

Job Description
The Church of the Epiphany

Position Title: Senior Associate Priest

Status: Full time with Benefits

Supervisor: The Rev. Doyt Conn

Summary: Under general supervision and in accordance with established guidelines, performs the functions that establishes and maintains all Adult Education programming, small groups, oversight and management of staff. Works closely with rector and staff to provide preemptive oversight of parish programming as a whole.

We are trying to achieve gender balance among clergy and preference will be given to women.

Position Requirements

1. Episcopal priest highly preferred.
2. Excellent communication skills, both oral and written;
3. Ability to work and foster relationships with a diverse group of paid parish staff, ministry leaders, and ministry volunteers;
4. Interpersonal skills necessary to communicate by phone and to professionally provide information and assistance with courtesy and tact to church staff, ministry leaders, parishioners, and community members;
5. Ability to organize and facilitate group meetings and retreats for paid staff and ministry leaders;
6. Ability to maintain a calm, non-anxious presence during conflict. Encourage and, if necessary, facilitate relationship repair and conflict management
7. Ability to establish one-on-one pastoral and supervisory relationships with individual paid staff members;
8. Ability to work well as a leader among leaders particularly with the rector and other staff members, as well as other parish leadership;
9. Typing skills with a minimum of 50 wpm; Knowledge of and experience in using copy machines, facsimile, and other office equipment;
10. Skilled knowledge of Microsoft Office Suite products, including Outlook, Word, Excel, PowerPoint.
11. Observe confidentiality;

Essential Duties and Responsibilities

1. Work with the rector and other clergy to cover duties when needed;
2. Work independently and proactively;
3. Organize and prioritize multiple tasks;
4. Comply with deadlines;

STAFF

5. Organize and provide leadership for weekly Tuesday staff meetings;
6. Create and provide leadership for a once yearly staff retreat.
7. Organize and track a calendar of parish staff and ministry events on and off campus with the parish administrator;
8. Work closely with and supervise communications position.

9. Help to facilitate and participate in yearly paid staff reviews with a focus on formation and professional development;
10. Meeting regularly with HR volunteer professional as needed.
11. Conduct and/or encourage lessons learned meeting with teams.
12. Provide a sounding board and offer feedback for the rector's sermons;
13. Conduct and/or encourage lessons learned meeting with staff members and teams.
14. Arrange and conduct leave-taking interviews with paid staff as they leave current roles and responsibilities or transfer to new roles;

ADULT EDUCATION/FORMATION

15. Organize, manage, and attend Adult Education and formation offerings year round.
 - a. Sunday Forums
 - b. Advent and Lent series
 - c. Special Offerings
16. Provide oversight to the Formation Team working closely to integrate the Formation of Children and Youth into church wide programming.

SMALL GROUPS

17. Organize and provide leadership for Small Groups.
18. Work closely with Ministry Leader for small groups and conveners to provide oversight, resources, and pastoral support to groups.

PRIESTLY DUTIES

19. Priestly presence on Sundays and other service times and occasions.
20. Preach as assigned by rector.
21. Meet weekly with the rector and other associate or curate;
22. Attend weekly liturgy meetings.
23. Attend weekly Formation Team meetings.

OTHER DUTIES

24. And other appropriate duties as required.

The above is intended to describe the general content of requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

For a sense of the parish please visit www.epiphanyseattle.org, or contact Charissa Bradstreet at charissabradstreet@outlook.com. Interested parties should send their resume to Search Committee Chair Charissa Bradstreet at charissabradstreet@outlook.com.

Epiphany Parish “is a place set apart—a spiritual oasis of Christian hospitality, dedicated to supporting all people wherever they are on their spiritual journey. Our primary hope for you is rest for your soul. You are magnificent, and the Epiphany holy ground is a place for you to rest, revive, and know the love of God. Wherever you are in your spiritual journey, you have a place at Epiphany.”

—The Reverend Doyt L. Conn, Jr.