

**Clergy Assistant**  
**St. Luke's Episcopal Church**  
**Seattle, Washington**

The Clergy Assistant ministers under the direction of the Bishop, Vicar and Bishop's Committee to lead worship, preach and provide pastoral care with a special emphasis on children and families. They work with the Vicar, staff, ministry interns, and congregational leaders to plan and develop programs and initiatives that support and develop the faith lives of children and families. In the Vicar's absence, they cover many of the administrative and program responsibilities of the Vicar.

**Ministry Responsibilities**

The Clergy Assistant shall work an average of 40 hours per week, and will carry out the following responsibilities:

1. Working with the Vicar and volunteers, set up and plan for a multi-age Christian formation program for children on Sunday mornings. This will include choosing curriculum, recruiting and training volunteers, purchasing materials and developing policies and procedures.
2. The Assisting Priest will preach the Kids' Word at least twice but no more than three times each month.
3. Coordinate volunteers and paid Nursery workers, including management of the rota.
4. Plan and coordinate involvement of children and families in the liturgy.
5. Plan, publicize and execute events at St. Luke's Episcopal Church that involve children and families from the congregation and the neighborhood.
6. Contact families with children in the congregation and follow up with newcomers.
7. Plan and initiate a monthly Family Ministry gathering with programs for both parents and children.
8. Participate in the annual Spiritual Pilgrimage to support the faith journeys of people of all ages.
9. Develop and lead additional formation activities for adults and children as needed.
10. Support the mission of the congregation at Edible Hope Kitchen and through other outreach ministries.

**Priestly Responsibilities**

1. Preach regularly at Sunday worship and other events.
2. Provide pastoral care with an emphasis on children and families.
3. Preside at regular worship services, weddings and funerals.
4. Participate in liturgical planning.
5. Supervisory and administrative duties during the absence of the Vicar for sabbatical, vacation or other leave.

**Clergy Assistant Requirements**

- Active Christian faith and commitment to the values and worship life at St. Luke's.
- Successful completion of Safeguarding training within the first three months of employment. If they have previously attended the training, they must provide documentation demonstrating completion. The Clergy Assistant will conduct themselves within the policies and guidelines established in the Safeguarding training.

- The Clergy Assistant will successfully complete a background check as part of the hiring process.
- The Clergy Assistant will participate in continuing education opportunities for 1-2 weeks/year.
- The Clergy Assistant should be able to lift 10-15 pounds and to access all the buildings and property.
- Anti-racism and de-escalation training.

**Compensation and benefits:**

1. Compensation and benefits commensurate with Diocesan guidelines.
2. Benefits include health care, pension, mileage reimbursement, professional development expenses, and mandatory WA State benefits
3. Employee will be entitled to paid vacation and sick or personal leave, according to the personnel guidelines of the Episcopal Diocese of Olympia.