

TRINITY ANGLICAN CHURCH - SARNIA, ON

RECTOR – ROLE AND RESPONSIBILITIES

Overview:

- The Rector is the principal full-time pastor and leader of the ministry of Trinity Church. He/she is a committed Christian, well grounded in the Scriptures and in orthodox Christian theology, earnestly contending for the Faith once delivered to the saints and rooted in the Anglican tradition.
- The Rector will model for the people of God a passion for the Word of God, for growth of the people of God into Christ's likeness, and for the Gospel to be preached to those who are far off and to those who are near, that the lost may be found and the dead made alive.
- As set out in Holy Scripture and the historic documents of the church, the Rector as presbyter, pastor, prophet, shepherd, and servant, gathers, teaches, leads and serves Trinity Church and takes his/her place in the wider church.
- The Rector is appointed by and reports directly to the Bishop of Huron whom he/she represents in the parish in accordance to Canon Law. Licenced by the Bishop, the Rector conforms to the doctrine, disciplines and worship of the Anglican Church of Canada.
- The Rector serves in collaboration and prayerful consultation with the Executive Committee of Trinity Church, gives regular reports to the Parish Council, and an annual report to Vestry.
- The Rector carries out this ministry in accordance with the precepts of the Gospel, and as directed by the Ordinal, the rubrics of the Book of Common Prayer, the Constitution and Canons of the Diocese of Huron, the Ecclesiastical Province of Ontario, the Anglican Church of Canada, and the laws of the Province of Ontario and Canada.
- The Rector is responsible for all the ordained privileges of ministry including preaching, teaching, administration of the sacraments, pastoral care and administration.
- The Rector sets the spiritual and strategic direction for the parish and is responsible for oversight of all church staff, lay and clergy.
- The Rector will strive to ensure that the ministry of Trinity Church reflects the 5 marks of mission of the Anglican Communion.
- The Rector will have a firm grasp of and work to align the parish and its activities with Trinity's vision, purpose, and values, as approved by Vestry.
- He/she is only able to do this because of a growing relationship with Jesus Christ, by the Grace of God and the continual guidance of the Holy Spirit. These are nurtured by regular prayer and engagement with Holy Scripture.

RESPONSIBILITIES:

WORSHIP and PREACHING

- The Rector is responsible for all decisions relating to worship at Trinity (the buck stops with him/her); he/she will plan, coordinate and carry out worship services in consultation with the Music Director, Office /Manager, and any other individuals as deemed helpful.
- Oversee the Lay-Readers and other lay leaders, and determine and direct their involvement in the worship services.
- Be primary preacher of the Gospel, at Trinity's worship services. To be sure others preach on occasion at Trinity at the Rector's invitation, but the Rector generally is the preacher at about 44 Sundays a year plus other occasions.
- Be responsible for the administration of the Sacraments.
- Preside over marriage, funeral, and other worship services.
- Enlist (in consultation with the Executive where appropriate) the services of other clergy for worship services where needed and as appropriate (assistance with funeral, vacation coverage, as examples)
- Develop additional worship opportunities and services as appropriate, outside of regular Sunday worship.

TEACHING and MENTORING

- Oversee Christian Education in the parish including Bible and LIFE group studies, children and youth workshops and programs; seasonal whole church studies.
- Develop other educational opportunities as appropriate.
- Teach on, and encourage discipleship and evangelism in parish ministry roles
- Teach on, and encourage Stewardship and Tithing
- Identify and mentor new teachers and encourage creativity in the presentation of the Gospel.
- Offer and oversee preparation courses such as baptism, confirmation, marriage.
- Mentor, train and provide support to lay readers
- Mentor, train and support parish members in their various ministry roles.
- Oversee, mentor as needed, and support Assisting Clergy.
- Provide teaching and/or mentoring to parishioners to equip them in pastoral care.

PASTORAL CARE

- Lead in providing Christ's welcome to all – loving and accepting people as they are, and encouraging the parish to do the same.
- Ensure clergy follow-up to newcomers
- Develop strong relationships with parishioners
- Oversee pastoral care of parishioners and of pastoral care teams
- Offer spiritual counsel to parishioners, as needed, and appropriate
- Encourage parishioners to communicate their pastoral needs, and respond accordingly
- Provide mediation and conflict resolution involving personality clashes/disputes amongst congregational members, missions, staff, etc.
- Encourage and assist parishioners in identifying and using their gifts and becoming involved in the life of the parish.

LEADERSHIP VISIONING and STRTEGIC PLANNING:

- The rector will at least every 5 years guide the leadership in a visioning process, which will involve assisting in a discernment process which will include both listening and consultation with the Parish Executive and Council and the Rector sharing his/her vision for the church.
- On an annual basis, with timing to be determined by Executive, the Rector will be responsible for setting annual goals for himself (pertaining to his role and responsibilities, and aligned with Church Vision) as well as setting annual parish goals, (working toward fulfilling vision) in prayerful consultation with the Executive.
- Once parish goals are developed, the Rector will work with Executive and Parish Council to discern how to best engage the congregation in working together toward fulfilling the goals and to ensure that all missions, ministries and programs are aligned with Vision and said goals.

ADMINISTRATION:

- Serve as Chair; and plan or assist in planning agendas and other needed advance preparation for:
 - Staff meetings (weekly)
 - Executive meetings, (monthly and as needed)
 - Parish Council meetings, (monthly)
 - Vestry/Annual General Meeting (annually)
- Ensure that all staff and parishioners adhere to the Diocesan Safe Church Policies (Trinity's Star Program.)
- In consultation with the Executive Council, develop and maintain all clergy and lay staff position descriptions, and schedule, prepare for and participate in annual reviews for all staff.
- In consultation with the Executive Council, advertise position vacancies, interview candidates, carry out reference checks and ensure contracts include all pertinent information, are in compliance with the Standards Act Ontario, and are signed by the wardens, as appropriate.
- In Coordination with the Treasurer, administer, monitor, and work within Vestry approved budgets.
- Protect all confidential written and electronic information in accordance with the Privacy Laws of Canada. All confidential information must be kept under double lock at all times.
- Meet all reporting deadlines and insure that statutory reporting requirements are met.
- Maintain established office hours in accordance with the needs of the parish, staff, and leadership team.
- Articulate and manage communications of and to the church including authorizing all requested communications and all publications.
- Use various print, online and other communications to reach all parishioners and those outside the parish, in coordination with the Office Manager.
- Oversee Trinity interfaces with the community (church sign, website, advertising etc.)

Community and Outreach

- Lead and assist the parish in reaching out to welcome members of the community at large and model concern and care for the needs of the world
- Connect with key leaders within the local community to develop strategies and opportunities for the church to be actively involved in the life of the neighbourhood.

- Develop and maintain relationships within the Christian community, working closely with other Sarnia churches.
- In coordination with the Mission leaders, ensure that annual local, deanery, diocesan, national and international outreach commitments are met
- Maintain relationships with, and support as appropriate, the Diocesan family.
- Provide leadership to the broader Christian community, as deemed appropriate.

PERSONAL COMMITMENTS

- Commit to a personal, growing relationship with Jesus Christ
- Tend to the quality of his/her own spiritual life through retreats, days of refreshment, spiritual direction and other appropriate means
- Model good self-care by balancing work and rest and giving adequate support to family
- Participate in continuing education programs for personal growth and development.
- Give regular periodic report to Parish Council and Parish Executive setting out in general terms the work that has been accomplished during the preceding period. It has been found helpful for our shared leadership to know approximately what proportion of the Rector's time is devoted to various aspects of pastoral ministry such as: Pastoral, Administrative, Teaching, Preaching, Worship, Prayer & Study and Wider Church responsibilities.
- As part of annual personal goal setting, establish and implement a plan to develop personal gifts and talents in ministry and to nurture personal spiritual growth. Plan to be shared with the Executive Council.