

## **Grace Church Brooklyn Heights**

### **RECTOR POSITION DESCRIPTION**

**March 1, 2017**

Grace Church Brooklyn Heights, a vibrant and growing program-size congregation in a landmarked Brooklyn neighborhood, is seeking its fifteenth Rector.

#### **Our Parish:**

The parish is located in historic Brooklyn Heights, in an 1847 building that was extensively but sensitively renovated in 2013-2014. Although many church members live in Brooklyn Heights and in the adjoining neighborhoods of Cobble Hill, Carroll Gardens and DUMBO, we also draw parishioners from throughout the borough of Brooklyn, with sprinklings of members from Manhattan and other boroughs.

Regardless of which of our three Sunday services we attend, people at Grace share an appreciation of the joy of worshipping together, the opportunity to reflect on life's deepest meaning in the context of our liturgical traditions, and the time spent in singing, praying, and contemplation. We all share an appreciation of the Book of Common Prayer's worship services in a broad-church setting: fine preaching that connects our lives with the Scriptural story and points us out toward the world in relevant ways; and the sense of community that is restored every Sunday.

At Grace we endeavor to maintain a full and fulfilling parish life, characterized by spiritual ministries, Christian Education, forums on relevant topics of daily living, outreach programs for others and our own, a high-quality music program that enhances worship, and traditional parish events that bring us together as we prepare for and enjoy these special Grace Church gatherings.

#### **Accountabilities:**

- \* Serve as the spiritual leader of our parish, lead our worship services, and provide visioning for the parish's growth in its life in Christ.
- \* Provide sensitive pastoral care to our parishioners, and guide lay volunteers to assist in pastoral care through such ministries as Eucharistic visitors, liturgical assistants, healing prayer, and faith formation programs.
- \* Lead the parish in its welcome ministries and efforts to attract, fully engage, and incorporate new members into active participation and leadership in our community. Help us foster parish unity and sense of community.

- \* Actively lead the parish in growing its commitment to generous giving, so that we have the financial resources (not only the gifts of time and talent) to fully support and expand our mission.
- \* Supervise Grace Church staff so as to assure capable and efficient functioning of our operations; ensure that personnel have the resources necessary to effectively carry out their responsibilities; and provide annual staff performance evaluations.
- \* Take an active role, in collaboration with staff and lay leaders, in the administrative, communication, organizational, budgetary, and financial functions of the parish.
- \* Provide a Christian Education program through which persons of all ages can learn the content of the faith and its application to daily living. Evidence a demonstrated commitment to children and to excellent programming for them.
- \* Strengthen our commitment to social outreach so that we deepen and expand opportunities to serve others.
- \* Recruit and guide a new curate, assistant priest, or associate rector who shares the joys and responsibilities of ministry to Grace Church.
- \* Provide sensitive oversight of Grace Church School, while encouraging its long tradition as a diverse educational community for children of all faiths, races and ethnic, and economic backgrounds, and while delegating significant but appropriate responsibility to the school's Director and Grace School Advisory Board.
- \* Participate in and join us in the activities of parish life. Be a presence in the neighborhood, and participate in diocesan activities and committees.
- \* Take care of your own spiritual, emotional, physical, and intellectual wellbeing.
- \* Candidly and open-mindedly participate in assessments of your professional performance with the wardens and/or their designees.

**Desired Experience, Skills, and Qualifications:**

- \* Deep personal faith evidenced in such a way that parishioners are helped to grow in the knowledge and love of God
- \* Substantial prior experience as a priest and/or rector in an Episcopal church of our size and complexity

- \* Demonstrated ability to deliver thought-provoking and spiritually focused sermons
- \* Demonstrated track record of administrative, leadership, and financial skills
- \* Warm, engaging personality
- \* Demonstrated ability to manage change and conflict comfortably, considerately and creatively
- \* Other experience, skills and qualifications that may be necessary to successfully meet the Accountabilities outlined above

**Compensation Package:**

The compensation package will be commensurate with experience and responsibilities, and will include housing at our four-story brownstone Rectory near the church.

**Application Instructions:**

To assist you in applying for the Rector's position, we ask that you follow a few important steps.

**First**, please provide us with:

- \* A letter of interest explaining why you believe you would be a good match for us
- \* Your updated OTM portfolio
- \* Your current resume

We have created a confidential e-mail address [search.cochairs@gracebrooklyn.org](mailto:search.cochairs@gracebrooklyn.org) at which our search co-chairs, Vivian Harrison and Barbara Becker, can securely receive your information.

**Second**, please understand that we will be receiving applications for approximately 60 calendar days, from March 1 through May 1. Therefore, kindly provide us with your materials on or before May 1, 2017. We believe that this is a firm but fair and reasonable deadline.

If you have any questions about applying or about our process, please contact the co-chairs at [search.cochairs@gracebrooklyn.org](mailto:search.cochairs@gracebrooklyn.org).