

Pastoral Assistant

Church of the Archangels, Stamford, CT

Job Description

March 18, 2015

Summary

The Pastoral Assistant is a full time, professional ministry position under the direct supervision of the Presiding Priest and accountable to the Parish Council. This person will primarily responsible for youth ministry and fully support the Vision Statement of the parish: “The Church of the Archangels is an Orthodox Christian community that proclaims and celebrates the good news of salvation in Jesus Christ through worship, education, fellowship, service and mission.”

Duties and Tasks

- Youth Director – work with Advisors to supervise the following youth ministries
 - YAL
 - GOYA
 - HOPE/JOY
 - Little Angels
 - Athletics
 - Altar Boys & Handmaidens
- Education
 - Church School: Support classes & events
 - Greek School: Support classes & events (if qualified)
- Chanter
 - lead all weekday worship and Sacraments
 - assist on Sundays and during Holy Week
- Pastoral Work – as assigned by the Presiding Priest
 - E.g., make occasional visits to shut-ins, hospitalized
- Administration
 - Assist with various tasks as needed (e.g., sexton, CCB, communication, database)

Working Environment

- Office space will be provided with access to phone & internet
- As appropriate, tasks can be done at home
- Must be able to deal with distractions that can occur (answering calls, assisting visitors)

Qualifications

- Sincere faith, recognizable commitment and growing knowledge of the content of the Orthodox Tradition
- Formal theological training: preferred Graduate Seminary degree from an accredited Orthodox Theological School (M.A. or M.Div.)

- Proven experience in youth ministry – such as GOYA advisor, Church School teacher, camp counselor, missionary coordinator
- Passionate desire to serve our parish and build relationships for the long term
- Capable of maintaining professional confidentiality
- Ability to work with staff and volunteer ministry leaders – team player
- Criminal Background Check (required)

Evaluation, Hours & Compensation

- Initial performance evaluation after first 180 days, conducted by Presiding Priest that would include input from the Administrator, Parish Council members, and Youth Ministry leaders
 - 2nd evaluation when 1st year completed
 - Subsequent evaluations – to be performed at the discretion of the Presiding Priest or annually
 - Annual compensation review to be addressed by the Parish Council
- Hours
 - 40 hours/week that are flexible
 - more hours/week during period of intense ministry (e.g., Holy Week, Summer Camp)
 - less hours/week during lighter periods (e.g. summer)
- Beginning compensation (depending on level of education and experience)
 - Salary - \$40,000/year
 - Social Security – ½ employer contribution (\$3,060)
 - Medical insurance – \$6,000 (estimated)
 - Automobile reimbursement at federal rate (57.5¢/mile): estimated 100 miles/week amounts to \$2,990
 - Computer - \$1,000 (estimate)
 - Smart phone and service - \$1,000 (estimate)
 - Vacation – 2 weeks/year for the 1st 5 years, then increasing by 1 week for every 5 years served thereafter (up to 4 weeks)

Start Date: Either July 1 or August 1, 2015

For further information or to apply:

- Rev. Dr. Harry Pappas, Presiding Priest
Church of the Archangels
1527 Bedford Street
Stamford, CT 06905
 - hpappas@svots.edu
 - 203-348-4216
- Application deadline: May 15, 2015.
- Applications will be reviewed and considered on a rolling basis.