



ST. MARK'S ANGLICAN CHURCH

5522 Russell Street, Halifax, NS. B3K 1X2
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Title: Lay Pastoral Administrator

Location: Halifax, NS

Position Type: Part-time, Hybrid (on-site & work from home).

Hours: 20 hours per week, for a 6-month period, with an option to renew. Specific schedule to be negotiated.

Term: November 1, 2026 to April 30, 2027.

How to Apply: Interested applicants should apply by sending their resumé and cover letter by **September 4, 2026**, to St. Mark's Parish Executive at stmarkshfx.exec@gmail.com.

About Us:

St. Mark's Church is at the corner of Russell and Gottingen Streets, in the Chebucto region of the Diocese of Nova Scotia and Prince Edward Island. St. Mark's Anglican was founded in 1866 and has worshipped continuously since that time, even when the Halifax explosion destroyed our first church. We are an older and small congregation, who faithfully worship at three weekly services: Sunday said Eucharist at 8:30am, Sunday choral Eucharist at 10am, and a quiet but lovely mid-week said service on Wednesdays at 10am. We have a long and valued outreach ministry in our Food Bank which operates weekly. We are a congregation that mainly uses the Book of Alternative Services. We occasionally use the Book of Common Prayer, usually at our Wednesday and 8:30am services.

The Role:

We are looking for a Lay Pastoral Administrator who will help maintain the ministries of our church while our Rector is on sabbatical leave. Our expectation is that the successful candidate will train with our Rector and our Assistant Priest for one month and then, in the absence of the Rector, work in partnership with our Assistant Priest and lay staff and volunteers to maintain the life and ministry of the church until our Rector's return. We hope the Administrator will come to know and love the parish and our parishioners. If this partnership is a positive one, we would like to explore the option to extend the contract and to shift from maintaining the ministries of the church to connecting more widely where God is at work in our neighbourhood. We are looking for someone to represent the church to its members and to the neighbourhood in a positive, pastoral and professional manner.

Key Responsibilities:

The duties of the lay pastoral administrator during the 6-month contract will include, but are not limited to:

- To decide in partnership with the Assistant Priest on the services for each week.
- To prepare the PowerPoint for the 10am Sunday service.
- To share the presiding over of worship services.
- To share preaching duties with the Assistant Priest and others on an agreed schedule.
- To visit shut ins and those in crisis, to bring home communions, and to connect with and get to know the members of the parish
- To attend the meetings of the committees of the church as required.
- To assist in offering monthly liturgies in local senior care facilities.
- To support in the administrative work required by the parish, the diocese, and the government.

- To take all required SafeR Church training and to conduct themselves in a professional and pastoral way as befitting a reputable leader of the church.
- To have the strength of character to ask for help when needed.

Qualifications

Minimum Knowledge, Skills and Work Experience:

- Excellent communication and interpersonal skills.
- Strong organization, time management, and prioritization skills.
- Strong Faith and a comfort sharing the Good News of Christ.
- Demonstrate empathy and confidentiality in dealing with parishioners and members of the community, as well as tact and diplomacy when working with diverse populations.
- Strong sense of commitment, and regular, punctual attendance is required.
- Ability to work well both independently and as part of a team.
- Comfortable using technology, including MS Word and PowerPoint, and the ability to learn new job-specific tools.
- Ability to understand and comply with applicable rules, regulations and policies.

Assets:

- Knowledge of Anglican Church of Canada and its liturgies.
- A comfort in being present with those who are facing loss or illness.
- Clear driver's license and access to a reliable vehicle or a reliable means of transport for attending at the church premises regularly and at senior care facilities, hospitals and/or parishioners' homes as required.
- Previous license to administer the Eucharistic elements and/or a Licensed Lay Ministers' license/training would be an asset.

Working Conditions:

Must be able to:

- Have emotional maturity to manage confrontation calmly and professionally.
- Obtain a clean Police Record Check and Vulnerable Sector check.
- Lead worship and speak publicly.
- Perform physical work (bending, lifting, standing).

St. Mark's Anglican Church is dedicated to achieving a workplace that reflects the diversity of the community it serves and welcomes applications from all qualified candidates. We thank all applicants. However, only candidates selected for an interview will be contacted.