



St. Martin in the Fields

EPISCOPAL CHURCH

ASSOCIATE/ASSISTANT RECTOR POSITION DESCRIPTION ST. MARTIN IN THE FIELDS ATLANTA, GA

St. Martin in the Fields Episcopal Church is currently seeking a joy-filled, Jesus-following, transparent, committed, and curious priest to serve as Associate/Assistant Rector. This full-time position will be a challenging and rewarding opportunity to immerse in traditional parish life (three Sunday services, two are currently Rite I; many burials and baptisms, etc.) while also partnering in exploring mission, outreach, service, and growth for the church-future in the urban-suburban context of the parish. This position reports directly to the Rector and requires an appetite for collaboration, patience, and adaptability as we journey with God toward reimagining the church in our time and place.

Preference will be given to candidates who can demonstrate love for God and for ministry and have outstanding skills in verbal and written communication, relationship and program building, innovative thinking, and pastoral manner.

ESSENTIAL FUNCTIONS

- Seek, develop and nurture relationships with people, and in those relationships, pray and tell the truth.
- Joyfully and patiently serve parishioners and all those in contact with the parish.
- Work closely with the rector to ensure we provide context for journeying with God in: formation opportunities, worship, outreach, healthy church function, education, and fellowship.
- Preach/preside on rota with clergy team. Teach studies and Sunday formation.
- Baptize, marry, bury and provide pastoral care in home and hospital visits.
- Initiate evangelistic ministries, events, and programs.
- Participate in the collective life of the diocese.
- Oversee projects and special events as needed, and collect feedback for major recurring church events for future improvement.
- Tend to other duties as assigned by the rector.

COMPETENCIES and REQUIREMENTS

- High functioning, self-differentiated, joyful, with a non-anxious manner.
- Bachelor's and Master of Divinity degrees and at least 4 years' experience in church ministry.
- A Systems Thinker: Able to assess, problem solve, improve and create operational systems, and discern and guide relational systems.
- Highly Collaborative: Shows a willingness to collaborate with other ministers and ministries and to develop partnerships.

- **Project Management:** Can manage projects and deadlines and assist in the planning and management of church-wide initiatives.
- **Communication Skills:** Possess excellent written and oral communication skills.
- **Interpersonal Skills:** Relates well to all kinds of people by listening, learning, negotiating and educating. Builds effective relationships with teams and leaders. Serves with joy.
- **Administrative and Organized:** A highly organized self-starter with the ability to prioritize requests, multi-task, manage multiple responsibilities and projects, and direct lay people in ministry and leadership as well.

About St. Martin in the Fields

Located in the heart of Brookhaven in northeast Atlanta, we are a vibrant Episcopal church made up of people seeking to deepen their faith. Our church community is committed to offering the finest in traditional Episcopal worship and formation, and outreach to those in need. The community consists of the parish, St. Martin's Episcopal School, and the Suthers Center for Christian Outreach. You can read more about us by visiting the website: www.stmartins.org.

Benefits include a competitive base salary commensurate with experience, health benefits and participation in the pension fund of the Episcopal Church. If you are interested in seeking an opportunity to join a well-established church in a vibrant and growing community, please submit application directly to the diocese at: <https://app.smartsheet.com/b/form/ffb861cd2fbd45ae873b1a4e07f63e06> . Should you have further questions, please inquire with The Rev. Monica Mainwaring, Rector, mmainwaring@stmartins.org.

APPLICATION INSTRUCTIONS

APPLICATION CLOSING DATE: February 15, 2020

SUBMISSION INSTRUCTIONS: Please submit the following materials to the Episcopal Diocese of Atlanta at <https://app.smartsheet.com/b/form/ffb861cd2fbd45ae873b1a4e07f63e06>

- Cover Letter
- OTM Portfolio
- Resume
- Answers to the following questions:

1. Describe examples of how you have used your top three skills (you name them) successfully in your ministry as a priest.
2. How might a strong, well-established church like St. Martin's, committed to tradition, adapt to meet the needs of its increasingly unchurched neighbors?
3. Christian education and formation; children's and youth ministry; our Suthers Center for Christian Outreach; our facility as a tool for ministry and evangelism; and the pastoral care needs of our aging community: of these five elements of ministry, which two are most compelling to you and to which do you bring the most experience (be specific)?
4. How would this position challenge you?

(Please limit answers to approximately 200 words each)