



St. Timothy's Episcopal Church

www.saint-tims.org

Our Mission: To radiate Christ's presence through worship, care, and service.

Associate Rector Position Summary

St. Timothy's Episcopal Church seeks to hire an Associate Rector who has the creativity, energy, and passion to serve the spiritual and liturgical needs of our parishioners. We are looking for a priest or transitional deacon who is comfortable with providing pastoral care and is experienced in Christian formation for all age groups. We place a high priority on developing and supporting lay leadership in all our ministries. We are looking for someone who can help us expand our presence in the local community. Candidates must be able to work collaboratively with the Rector, church staff, lay leaders, and volunteers.

Responsibilities and Expectations

The Associate Rector is primarily responsible for the following:

- Support our Mission: To radiate Christ's presence through worship, care, and service
- Develop and oversee the Christian formation programs for all ages, supporting lay leaders who plan and lead these programs
- Encourage new members to become more involved in parish life by connecting them to ministry leaders
- Provide staff support for ministries, such as Stewardship and Pastoral Care

Associate Rector will share responsibility in the following:

- Preach and preside at Holy Eucharist and provide pastoral care with the Rector
- Prepare, preach, and preside at some weddings and funerals
- Plan worship by season in collaboration with Rector and Director of Music
- Support and contribute to parish communications: service bulletins, external publicity, electronic and traditional newsletters, social media, and website
- Participate in weekly staff meetings and monthly vestry meetings
- Participate in parish activities and fellowship events

Skills, Gifts, and Passions for Ministry

- Knowledge of and passion for liturgy
- A desire to support others in discovering and using their gifts for ministry
- A passion for lifelong Christian formation and a capacity to work with strong lay leaders who share that passion
- Excellent communication skills in preaching, teaching, writing, and using a variety of technology and media
- Knowledge of congregational development and growth
- Excellent organizational skills
- Sense of humor
- Ability to care for own spiritual health and growth

Salary and Benefits

- Full-time position
- Salary provided according to Diocese of Missouri compensation guidelines
- One month (four Sundays) of vacation
- One week (one Sunday) of Continuing Education provided in budget
- Other standard clergy benefits, including health and dental insurance and retirement plan

Parish Profile

St. Timothy's Episcopal Church is a warm and welcoming transitional size parish with an ASA of 182 located in the St. Louis suburbs. We offer four distinct worship services each weekend, a mid-week service, and a monthly service at a senior living facility. We seek to grow not only in numbers but also spiritually, in the depth of our relationships in Christ, with each other, and in our investment in our local community. St. Timothy's has a commitment to lifelong Christian Formation, a wide variety of active ministries, an excellent music program, a core of strong lay leaders, and a wide range of Reaching Out ministries. St. Timothy's has done important work within the parish and in the community in dismantling racism and working for justice. We are financially strong with a modest endowment. We are entrusted with a beautiful church, and a newer building that includes flexible education, gathering, administrative, and worship space, along with a licensed commercial kitchen.

St. Timothy's Episcopal Church
The Rev. Marvin Lee Foltz, Rector
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