

Christ Episcopal Church
New Bern, NC
Position Description

Position Title

The title for this position shall be: Associate Rector

FLSA Status

The Associate Rector shall be an exempt position.

Position Status

The Associate Rector shall be a full-time position.

Reporting Relationship

The position shall report to and receive direct supervision from the Rector of Christ Church. Direct supervision shall include determining and scheduling hours of work.

Position Summary

The primary function of the Associate Rector will be to manage and coordinate pastoral care at Christ Church. There are existing groups and individuals engaged in these ministries, and there is always room for more. Not only will the Associate Rector be expected to make house and hospital calls, but also to connect the various pastoral care ministries (Eucharistic Visitors, Stephen Ministry, Neighbors in Christ, etc).

The Associate Rector will also serve as the clergy liaison to the Outreach/Evangelism and Parish Life Commissions, attending meetings regularly, and offering guidance, leadership, and support where needed and asked.

Duties and Responsibilities

The Associate Rector will share responsibility with the Rector in:

- Preaching and presiding at Holy Eucharist (2 Sunday Services, 1 mid-week service, seasonal/festal liturgies)
- Facilitation, coordination, and participation in Pastoral Care ministries
- Clergy liaison to Outreach/Evangelism and Parish Life Commissions
- Preparation and presiding at weddings and funerals, as needed/requested
- Support and contribute to parish communications
- Planning worship by season in collaboration with Rector and others
- Being available for after-hours pastoral care per rotation schedule.
- Helping facilitate new member incorporation
- Lead/teach Christian formation classes periodically
- Participate in weekly staff meetings, monthly vestry meetings, and parish activities/fellowship events based on interest and time

Qualifications and Skills

- Love Jesus and desire to care for *all* of God's people
- Be ordained (*or nearing ordination*) in the Episcopal Church
- Be a good organizer and identifier of people who are passionate about pastoral care and outreach
- Engage with local and diocesan agencies for pastoral care and outreach
- Care for his/her own spiritual health and growth: Sabbath time, prayer life, recreation, worship, study
- Be a competent teacher and preacher
- With Rector and lay leaders, develop and live into a vision for pastoral care, outreach, and evangelism.
- Enjoy working in and among a collaborative office team and lay leaders
- Be proficient with and adaptable to technology and applications of technology (mobile, social, desktop, etc.)
- Possess the ability to engage and communicate with people of all ages within Christ Church and beyond

The Associate Rector should also have these specific skills:

1. Mastery of the Microsoft Office suite of software products and Google Suite.
2. Excellent writing and editing skills including proper grammar and sentence structure.
3. Practical knowledge relating to operation of devices commonly found in professional office settings including document copiers, document collators, fax machines and the like.
4. Strong communication skills
5. Friendliness
6. Organizational skills
7. The ability to main confidentiality.

Working Conditions

The Associate Rector shall have an office with phone, computer, and internet support at Christ Church.

Effective Date of Position

The Associate Rector position will be available January 1, 2026.

How to Apply

Send your expression of interest/resume to the Rev. Paul Canady, Rector of Christ Church jobs@christchurchnewbern.com , or mail your expression of interest to Paul at Christ Church, PO Box 1246, New Bern, NC 28563. Expression of interest will be received until the most appropriate candidate has been called. Christ Episcopal Church is an Equal Opportunity Employer