

St. Stephen and the Incarnation Job Description

Job Title	Priest-in-Charge
Reports to	Vestry
Directly Supervises	Parish Administrator, Sexton, Music Director, Children’s Christian Education Coordinator, Security Guards, and Loaves & Fishes Director
Classification FLSA	Exempt
Schedule	Full-time
Effective Date	Immediate

Job Summary

The Priest-in-Charge will have full authority and responsibility for worship, operations, spiritual formation, and community life of this bi-lingual and multi-cultural parish, as well as activities occurring in the church building. As the executive employee of the parish, she/he/they will directly supervise several staff, and will have indirect authority for the supervision of several additional staff. This position will help transition the parish to a permanent Rector based model after several years of an interim rector and nearly 15 years of a shared leadership model. The St. Stephen and the Incarnation shared leadership model consisted of responsibilities divided between a Senior Priest, Senior Warden, and Director of Parish Operations. This transition to hiring a Priest-in-Charge will bring the parish into alignment with the Episcopal Canons.

Essential Functions

List core job duties and responsibilities in order of importance. These are stated broadly and typically are limited to 5-6 functions.

- Lead the parish, in both English and Spanish services, in maintaining and further developing a community that tends to the spiritual needs of its members, helps them grow as disciples, and integrates newcomers into communal life. Oversee worship, pastoral care, and spiritual formation for adults and children in a diverse and bilingual congregation.
- With support from staff, oversee the operations of the parish, including its finances, maintenance of the building, and the use of the building for rentals by outside groups and nonprofits that share office space on a permanent basis.
- Nurture leadership amongst lay volunteer leaders and staff by identifying skills and organizing people to deploy them in ways that are rewarding to the individual and benefit the greater parish. This includes but is not limited to working with the Vestry and several different church committees in developing lay volunteer leaders and inviting members to share their gifts in church life.
- Ensure that parishioners of all ages, languages, and backgrounds have meaningful and engaging ways to connect to the parish community and nurture their faith.

- Create and maintain a culture of transparency and mutual accountability with both staff and lay leaders. Holding oneself and the community accountable to the agreed upon community principals.
- Guide the parish in strategic visioning and planning for the future of the church, including resolving structural and interpersonal challenges with pastoral sensitivity, wisdom, and candor.

Other Responsibilities

These do not define the job but are part of the responsibilities.

- Attend and actively participate in weekly (or as needed) leadership team meetings with the wardens, monthly vestry meetings, monthly finance committee meetings, and other meetings as necessary.
- Support and help identify new volunteer leaders for ministries including choir, youth, young adult and family ministries, and other activities essential to parish life.
- Respond timely and appropriately to email, phone, and other communications from other parish staff, parishioners, and diocesan staff.
- Attend diocesan meetings and any other outside meetings as necessary to represent the parish and take advantage of resources.
- Other responsibilities as necessary.

Qualifications and Requirements

Education and/or experience: Include knowledge, experience, skills, aptitudes, special training, licenses or certifications, or education required to perform the job competently.

Qualifications

- **Professional credentials:** Ordained as a priest in good standing in the Episcopal, Anglican, or ELCA Lutheran Church, preference for Episcopal church.
- **5-10 years experience in ministry,** preference for multicultural ministry.
- **Communication–Oral and Written:** Uses language appropriate for the audience, with fluency in both Spanish and English. Articulates information and ideas in a clear and concise manner. Is persuasive without being argumentative. Presents information in appropriately structured format.
- **Cultural Competency:** Experience ministering to different cultures, especially with various traditions and cultures within the Latinx community. Comfortable working in a multilingual environment and bridging knowledge gaps between cultures.
- **Teamwork and Team Management:** Knows how to work as both the head of and member of a team with lay leaders and other clergy on a variety of spiritual, programmatic, and administrative

issues with individuals from different backgrounds and cultural experiences. Knows how to build consensus and ensure all voices are heard while being able to keep conversations moving forward.

- **Organizational leadership.** Management and administration skills, understanding of nonprofit administration. Builds and fosters a positive relationship with individuals and organizations using space within the church.
- **Conflict Management and Problem Solving:** Identifies root causes of problems. Researches related issues, generates possible long and short term solutions, and brings people together to reach a consensus. Skilled in conflict resolution in a setting with diverse cultures, ages, races, and languages.
- **Judgment:** Demonstrates mature, professional judgment, and reason in decision-making. Is able to make and act upon decisions. Maintains confidentiality and uses discretion in communications. Exhibits emotional and social maturity in professional interactions.
- **Initiative:** Generates ideas for improved functioning and efficiencies. Is able to work independently while keeping community members informed about important work and decisions.
- **Resilience:** Is tenacious and courageous when faced with obstacles and unexpected challenges. Paces oneself so that sufficient resources and energy are available to complete work and is willing to delegate tasks and set boundaries for themselves as well as staff and volunteers when appropriate.

Work Environment:

- Work in person, online, and in hybrid environments based on needs to parish and current requirements to ensure health and safety of staff and parishioners.

Core Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of St. Stephen and the Incarnation. Can teach those values to others. Leads his/her/their leadership team to identify unique mission and vision, which is in line with the mission and vision of St. Stephen and the Incarnation.
- **Interpersonal Skills:** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
- **Management Skills:** Demonstrates commitment and flexibility in scheduling regular coaching sessions with those in his/her/their span of care. Understands his/her/their leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers and holds leaders accountable as well as sets reasonable boundaries and expectations. Marshals resources (people, funding, material, support) to get things done.
- **Team Building Skills:** Guides lay leaders in the process of sharing best practices,

identifying and solving common problems. Works with leaders to regularly assess the health of teams and groups. Recognizes dysfunctional team behavior and redirects it into functional behavior. Creates and communicates vision, direction and goals for the team.

Acknowledgement

Employee signature:

Date:

Supervisor signature:

Date: