

**Position Description for the Assistant Rector
St. Peter's Episcopal Church
Arlington, Virginia**

St. Peter's is seeking an energetic and creative ordained person who has a passion for youth and families with young children. The Assistant Rector will direct and participate as a leader, coordinator, and recruiter of volunteers for our parish youth programs and programs that specifically reach out to families with young children. The Assistant Rector will also participate in the Regional Young Adult Ministry in the Diocese of Virginia.

Saint Peter's has two full-time Assistant Rector positions. The other Assistant Rector directs our pastoral care ministries, Godly Play, and, assisted by a volunteer Sunday School Director, our Sunday School programs from pre-school age to Junior High. Both Assistant Rectors share with the Rector in the ministries of ordained leadership, including worship, preaching, teaching, and pastoral care. Each clergy member of staff serves as a liaison to one or more of our Commissions. The Assistant Rector will serve as clergy liaison to our Mission and Fellowship Commissions.

Our current youth program, affectionately known as "GODZILLA," is for junior and senior high youth who like singing, laughing, games, skits, and hanging out with friends. It is a place in which the message of the Gospel is presented in an exciting and relevant manner to the teenagers in our community. The program has a dedicated, furnished room in the church building. We have recently expanded our youth offerings to include a similar program aimed at older elementary-school children. The "10 Spot" is our Sunday morning program for senior high that creates an inviting, safe and healthy space in which students can explore their own spirituality. Members of our youth group are actively involved in diocesan youth activities.

Every other year, members of our parish lead St. Peter's youth in a much anticipated youth musical production. This year, 72 youth (from 2nd grade to High School) participated in the production of the musical *Narnia*. The parish also has a music program for children and youth of all ages, with a children's choir, a family choir, and an inter-generational bell choir. The choirs and musical productions are directed by St Peter's music staff and additional volunteers.

We have a vibrant and expanding population of families with young children at St. Peter's. Our Families with Young Children meet for Kids' Nights Out, potluck suppers, and special events throughout the year. The Assistant Rector will be responsible for expanding our programs for parents and their young children. During Lent and other times during the church year the two assistant rectors will work together to provide special programs for the children and youth of the parish.

St. Peter's Episcopal Church is a parish of over 1000 baptized members located less than 5 miles from downtown Washington, D.C. in Arlington, VA. Our parish has some wonderfully unique qualities that shape and form our life as a community of faith. We enjoy music and laughter; we take seriously our worship and prayer; we place a high value on Christian formation for all ages; and we work continually to reach out to those in need. Our youth are actively involved in all dimensions of our life together. We are a community of all ages, committed to using our gifts in the service of others and to the glory of God. St. Peter's welcomes between 200 and 300 worshipers at 8AM, 9AM, and 11 AM services each Sunday.

Job Requirements:

- Ordained in the Episcopal Church.
- Share with the Rector and the other Assistant Rector in the ministries of ordained leadership, including worship, preaching, teaching, and pastoral care.
- Ability to quickly build relationships in the parish to motivate and recruit others to help with youth initiatives.
- Strong communication skills with children, young people and adults.
- Strong organizational and project management skills, i.e., a "self-starter."
- Interest and appreciation for youth culture (i.e. books, music, movies, etc...).
- Knowledge of safety issues such as appropriate adult supervision, written permission slips, physical safety, and emergency procedures.
- Willingness to participate in our parish mission trips.
- Experience working with young people in a faith-based setting desirable.
- Musical talent desirable

Responsibilities for Youth Ministry

- Lead the programs for junior and senior high aged youth in the parish in collaboration the Rector, Assistant Rector, and Christian Formation Commission. This includes but is not limited to: regular youth group meetings, Sunday School, social/fellowship events, retreats, and outreach.
- Recruit and manage adult/parent volunteers.

- Coordinate with Communications Committee to adequately publicize all activities included in program noted above. Maintain youth group bulletin board.
- Create small group spiritual growth and fellowship opportunities.
- Participate in Diocesan youth events and explore other local activities to expand reach of youth programs.
- Work with the other Assistant Rector to provide special programs for the children and youth of the parish.

Responsibilities for Ministry to Families with Young Children

- Expand, lead, and develop programs for families with young children with the guidance and assistance of the Rector
- Recruit and manage adult/parent volunteers.
- Coordinate with Communications Committee to adequately publicize all activities included in programs noted above. Maintain the Families with Young Children's group bulletin board.
- Create small group spiritual growth, fellowship, and educational opportunities for parents of young children.

Responsibilities for Ministry to Young Adults

- Participate in the Regional Young Adult Ministry (Region 3) in the Diocese of Virginia.

Interested applicants may send a cover letter and CDO Profile to:

The Rev. Craig A. Phillips, Ph.D., Rector

St. Peter's Episcopal Church

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