



ST. THOMAS EPISCOPAL CHURCH + SCHOOL

“To be an inclusive and kind church that learns and serves together.”

Title: Assistant Rector

Location: San Antonio, TX

Reports To: Rector

Position Summary:

The Assistant Rector supports the vision, mission, and values of St. Thomas Episcopal Church and School. The Assistant Rector serves alongside the Rector to oversee the church staff and is responsible for every aspect of parish life, health, and vitality. They take an executive role in overall leadership, vision, planning, and execution. The ideal candidate is detail-oriented, pastorally sensitive, and technically proficient, with a collaborative approach to ministry.

Key Responsibilities:

- The Assistant Rector primarily oversees areas of programming, formation, and liturgy for Youth, Children, and Family Ministries, building cohesiveness that includes team building, visioning, and planning. The Assistant Rector is responsible for staff supervision and training, oversight of budget for these ministry areas, and for strategic program planning. The Assistant Rector is charged with the overall high-quality execution of these ministries.
- The Assistant Rector participates in the full sacramental and liturgical life of St. Thomas Episcopal Church and School: preaching, teaching, school chapel, pastoral care, hospital visitations, funerals, weddings, baptisms, and confirmation.
- The Assistant Rector represents St. Thomas Episcopal Church and School in all capacities, as appropriate, and functions on behalf of the Rector in other liturgical, pastoral, and educational capacities when needed.
- In the absence of the Rector, the Assistant Rector assumes management and authority of the day-to-day ministries of the church.
- The Assistant Rector attends Vestry meetings and retreats, working closely with the Vestry to connect their vision with the work of the church.
- The Assistant Rector assumes other responsibilities at the request of the Rector that are in keeping with the role of professional and confidential ministry partner.

Core Competencies:

1. Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
2. Interpersonal Skills: Establishes good working relationships with staff and constituents to ensure successful completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; and is approachable.
3. Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; adapts to new tools and supports others in using them effectively; and continually works toward the mastery of technical proficiency.
4. Written Communication: Writes clearly and succinctly; employs correct grammar, punctuation, and patterns of speech; clearly delivers messages in a tone appropriate to the context.

5. Team Orientation: Integrates with staff and is an effective member, committed to the success of all areas of congregational life. Demonstrates interest, skill, and success in team environments; promotes group goals; steps up to offer self as a resource to members of the team; understands and supports the importance of teamwork.
6. Spiritual and Emotional Maturity: Demonstrates a grounded and well-developed spiritual life, with emotional resilience and stability. Maintains a calm, steady presence in times of stress or uncertainty, operates with appropriate self-awareness and confidence, and is not overly reliant on external validation.

Evaluation:

- An annual evaluation will be performed by the Rector.

Work Environment

- Weekly in-person staff meetings
- Weekly worship services include but are not limited to Sunday mornings, Wednesday Eucharist, and school chapel
- Computer and phone use for extended periods
- Sitting for extended periods
- Physical lifting of 30 pounds or less
- Travel and occasional overnight stays
- Participate in Diocese of West Texas events including Clergy conference and Annual Council Conference
- Able to speak in various types of public forums

Required Education & Experience:

- Priest ordained in the Episcopal Church
- Masters of Divinity (M.Div.) from an accredited seminary
- Satisfactory completion of Safeguarding God's Children training and background check

Compensation:

- Annual Salary: Paid twice a month, Commensurate with Experience
- Vacation: 4 weeks annually (20 days, 4 Sundays)
- Continuing Education: 2 weeks annually
- Pension
- Medical, Dental, and Vision Insurance: Provided with some individual cost sharing
- Sick leave: 10 days annually
- Paid Holidays: New Year's Eve, New Year's Day, Martin Luther King Jr Day, Fiesta Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Day after Christmas. (*May adjust at the Rector's discretion.*)

Application Process:

To apply for the position, please submit the following to the Archdeacon of the Diocese of West Texas, the Ven. Mike Besson, mike.besson@dwtx.org.

- A resume or CV with a cover letter
- 2-3 video sermon recordings
- Contact information for three professional references