

Grace Episcopal Church

Holland, Michigan

Assistant Rector



The Assistant Rector will have responsibilities in areas of Worship, Newcomer ministries, Pastoral Care, Outreach and Social Justice, and Adult Formation with other duties as discerned or assigned. The Assistant Rector serves as a member of the Grace staff team and works closely with the Rector and members of Grace.

The Assistant's ministry includes not only activities directed to the parish and its wellbeing but also to the Diocese of Western Michigan and the greater community. The position is envisioned as thirty to forty hours per week and comes with qualifying benefits.

Position Responsibilities

Liturgical/Sacramental

- Share in preaching, presiding and the administration of the sacraments with the Rector including Sunday and Wednesday services, High Feast Days, weddings, funerals, Reconciliation of a Penitent, and other church sacraments and celebrations
- Participate in Worship Commission meetings and planning
- Share in taking communion to those who are sick, shut-in, or otherwise unable to participate in our services of worship

Newcomer Invitation and Integration

- Follow up with visitors, offering opportunities to meet and connect with the parish.
- With leaders of related ministry areas, design and implement means of learning and integration into the life of Grace for newcomers.
- Participate in the leadership and discernment of Hispanic/Latino ministries of Grace.

Pastoral Care

- Assist the Rector with the pastoral care needs of the congregation: visiting the sick, providing pastoral counsel and support to those in need.

Adult Spiritual Formation

- With the Rector, coordinate and resource existing programs and groups and design new opportunities for spiritual formation
- With the Rector, regularly (once or twice per year) lead a class for those new to the Episcopal Church and those preparing for Confirmation, Reception or Reaffirmation
- Work closely with our Parish Administrator and other staff to maintain communications that inform and engage members of Grace
- With the support of the Rector and other Grace leaders, help build and implement an annual budget for adult spiritual formation groups and programs

Outreach and Social Justice

- Meet with the Outreach and Social Justice Committee and participate in the leadership of these ministries
- Help connect with resources and network with other outreach and social justice ministries and efforts in the community and greater church
- Help communicate to the parish opportunities for service and involvement
- Invite and engage members and friends of Grace in the outreach and social justice ministries of the church

Grace Staff

- Participate as a team member in regular staff meetings and development opportunities
- Meet regularly for supervision and planning with the Rector
- Participate in an annual Ministry Review with the Rector to name what has gone well, evaluate what areas need further growth or support, and set goals.

Diocesan Ministry

- Attend Diocesan Convention and Regional Gatherings
- Participate in Clergy Conferences and Clericus Meetings

Direct all inquiries and applications to The Rev. Jennifer Adams, Rector of Grace, rev.jenadams@yahoo.com. Please include a cover letter and resume with references.