



THE ANGLICAN DIOCESE OF MONTREAL POSITION INFORMATION FORM

Job Title: Parish Priest (Incumbent, Priest-in-Charge, Associate, Assistant Curate)

Reports to: Bishop

Position Summary: A parish priest ministers to the spiritual needs of a congregation. The priest proclaims by word and deed the gospel of Jesus Christ, and fashions his or her life in accordance with its precepts. The priest is responsible in the parish for leading, modelling, and enabling worship, pastoral care, education, administration, outreach, and participation in the wider church. Along with Churchwardens, the priest oversees parish property and staff. The priest is guided by the Bishop and takes counsel with other clergy in the councils of the church, and consults with the laity and lay leaders in his or her actions.

Responsibilities:

Worship (____%)

- Plan and lead community worship including; morning and evening prayer, eucharist, baptism, weddings, funerals and any other liturgical prayer.
- Proclaim the word of God, preaching.

Pastoral Care (____%)

- Exercise and enable pastoral care of the people in the parish and the local community.
- Visit the sick in hospitals and care facilities; people in their homes, especially new members of the parish and shut-ins.
- Care for the families and individuals during times of crisis.

Education (____%)

- Prepare individuals and their families for baptism, confirmation and weddings.
- Lead and/or enable spiritual development through adult study groups, cell groups, children's education, and youth ministry.
- Train or enable the training of the people for ministries relating to worship, education, outreach, and administration.

Outreach (____%)

- Lead, participate in, or enable ministry to the wider community.

Administration (____%)

- Chairs vestry meetings as appropriate.
- With the Churchwardens of the parish, keeps parish records, registers and files.
- Consults regularly with the Churchwardens over the affairs and vision of the parish.
- Supervises parish employees as appropriate.
- Respond to telephone calls, e-mails, and correspondence.

Participation in the Wider Church (____%)

- Attend synod, deanery meetings, clergy days, clergy conference, local inductions of new clergy, and other Diocesan events.
- Membership in Diocesan, provincial, and national church committees as required.

Other (____%)

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