

RECTOR POSITION DESCRIPTION

The Rector at Christ Church, Anglican will handle and supervise the ongoing operation and general ministry of Christ Church, and oversee some specific and independent ministry areas. As noted below, the Rector must be ordained. The position is currently *part-time* with a package totaling \$60,000.00 to be divided as the Rector decides. The new Rector will be invited to begin his ministry as soon as possible.

As members of the Anglican Church in North America (ACNA), we believe in the historic Creeds of the Church and subscribe to the Articles of Religion. We are looking for someone who likewise stands in the stream of historic Anglicanism.

Christ Church is currently seeking a permanent home for our parish. We have adequate funds for this endeavor. We hope to have this issue settled prior to the hiring of the new Rector.

We are members of the Anglican Diocese of San Joaquin under the leadership of Bishop Eric Menees. The clergy of our diocese are excited about the opportunities that God is opening for us in the Central Region of California and have a wonderful spirit of cooperation for the gospel. Oakhurst is located in the Southern Sierra Mountain Range 14 miles from the gate to Yosemite National Park. It is a community that has 30,000 people in the area. Residents appreciate Oakhurst as a friendly town and a wonderful place to raise a family.

Our Mission statement:

Focused on Christ, Discipling His people, Reaching Out to the World

The Rector is key in implementing the parish mission. This would include tasks including but not limited to acting as a sounding board and conversation partner for the Vestry with regard to various aspects of planning and implementation, and ongoing mentoring, prayer and planning with the Senior Warden and Vestry.

The Rector must:

- Have a confident faith in Jesus Christ and an ability to joyfully share that relationship with others.
- Be ordained and in good standing within ACNA.
- Have a willingness and desire to be mentored by the Bishop or another individual.
- Be a “people person,” a “team builder”, and a “self-starter” with a good work ethic.
- Have a positive personality and ability to maintain confidentiality.
- Have a willingness to make a commitment of at least two years of service to Christ Church.

SUPPLEMENTAL JOB DESCRIPTION

Some more specific duties would include:

Christian Education

Sunday School & Family Ministries

- Recruit, train, and supervise paid and/or volunteer staff in our Sunday school program.
- Regularly meet with Sunday school coordinators and teachers for curriculum review and educational planning.
- Contribute to monthly newsletter.
- Provide Confirmation Classes for teens and adults.
- Plan and teach courses in line with parish mission as needed.

Youth Ministry

- Help coordinate Youth Group ministry with ongoing Sunday School and Family Ministries.

Small Groups

- Create and then assist Small Group Coordinator in maintaining resources for groups.
- Create and then assist in leading a group during parish-wide studies.

Worship

Sunday Morning

- Lead Sunday morning celebrations of the Holy Eucharist and in the responsibilities of preaching.
- Lead the coordination of special themes and Holy Days. Participate in crafting of music, sermon series, and themes.

Weekday

- Lead the weekday service of Holy Eucharist and Healing Services.

Special

- Plan, participate, and counsel for weddings, funerals, baptisms and other special services as appropriate.

Pastoral Care

New Member Contact

- Greeting and encouraging visitors and new members to Christ Church.
- Participation in and planning for the new member orientation classes.

Membership Ministry

- Contacting members of the parish on a regular basis.

Contacts

- Conducting drop-in and emergency pastoral visitation in the church, hospitals and homes.
- Maintain contact with prayer ministries for direction and encouragement.
- Sacramental Service Preparation

- Preparing families and individuals for major services, such as baptism, confirmation, marriage, and funeral planning.

Parish Administration

Vestry

- Attend and participate in regular Board meetings and special ministry meetings.
- Assist the Board in planning and conducting ministry for the entire Parish.

Social Groups

- Attend meetings of social groups as needed for encouragement and direction.
- Participate in parish activities put on by social groups.

Community

- Maintain an active presence in Oakhurst Area.
- Be aware of social and political activities involving ministry and groups, especially with members of Christ Church participating.

DIOCESE OF SAN JOAQUIN
1300 E. Shaw Ave. Ste. 123 Fresno, CA 93710
administrator@dioceseofsanjoaquin.net



Clergy seeking admission to the Diocese of San Joaquin from another ACNA Province or Diocese, or from another Denomination will need to complete this form as soon as possible before their initial interview with the Bishop of San Joaquin, returning the completed form to the Vocational Officer at the above address. If you need additional space for your responses, please use the reverse side or attach an additional sheet of paper. Your photo must accompany application.

FULL NAME: _____

Address: _____
Street (P.O. Box) _____ City _____ State _____ Zip _____

Phone: Work () _____ Home () _____ Email _____

Birth Date: _____ Have you applied previously? **Circle one: Yes / No** If yes, when?

Do you have any social media accounts (Facebook, Twitter, Instagram, Snapchat, etc.)? **Circle one: Yes / No**

If "Yes," may we add/friend/follow/etc. those accounts? **Circle one: Yes / No**

If "Yes," please list the type of account(s) and the "handle"/username we can find you at for each account:

Account Type

1) _____

2) _____

3) _____

4) _____

"Handle"/Username

1) _____

2) _____

3) _____

4) _____

FAMILY

Marital Status: (s) _____ (m) _____ (d) _____ (w) _____ If applicable, number of previous marriages: _____

Spouse's Name: _____ Date of Marriage: _____

If divorced, please list dates of your previous marriage and, in a separate attachment, describe the circumstances of your divorce. DATES OF PREVIOUS MARRIAGE: _____

Children's Names

Birthdates__

PERSONAL

Current Cure/church of service: _____ How long? _____

Brief Employment History: *(Please attach separate sheet/resume or use Employment History form)* _____

Hobbies and Interests: __

Baptism

Church: _____ City/State _____ Date _____

by: _____

Confirmation

Church: _____ City/State _____ Date _____

by the Rt. Rev. _____ Bishop of _____

Date Ordained Deacon _____; Ordained by the Rt. Rev. _____,

Bishop of [Diocese] _____, in

[Church] _____, [City/State] _____

Date Ordained Priest _____; Ordained by the Rt. Rev. _____,

Bishop of [Diocese] _____, in

[Church] _____, [City/State] _____

Date Ordained in a non-Anglican/Roman Catholic/Eastern Orthodox Denomination [if applicable]:

_____, by _____, in

[City/State] _____

EDUCATION

Academic institutions attended with degrees or certificates:

NAME OF INSTITUTION

DEGREE OR CERTIFICATE

Attach your Spiritual Autobiography (*see below for instructions*). Additionally, please respond to the following questions (as applicable) on a separate sheet and attach them as well:

- How do you view the authority of Scripture?
- How do you view the Sacraments of the Church?
- Describe what you believe to be your spiritual gifts.

Signature of Applicant: _____

Date of Application: _____

Anyone interested in applying to a position at a Congregation in the Anglican Diocese of San Joaquin should contact the Diocesan Office at: administrator@dioceseofsanjoaquin.net or by calling 559-244-4828. Applicants must send in:

- The application and additional materials, including the Spiritual Autobiography.
- A cover letter stating why you think you would be a good candidate for this position.
- A resume (no more than two pages).
- Three personal references who are able to speak to your love of Jesus and your ministry skills.
- The name and contact information for your bishop.
- Also, briefly answer the following questions:
 - What is your understanding of being a member of the clergy in charge of a congregation?
 - What are your expectations from the members of the congregation, and how can the Diocese and the congregation work to accomplish them together?
 - What spiritual gifts and skills can you bring to the congregation that will help them to grow in our spiritual and common life?
 - How would you propose to attract, nurture, and retain families with youth?

Writing a Spiritual Autobiography

A Spiritual Autobiography is a description of your call to ordained ministry within the context of your life history. This is not your life story, although we are interested in knowing a little bit about that. We want to hear the story of your call to ordained ministry. Please include important points of life context. ***If you are coming to Anglicanism from another Christian tradition please include a description of this journey.***

Everyone who reads your Spiritual Autobiography will treat it with utmost respect and confidentiality. Your Spiritual Autobiography is very helpful in the discernment process.

The exercise of writing a Spiritual Autobiography also provides you with a thought exercise that will help you be prepared for the often-asked questions “Why do you want to be ordained?” or “How did you come to be ordained”. (Tip: after you write the long version of this story, condense it to an “elevator pitch” for future use)

Please prayerfully reflect and use these other questions as you write your Spiritual Autobiography:

- When and how did you first become aware of and/or committed to following Jesus Christ?
- Who was the last person you brought to Christ? How did that process work? Where is that person now if you know?
- In what ways have you grown in Christ-likeness over the past years?
- What obstacles, trials, or failures have you faced in life? How did these events shape your faith? How did you respond in these situations?
- What are your strengths and barriers, particularly those recognized by others? Are there types of communities where your leadership skills would be especially appreciated? Are there groups of people that it is hard for you to minister to? Does your present context draw on your God-given personality and strengths?
- What things have you done (or are you doing) in order to develop your strengths and to minimize the ill effects of your barriers, in order to maximize your effectiveness in serving God?

Please title your document using the following convention: “Spiritual Autobiography: first name last name” and please limit your Spiritual Autobiography to three pages or less typed 12-point font.