ACCOUNTABLE TO: Rector

REVISED: Mar 2018

PURPOSE: Lead and supervise parish evangelism, communications, and children and youth ministries, and 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:

- Self-motivated with high energy and commitment to their vocation.
- A skilled collaborator and excellent communicator, adept at drawing the best ministry out of others, both staff and volunteers throughout the parish.
- A natural networker and innovator.
- Comfortable with the heritage of the Episcopal tradition and with thinking beyond received paradigms in awareness of and excitement for the emerging church.
- Capable of discerning nuances inherent in articulating the life of a community of faith within a rapidly changing social context.
- Conversant and comfortable with the use of technology and a confident supervisor of work expanding the parish’s digital footprint.
- Attentive to detail and capable of handling tasks and relationships with appropriate care and candor, including the supervision of others, speaking the truth in love.
- Able to develop and implement strategic plans for evangelism and communications.
- Able to lead the development of and supervise the implementation of strategic plans for children’s and youth formation.
- Comfortable overseeing and managing budgets.
- A passionate and insightful preacher, with sensitivity to diverse human conditions.
- One who finds joy in the work that God has called them to do.
PRIMARY DUTIES AND RESPONSIBILITIES:

EVANGELISM

1. Develop and implement an evangelism strategic plan for All Saints’ in conjunction with Rector and Evangelism and Communications strategic planning team.

2. Collaborate with staff and lay leaders to continuously expand our institutional life to 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. Collaborate with staff and lay leaders to invite, recruit, and connect parishioners to evangelism ministries focusing on the Midtown commercial and residential population and the wider population of metro-Atlanta, through the All Saints’ Welcome Center and seeker-oriented, culturally appropriate opportunities for those unfamiliar with the Episcopal Church, the Christian faith, or organized religion.

4. Remain in conversation with leaders from other churches to ensure All Saints’ remains at the cutting edge of best practices in the field of evangelism, and network with churches and organizations in metro-Atlanta and nationally to explore further opportunities to engage populations not typically inclined to religious practice in traditional forms and settings.

5. 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.

COMMUNICATIONS

1. Develop and implement a communications strategic plan in conjunction with the Digital Missioner, Communications Director, and Evangelism and Communications strategic planning team.
2. 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.

3. Supervise Communications Director and offer effective oversight of all weekly and monthly news feeds, publications, internal digital advertising, and diocesan communications.

4. Supervise Digital Missioner and offer effective oversight of all external digital communications.

5. Oversee the Communications budget.

CHILDREN’S AND YOUTH FORMATION

1. Collaborate with a task force to develop and execute a comprehensive strategic plan for children’s and youth formation programs and practices at All Saints’, including but not limited to: Sunday School curriculum, volunteer recruitment and coordination, parent communication and involvement, acolytes training and management, Rite 13 and Confirmation curriculum and program, all youth events and trips, calendar coordination, parish-wide ministry opportunities, and diocesan events.

2. Supervise and oversee the Children’s and Youth ministers’ work and attend events and programs as much as possible, while honoring the leadership role of the Children’s and Youth ministers.

3. Coordinate with the Children’s Choir Director in the ministries of the Youth Choir and the Youth Bell Choir.

4. Manage and oversee the Children and Youth Formation budget and work with staff on collection of funds for activities and trips.

5. Coordinate welcoming new children and youth and their families.
6. Provide spiritual nurture of all youth through regularly held conversation, time, and attention.

7. Remain in conversation with 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.

OTHER

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.

2. Participate in all regular work of clergy at All Saints’ including preaching and leadership of all worship as scheduled, and attendance at Wednesday Night Suppers, weekly staff meetings, planning days, retreats, vestry meetings, and major parish events.

3. Engage in the life of the diocese and the wider church.

4. Provide 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.

5. Other duties as assigned by the Rector.