

**Position Description for the Assistant to the Rector and Chaplain  
St. Martin's-in-the-Field Episcopal Church and School  
Severna Park, Maryland**

St. Martin's-in-the-Field Episcopal Church is a vibrant, growing and energetic program-sized church serving God in Severna Park, Maryland. Our mission as a church is to gather as a welcoming community of Christ called to love and serve God, our neighbors, and each other in joyful celebration of God's presence in the world. We extend that mission to our Pre-K through 8<sup>th</sup> grade school which seeks to inspire in our children a love of inquiry, a sustaining faith, and a generous spirit open to ideas, peoples of the world, and a call to service. At our Episcopal school, students discover who they are as learners, leaders, and friends. We create a welcoming community that encourages each individual to grow in confidence, creativity, integrity, and compassion, grounded in the knowledge that each is a beloved child of God.

St. Martin's-in-the-Field Church has an average Sunday attendance of over 225. On Sunday morning we celebrate two services of Holy Eucharist: 8:00 a.m., Rite I and 10:00 a.m., Rite II. St. Martin's liturgical style would most accurately be described as "broad church." Christian education for all ages happens between the two Sunday services and Children's Chapel is held concurrently with the 10:00 a.m. service during our program year. Over 100 children and youth are enrolled in Pre-K through 12<sup>th</sup> grade Sunday education which includes three children's Sunday School classes, four Sunday School classes for youth, and Sunday evening Episcopal Youth Community (EYC) Youth Group

St. Martin's-in-the-Field School enrolls 180+ Pre-K through 8<sup>th</sup> grade students and is one of the largest missions of the church. The school holds two weekly chapel services: one for the Pre-K through 2<sup>nd</sup> grade classes and one for the 3<sup>rd</sup> through 8<sup>th</sup> grade students. We currently also offer weekly Sacred Studies for grades K-8.

This is a parish full of creative, gifted parishioners and the potential for new ministries and drawing people into renewed relationship with Christ is tremendous. As we develop new programs we seek a priest who is able to develop and delegate ministry to lay leadership and who can be part of the leadership team that bridges both church and school.

**Who We Seek**

We are seeking a gifted and creative clergy person (or seminarian who is on track for ordination in 2019) who will share our ministry with passion and devotion. We hope this person will bring particular gifts and leadership to help us continue the growth of our Children's and Outreach ministries at our church, and play a pivotal role in serving as the spiritual leader while embodying and carrying forth the Episcopal values of St. Martin's at our school. The Assistant to the Rector will also serve as Chaplain, reporting to the Head of School, with pastoral care roles for faculty, students, parents and staff and who may also serve as a faculty member at the school. We seek someone who will share in the liturgical, pastoral, and administrative ministry with the Rector and who will work with the administration and faculty of the school. This ministry description assumes the candidate and the position will develop over time, and we do not expect to fulfill all responsibilities and meet all the expectations at once. We seek someone who takes ministry but not him or herself too seriously. In other words, a sense of humor is essential.

### **Gifts, Skills and Passions for Ministry**

- A joy-filled sense of God's abundant love, demonstrated by an open, warm, accessible and energetic approach and appreciation of all people.
- An ordained person with an understanding of his or her unique gifts and the desire to support others in discovering and using their unique gifts for ministry.
- A commitment to engage people in Christian relationship in order to nurture spiritual growth.
- A passion for providing Christian formation for children, their parents, students of the school, including faculty, parents, administration and staff members.
- A strong and passionate preacher of God's Good News.
- Ability to work collaboratively and creatively with other worship, pastoral, Christian formation, and administrative leaders.
- Excellent communication skills with children, youth and adults alike.
- Ability to plan ahead and be flexible at the same time.
- Recognition of the importance of building and maintaining relationships in ministry, as well as building and maintaining programs.
- A commitment to cultivating Christian disciples spiritually, missionally and numerically.
- A strong skill set in organization, large picture and details, leadership, and planning.

### **Responsibilities and Expectations**

The Assistant to the Rector and School Chaplain is appointed by and accountable to the Rector, and extends and supports the Rector's ministry in the parish, school, community and diocese. Under the Rector's supervision and authority, the Assistant shares in the responsibilities of pastoral care, education, administration of the Sacraments, and administration of the parish. We expect a time split of 70%/30% between ministry at the church and ministry at our school. Under the supervision of the Head of School the Chaplain officiates at weekly developmentally-appropriate chapel services and teaches in both the elementary and middle school settings as well as provides a pastoral and priestly presence with the school, forming relationships with students, faculty, staff and families. In both roles the Assistant works with other paid and volunteer staff, and the faculty exercising lead responsibility in tasks and areas assigned by the Rector and Head of School.

### **Working in conjunction with the Rector, the Assistant will:**

- Participate fully in the life, mission and ministries of St. Martin's-in-the-Field Episcopal Church as we make disciples for Jesus Christ. This includes worship, pastoral care, preaching, teaching, fellowship, education, and evangelism.
- Be a creative member of the parish administration team taking part in the day-to-day operation of this vibrant and lively congregation.
- Serve as the clergy liaison for Children's Ministries and Youth Ministry and offer leadership in the implementation of new programs, events, and curricula.
- Support and enhance Sunday morning worship for children, youth and their parents during the 10:00 a.m. worship service, this includes supporting our Children's Chapel worship program and volunteers.
- Actively seek new ministry opportunities within the parish and community that engage intergenerational audiences.
- Participate in the diocesan Fresh Start program and other diocesan ministries.
- Attend and participation in both regular weekly staff meetings and monthly Vestry meetings.

- Communicate to the parish via our weekly e-mail newsletter, weekly youth and parent's e-newsletter, and monthly to our Children's Ministries families.
- Participate in annual ministry reviews, conducted with the Rector.
- Partner with the Rector to provide pastoral care for our parish, being available for pastoral emergencies.

**Working with the Head of School, the Chaplain will:**

- Be responsible for our chapel program which includes planning and officiating two weekly developmentally-appropriate chapel services for students in Preschool through 2<sup>nd</sup> grade, and 3<sup>rd</sup> through 8th Grade. Services should honor the value of diverse faith backgrounds and promote a spirit of inclusion.
- Be a priestly presence to the school community, providing pastoral support to students with their families, as well as faculty, staff and alumni.
- Serve as an advocate for the Episcopal identity of the school.
- Work with the Rector and Head of School to foster and support growing relationships between the Church and School.
- Work in conjunction with the administration and the faculty to plan annual special services, including Episcopal Schools Week, Grandparents and Special Friends Day, holiday services, and end-of-the year chapel events.
- Be involved in collaboration with the faculty and staff to support new and existing efforts and initiatives focused on service learning, inclusion, and social justice.
- As necessary, participate in division meetings, school events, and professional development, providing prayer and a Chaplain's perspective.
- Possibly teach two Sacred Studies classes to students in middle school. Classes meet once-per-week for 45 minutes.

**Compensation, Benefits**

- Total Clergy Compensation (TCC) commensurate with experience level; some of which may be allocated as housing, annual professional expense allowance, and continuing education allowance (per IRS guidelines).
- Four weeks paid vacation.
- Two weeks paid continuing education time and generous, dedicated continuing education budget.
- Mobile phone reimbursement.
- Eight weeks paid parental leave in the event of birth or adoption of a child.
- Health insurance and dental plan, per Diocese of Maryland policies and guidelines.
- Church Pension Group plan participation.

*Note: All compensation and benefits are offered according to relevant IRS, Episcopal Church, Diocese of Maryland, and parish policies and procedures.*