Pastoral Associate

Church of Our Saviour | Part-Time Clergy Position

Position Summary

The Pastoral Associate is a part-time ordained clergy member who helps cultivate a parish community in which people are known, accompanied, and cared for. Working collaboratively with the Rector, clergy colleagues, lay leaders, and parishioners, the Pastoral Associate offers a consistent pastoral presence, builds relationships across the congregation, and helps ensure that pastoral needs are recognized and addressed with compassion, discretion, and follow-through.

At Church of Our Saviour, our mission is "to walk together." This role embodies that mission through attentive listening, prayer, visitation, and the coordination of care, especially during illness, grief, transition, isolation, and other significant moments in parishioners' lives.

Primary Responsibilities

- **Pastoral relationships and care:** Develop meaningful relationships with parishioners through regular presence, conversation, listening, prayer, and pastoral follow-up.
- **Awareness of pastoral needs:** Maintain an organized, confidential awareness of pastoral concerns and emerging needs; communicate appropriately with the Rector and relevant care partners.
- **Visitation and coordination:** Visit parishioners in homes, hospitals, care facilities, or other settings as appropriate, and coordinate visits by clergy or trained lay pastoral caregivers when needed.
- **Sunday presence:** Be present for most Sunday services, engaging parishioners before and after worship and participating in liturgical leadership as agreed with the Rector.
- **Wednesday participation:** Attend most Wednesday morning Bible study and staff meetings to nurture relationships, share appropriate pastoral updates, and coordinate ministry.
- **Collaborative pastoral ministry:** Work with the Rector, clergy team, and lay pastoral-care ministries to identify gaps in care, connect parishioners with support, and encourage a culture of mutual care.
- **Pastoral rites and worship:** Assist with prayer, sacramental ministry, funerals, and other pastoral or liturgical responsibilities as assigned by the Rector and consistent with the position's part-time scope.

Working Relationships and Accountability

The Pastoral Associate reports to the Rector and works in partnership with other clergy, staff, and lay pastoral-care leaders. The role emphasizes collaboration rather than independent oversight of parish administration, staffing, or budgets. Pastoral priorities and decision-making responsibilities are established in consultation with the Rector.

Qualifications and Gifts

- Ordained Episcopal priest in good standing, or clergy eligible to serve in this capacity with appropriate ecclesiastical authorization.
- A pastoral temperament marked by warmth, humility, discretion, good judgment, and reliable follow-through.
- Ability to build relationships across generations and backgrounds, listen attentively, and accompany people through difficult circumstances.
- Strong organizational and communication skills sufficient to coordinate visits and maintain appropriate confidential pastoral records.
- Commitment to collaborative ministry, Episcopal worship and practice, and the mission of Church of Our Saviour.

Schedule and Terms

This is a part-time clergy position. Presence at most Sunday services and most Wednesday morning Bible studies/staff meetings is expected. The weekly schedule, additional availability for pastoral visits, compensation, benefits, and time away will be negotiated with the Rector in light of parish needs and the agreed scope of work.

Understanding of Ministry

Pastoral care is not simply a set of tasks to complete; it is a ministry of relationship. The Pastoral Associate helps Church of Our Saviour live its calling to walk together by noticing who needs care, showing up faithfully, and inviting the wider congregation into the work of loving one another.