



Title: Associate Rector, Community Life

Status: Full Time Clergy.

Reports to: Rector.

Start: TBD

Position Description

The Associate Rector 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.” The Associate cares for, leads, and serves the people of Truro. The Associate’s primary responsibility is to establish, grow, and care for thriving community for community groups, neighborhoods, and churchwide events.

Primary Responsibility for Community

- 1) Community - Communicate a clear and compelling vision for community. Identify, recruit, equip, and train leaders. Build them into a high-performing team that promotes community on community group, neighborhood, and churchwide levels.
- 2) Connection Center – Establish a Connection Center geared toward the newcomer experience on Sunday mornings. Welcome the newcomer. Provide clear direction and signage to childcare, Sunday School, and the worship service. Arrange for refreshments and opportunities for fellowship on Sundays after our 7:45 am and 10:00 am Services. Obtain initial information on guests. Recruit and train ambassadors who can follow-up with guests, answer questions, or offer to sit with them at worship services. Work with the Rector to plan, prepare for, and host Newcomer Lunches.
- 3) Community Groups – Recruit, vet, equip, and train community group leaders. Give them a clear, biblically centered vision for community and spiritual formation. Build them into a healthy, mature, and vibrant community that provides the first level of leadership, oversight, and pastoral care. Provide community group leaders with sermon notes for reflection and discussion weekly. Establish and maintain a trimester model for community groups. Make community groups easily accessible on the website.
- 4) Neighborhood Communities - Target geographic areas served by Truro. Establish strategic neighborhood communities where newcomers can easily connect with others that live nearby. Promote neighborhood informal, social gatherings that are easy on-ramps for newcomers to connect.
- 5) Churchwide – Lead churchwide efforts to promote community like Community Night Dinners, the Parish Picnic, the Fall Festival, and others.

Secondary Responsibilities

The following categories are shared by all members of the clergy. We, however, would like to see the Associate move toward his or her strengths, that is, where he or she can flourish and add the greatest value to Truro and its mission.

- 1) Discipleship – Contribute to adult formation through one-on-one discipleship, leading a men’s Bible study or small group, teaching a class or classes in a series like Leaning Into Lent, and promoting discipleship in affinity groups like Men, Women, and Young Adult communities.

- 2) Pastoral Care – Care for members through calls, meetings, and visits; pray for and with others; and follow-up on those in need. Assist with developing a plan for receiving, prioritizing, and responding to the needs of those in the church.
- 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 or deliver funerals, weddings, and other worship services.
- 4) Other
 - a) Communication - Communicate important updates and initiatives to the congregation and Vestry; respond to staff and parishioners via emails, Microsoft Teams, phone calls, and text messages.
 - b) Safe Environment - Help maintain a safe environment for the people of God through a diligent commitment to the prevention of any kind of abuse according to the Diocese of the Mid-Atlantic (DOMA) and the Anglican Church of North America (ACNA).
 - 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* as 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.

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

Application

To apply please send a PDF of the following materials to [Daria Brown](#), Director of Operations.

- Cover Letter
- Resumé
- Spiritual Autobiography
- References (4)