

POSITION DESCRIPTION

Title: Associate Rector
Name of Employer: Grace Church in New York
Date Open: January 1, 2026
Status: Full time priest
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 a seasoned Episcopal priest who is available for 3-5 years to serve on our full-time clergy staff. We are located at 10th and Broadway, just south of Union Square. A staff of 15 (including three full-time priests) oversees a vital urban ministry of worship, Christian education, community outreach, and pastoral care. The core of the parish consists of approximately 300 pledging households. Our annual budget is \$3.2 million. The building we call home is a stunning, 1846 Gothic-revival, landmark church designed by James Renwick, Jr. Architects have called it one of the seven buildings in Manhattan worth preserving at all costs. Visit our website to learn more about our ministries.

Core Responsibilities

Priestly Ministry

The Associate Rector will report directly to the Rector, and share in the overall priestly ministry of Grace Church, including:

- Liturgical leadership – Worship services range from grand and majestic in a nave that seats 1,000, to small and intimate in a chapel that seats 90. The Associate Rector will be able to provide strong, confident, competent liturgical leadership at all worship services, including weddings, funerals, traditional Choral Evensong, Rite I Morning Prayer and Eucharist, and Rite II Eucharist.
- Preaching – Share in the preaching ministry on a regular basis.
- Pastoral care – Share in visiting the sick, providing short-term counseling, and referrals to those in need. Shepherd “Grace Cares,” a team of lay visitors.
- Teaching – Lead Christian education classes on a regular basis for all ages. Teaching religion at Grace Church School is also a possibility.

Children, Youth, and Family Ministry

The Associate Rector will coordinate programs that deepen the engagement of children, youth, and families in the life of the church, including, but not limited to:

- Children’s Chapel that meets on Sundays during the 9 and 11 am services
- The Christmas Pageant that occurs at 4 pm on Christmas Eve.
- The Easter Eve Walk, which is an interactive Stations of the Cross geared for children.
- Supervision of our nursery staff

Newcomers and Rites of Initiation

The Associate Rector will oversee programs that welcome and incorporate newcomers of all ages into the life of Grace Church, including those seeking baptism, confirmation, and reception.

Skills Needed

The Associate 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 Associate 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. An ability to work collegially with a large staff is a must.

Compensation and Benefits

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