

POSITION DESCRIPTION

Title: Assistant or Associate Rector
Name of Employer: Grace Church in New York
Date Open: July 1, 2022
Status: Full time priest or transitional deacon
Contact: The Rev. J. Donald Waring dwaring@gracechurchnyc.org (preferred)
802 Broadway
New York, NY 10003
Parish Website: www.gracechurchnyc.org.

Grace Church in New York is searching for an Episcopal priest to serve on our full-time clergy staff. Grace Church is located at 10th and Broadway, just south of Union Square. A staff of 14 oversees a vital urban ministry of worship, music, Christian education, community outreach, and pastoral care. The core of the parish consists of some 300 families, of which 240 are pledging households. Our annual budget is approximately \$3 million. The building we call home is a stunning, 1846 Gothic-revival landmark designed by James Renwick, Jr. Our strategic location, glorious architecture, rich history, and close affiliation with nearby educational institutions present to the clergy and people of the parish extraordinary opportunities for ministry. In pre-pandemic times approximately 50,000 people come through our doors every year. Visit our website to learn more.

Core Responsibilities

Priestly Ministry

The Assistant Rector will report directly to the Rector, and share in the overall priestly ministry of Grace Church, including: Liturgical leadership, Preaching, and Teaching. Teaching religion in the various divisions of Grace Church School (elementary, middle, and high) fosters vital connections between the church and school, and provides the opportunity for significant additional income.

Bulletin and Worship Production

The Assistant Rector will be the primary person to assemble our three Sunday worship bulletins and one online bulletin for the livestream ministry. The Assistant Rector will recruit and train worship participants (ushers, acolytes, readers, altar guild) and keep the worship ROTA up to date.

Outreach

The Assistant Rector will recruit for and be the chaplain of the Outreach Committee, the group tasked with keeping the needs of the poor in our sight. We partner with many agencies of mercy and assist them with financial grants and hands-on days of service. The Assistant Rector will have a voice in administering the Vestry Fund for Outreach, an increasingly strong instrument for accomplishing good in the community.

General Parish Ministry

The Assistant Rector will be involved in and at times coordinate a broad array of parish events that strengthen the bonds of our life in Christ. These include the Young Adult Ministry, Pastoral Care, seasonal gatherings, and parish picnics. The Assistant Rector will have broad latitude to be creative and introduce opportunities for parishioners to have fun, connect with each other, and deepen their faith.

Skills Needed

The Assistant Rector will have a solid-grounding in broad-church Anglicanism and an ability to hold the center in a time of deep division in church and society. Grace Church clergy rejoice to be Episcopalians, and are active participants in the Diocese of New York. The Assistant Rector will be able to write well, speak well in a big space, and share the Christian faith in ways that are intelligent and compelling to people who are busy, sophisticated, and often skeptical of any organized religion. Computer dexterity and an ability to work collegially with a large staff are essential.

Compensation and Benefits

Salary and benefits are commensurate with experience and diocesan standards. An appropriate housing allowance will be provided.