

## **Job Description**

**Position:** Full time Rector-stipend, rectory on the property, and pension contribution are provided.

**Location:** St. Andrew's Reformed Episcopal Church (Anglican Church in North America) 608 Hampton Street, Savannah Georgia 31405

**Supervision:** St. Andrew's and its Rector serves under the episcopal care of the Bishop, Ordinary and the Standing Committee of the Diocese of Southeast of the Reformed Episcopal Church.

### **Duties of Rector:**

1. The Rector is to provide spiritual and pastoral leadership to the membership of St. Andrews Reformed Episcopal Church (ACNA).
2. The Rector will serve as the chief administrator of the congregation so that it might fulfill its mission and purpose as the body of Christ.
3. He will be required to preach, teach, and administer the Sacraments and give primary leadership in the ministries of Worship, Administration, Stewardship, and Outreach.
4. The Rector must have a vision and plan of action for the spiritual growth of the congregation (*Per the Constitution and Canons of the Reformed Episcopal Church, Constitution and canons of the Diocese of the Southeast, and Parish bylaws*).
5. The rector is charged with planning the worship schedule of the church, including the observance of Holy days as listed in the Book Prayer.
6. Additionally, the rector is to work closely with the senior warden to plan and lead the meeting of the parish vestry.
7. The normal duties of the rector are typical of any small parish, with priority being given to pastoral care and the worship of the parish.
8. Currently, the rector's tasks are divided as follows:
  - 25% Pastoral care
  - 25% Worship preparation and leading
  - 15% Personal study, lesson/sermon preparation
  - 10% Parish Administration
  - 25% Community outreach.

### **Special Provisions:**

1. The rector and his family (if applicable) are provided rectory located on the church property. The physical address of the rectory is 609 Beaugard Street, Savannah, Georgia, 31405.
2. Worship vestments for the rector will be provided and maintained by the parish. Clerical shirts and clergy suits are the responsibility of the rector.

### **About the Parish:**

1. The liturgy of St. Andrew's is all that is contained in the most recent edition of the Book of Common Prayer according to the use of the Reformed Episcopal Church in North America. Currently, the parish uses the 1928 Prayer Book. The parish hymnal is The Hymnal (1940) of the Episcopal Church.

2. All administrative assistance in the parish is voluntary at this time. Therefore, the rector must oversee the administration of the parish and coordinate the assisting volunteers. The finances and maintenance of the church property is overseen by the vestry.

Applications for this position must be sent to the Bishop Ordinary of the Diocese of the Southeast.

**Contact:**

The Right Rev. Alphonza Gadsden, Sr., Ordinary  
Diocese of the Southeast  
705 S. Main Street  
Summerville, SC 29483  
Telephone: 843 873-3451  
[bishopgadsden@sc.twcbc.com](mailto:bishopgadsden@sc.twcbc.com)

Mr. Carl Kleeman, Senior Warden  
St. Andrew's Reformed Episcopal Church (ACNA)  
608 Hampton St.  
Savannah, GA 31405  
[Carl.KleemanIII@ticus.com](mailto:Carl.KleemanIII@ticus.com)

**PARISH STATISTICS**

**Date:** August 13, 2020

**Name of Parish:** St. Andrew's Reformed Episcopal Church (ACNA)

**Number of Baptized Members:** 56

**Number of Active Members:** 40

**Annual Income:** \$150,000 **Expenditures:** \$140,000

**Additional Services:** 8

**List Additional Services:**

Ash Wednesday	Lent Services
Easter Service	All Saints Service
Weekly Prayer Service	Thanksgiving Service
Christmas Eve Service	Christmas Day

**Number of Parish Ministries:** 1

**List Ministries:** Youth

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**Number of Communion Services each month:** Communion is administered twice a month.

**What are the goals for the Parish in five years?** To increase membership through discipleship and evangelism fellowship; to have active ministries such as women, men, youth, and senior citizen ministries.

**What are the goals for the Parish in ten years?** To have successfully implemented our five year goals and to perform more community outreach. New Church building

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