

**Position Description
for Associate Rector
at the Episcopal Church of St. Peter & St. Paul, Marietta, GA,
April 13, 2026**

Summary: The Associate Rector is a full-time staff member, an ordained priest in the Episcopal Church, who reports directly to the Rector. We are open to adapting responsibilities based on the gifts and calling of the candidate and the whole clergy team, finding the right balance to support Family Ministries (especially Youth), Service, and Evangelism.

Our mission is Growing Disciples of Jesus Christ.

St. Peter and St. Paul is a parish in suburban Atlanta, in the Episcopal Diocese of Atlanta, with roughly 700 active members and 270 average Sunday attendance from three services. The worship of the church is “broad to high.” The Rector and leadership lean modestly evangelical in their understanding of the Christian faith and life; the pews reflect a variety of opinions, while valuing our focus on Jesus.

East Cobb County is a newer suburb since the 1980s when the church was founded, largely young families with kids in several of the public schools in the area. We have two full time Associate clergy (including this position), a full time Director of Music, a part-time lay Pastoral Associate for Pastoral Care, and administrative staff.

Our current priorities include growth in participation and membership, strengthening Children’s, Youth, and Newcomer’s ministries, building depth in lay leadership, and deepening discipleship in the whole parish.

Basic responsibilities:

- Collaborate with the Rector in faithful ordained leadership, and in relationship with staff, lay leaders, members and guests.
- A focus on Family Ministry would involve organizing and leading Sunday School and Youth Group and building lay leaders for those ministries.
- A focus on Evangelism would involve organizing and leading attention to newcomers and creative outreach to the community. This is an area for growth.
- A focus on Service would involve support for numerous lay-led ministries (currently in solid shape) and occasional individual needs.
- Participation in pastoral care, preaching, teaching and leadership development, in collaboration with the Rector and lay ministries of the parish.
- Preach, teach, and collaborate on special events and programs. Our services include a Saturday evening service; leadership of this service usually alternates between the Rector and the Associates. Staff meets weekly.

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Qualifications:

- Candidates should be ordained priest (or soon to be ordained) in the Episcopal Church and be in good standing with his or her bishop.
- At least two years of experience in parish ministries, or equivalent.
- A passionate desire to grow disciples of Jesus Christ.
- Personal and professional character that demonstrates an authentic commitment to Christ and Christian standards, providing a good model for all ages.
- Demonstrated skills and attributes in:
 - Christian maturity, grounded in a life of daily prayer, regular worship and Bible study,
 - Building trusting relationships in relational ministry,
 - Responsibility, organization and effective, healthy communication,
 - Initiative, solution-oriented problem solving, reliability and accountability,
 - Proactive group/team leadership, mentoring, teaching, facilitation,
- A demonstrated ability to manage conflict in a healthy and effective way,
- A demonstrated ability to recruit, raise up and support volunteer leaders,
- A demonstrated ability to work graciously with people of various backgrounds and views,
- Demonstrated good judgment in boundaries (personal and professional) and in the wise and responsible use of technology and social media.

Physical demands:

The Associate Rector will engage in overnight retreats, activities, mission trips and other physically demanding tasks.

Background check:

Employment is contingent on the successful completion of a criminal background check. A minimum of three references are required, including at least two professional references. Candidates must be up to date in training for Safeguarding God's Children and Safeguarding God's People.

Compensation and benefits:

The position is full time (40+ hours per week).

Starting Salary is competitive; contact the rector for more information.

Benefits currently include family medical & dental insurance with a modest cost share by the employee.

An expense account and a Discretionary Fund are also provided to support the Associate Rectors' ministries.

Submit a cover letter and resume to The Rev. Tom Pumphrey at tpumphrey@peterandpaul.org.

Visit us online at www.peterandpaul.org.

(4/13/26, edited)