



**ST. ANDREW'S**  
**EPISCOPAL CHURCH**  
79 DENTON ROAD  
WELLESLEY, MASSACHUSETTS 02482

## **Position Opening: Full-Time Assistant Rector for Youth and Family**

### **Overview**

St. Andrew's is located in the Boston metro area and is one of the largest parishes in the Diocese of Massachusetts. This is a full-time position for a priest on a staff which includes two other full-time clergy and seven other staff members, including a church school coordinator and a children's music director. St. Andrew's has well over 1,000 active members, with 300 pledging families and an average Sunday attendance of 245.

St. Andrew's is a multi-generational congregation in the "Broad Church" tradition. The parish has strong ministries in music, outreach, and formation for all ages.

### **St. Andrew's History as a Training Parish**

Our desired candidate for this position is a new seminary graduate, ordained as a transitional deacon or new priest. We have a strong track record of giving newly ordained clergy experience and mentorship so that, after three to four years at St. Andrew's, they are well-equipped to move on to become rectors of their own parishes.

To this end, in addition to specific responsibility for youth and family ministries, the assistant rector will have the opportunity to fully exercise their priestly ministry in the whole range of parish life. They will participate with the other two full-time clergy in the regular rotation of preaching and leading worship and will have the opportunity to learn about elements of parish management, including stewardship and finance.

In addition to sharing preaching, liturgical, administrative and pastoral care duties with other members of the clergy team, the assistant rector is responsible for the youth and family ministry of the parish, assisted by a half-time church school coordinator who is responsible for the day-to-day administrative management and scheduling of the church school and youth activities.

The responsibilities of the assistant rector will include:

## **Priestly Ministries**

1. Rotate Sunday morning worship responsibilities (presider, preacher, and deacon) with the other full-time clergy, fulfilling each role once every three weeks.
2. Lead Wednesday morning worship once every three weeks.
3. Lead Sunday evening worship two to four times per month.
4. Plan liturgy and music for worship, in collaboration with clergy and music staff.
5. Provide pastoral care to parishioners (including home and hospital visits).
6. Participate in diocesan New Call/Making Excellent Disciples program.
7. Participate in fellowship, outreach, and other parish events.

## **Children's & Youth Ministries**

1. Collaborate with the church school committee in planning special children's events throughout the year and executing a strategic vision for growing children's and youth ministries at St. Andrew's.
2. Write weekly e-newsletter to connect with families and keep them apprised of church school lessons, volunteer opportunities, and special events.
3. Recruit volunteer church school teachers, youth leaders, church school committee members, and children's event assistants, in collaboration with church school coordinator.
4. Lead biweekly Sunday evening confirmation class (grade 8) and youth group (grades 9-12), assisted by volunteers.
5. Plan and preside at special children's liturgies (e.g., Blessing of Students, All Hallows' Eve, Scout Sunday), confirmation class Eucharist, and youth group compline.
6. Recruit and train acolytes, in collaboration with volunteer acolyte coordinator.
7. Provide primary pastoral care (including home and hospital visits) to children and their families.
8. Oversee calendar and curriculum for children's and youth ministries.

## **How to Apply**

Please send an introductory letter and résumé to the Rev. Adrian Robbins-Cole, rector, at [adrian@standrewswellesley.org](mailto:adrian@standrewswellesley.org) by **March 1, 2019**. We hope that the new assistant rector will start between June and August 2019.