

**Title:** Assistant Clergy  
**Status:** Full Time Clergy  
**Reports to:** Associate Rector of Discipleship, Community, and Outreach  
**Start:** TBD



### **Position Description**

The Assistant Clergy is a member of the leadership and pastoral team responsible for helping Truro fulfill its mission of “celebrating and proclaiming the good news of the Gospel.” In this exciting season the Lord is at work restoring, rebuilding, and raising up Truro to be a beacon of light in a world of darkness! The Assistant will deliver Gospel-centered care, service, and leadership to the people of Truro. The Assistant will assist with establishing and building upon Truro’s Four Pillars of Word, Worship, Community, and Outreach. The Assistant’s primary responsibilities will be to assist with establishing, growing, and overseeing Community and Discipleship. The Assistant will also assist leading worship services and providing pastoral care.

### **Major Duties and Responsibilities**

- 1) Community - Communicate the vision for community and community groups clearly and consistently; develop, establish, and maintain a trimester model for community groups; identify, equip, and train community group leaders; provide community group leaders with weekly sermon notes; target geographic areas served by Truro; assess the health and effectiveness of community groups; be a resource to community group leaders and help resolve conflict or issues; and report outcomes.
- 2) Word (Discipleship) - Communicate the vision for discipleship and spiritual formation clearly and consistently; model being a disciple and discipling others; promote a discipleship culture where those whom you disciple are equipped and able to disciple others; assist with identifying Truro’s needs for instruction; deliver instruction for adults approximately 3 times per year; assist with the oversight of Men’s and Women’s ministries; and report outcomes.
- 3) Worship - Assist with leading weekly worship services; participate in the leadership of special services during Advent, Christmas, Lent, and Holy Week as assigned; assist with funerals, weddings, and other worship services in consultation with the Assistant Rector or Rector.
- 4) Outreach - Assist the Chair of the Outreach Committee and the Director of TIPS with coordinating outreach efforts particularly to the local community.

- 5) Pastoral Care - Attend the Clergy Meeting; provide information on the needs of the congregation; care for others through calls, meetings, and visits; pray for and with others; and follow-up on those in need.
- 6) Other
  - a) Communication - Communicate important updates and initiatives to the congregation and Vestry; respond to our staff and parishioners via emails, Microsoft Teams, phone calls, and text messages.
  - b) Safe Environment - Help maintain a safe environment for the flock of God through a diligent commitment to the prevention of any kind of abuse.
  - c) Diocese of the Mid-Atlantic - Participate in the life of the Diocese of the Mid-Atlantic.

### **Qualifications**

The ideal candidate . . . .

- is a mature disciple of Jesus whose life bears the fruit of the Spirit.
- possesses a God-inspired, deeply held vision and passion for the church and its mission.
- has demonstrated the knowledge, skill, and experience to disciple others.
- is caring, others-centered, a good listener, perceptive, and insightful.
- is a self-starter, able to follow instruction and work independently *and* a team player committed to the success of the whole.
- demonstrates good judgment.
- demonstrates excellent communication skills in one-on-one, small group, and large group settings and in writing.
- is eager to obtain experience leading a mid-sized church.

### **Education and Experience**

- Master's degree in theology and/or divinity
- Ordained in the Anglican Church of North America (ACNA) and a deacon or priest in good standing
- Familiar with the Anglican liturgy and church calendar
- 2 years experience in church or para-church related ministries such as children's ministry, youth ministry, young adults ministry, outreach (local or global), and evangelism