

**HOLY TRINITY EPISCOPAL CHURCH
CLEMSON, SOUTH CAROLINA
POSITION DESCRIPTION – Assistant to the Rector and Campus Minister
October 7, 2019**

Summary of Position

The Assistant to the Rector will be a partner in priestly ministry with the Rector, co-laboring in the ministries of teaching, preaching, presiding at the Sacraments, providing pastoral care for parishioners and others, and equipping disciples to fulfill the mission of Holy Trinity: to love with the heart of Christ, to think with the mind of Christ, and to act in the world as the Body of Christ. The position will also focus approximately ½ time on growth and development of the parish's Canterbury and Young Adult ministry.

Accountability

Reports to the Rector

Responsibilities

Parish Ministry

- Share in leading worship, preaching the Gospel, and administering the sacraments on a regular rotation
- Share in providing for pastoral care of parishioners, including in emergencies
- Share in the ministry of teaching and equipping parishioners for ministry
- Actively participating in the life of the parish, modeling Christian discipleship
- Share in establishing and working toward achieving parish goals which move us toward the realization of vision as set by the Vestry, Wardens, and Rector
- Actively participate in the weekly staff meetings, which are times for accountability and planning, and personal and professional support; and in monthly vestry meetings
- Actively participate in community, convocation and diocesan activities, so that the mission of the congregation beyond itself is enhanced

Campus and Young Adult Ministry

- Provide consistent pastoral care, liturgical leadership, and programmatic support to the Canterbury of Clemson Community
- Collaborate with the Canterbury Peer Minister(s): develop and support their leadership and their efforts to identify and equip additional leaders
- Foster consistency and stability while promoting the mission of Canterbury, including administrative structures, record-keeping, and transition between peer ministers.
- Develop programs to raise the Episcopal profile on the campuses with the aim of growing the ministry
- Actively participate in the Clemson campus ministers group and diocesan Campus Ministry structures
- Develop and support programmatic and pastoral ministry with young adults not connected with the college campuses
- Facilitate interaction between the Canterbury and parish communities

- Promote and facilitate young adult participation in relevant diocesan events

General Qualifications

- Respect for Holy Trinity as a place of worship
- Welcoming, open and helpful manner
- Respect for confidentiality of information
- Ability to work with a variety of personalities in a flexibly structured environment and work schedule
- Good communication skills
- Ability to work independently and with others to set and accomplish goals

Specific Qualifications, Education and Training

- Master of Divinity
- Ordination to the Priesthood or Transitional Diaconate

The above describes the general nature and level of the work performed by a priest called to this position, but is not an exhaustive list of all duties.