Saint Mark's Church

1625 Locust Street
Philadelphia, PA 19103

Ministry Resident Job Description:
Revised 2019

Generally, Ministry Residents are expected to be engaged in active ministry in the parish five days a week, including Sundays. Normally you should be able to expect to have two full days off, but they maybe always be adjacent days. Your regular day off will be discussed with your supervisor. Saturdays may also normally be a day off, but there will be times when you are expected to be available on Saturdays

Ministry Residents may take two weeks (ie ten working days) of time off for personal or other kinds of leave, including two Sundays. These days off need to be approved by your supervisor in advance. Days spent away from Saint Marks on authorized events, such as retreats, etc, are not counted against days off for personal leave. Additional days off are usually given after Christmas and Easter. Please plan your days off in advance and discuss them with your supervisor, who must approve them.

Ministry Residents are expected to participate fully in the life of prayer and worship of the parish, in their specific areas of ministry responsibility, in the general administration of the parish in the office, and in the life of the community in the Rectory. The list of expectations and responsibilities here is not exhaustive.

Worship

- Attendance at the Daily Offices of Morning and Evening Prayer, except on days off or and prevented by other duties. Ministry Residents normally officiate at the daily offices as required, at least once or twice a week, and are also asked to be responsible for opening and securely closing the church after Evening Prayer on a regular basis.
- Attendance at daily Mass, except on days off or as prevented by other duties. Ministry Residents are also asked to serve at daily Mass as scheduled by the Verger.
- Serve at Saturday morning Mass as scheduled.
- Serve at weddings, funerals, and other pastoral or special services as needed.
- Serve at Sunday liturgies as scheduled. Ministry Residents should expect to serve as acolyte, crucifer, thurifer, lector, torch-bearer, Sub-deacon, or in any other liturgical role as needed.

Administration

- Assist with mailings, including confidential mailings
- Welcome visitors
- Assist with other administrative duties as required

Ministry Areas - Ministry Resident for Outreach and Children

- Responsible for the oversight and daily management of the Food Cupboard, including organization and recruitment of volunteers, ordering, storage, and distribution of food, and

oversight of budget. The Food Cupboard is open most of the year Tues - Friday from 9:30 to 11 am.

- Participate fully in team leadership of Zoe Project, and assists as necessary
- Provide support and assistance for the 20s/30s ministry as needed.
- Serve as a teacher as needed for Childrens' Formation programs
- Assist with the after-school program on weedy afternoons that it is scheduled
- Other duties as needed.

Ministry Areas - Ministry Resident for Children and Young Adults

- Provide leadership to the Zoe Project as project coordinator, working with the Rector or other clergy who supervise the programs and with volunteer lay leadership.
- Facilitate communication and provide support and assistance to Neighbor Care, working with the clergy and lead leadership.
- Facilitate leadership and provide support and assistance for the 20s/30s ministry, working with clergy and lay leadership including consultation with lay leadership committee
- Serve as lead teacher, including responsibility for lesson planning, volunteer coordination, and communicating for Connect, Christian formation of kids ages 9 and over, working with clergy and lay leaders
- Assist with the after-school program on weekday afternoons that it is scheduled.
- Plan and execute social media communications on a weekly basis, in cooperation with the Verger, and assist in other areas of communications, as needed
- Other duties as needed.

Rectory Community Life

- Respect the personal and physical space of others.
- Share meals together with other members of the Rectory Community
- Take responsibility for a share of the cleanliness and habitability of the rectory, especially your own room
- Observe appropriate boundaries
- Recognize and respect that the Rectory serves as the office and residence for the Rector as well as the home of a hungry Labrador Retriever and a charismatic cat.