:** The Assistant will provide primary leadership in the development of Adult Christian Education program, enabling adults in the parish to grow in faith and deepen their relationship with one another in community. Specific responsibilities will include:

- Work with an Adult Christian Education team or committee
- Develop priorities for Adult Christian Education
- Support existing Bible studies and small groups
- Recruit, train and support new small group leaders
- Develop and support new programs of Adult Christian education in the parish (e.g. lecture series, EFM, Kerygma, Alpha, etc.)
- Work with the Rector to develop and support an ongoing membership class on Sunday mornings
- Coordinate intensive Lenten program with opportunities for Adult Christian learning.

**Outreach:** The Assistant will work with the Rector and Deacon to develop hands-on opportunities for parishioners to be more involved in ministry and outreach to the city of Stamford and beyond.

- Work with the Outreach Committee
- Work with different age groups in hands-on outreach opportunities
- Support and encourage parish leaders in their outreach ministries

**Leading Worship:** We seek to joyfully worship God. Share with the Rector in the ministry of preaching God's Word and leading worship.

- Share in responsibility for leading weekday worship
- Share in responsibility for leading and/or assisting in the leadership of Sunday morning worship
- Share in responsibility for leading special worship services
- Preach at least monthly
- Share in responsibility for all sacramental ministry

**Pastoral Care:** Share with the Rector and the congregation in the ministry of pastoral care and visitation.

- Assist the Rector as needed in developing and supporting a lay network of pastoral care
- Share in regular visitation of the homebound and those in hospital
- Share in visitation of new families

If interested in the position please send cover letter, resume, CDO Profile and the text of 2 sermons to the Rev. Dr. James R. Wheeler

[jwheeler@stjohns-stamford.org](mailto:jwheeler@stjohns-stamford.org)

628 Main Street  
Stamford, CT 06901  
203-348-2619

The 2007 Parish Profile, along with additional information about the parish is available at the parish website @ [stjohns-stamford.org](http://stjohns-stamford.org)