



ST. PAUL'S

EPISCOPAL CHURCH

Job Title: Associate Priest

Church: St. Paul's **Location:** Wilmington, NC **Reports to:** Rector **Status:** Full-Time

Position Purpose

The Associate Priest serves as a key member of the clergy team, supporting the Rector in the spiritual, pastoral, and administrative leadership of the parish. This role is designed to encapsulate a full range of priestly ministry, including liturgical leadership in preaching and the sacraments, pastoral care, teaching, and all aspects of parish life with special focus on oversight and implementation of ministries for Parish Life and Children, Families, and Youth.

Core Responsibilities

1. Liturgical

- **Sacramental Leadership:** Regularly celebrate or assist at the Holy Eucharist and other sacramental rites.
- **Preaching:** Deliver thoughtful, scripture-based sermons on a rotating schedule (typically 2 Sundays and 2-3 Wednesdays a month).
- **Liturgical Planning:** Collaborate with the Rector to plan creative, traditional worship services.

2. Pastoral Care

- **Visitation:** Provide pastoral visitation to the sick, homebound, and those in hospitals or care facilities.
- **Counseling:** Offer short-term pastoral counseling and spiritual direction to parishioners.
- **Crisis Response:** Share "on-call" duties with the Rector for emergency pastoral needs.

3. Targeted Ministry Area: Parish Life and Children, Family, & Youth Formation

- **Christian Education:** Oversee the implementation of ministry to Children, Families, & Youth and work closely with the Rector on Adult Forum programming.
- **Parish Life:** Work with leadership in Parish Life to develop and strengthen offerings for hospitality, fellowship, and connection.

4. Administration and Governance

- **Assist the Rector:** Willing to work closely and amenably with the Rector, church staff, and other ministry leaders to support and implement the mission of the church.
- **Vestry:** Attend Vestry meetings and provide reports on specific ministry areas when necessary.
- **Staff Collaboration:** Participate in weekly staff meetings and work closely with administrative, program, and volunteer staff.

5. Other Duties as Assigned

Qualifications and Skills

- **Ordination:** Priest or Transitional Deacon in good standing with the Episcopal Church.
- **Experience:** Significant exposure to and familiarity with church work.
- **Education:** Master of Divinity (M.Div.) from an accredited seminary or commensurable training and education.
- **Collaborative Spirit:** A "team player" mentality with the ability to work under the direction of the Rector while exercising independent initiative.
- **Communication:** Strong interpersonal skills and the ability to utilize digital platforms for ministry (social media, email, Zoom, Microsoft and Google Suites).
- **Heart for Service:** A deep love for the Gospel and a desire to see a growing community thrive.

Compensation and Benefits

- **Salary:** Commensurate with experience and Diocesan guidelines.
- **Housing:** Housing allowance provided (with Cost of Living in Wilmington noted).
- **Benefits:** Full medical/dental insurance through the Denominational Health Plan; participation in the Church Pension Fund.
- **Professional Development:** Annual allowance provided for continuing education.

About St. Paul's

St. Paul's has been in a season of significant growth over the past decade having recently moved from a transitional-size congregation to program-size. There is one full-time priest (Rector), and a part-time priest associate. Two retired clergy currently assist on Sundays. St. Paul's has 5

full-time staff members and a handful of part-time employees. There are also a host of volunteers who perform critical tasks.

Worship and hospitality are in our spiritual DNA and as a fruit of this, we are well known for our choral music tradition and community ministries.

We have 165 pledging units and 270+ households. Our annual operating budget is just over \$1 million.

Currently, we are anticipating a major renovation to improve accessibility beginning in late spring/early summer of 2026.

www.spechurch.com

This job description is subject to modification.

How to Apply

Please submit the following to admin@spechurch.com:

1. **Cover Letter.**
2. **Current OTM Profile.**
3. **Resume/CV.**
4. **Links to 2-3 recent sermons** (video or audio preferred).