

**SAMPLE
POSITION DESCRIPTION**
Vicar in a Diocesan Mission

Objective

To lead the members of the mission in order that that they may know and share their life in Christ, while encouraging them in their growth and not being defeated by their size.

Nature and Scope

The Vicar is in charge of this congregation; responsible directly to the Bishop and Diocesan authorities; and indirectly to the Mission Board (Vestry) of the congregation. Lay leaders assist the Vicar by helping with educational, social and community programs, as well as the physical and financial management of the church.

As there is usually a mixture of income levels, housing and occupations in the area where the mission is located, this mission may minister to a limited number of Episcopalians at present. Prospects for growth, financial resources, and leadership resources while limited, are not beyond the bounds of expectation. Existing forces have produced a strong loyalty and commitment therefore merger with another congregation does not seem to be a viable option.

The Vicar must meet the requirements for education and training of the clergy and the Vicar must be able to work with people on an intense, individual basis, including an ability to tolerate the frustrations inherent in the congregation's situation.

The principal challenge of the position is to arouse individual and group interest in community and broader Church work so that programs, which hold the promise of growth, are developed and carried out. This often necessitates fighting apathy and being a "listening ear" while helping members make hard decisions.

In meeting his/her objective and responding to this basic challenge, the Vicar works as a consultant and trainer to the lay leaders. S/he works directly with the Church School teachers and with the leaders of such groups as the Altar Guild, Youth Group, Acolytes and any others within the mission. Pastoral work will include: marital counseling, helping youth in trouble, and arranging aid for the poor and needy, and training lay members to help in pastoral ministry.

The property committee of the Mission Committee arranges for the care of the church building and grounds, but The Vicar is often involved in the oversight of this work. The Vicar frequently does some of the Mission's secretarial chores, however volunteer help is also used. An elected Treasurer keeps the financial records.

The congregation expects the Vicar to contribute leadership to local programs, as these also offer an opportunity for the Vicar to get the congregation involved.

Although the Vicar is subject to direction from diocesan authorities, the Mission is in fact free to develop and carry out its own program. The Vicar seeks advice, direction and

assistance when a serious problem develops and when local church plans are in conflict with diocesan mission strategy.

Accountabilities

1. Lead worship, preach the Gospel, and administer the sacraments, so that the congregation is given opportunity for spiritual growth and exciting response to Christ.
2. Provide for pastoral care of the parishioners, so that individual and family joys, anxieties, and distress are met with Christian concern.
3. Guide lay leaders and the congregation in establishing goals to which the mission can respond, so that its viability is assured.
4. Motivate lay leaders to develop and implement programs, so that their performance results in the fulfillment of established goals.
5. Challenge the congregation to recognize the needs of others, so that its members respond with their time, abilities, and money within and beyond the parish.
6. Provide a Christian education program through which persons of all ages will learn the content of the Faith and its application to daily living.
7. Participate in community, regional, and diocesan activities, so that the mission of the congregation beyond itself is furthered.
8. Be regularly in contact with the Bishop and his staff regarding ministry and mission of the congregation, assuring that it is in accord with overall diocesan programs.
9. Maintain a pattern of life that sets a wholesome Christian example.