



## Assistant Rector for Formation & Discipleship (Full-Time)

### Overview

- Full-time clergy position reporting to the Associate Rector of St. Alban's Episcopal Church.
- Provides leadership and coordination of Christian formation and discipleship across all life stages.
- Supervises staff and lay leaders in children's, youth, college, young adult, and senior adult ministries.
- Shares in liturgical leadership, preaching, teaching, and pastoral care.
- Additional responsibilities as assigned by the Rector.

### Responsibilities include (but are not limited to):

- Oversee, support, and develop all formation and discipleship ministries to ensure alignment with St. Alban's mission to proclaim to all, in word and deed, the grace of God in Jesus Christ.
- Plan and coordinate annual calendar for all adult formation programs, including Sunday morning classes, weekly Bible studies, Wednesday night "dinner and discussion" series in Advent & Lent, Theology on Tap, and other offerings that support Christian Formation for adults.
- Teach adult formation classes, along with other clergy and guest speakers.
- Supervise and support staff and volunteers overseeing Children & Family, Youth and Young Adults, College, and Prime Time Classics (senior adults), helping to ensure theological integrity, program alignment, and coordination across ministries.
- Coordinate the ordination discernment process for parishioners exploring a call to ordained ministry, under the direction of the Rector.
- Provide leadership and pastoral oversight for baptism preparation and confirmation instruction for adults, youth, and children.
- Participate regularly in Sunday and weekday worship, including preaching, celebrating, and presiding as assigned.
- Assist with pastoral care responsibilities, including hospital visits, home visits, and pastoral counseling.
- Other duties as assigned by the Rector.

### Qualifications

- Episcopal priest in good standing with at least 2–5 years of experience as a full-time ordained minister in an Episcopal congregation.
- Minimum education: Master of Divinity.
- Demonstrated passion for and experience in Christian formation and discipleship, particularly across multiple life stages.
- Strong interpersonal and leadership skills with the ability to supervise staff and collaborate across ministry areas.
- Excellent communication and teaching ability in both large and small group settings.
- Familiarity with the discernment process in the Episcopal Church preferred.
- Proficient in Microsoft Office Suite, Google Workspace, and other relevant software applications.
- Understanding of and alignment with the values, beliefs, and practices of St. Alban's Episcopal Church.

### Terms

- Paid Time Off: Per policy of Episcopal Diocese of Texas, thirty days per year, including four Sundays.
- Continuing education: Per year, diocesan policy designates 14 days leave including two Sundays each year with full pay and allowances for continuing education.
- Medical insurance (including dental and vision for cleric and cleric's family), pension plan, sabbatical offering (2 weeks accrue per year, with 3-month sabbatical after 6 years of service), per Diocese of Texas Policy.
- Maternity/Paternity Leave: Provided per EDOT policy. Clergy must negotiate the length of leave with the Vestry and Rector.
- Hiring for this position is contingent on satisfactory completion of a background check and certification in the Diocese of Texas's Safe Church Program.

Note: This job description is a general outline of responsibilities and qualifications and is not intended to be exhaustive. Other duties may be assigned as needed by the Rector.

Applicants should send résumé, cover letter, and three references to:

St. Alban's Episcopal Church  
Attn: The Rev. Aaron M. G. Zimmerman  
2900 W. Waco Drive  
Waco, TX 76710

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