

## ASSISTING CLERGY POSITION DESCRIPTION

The Assisting Clergy at Trinity Anglican Church will assist in the ongoing operation and general ministry of Trinity, and oversee some specific and independent ministry areas. As noted below, the Assisting Clergy should be ordained or in the process toward ordination to the priesthood. The position includes competitive compensation and benefits and is tentatively scheduled to begin September 1, 2018.



As members of the Anglican Church in North America (ACNA), we believe in the historic Creeds of the Church and subscribe to the Articles of Religion. We are looking for someone who likewise stands in the stream of historic Anglicanism.

Trinity has recently finished the first phase of new construction (Fellowship Hall and Christian Education Building) and is about to begin the second phase (Administration Building). We are situated at the entrance of a new and rapidly growing planned development and have been experiencing steady growth since occupying our new facilities in April 2017. In an effort to establish ourselves in our new neighborhood, we run a full-day preschool with a current enrollment of over eighty children, with a waiting list. We are a multigenerational congregation who values learning from each other.

We are members of the Diocese of San Joaquin under the leadership of Bishop Eric Menees. The clergy of our diocese are excited about the opportunities that God is opening for us in the Central Valley of California and have a wonderful spirit of cooperation for the gospel. Bakersfield is in the southern end of the valley and is known as a center of agriculture and petroleum. With a population of just under 400,000 people, there is much to do in-town as well as in the nearby mountains, central coast, and Los Angeles metroplex. Residents appreciate Bakersfield as a friendly town and a wonderful place to raise a family.

Our Mission is to *Grow as Disciples of Jesus Christ through Worship, Learning, Fellowship and Outreach*. We have a specific desire to see widespread change in Bakersfield and Kern County by intentionally ministering to marriages and youth. We believe that lasting change will be a result of healthy transformational discipleship in marriages and families. The Rector is passionate about discipleship and completed a doctoral program at Talbot (Biola) in the area of discipleship.

The Assistant would, in general, assist the Rector in implementing the parish mission. This would include tasks assigned at the Rector's discretion, acting as a sounding board and conversation partner for the Rector with regard to various aspects of planning and implementation, and weekly mentoring, prayer and planning with the Rector.

The Assistant must:

- Have a confident faith in Jesus Christ and an ability to joyfully share that relationship with others.
- Be ordained within the Anglican Communion or on track/willing to be.
- Have a willingness and desire to be mentored by the Rector.
- Be a "people person," a "team builder" and a "self-starter" with a good work ethic.

- Have a positive personality and ability to maintain confidentiality.
- Have a willingness to make a commitment of at least two years of service to Trinity.

**Anyone interested in applying** should send the following to The Rev. Karl E. Dietze at [karl@trinitybakersfield.com](mailto:karl@trinitybakersfield.com).

- A cover letter stating why you think you would be a good candidate for this position.
- A resume (no more than two pages, please).
- Electronic copies or links to two sermons.
- Three personal references who are able to speak to your love of Jesus *and* ministry skills.
- Brief answers to the following:
  1. Briefly describe your family background and what led you to Christ.
  2. Beyond a sacerdotal role, what is your understanding of the ministry of a parish priest?
  3. What are your expectations from a parish, and how can we work to accomplish them together?
  4. What spiritual gifts and skills can you bring to this congregation that will help us to grow in our spiritual and common life?
  5. How would you propose to attract, nurture, and retain families with youth?
  6. How would you propose to minister to older members of our congregation?

## **SUPPLEMENTAL JOB DESCRIPTION**

Some more specific duties would include:

### Christian Education

- Sunday School & Family Ministries
  - Recruit, train, and supervise paid and/or volunteer staff in our Sunday School program. Regularly meet with Sunday School coordinators and teachers for curriculum review and educational planning.
  - Contribute to monthly newsletter.
  - Provide First Intentional Communion Classes.
  - Provide Confirmation Classes for teens.
  - Plan and teach courses in line with parish mission as needed.
- Youth Group
  - Supervise and mentor Youth Minister and Youth Ministry Team, or serve directly in that ministry if desired.
  - Help coordinate Youth Group ministry with ongoing Sunday School and Family Ministries.
- Small Groups
  - Assist Small Group Coordinator in maintaining resources for groups.
  - Assist in leading a group on Sunday mornings during parish-wide studies.

### Worship

- Sunday Morning
  - Under the direction of the Rector, participate in Sunday morning celebrations of the Holy Eucharist and share in the responsibilities of preaching and the celebration of the Eucharist.
  - Assist in the coordination of special themes and Holy Days. Participate in crafting of music, sermon series, and themes.
  - Be available to cover for the Rector's absence.
- Weekday
  - Participate regularly in the weekday service of Holy Eucharist and Healing Unction.
- Special
  - Plan, participate, and counsel for weddings, funerals, baptisms and other special services as appropriate.

### Pastoral Care

- New Member Contact
  - Greeting and encouraging visitors and new members to Trinity.
  - Participation in and planning for the new member orientation classes.
  - Leading and participating in special retreats and/or classes for new members.
- Membership Ministry

- Assist the Rector in contacting members of the parish on a regular basis.
- Develop, recruit and supervise lay pastors for additional member contact.
- Assist the Rector in developing and implementing care programs for older members of the congregation.
- Emergency Contacts
  - Assist the Rector in receiving drop-in and emergency pastoral visitation in the church, hospitals and homes.
  - Maintain contact with prayer ministries for direction and encouragement.
- Sacramental Service Preparation
  - Assist the Rector in preparing families and individuals for major services, such as baptism, confirmation, marriage and funeral planning.

### Parish Administration

- Board of Directors
  - Attend and participate in regular Board meetings and special ministry meetings.
  - Submit monthly written reports to the Board.
  - Assist the Board in planning and conducting ministry for the entire Parish.
- Social Groups
  - Attend meetings of social groups as needed for encouragement and direction.
  - Participate in parish activities put on by social groups.
- Community
  - Maintain an active presence in Bakersfield.
  - Be aware of social and political activities involving ministry and groups, especially with members of Trinity participating.