

## Sr. Associate Rector (Full-Time)

### Overview

- Full-time clergy position reporting directly to the Rector of St. Alban's Episcopal Church.
- Assists the Rector in implementing the church's vision through overseeing the programs and ministries of the parish.
- Primary responsibility for worship & liturgy and the day-to-day operations of the parish.
- Shares in liturgical leadership, preaching, teaching, and pastoral care.
- Additional responsibilities as assigned by the Rector.

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

- Oversee and coordinate all worship and parish events to ensure alignment with St. Alban's mission to proclaim to all, in word and deed, the grace of God in Jesus Christ.
- Supervises the Director of Music and 9:10 Worship Leader, working with them on liturgy and music planning.
- Supervises Assistant Rector for Formation & Discipleship and Assistant Rector for Outreach & Community Life to ensure these ministry programs align with church's mission.
- Ensure lay worship volunteers are trained, equipped, and scheduled for services.
- With Director of Communications, oversees production of bulletins for Sunday services, as well as funerals and weddings.
- Provides oversight of lay administrative staff (Director of Communications, Facilities Manager) to ensure day-to-day operations run smoothly for church and community events.
- Works with Stewardship Chair to oversee the annual Stewardship Campaign for the ministry budget of the church. With the Stewardship Committee, designs and executes the campaign each fall.
- Other duties as assigned by the Rector.

### Qualifications

- Episcopal priest in good standing with at least 2-5 years of experience as full-time ordained minister in an Episcopal congregation.
- Minimum education: Master of Divinity.
- Familiarity with church finances and fundraising.
- Excellent interpersonal and communication skills, with the ability to empathize, actively listen, and build trusting relationships in theologically diverse environments.
- Strong organizational and administrative skills, capable of managing multiple priorities and deadlines effectively.
- 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

Or: [aaron@stalbanwaco.org](mailto:aaron@stalbanwaco.org)  
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