Position Title: Minister of the Parish

Job Classification: Full-time/Salaried (clergy)

Principal focus:
Work with ministerial staff to address the spiritual needs of the church family, focusing primarily on adult ministries.

Regular duties. (List the major duties required by the position).
• Coordinate program to visit church family
  1. Implement systematic approach to visit and track calls. Visitation to include, but is not limited to:
     a. Hospital calls and those with immediate needs
     b. Hospital follow-up calls in home
     c. Pastoral care, including the delivery of Communion
     d. Shut-ins
     e. Visitors
     f. Missing members
  2. Develop and implement a lay visitation program
     a. Use resources currently available (Stephen Ministers, ministers in the congregation, Parish Nurse, Compassion Ministry teams, etc)
     b. Develop training program
     c. Develop support processes
        — Distribution of calls
        — Reporting status
        — Escalation & referrals
     d. Recruit un-paid servants with spiritual gifts for visitation & train
     e. On-going support of program
        — Monitor program
        — Report statistics
        — Modify program as appropriate

• Primary responsibility for Adult Ministry program. Program to include, but is not limited to:
  1. Sunday School & other educational options for adults
  2. Family ministries, including Family Camp
  3. Ministry for Seniors
  4. Small group development
  5. Spiritual formation

• Ministerial support to Compassion Ministry teams
• Ministerial support to the Missions Committee
• Manage the Adult Education and Compassion Ministry budgets
• Ministerial support to Hospitality Team
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Occasional duties:
• Conduct weddings and funerals, in combination with the Senior Minister
• Worship leadership, in combination with the Senior Minister
• Prepare and deliver worship sermon, in combination with the Senior Minister. A minimum of 4 preaching opportunities each year.

Working Relationships:
Internal:
• Reports to: Senior Minister

• May have regular contact with the following co-workers & peers:
  — Ministerial staff—planning and implementing processes and completing tasks to meet the spiritual needs of church family and community
  — Office staff—administrative support
  — Music staff—planning church services (worship, weddings, funerals, etc)

• May have regular contact with the following church committees:
  — Compassion Ministry Teams—work in conjunction and support of these teams. Referrals between teams and Minister of the Parish are expected.
  — Education Committee—planning and implementation of adult education programs
  — Finance Committee—manage adult and compassion ministry budgets
  — Missions Committee
    a. coordinate and support efforts of compassion ministry teams
    b. development of small groups within Jackson area
    c. provide ministerial guidance to Mission Committee
  — Staff/Parish Committee—address personnel needs

• May have regular contact with the following within family church:
  — Adult members or visitors—visitation and pastoral care
  — Families of members or visitors—visitation and pastoral care

External:
• May have regular contact with the following outside the church family:
  — Hospitals
  — Retirement/Nursing homes
  — United Methodist Conference
    a. Agent for mission activities
    b. Support connectional church efforts

Skills, Experience & Educational Background. (List required and desired qualifications)
Position Title:  Minister of the Parish

- Recognized ordained elder or deacon within the United Methodist Church
- Seminary graduate preferred. Bachelor’s degree, majoring in Christian education, or related field, required if the only degree held is a Bachelor’s
- Caring individual who enjoys working with people, particularly adults and elderly
- Compassionate communicator, ability to connect with people
- Team player
- Strong organizational skills
- Hard worker with a can-do attitude
- Experience planning and leading adult Christian education classes
- Understanding of adult learning theory and faith development
- Inviting, friendly demeanor
- Able to work well with little supervision
- Good presentation skills
- Previous experience working with volunteers preferred.
- Able to motivate others