

NEW SONG CHURCH PORT PERRY ANGLICAN NETWORK IN CANADA

RECTOR – JOB DESCRIPTION

The Rector provides the vision and the practical leadership for the spiritual well-being of all members of the parish, to reveal within the community the presence of God. The Rector shepherds the parish by guarding the gospel through preaching, teaching, worship leading, and visioning. The Rector should be full of the Holy Spirit and have a love for the gospel that inspires innovation and be active in personal and group evangelism.

The Rector will have a firm grasp on the purpose, values and vision of the church and its position within the community, and will envision and align the congregation with that mission. The Rector will ensure the systems, practices and policies of the church responsibly and effectively support its ministry activities. The Rector represents New Song Church within the Bishop's Church and is responsible to his/her brothers and sisters in Christ and the ANIC community.

The work of the Rector is governed by the Constitution and Canons of the Anglican Network in Canada, New Song Church Port Perry and the laws of the province of Ontario and Canada.

Primary Duties and Responsibilities

The Rector performs a wide range of duties including the following:

Preaching and Teaching

- Is the primary preacher for all worship services
- Will identify and mentor new teachers and encourage creativity in the presentation of the gospel
- Plan, coordinates and executes the main worship services in coordination with the Office Administrator
- Teach the Gospel of Jesus Christ by word and example
- Encourages and supports evangelism throughout the community
- Develop other worship opportunities and services as appropriate, outside of regular Sunday worship
- Oversee preparation for baptism, confirmation, reaffirmation and reception
- Offer baptism, marriage, burial and confirmation as appropriate
- Spend time in regular prayer and in study of the bible
- Oversee Christian Education in the parish including Bible teaching, small group Bible studies, children and youth teaching and develop other educational opportunities as appropriate
- Oversee and direct Associate clergy
- Encourages music as a key component of worship services

Pastoral Care

- Oversee the care of individuals and families in joy and sorrow
- Is alert to the pastoral needs of the community and provide support or arranges support as needed.
- Offer pastoral care in relation to birth, marriage and death
- Equip the laity for counselling and other services
- Offer spiritual counsel and guidance for the members of the parish

Discipleship

- Provides leadership in planning and executing the discipleship programs and ministry training in coordination with lay leaders
- Directs ordained staff and interns. Evaluates and mentors them in their respective areas of ministry and professional development
- Mentors and trains lay leaders and supports them to disciple others
- Leads, trains and empowers the congregation to equip them for works of service

Strategic Leadership and Planning

- In collaboration with the leadership team, plans strategically and coordinates the execution of the church's purpose following the 2016 approved Ministry Focus encompassing the Vision, Values and Strategic Ministry Objectives
- With the Executive Council, following the Strategic Ministry Objectives ensures staffing facilities and programs are effectively aligned to meet annual strategic goals and priorities

Community and Outreach

- Connects with key leaders within the local community to develop strategies and opportunities for the church to be actively involved in the life of the neighbourhood
- Lead and assist the parish in reaching out to and welcoming members of the community at large and model concern and care for the needs of the world
- Models the hospitality of Christ by welcoming all people into the church – “come as you are”
- Ensures the annual outreach commitment is met within the local community and internationally
- Builds relationships by working closely with churches in the community

General and Administration

- Coordinate and supervise the work of all other participants in worship including Associate Rectors, Youth Minister/Leader, readers, lay Eucharistic ministers, choirs, bands, and all others
- In consultation with the Executive of the Corporation hire and supervise all staff, including written contracts and ensuring adherence to the employment Standards Act Ontario.
- Manage the administration of the life of the church, in consultation with the Corporation
- Prepare for and be actively involved in all vestry meetings.
- Encourages tithing and other financial participation from the congregation
- Encourages stewardship at all levels from the congregation

- Works within the Corporation annual approved budget
- Works with the Wardens to develop meeting agendas and Chairs or designates a chair for the Executive and Advisory board meetings
- Articulates and manages the communications vision and needs of the church including authorizing all communications and publications.
- Uses various communications tools including print and online aimed at reaching parishioners and those outside the parish
- Meets all ANIC reporting deadlines and insures that statutory reporting requirements are met

Personal Commitments

- Personal, growing relationship with Jesus Christ
- Tend to the quality of their own spiritual life through retreats, days of refreshment, spiritual direction and other appropriate means
- Model good self-care by managing their time of work and rest and giving adequate support to their family
- Participate in continuing education programs for personal growth and development
- Commitment to ANIC's Pastoral Care Initiative

Qualifications

- Recognized Theological training
- Priest in good standing in ANIC/ACNA

Knowledge, skills and abilities

- Motivational skills that encourage and nurture lay-leadership
- Organizational skills to effectively manage the administrative functions of the parish
- Skills in stewardship and fund development
- A clear call to ministry and a clear preaching gift
- Proven ability to envision and plan; an innovative and creative mind
- Proven communication and teaching skills
- Ability to find ways to attract, reach out, minister to and retain young families
- Ability to connect with children and youth
- A passion for discipleship with a proven track record in making disciples
- A person of prayer who emphasizes evangelism and discipleship
- Ability to lead
- Affirms the theological stance of the Anglican Network In Canada
- Proficiency in the use of social media and current computer software