

St. Stephen's Anglican Church
Position Description

Title: Associate Rector for Adult Formation
Reports to: Rector
Status: Full-time
Date: February 15, 2025

Position Summary

The Associate Rector for Adult Formation plays a critical role in the calling and mission of St. Stephen's by leading key discipleship programs within the church as well as ministry out in the community. In addition to programming duties, the Associate Rector is also a presbyter and pastor to the congregation of St. Stephen's.

Duties and Responsibilities

Ministry and Program Responsibilities:

Adult Formation: Develop and lead a flourishing Adult Formation program at St. Stephen's. This includes, but is not limited to, Sunday and Wednesday weekly discipleship programs, a growing small groups ministry, and various Bible studies. St. Stephen's seeks to raise the value that every follower of Jesus is a minister called to mission. Therefore we aim to foster a strong emphasis on Vocational/Life mission. This is a developing area of our ministry which the Associate Rector will have the opportunity to craft. The Associate Rector will supervise the Director of Community Life who oversees small groups as well as programming which fosters deeper relationships within the parish.

Pittsburgh Fellows: Serve as the staff liaison to the Pittsburgh Fellows. In this capacity, the Associate Rector will partner with the Executive Director of the Pittsburgh Fellows to assist in the spiritual formation of the fellows, providing pastoral care and counseling as needed, along with serving as one of the instructors in the Fellows program.

Minister to Young Adults/Young Families: Be the primary pastor and ministry coordinator to young adults and young families at St. Stephen's. This ministry area has existing strong lay leadership which will be supervised and championed by the Associate Rector.

Clergy Responsibilities:

Worship: As a presbyter of St. Stephen's, provide worship leadership on Sundays and special services such as funerals and weddings, serving as needed as a Service Leader and/or Celebrant.

Preaching and Teaching: Participate in the preaching rotation, normally preaching at weekend services every other month, and teach through Adult Education offerings, small groups, Pittsburgh Fellows, etc.

Pastoral Care: Serve as a member of the Pastoral Care team, providing pastoral care to the congregation through counseling and visitation, and be on the rotation for our weekend emergency pastoral care line.

Leadership and Administration: Serve in leadership at St. Stephen's, attending Vestry meetings as well as ministry meetings such as staff meetings and worship planning.

Qualifications

- A growing relationship with Jesus Christ that is evidenced by the fruit of the Spirit.
- A desire to serve Christ and his church through humble leadership and pastoral care.
- Experience in vocational ministry (preferably 3 – 5 years in an Anglican church) with demonstrated gifting in leadership, preaching/teaching, and pastoral care.
- Track record of recruiting and developing lay ministry teams.
- Ordination as a Presbyterian in the Anglican Church in North America.
- MDiv or equivalent degree required.