

JOB DESCRIPTION

RECTOR

ST. GEORGE'S OF FOREST HILL ANGLICAN CHURCH KITCHENER, ONTARIO

The license of the Priest as Rector, calls the individual to three very clear and distinct ministries. The Rector is to be Priest (sacramental) Prophet (challenge) and Pastor (care-giver). The Rector will provide leadership to the Parish in the areas of Worship, Christian Education, Pastoral Care, Outreach, and Parish Administration, as well as active participation in the ministry of the broader Anglican Church and Communion.

The position of Rector is an extremely high-risk position, as it is a ministry often exercised in one-to-one situations with vulnerable people. It is a position that requires a high degree of confidentiality, and such confidential situations can often only be carried out in situations of risk. The Rector should take steps wherever possible to minimize and manage risk, such as making certain that others are present in the building when in a high-risk situation.

Within the pastoral and theological model of ministry stated in the Ordinal of the Anglican Church of Canada, the Rector of the Parish of St. George's of Forest Hill Anglican Church, Kitchener will endeavor to:

- Display a positive attitude toward the performance of his/her tasks.
- Interact with wardens and parish council in a collegial manner that will encourage and facilitate effective ministry both to and beyond the church.
- Exhibit dependability in the performance of his/her responsibilities.
- Seek to acquire such continuing education as may be deemed necessary to the effective performance of the role of Rector within this context.
- Support the work of the diocese of Huron; it's constitution, Canons, policies and procedures.
- Exemplify appropriate grooming, deportment and attire.
- Make every effort at being approachable, and to endeavor to put people at ease through sensitivity, patience, and good listening skills.
- Utilize strong conflict management skills in dealing with the day-to-day difficulties of the parish.
- Engage people through strong rapport; eye contact, open posture, etc.

PRIEST (SACRAMENTAL)

WORSHIP

- 1) To preside at sacramental worship within the Parish, including those seasonal worship services held during Lent, Holy Week, Easter, Advent and Christmas. To preside over those weddings and funerals held within the parish.
- 2) To maintain a Worship Committee to provide creativity and an avenue for communication on matters of Worship in the parish. The Rector will train appropriate volunteers for such areas of ministry as: lay readers, servers, intercessors, etc.
- 3) To work in a team ministry with those clergy licensed and granted general permits to function in this parish, as well as with retired clergy resident in the parish. To utilize the gifts of various lay ministries within the worship of the parish. These lay ministries include but are not limited to the ministries Theological Students, Lay Readers, Lay Administrants, Lectors and Intercessors. It is understood that the Rector is the Bishop's Representative in the parish, and as such is the chief liturgical officer of the parish. Therefore the Rector has final decision and responsibility in all matters of worship.
- 4) To take ultimate responsibility for all worship of the parish. The Rector will see to it that services, including those for which he is not officiant, have adequate and appropriate leadership, and will inform the wardens of such changes.
- 5) The Rector will stay in contact with the Parish Administrator for the maintenance of the prayer lists.
- 6) To prepare for, and deliver a sermon at all principle worship services held within the parish and based in keeping with the applicable scriptures for that service, unless suitable arrangements have been made for an alternative homilist.
- 7) To provide for and regularly preside over sacramental worship services in long-term and extended care facilities that come under the pastoral care of this parish.

At present this includes monthly services at Lanark Place Long Term Care Facility, Forest Heights L.T.C.F., 16 services per year at Winston Park L.T.C.F., and quarterly services at Bankside Terrace Extended Care Facility.

- 8) To work within the ecumenical context to encourage our parish to work in concert with other Christians in our community and beyond, by continuing the ministries of our full Communion accord through the Joint Planning Committee with local Lutheran Churches, and through the monthly Ecumenical clergy Planning Group with local Lutherans, United and Presbyterian Churches, and to give leadership in such joint ventures as may come out of our relationships developed through these groups.

PROPHET (CHALLENGE)

CHRISTIAN EDUCATION

- 1) To develop and assist Christian education programs in the Parish. To discern and train volunteers for various Christian education programs within the Parish.
- 2) To share in the ministry of Christian education for preparation for marriage, confirmation and baptism.
- 3) To develop and implement a program of youth ministry in the Parish. To identify and train appropriate leaders to function in this ministry. To keep the youth ministry a priority.
- 4) To develop and implement a process of confirmation preparation. To arrange for an Episcopal visit for confirmation in the fall season prior to confirmation classes.
- 5) To develop, promote and participate in groups for spiritual interaction and Christian education in the Parish.(e.g. book studies, Bible study, film studies. Etc.)

MINISTRY TO THE BROADER ANGLICAN CHURCH AND COMMUNION

- 1) To regularly attend, and actively participate in the work of the Deanery, Clericus and Great Chapter.
- 2) To attend Synod, Clergy Conference and other Diocesan Events.
- 3) To communicate to the Parish about Diocesan and Deanery Events, and to encourage Parish involvement in such events.
- 4) To assist in the work of the Diocese by giving time and energy to Diocesan Committee Work.
- 5) To carry out such other ministries as the Bishop may request from time to time.

PASTOR (CAREGIVER)

PASTORAL CARE

- 1) To share in the ministry of Pastoral Care, and to assist in the identifying and training of appropriate lay people for the ministries of pastoral visitation and lay Eucharistic administration.
- 2) To explore new areas of pastoral ministry (e.g. parish nursing) and to seek ways of better serving the pastoral needs of the church.
- 3) To prepare pastoral letters at Christmas, Easter, Thanksgiving and other times as required.
- 4) To be available as a listener when people are in need, and to make appropriate referrals when people are in need of pastoral counseling.
- 5) To greet worshippers before and after worship, as appropriate.
- 6) To share and assist in establishing methods of welcoming newcomers. To ensure an initial follow-up visit in a timely manner occurs. The priest will make a follow-up phone call within the first week after the newcomer's visit to the church.
- 7) To endeavor to visit parishioners who are in the hospital.
- 8) To be available for ministry at the time of death for parishioners and for others in the community who come in need of ministry at this important time.

OUTREACH

- 1) In concert with the Parish Deacon (where appointed), to develop and maintain an Outreach Committee and to discern and train appropriate volunteers for the provision of outreach ministry in our Parish.
- 2) To promote and teach parishioners about issues of social justice and particular ministry needs in the community and the world beyond our doors for the purposes of developing effective Christian outreach.
- 3) To show concern for the broader aspects of mission and ministry that exists beyond the church walls, and to be available to assist those who come to the church in need of assistance through the effective management of the Parish Discretionary Fund.
- 4) To keep records on the use of the Discretionary Fund so that parishioners can better understand the needs of the world we are called to minister to, while maintaining the confidentiality of the recipients.
- 5) To devote time and resources to the needs of the geographic and global community through local and global outreach projects and through specific ministries or service on local boards.
- 6) To make recommendations through the Parish Executive Committee for budgeting of funds necessary to reach the ends set by the Outreach Committee.

PARISH ADMINISTRATION

- 1) To attend meetings of the Parish Council and Executive Committee. To attend other committees as necessary.
- 2) To chair the Worship Committee and act as a resource member for pastoral care, Christian education and outreach of the parish.
- 3) To chair all meetings of the Vestry of the Parish.
- 4) To stay in regular communication with the Wardens and Treasurer of the parish, and to consult with them on all special projects.
- 5) To prioritize the day-to-day needs of the Parish and to act upon them. To discuss and prioritize other needs of the Parish with the Wardens or Parish Council and seek their assistance when necessary.
- 6) To respond to e-mail and telephone messages by action or correspondence in a timely fashion (within a three-day period).
- 7) To maintain regular office hours in the church office. Wherever possible these hours will be from 9 to 12 from Tuesday to Friday. This is to enable drop-in ministry to parishioners and the broader community.
- 8) Through the work of the Worship Committee, and beyond that ministry, the Rector is to maintain regular communication with the Lay Readers Group, Organist, Music Director, Altar Guild Directors, Servers Guild, Greeters, Office Administrator, and other officers and parish personnel.
- 9) To participate in the preparation of materials to support pastoral ministry such as packages for Marriage Information and Baptismal Packages.
- 10) To record all parish worship in the Vestry Book, and to coordinate with the Office Administrator to make certain that all certificates are properly issued, and all parish registers are properly maintained.

- 11) To work with the Parish Administrator to manage and co-ordinate the business of the Parish office. To provide the Parish Administrator with a schedule of the Rector's activities, if the Rector is not available during regular office hours.(e.g. at Clericus, in London with the Bishop, Fresh Start)
- 12) To supervise the ministry of the Parish Administrator (e.g. to check the weekly worship bulletin for errors or omissions etc.)
- 13) To work with the Corporation of the parish to develop and maintain annual budgets.
- 14) To communicate special events to the Parish Administrator for inclusion in the Parish Events Bulletin as soon as possible. To have special events in the bulletin for two weeks prior to the event.
- 15) To check the phone messages once each evening, or to co-ordinate with a warden to check the phone messages when the Rector is not available.

PERSONAL SPIRITUAL LIFE

- 1) To take measures through regular reading, workshops, conferences and courses to ensure continued growth.
- 2) As dictated in the Ordinal of the Church, to say the morning and evening offices daily, and to offer up prayers for the Parish, and for the Rector's ministry.
- 3) To engage in an ongoing discipline of reading and reflection on Holy Scripture (as outlined in the ordinal) and to read and study other relevant material so as to be able to preach the Gospel in a relevant and challenging manner.
- 4) To act prudently in relationships and maintain confidentiality, and also to demonstrate maturity, stability and appropriate boundaries in the provision of ministry to parishioners.
- 5) To be open to sharing life experiences and personal limitations.

SELF-CARE AND GROWTH

- 1) To maintain a practice of a regular retreat time in each year, with special emphasis on taking a 24-hour retreat in Lent and in Advent to make personal spiritual preparation for Easter and Christmas.
- 2) To establish and maintain a regular practice of taking one day off in each week.
- 3) To use the provided vacation periods to take time outside the parish for rest and recreation.
- 4) The Rector may choose to make use of the Continuing Education leave time (1-2 weeks per year) to seek opportunities for spiritual and academic growth. The Rector will be responsible on his/her own, to organize, finance and coordinate this short-term education following a conversation with his/her wardens.
- 5) To model for parishioners a level of self-care that invites them to also make good use of the time given to them, to care for their own needs as a way of building themselves up for the tasks of caring for the world around them.

TERM OF OFFICE

This position of Rector is a direct appointment of the Bishop of Huron and is continued at the discretion of the Bishop. The license requires a minimum commitment of three years, but all parties to the appointment realize that the Bishop is finally and completely in charge of the length of incumbencies.

REIMBURSEMENT

This position is reimbursed at the level agreed upon in the letter of appointment set out by the Bishop of Huron at the time of appointment. Changes to this reimbursement must be agreed to by the Rector and Wardens prior to each annual Vestry Meeting, and voted on at that meeting. Salary must not fall below the level set out annually by the Executive Council of the Diocese.

BENEFITS

The benefits package for this position are those laid out in the letter of appointment from the Bishop of Huron, and are set regularly by the Synod of the Diocese.

A four-bedroom newly renovated rectory is included in the benefits package. The Rector will take full responsibility in maintaining the cleanliness of the rectory, as well as keeping the premises outside the rectory in clean order, free of litter and debris. Any maintenance within the rectory that requires servicing will be reported to the Wardens or the Property Committee. The Rector will take full responsibility for the snow removal of the Rectory driveway, the walkway to the rectory and of the city sidewalk in front of the rectory. The Rector will take full responsibility for keeping the grass cut and general lawn maintenance of the rectory grounds.

SUPERVISION

The Rector has a primary reporting responsibility to the Bishop, while the Incorporation of the Parish is directly responsible for the payment of remuneration and other employment related matters, and is therefore also accountable to the parish. The relationship between the Parish, the Diocese and a Cleric is a complex one due to the fact that we are an Episcopal Church. Performance reviews will be done annually to see that the goals of the parish are met. The Wardens of the Parish will relay issues of concern to the Bishop. Such performance review or evaluations will not supersede the supervisory ministry of the Diocesan Bishop and his designates.

RECTOR'S SELF EVALUATION FORM

Name:

Date:

What strengths and gifts have you brought to St. George's this past year?

List two or three major accomplishments or areas of learning that you see as being successful over the past year at St. George's!

List and describe what you see as three major goals to be accomplished over the next year! Give an action plan pertaining to these three goals.

Comments:

GUIDELINES TO EVALUATORS

It is the responsibility of the wardens to establish a plan of evaluation for the performance review of the Rector. The wardens will give the Rector at least two weeks advance notice of the meeting at which time the performance review will take place.

The performance review will take place on an annual basis, in the month of May. A follow-up meeting will take place each November to ensure that the goals of both the Rector and the parish are being met. Any areas of concern will be addressed at both meetings.

All comments and recommendations should always be concise and constructive. Everyone has strong points and weak points, and these should be indicated

The following definitions are provided to assist in the evaluation:

Problem Area: Unacceptable performance, requiring immediate correction.

Needs Some Improvement: Area of concern which needs to be addressed to enhance performance.

Competent Performance: Performance that is acceptable, with tasks being completed.

Outstanding: Performance that goes above and beyond the necessary requirements.

PRIEST (SACRAMENTAL)

	Problem Area	Needs Some Improvement	Competent Performance	Outstanding
• Is consistently the main provider at sacramental worship within the parish..	_____	_____	_____	_____
• Maintains a worship committee and accepts input from that committee..	_____	_____	_____	_____
• Regularly trains volunteers for areas of ministry.	_____	_____	_____	_____
• Seeks out and utilizes the gifts of People within the parish.	_____	_____	_____	_____
• Successfully takes responsibility for all worship in the parish.	_____	_____	_____	_____
• Prepares for and delivers challenging sermons held within the parish.	_____	_____	_____	_____
• Regularly provides for, and presides over worship services held in long-term care facilities.	_____	_____	_____	_____
• Works effectively within the ecumenical context of this parish.	_____	_____	_____	_____

Comments:

PROPHET (CHALLENGE)

• Develops and assists in all Christian education programs.	_____	_____	_____	_____
• Promotes preparation for marriage, confirmation and baptism.	_____	_____	_____	_____
• Develops and implements a program of youth ministry in the parish.	_____	_____	_____	_____
• Keeps the youth ministry a priority.	_____	_____	_____	_____
• Provides for and participates in groups for spiritual interaction.	_____	_____	_____	_____
• Regularly attends and actively participates in the work of the deanery, synod and diocesan events.	_____	_____	_____	_____

Comments:

PASTOR (CAREGIVER)

	Problem Area	Needs Some Improvement	Competent Performance	Outstanding
• Regularly trains lay people for pastoral visitation and lay Eucharistic administration.	_____	_____	_____	_____
• Seeks ways of better serving the pastoral needs of the parish.	_____	_____	_____	_____
• Calls upon parishioners who are ill or have had recent surgery	_____	_____	_____	_____
• Greets worshippers before and after service.	_____	_____	_____	_____
• Makes follow-up phone calls to newcomers within the first week of the initial visit to the church.	_____	_____	_____	_____
• Visits parishioners regularly in the hospital.	_____	_____	_____	_____
• Regularly visits parishioners who are shut-ins either at home or in long-term care facilities.	_____	_____	_____	_____
• Makes him/her self available to phone and to visit those who are in mourning.	_____	_____	_____	_____

Comments:

OUTREACH

• Manages the discretionary fund with confidentiality.	_____	_____	_____	_____
• Maintains an effective outreach committee.	_____	_____	_____	_____

Comments:

PARISH ADMINISTRATION

	Problem Area	Needs Some Improvement	Competent Performance	Outstanding
• Regularly attends all required meetings.	_____	_____	_____	_____
• Is punctual.	_____	_____	_____	_____
• Follows through on expectations of the parish.(does what he/she says he/she will do)	_____	_____	_____	_____
• Accepts constructive suggestions.	_____	_____	_____	_____
• Communicates consistently with the executive in a clear and concise manner.	_____	_____	_____	_____
• Consults with the executive on all special projects.	_____	_____	_____	_____
• Keeps regular communication with committees and groups within the parish in a clear and concise manner.	_____	_____	_____	_____
• Responds to e-mail and phone messages within the given time frame.	_____	_____	_____	_____

Comments:

BENEFITS

• Maintains the cleanliness of the rectory and the rectory garage.	_____	_____	_____	_____
• Keeps the rectory and rectory garage in good repair.	_____	_____	_____	_____
• Keeps the outside premises of the rectory clear of litter and debris.	_____	_____	_____	_____
• Consistently keeps the rectory driveway, walkway and city sidewalk clear of snow.	_____	_____	_____	_____
• Consistently keeps the rectory grass cut and trimmed.	_____	_____	_____	_____

Comments:

PERFORMANCE EVALUATION REVIEW

Wardens's Specific Suggestions:

Wardens's Summary Comments:

I have read this report:

Rector's Signature

Date

Rector's Warden Signature

Date

People's Warden Signature

Date

(If you do not agree with this performance evaluation review, you must indicate your disagreement.)

ACKNOWLEDGEMENT

Rector's Specific Suggestions:

Rector's Summary Comments:

I have read this report:

Rector's Signature

Date

Rector's Warden Signature

Date

People's Warden Signature

Date

(If you do not agree with this performance evaluation review, you must indicate your disagreement)

EVALUATION GUIDE

Please answer the following questions and return to MaryLynn Forrest, Deputy Rector's Warden within the next two weeks. This form will be kept confidential among the executive. Thank you for your time and comments!

1. How do you feel about the communication between the rector and group(s) that you belong to? Any suggestions for improvement?
2. Do you feel that the rector has provided you and/or your group with all the resources that you require to help with your ministry at St. George's?
3. Are instructions and feedback given to you and/or your group in a verbal or written format by the rector? Are these instructions/feedback clear and concise?
4. If instructions are required how far in advance are you given these? Is this far enough in advance?

The performance review of the rector cannot and should not be evaluated solely by the wardens. The various groups listed below will be asked to fill out a simple evaluation guide. The wardens will then collectively collate the returned forms, and provide a complete performance review for the rector. Goals and objectives for the upcoming year will then be discussed.

THESE EVALUATION FORMS WILL BE DISTRIBUTED TO:

- The two heads of the altar guild
- The servers group.
- The lay readers.
- The head of the readers guild.
- The music director-senior choir director.
- The organist-junior and intermediate choir director.
- The prayer chain.
- The parish administrator.
- The parish council.
- The wardens.
- The head of the Sunday school.
- The leaders of the youth group.
- Parents of the confirmation class.