

Position: Full-time Associate (priest or transitional deacon) on a three full-time clergy team at the Church of St. Luke in the Fields, Manhattan.

Position Outline:

In addition to shared parish ministry with the other clergy, this Associate position has particular responsibility for: formation for Children, Youth and Families (CYF); parish life and small groups; newcomer welcome and integration; and Chaplaincy for St Luke's School. In addition to excellent homiletical skills and appropriate liturgical sensibilities for a progressive, modern Anglo-Catholic parish, the Associate will need to proactively and creatively engage the challenges of building community in a highly urban setting. The Associate will also have a passion for forming Christian community through parish life, CYF, and small groups, as well as some skills and experience in this area. The additional gifts and qualities sought in this priest (or transitional deacon) include: an ability to chant the liturgy; hard-working; good administrator and oral/written communicator; visionary in their ministry goals; resilient; street-smart; someone who enjoys interacting with a wide variety of people and needs; a team player; someone who is not easily manipulated but remains "present" and engaged, compassionate, and perceptive. Must be comfortable in a progressive and diverse modern Anglo-Catholic parish. Compensation is competitive and commensurate with experience.

A position description follows. Please apply by **January 31st 2020** with resume and cover letter by email (preferred) to: cstacey@stlukeinthefields.org or by regular mail to:
The Rev. Caroline M. Stacey, Rector
487 Hudson Street
New York, NY 10014
212.924.0562

POSITION DESCRIPTION:

The responsibilities for which the Associate is accountable will include the following:

Children, Youth, and Families (~40% of time)

The Associate will assume primary and particular responsibility for ministries of formation, education and pastoral care among families and children of the parish including but not limited to:

- Conduct pre-baptismal orientation as appropriate
- Development, recruitment, teaching of Youth Confirmation
- Development, recruitment and leadership of Youth Group program/activities
- Oversee the development, rehearsals and performance of Christmas Pageant; oversee Easter Egg Hunt and other intergenerational and community-wide events
- Develop programming for children and families, and intergenerational programming

- Oversee Sunday School, and the continuing education and recruitment and support of the Sunday School teachers
- Oversee the nursery care workers and ensure smooth communication with the Business Office
- Recruit, train and support nursery staff and supervise nursery program and policies
- Ensure certification in Diocesan-required Safe Church training for all appropriate staff and volunteers working with children
- Design and update curriculum for all ages/grades
- Develop and administer registration, adequate records, and policies for safety
- Communicate regularly with parents; follow up with new families
- Seek and develop opportunities for young people to be involved in outreach
- Offer small groups, family programming and other formation opportunities to the parish

St Luke's School Chaplaincy (~25% of time during term)

St. Luke's School is proud of its chapel program which is offered to all students JK – 8. The School Chaplain will lead the various chapels, which currently include: Wednesday Chapels for students in JK – 4 that are led by the School Chaplain; and Wednesday Chapels for students in Grades 5 – 8 that are shared between the Head of School and School Chaplain. In addition, Eucharist is celebrated every Thursday for students in Grades 2 – 8.

The Chaplain shall:

- Develop chapel lectionary and rotas (Wednesdays and Thursdays)
- Lead chapel under the oversight of the Rector in consultation with the Head of School
- Recruit, train and assign faculty chalice bearers
- Recruit, train and assign school acolytes (3rd to 8th Grade)
- Coordinate and conduct chapel orientation and first communion for 2nd Grade
- Lead and/or guide planning of special worship services and worship led by students
- Serve as member of the Religious Education Curriculum Committee and collaborate with religious education teachers
- Other teaching as appropriate
- Parents and caregivers are invited to attend all chapels.
- There are opportunities for increasing direct student participation and leadership in worship and increasing faculty and parent participation in School worship programs.

Parish Life and other Ministries (~35% of time):

Liturgical Life

- Regular liturgical leadership on Sundays (three-Mass schedule), weekday Masses, & weekly School Chapel service as assigned

- Share in sacramental ministries with other clergy
- Develop, support, and review special liturgies (with other clergy)—Stations of the Cross, Stations of the Resurrection, etc.

Pastoral Ministries

- Share in pastoral ministries, pastoral emergency phone, sacramental counseling and preparation with other clergy
- Share in Adult Formation with other clergy as assigned

Parish Life, Hospitality and Newcomer Welcome and Integration

- Coordinate and oversee all parish life events, including but not limited to: Festive coffee hours and receptions; Annual Meeting, Holy Week & Easter celebrations; Parish Picnic, Pride Evensong reception; Liturgical Guilds' Dinner, Blessing of the Animals, St Luke's Day, Christmas Eve reception, and newcomer lunches
- Recruit, develop and nurture increased lay leadership for parish life ministries
- Enhance greeting and hospitality ministries
- Develop Newcomer welcome and integration ministries: both events and processes

Small group ministries

- Share with other clergy in overseeing current small group ministries and develop new opportunities for spiritual formation and strengthening community life through small groups (opportunities for fellowship and enrichment, e.g. for Seniors, parents with young children, etc)

Communications

- Develop material content for the parish as needed.
- Share in production of worship bulletins and other print or online materials as needed

Administrative

- Weekly staff meetings
- Submit and oversee budgets for Parish Life, CYF, and other areas assigned