

**Position Description for Curate
St. John's Episcopal Church
705 Hale Street
Beverly Farms, Massachusetts
978-927-0229
www.stjohnsbeverlyfarms.org**

The Rev. Stephanie Chase Bradbury, Priest-in-Charge

Position Background

St. John's is a healthy, growing, program-size church on the North Shore of Boston, located in Beverly Farms, Massachusetts. As parish, which has historically had leadership consisting of two priests, we are returning to this model following over a year with a single priest. With the call of a new Priest-in-Charge in the fall of 2013 the parish is poised, ready, and open to fresh ideas and leadership.

St. John's currently holds two Sunday morning services at 8 and 10 a.m. with an average Sunday attendance during the program year above 200. In addition, there is a weekly mid-week Eucharist at 9 a.m. on Thursdays and daily evening prayer is offered at 5:00 p.m. Liturgically, St. John's is traditionally "Broad Church." There is a fine music program including an excellent choir with paid section leaders. There are currently 120 registered Church School students and an active 7th and 8th grade Youth Group. The high school youth groups have lost momentum in recent years and need revitalization and leader mentoring. This is a parish full of creative, gifted parishioners and the potential for new ministries and drawing people into renewed relationship with Christ is tremendous. As we develop new programs we seek a priest/transitional deacon who is able to develop and delegate ministry to lay leadership.

The Person We Seek

We are seeking a gifted and creative clergy person who will share our ministry with passion and devotion. This full-time position is expected to begin on or near July 1, 2014, and will last two years, with possibility of annual renewal thereafter. We hope this person will bring particular gifts and leadership to help us deepen our spiritual development. We seek someone who will share in the liturgical, pastoral, and administrative ministry with the Priest-in-Charge. The position of Curate will allow for exposure to, and participation in, all aspects of parish ministry, with primary pastoral and program responsibilities for adult education, outreach, youth ministry, pastoral care. This ministry description assumes the candidate and the position will develop over time, and we do not expect to fulfill all responsibilities and meet all the expectations at once.

Skills, Gifts, and Passions for Ministry

- An ordained person (or soon to be) with an understanding of his or her unique gifts and the desire to support others in discovering and using their unique gifts for ministry
- Strong preaching skills
- Passion for Outreach, Adult Education, and Youth Ministry
- A heart for pastoral care
- Ability to work collaboratively and creatively with other worship, pastoral, Christian formation, and administrative leaders

- Desire to include people of all ages in ministry: children, youth, adults, older adults
- Comfort with the ability to communicate using various technologies and social media
- Ability to plan ahead and be flexible at the same time
- Willingness to work collaboratively with staff and lay leaders
- Recognition of the importance of building and maintaining relationships in ministry, as well as building and maintaining programs
- Possessing a sense of humor.

Responsibilities and Expectations

The Curate is appointed by and accountable to the Priest-in-Charge ("PIC"), and extends and supports the PIC's ministry in the parish, community and diocese. Under the PIC's supervision and authority, the Curate shares in the responsibilities of pastoral care, education, administration of the Sacraments, and administration of the parish. The Curate works with other paid and volunteer staff, exercising lead responsibility in tasks and areas assigned by the PIC. The Curate is expected to

- Offer leadership in Christian formation, working with our Church School Director and other leaders: may include implementation of programs to enhance adult education, for instance, offering Bible studies, developing and teaching Inquirer's and Confirmation classes (with the PIC), or small group ministries.
- Share presiding/preaching responsibilities at the Thursday 9:00 am Eucharist and monthly nursing home liturgies.
- Participate in the diocesan Fresh Start program and other diocesan ministries.
- Attend and participate at monthly Vestry meetings and the annual Vestry retreat.
- Participate in regular weekly staff meetings.
- Lead us into new ministry, inspire us to use our imaginations, encourage us to reach out beyond ourselves, and help us to deepen our awareness of God's presence in our lives.
- Maintain a pattern of life that sets a wholesome Christian example.
- Communicate to the parish via printed newsletter, weekly e-mail newsletter, and other channels.
- Participate in an annual ministry review will be conducted with the PIC and HR team.
- Work on a full-time basis and be available for pastoral emergencies. Like other professionals, he/she may occasionally be asked to work on customary days off.

Compensation

The annual salary for this position is \$62,600, a portion of which may be designated as a housing allowance. Benefits include church pension, health and dental insurance coverage, four weeks' vacation, a continuing education account (\$750), and reimbursement for mileage and ministry expenses.

Interested applicants

Please apply directly by sending an OTM Profile, Spiritual Autobiography, and relevant supporting materials (including texts or recordings of two sermons) to the PIC, the Rev. Stephanie Chase Bradbury at stephanie@sjcb.org. She may also be contacted directly at 978-927-0229 by any interested applicant who has questions about the position or congregation.