

## **Pastor of Congregational Ministries**

REPORTS TO: Meeting on Ministry & Counsel and Personnel

POSITIONS SUPERVISES/OVERSEES: Supervises the Office Manager and oversees as needed the Minister of Music. Offers assistance to other staff members in prioritizing duties and planning.

PURPOSE: To provide spiritual and pastoral care to the meeting, to oversee worship, to encourage outreach and mission to the wider community and to partner with clerks and staff in coordinating the general administration of the Meeting.

### **ESSENTIAL DUTIES/ RESPONSIBILITIES:**

1. As a Servant leader to the meeting the pastor seeks to articulate (in word and deed) a Quaker understanding of the Christian faith.
2. Actively seeks to support, develop and incorporate the gifts of others.
3. Projects the meeting's larger vision and mission so that it remains fresh in people's minds.
4. Attends the majority of 9 am unprogrammed meetings for worship, joining with others in providing leadership as needed.
5. Plan 11 am meeting for worship. Coordinates Young Friends message and works with guest speakers. Develops order of worship, coordinates with Minister of Music who plans hymns and music, and gathers information for the bulletin.
6. Prayerfully studies, prepares for and delivers Sunday's prepared message during 11 am Meeting for Worship. Leads special services that may include days such as Christmas Eve or Good Friday.
7. Maintains contact with homebound members, which may include visits at home or hospital, notes of encouragement, and phone calls.
8. Initiates contact and follow up with visitors.
9. Provide short-term counseling including premarital.
10. Provide Pastor's Report to Monthly Meeting.

### **OTHER DUTIES/RESPONSIBILITIES:**

1. Offer referrals to other professional services.
2. Conduct special services such as child dedications, weddings and funerals.
3. Works with various committees including but not limited to Personnel, Ministry and Counsel, Pulpit, and Stewardship Committees.
4. Is an active participant in organizations such as North Carolina Fellowship of Friends (FUM), Guilford College Friends Center, Friends United Meeting and local interfaith & ecumenical ministries.
5. General administration such as responding to postal mail, phone calls and email. Writing articles for and editing the newsletter, as well as proofing weekly bulletins.
6. Serve as Team Leader for weekly staff meetings.

### **JOB SKILLS AND QUALIFICATIONS:**

1. Recorded minister and/or ordained minister.
2. Previous training and experience as a pastor.
3. Strong oral and written communication skills.
4. Valid NC drivers license.
5. Provide background check and driving records check.
6. Must maintain confidentiality on all sensitive matters except when otherwise required by law, or for issues that involve abuse or could put someone at risk.