



**ASSOCIATE RECTOR FOR EVANGELISM
AND CHILDREN AND YOUTH FORMATION**
ALL SAINTS' EPISCOPAL CHURCH

ACCOUNTABLE TO: Rector

REVISED: Feb 2018

PURPOSE: To provide leadership of parish evangelism, communications, and children and youth ministries, and to participate fully in the life and mission of All Saints' as a member of the supervisory staff and full-time clergy team.

SKILLS AND APTITUDES:

- The Associate Rector for Evangelism and Children and Youth Formation will be a skilled collaborator and excellent communicator, adept at drawing the best out of others, both staff and volunteers.
- They will be self-motivated and bring a high level of energy and commitment to their work and vocation.
- They will be comfortable thinking beyond received paradigms and capable of discerning the nuances inherent in articulating the life of a community of faith within a rapidly changing social context.
- They will be conversant and comfortable with the use of technology in the life of the church and confident as a supervisor of work being carried out to expand the parish's digital footprint.
- They will have an attention to detail and be equally able to attend to tasks and relationships with appropriate care and candor.
- They will be naturally adept at networking and innovating, attentive and attuned to the heritage of the Episcopal tradition and aware and excited for the church yet emerging.
- They will supervise others with attentiveness and care, speaking the truth in love.
- They will be able to draw ministry out of others across the diversity of the parish.
- They will preach with passion and insight, offer care with empathy and sensitivity to a wide range of human conditions, they will value diversity in all its forms, and find joy in the work that God has called them to do.

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PRIMARY DUTIES AND RESPONSIBILITIES:

EVANGELISM

1. Strategy and Practices

- a. Develop and implement an evangelism strategic plan for All Saints' in conjunction with Rector and Evangelism and Communications cluster.
- b. In collaboration with the Parish Life Director invite, recruit, and connect parishioners to join ministries oriented to evangelism, focusing on the Midtown commercial and residential population, and the wider population of metro-Atlanta.
- c. Collaborate with the Parish Life Director in the successful implementation of All Saints' *Invite, Welcome, Connect* ministries, and the management of the All Saints' Welcome Center.
- d. Collaborate with the Parish Life Director to develop parish and campus events that seek to bring people who are not yet our members in contact with the community and campus of All Saints'.
- e. Collaborate with the Rector, the Associate Rector for Service and Adult Formation, the Associate Rector for Worship and Pastoral Care, and the Music Director to develop program opportunities that are designed to be seeker-oriented and culturally appropriate to those unfamiliar with the life and practices of the Episcopal Church and/or the Christian faith and organized religion.
- f. Remain in conversation with church leaders from other churches to ensure that All Saints' remains at the cutting edge of developments and best practices in the field of evangelism.

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2. Opportunities for the Sacred Journey for the Spiritual but not Religious

- a. In collaboration with the Rector, the Parish Life Director and the Evangelism and Communications cluster develop and implement a strategic plan for the engagement of Midtown commercial employees and residents, and residents of the wider metro-Atlanta area, to provide opportunities at All Saints' for those who self-identify as spiritual but not religious as well as others to enrich their lives and wellness including but not limited to: the provision of classes (e.g. yoga, tai chi, the visual and creative arts, etc.), small groups (e.g. centering prayer, meditation etc.), and one-on-one services (e.g. spiritual direction, pastoral care and counseling, wellness coaching).
- b. Network with other churches and organizations in metro-Atlanta, across the wider church and other organizations nationally to explore further opportunities to engage populations not typically inclined to religious practice in traditional forms and settings.
- c. Invite, encourage, and inform the All Saints' parish community into a wider understanding and engagement with what it means to belong and be a part of the Body of Christ.
- d. Collaborate with staff and lay leaders to continuously expand our institutional life to become a seven-day-a-week community and campus, oriented to an ever widening diversity of expressions of church whilst remaining faithful to our distinctive identity and mission.

3. Parish Communications

- a. Develop and implement a communications strategic plan for All Saints' in conjunction with the Digital Missioner, Communications Director, and Evangelism and Communications cluster.
- b. Oversee messaging development across all areas of the church's life and operation, ensuring messaging is consistent, and is aligned with the mission and theology of the parish.

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- c. Supervise Communications Director and offer effective oversight of all weekly and monthly news feeds, publications, internal digital advertising, and diocesan communications.
- d. Supervise Digital Missioner and offer effective oversight of all external digital communications.
- e. Oversee the Communications budget.

CHILDREN AND YOUTH FORMATION

1. Collaborate with task force to develop and execute comprehensive strategic plan for the development of children and youth formation programs and practices at All Saints'.
2. Provide leadership and oversight over all children and youth programs at All Saints' providing support and supervision of the Children's Minister and the Youth Minister.
3. Develop and strengthen a Children's Ministry committee and a Youth Ministry committee at All Saints' to assist in the development and delivery of Children and Youth Formation programs.
4. Support the Children's Minister and the Youth Minister in developing volunteer pools for their respective ministries.
5. Oversee the training and supervision for all children and youth ministries staff and volunteers including Safeguarding God's Children training.
6. Work with all youth ministries staff to plan and coordinate Sunday Night Live, Senior High School Sunday School, Junior High Sunday School, Sixth grade Sunday School, Confirmation preparation for students in 10th grade, Acolytes, (including scheduling and overseeing trainings for captains and for all acolytes).

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7. Coordinate with the Children's Choir Director in the ministries of the Youth Choir and the Youth Bell Choir.
8. Ensure and oversee that regular communication with parents of children and youth in parish programs is being maintained.
9. Manage and oversee the Children and Youth Formation budget.
10. Oversee the children youth ministries calendar including diocesan events, coordinating with the parish calendar.
11. Oversee planning of special events, mission trips and retreats including at least annually one mission opportunity for teenagers and one pilgrimage for students who have completed 10th grade. Work with administrative assistant on systems for collection of paperwork, payments, etc.
12. Coordinate the welcoming of new children and youth and their families to the church.
13. Provide for the spiritual nurture of all youth through regularly held conversation and by offering time and attention to them.
14. Oversee the integration of children and youth across the range church ministries and the life of the parish.
15. Remain in conversation with church leaders from other churches to ensure that All Saints' remains at the cutting edge of developments and best practices in the field of children and youth ministries.
16. Engage in children and youth ministries, attending event and programs as much as possible, whilst honoring the leadership role of the Children's Minister and the Youth Minister accordingly.

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CONTINUING EDUCATION

1. In collaboration with the Rector, identify opportunities for continuing education so as to remain current in evangelism strategies and practices, and in the field of children and youth formation leadership and program development.

OTHER DUTIES

1. Participate in all regular work of clergy at All Saints' including participation in the duties of preaching and the leadership of all worship as scheduled.
2. Participate in Wednesday Night Suppers.
3. Participate in weekly staff meetings, planning days, and retreats, vestry retreat and vestry meetings.
4. Attend all major parish events, taking a full part in the life and ministry of the parish.
5. Engage in the life of the diocese and the wider church providing adequate balance and time for the fulfillment of commitments to All Saints', and for personal rest and renewal for the long-term health and sustenance of ordained ministry.
6. Other duties as assigned by the Rector.