



Associate Priest Position Description

Position Description

This is an exciting time at Bethesda-by-the-Sea. Because of rapid growth, we are seeking a full-time third priest to join our clergy team. We are looking for an energetic, gifted, outgoing, engaging, and creative priest who will share our ministry with passion and devotion. We seek a person who will bring particular gifts and leadership in faith formation for all ages, but especially with children, youth, and families. We seek someone who will share in the liturgical, pastoral, and administrative ministry of the parish. We seek someone who takes ministry, but not him or herself, too seriously. In other words, a sense of humor is essential.

With an influx of young families coming to Palm Beach and West Palm Beach since the pandemic, there is an opportunity to build a thriving ministry to children, youth, and families. We seek a priest who is passionate about shaping the faith lives of our youngest parishioners. But who also demonstrates creativity in inviting new families to join us on the journey of life and faith.

About Bethesda-by-the-Sea

Bethesda-by-the-Sea is a large and thriving Episcopal parish located on a beautiful campus in Palm Beach, Florida. Founded in 1889, Bethesda has more than a thousand members and an annual budget of over \$4 million. Bethesda is renowned for its formal but inviting liturgy, Anglican choral tradition, faithful and dedicated lay ministry, and passion for serving beyond our walls.

For six months of the year (November through April), we hold three Sunday morning services (8, 9, and 11 am) along with a monthly service of Choral Evensong. From May through October, we offer two Sunday services at 8 and 10 am.

Skills, Gifts, and Passions for Ministry

- Passion for the spiritual development of youth and children.
- A heart for pastoral care.
- Ability to work collaboratively and creatively with other worship, pastoral, formation, and administrative leaders.
- Strong preaching skills.
- An understanding of his or her particular gifts, and the desire to support others in discovering and using their unique gifts for ministry.
- Willingness and ability to take initiative and lead, while collaborating with other clergy, staff, and lay leadership is vitally important.

- Desire to include people of all ages in ministry: children, youth, adults, older adults.
- Comfort with the ability to communicate using various technologies and social media.
- Ability to plan ahead and be flexible at the same time.
- Recognition of the importance of building and maintaining relationships in ministry, as well as building and maintaining programs.

Responsibilities and Expectations

- The Associate Priest is appointed by and is accountable to the Rector, and extends and supports the Rector's ministry in the parish, community, and diocese. Under the Rector's supervision and authority, the Associate Priest shares in the responsibilities of pastoral care, faith formation, and administration of the sacraments. The Associate Priest works with other paid and volunteer staff, exercising lead responsibility in tasks and areas assigned by the Rector.
- Take an active role in the Youth Ministry program helping to lead and design programs for youth. Assist, advise, and engage with adult volunteers in providing middle school and high school youth with opportunities for formation, fellowship, and service. This includes helping to plan and lead an annual summer youth mission pilgrimage.
- Serve as the direct supervisor of the Sunday School Director and assist with the volunteer leadership team, offering spiritual guidance, direction, encouragement, Safe Church support, and training to volunteer leaders and teachers. Support parish families in their spiritual lives through online resources, seasonal programs, baptismal preparation, and face-to-face interactions.
- Share in the teaching ministry of the parish by leading Sunday Forums on occasion, and work with lay volunteers to help lead the teenage Confirmation Class.
- Facilitate and act as staff liaison to our burgeoning young adult ministry.
- Work with other clergy and lay leaders to offer pastoral care to members of the congregation.
- Share presiding/preaching responsibilities at the Wednesday 12:05 pm eucharist.
- Attend monthly Vestry meetings.
- Participate in regular weekly staff meetings.
- Lead us into new ministry, inspire us to use our imaginations, encourage us to reach out beyond ourselves, and help us to deepen our awareness of God's presence in our lives.
- Maintain a pattern of life that sets a wholesome Christian example.
- Communicate to the parish and subgroups, such as Sunday School and Youth Group parents, via e-mail newsletter, and other channels.
- An annual ministry review will be conducted with the Rector.
- The Associate Priest will work full-time. The Associate Priest will be available for pastoral emergencies. Like other professionals, he/she may occasionally be asked to work on customary days off.

Compensation & Benefits

- Total clergy compensation is based upon diocesan norms and experience, some of which may be allocated as housing (per IRS guidelines). TCC includes professional expense allowance and provisions for continuing education.
- Four weeks paid vacation.
- Two weeks paid continuing education time
- Eight weeks paid parental leave in the event of birth or adoption of a child.
- Health insurance and dental plan, per Diocese of Southeast Florida policies.
- Church Pension Group plan.
- Housing allowance is provided.
- Two-year minimum commitment, renewable on an annual basis at the discretion of the Rector and in consultation with the Associate Priest.

All compensation and benefits are offered according to relevant IRS, Episcopal Church, Diocese of Southeast Florida, and parish policies and procedures.

Prior to approval to hire by the Bishop, Rector, and Bethesda Vestry, candidate must pass required Driver's License, criminal, and credit background checks.

To apply, please send cover letter, resume, OTM Profile, and three sermons (or links) to: the Rev. Tim Schenck at ftim@bbts.org (electronic submissions only).