

## Ministry Description

### **Associate Minister of Discipleship - Deacon Peakland United Methodist Church**

(Revised April 27, 2017) (March, 2020)

#### **Position Summary**

The Associate Minister fulfills the role of the Deacon within the life of Peakland Church and is responsible specifically for ministries of Christian Education, Small Groups, Youth, Young Adults **and Children**.

**Acknowledging that this position is appointed by the Bishop, PUMC expects the Associate Minister and all other employees:**

- To show a commitment to PUMC's ministry and mission and to adhere to all the policies adopted by the Church
- To have a willingness to work together to accomplish the goals of the Church
- To interact with church members and visitors in a friendly and professional manner
- To perform assigned tasks in an efficient manner
- To be punctual
- To demonstrate a considerate, friendly and constructive attitude toward fellow employees and members of the congregation

#### **Qualifications**

- Must have the minimum credential of a Provisional Deacon in the Virginia Conference or be working toward that goal within a reasonable timeframe as an accredited candidate for ministry.
- Must have effective knowledge of contemporary trends in Christian Education, Youth Ministry, **Mission and Service, Early Childhood Education.**
- Must possess a commitment to work in an associate minister role

#### **Ministry Responsibilities**

- In consultation with the Lead Pastor, recruit, train, and implement the ministries of Christian Education throughout the life of the church.
- Recruit, train, and implement a 12-month youth ministry program
- Recruit, train, and coordinate an active small group ministry
- Share in worship leadership with the Lead Pastor at most Sunday morning and special worship services. This will include preaching every 4-6 weeks. At the discretion of the Lead pastor, the Associate Minister occasionally will have sole responsibility for the worship service
- To work with the Lead Pastor in the usual "pastoral" responsibilities of visitation and community involvement which are in line with the role of the Deacon
- Assist the leadership of the Horizons Service
- Assist in the leadership and planning of other worship services (**Holy Week, Advent, Election Night Communion, Response to local/national tragedies**)
- Provide primary leadership for the Preschool Chapel Services
- Other duties as assigned **in conversation with** the Lead Pastor

#### **Key Relationships and Contacts**

- The Associate Minister is supervised by the Lead Pastor.
- This position will supervise the Youth Ministry Assistant when present

- **This position will supervise the Nursery Staff**
- A member from the Staff/Pastor Parish Relations Committee will serve as a liaison for the purpose of discussing issues or concerns involved with the position.

### **Classification**

- Appointed by Bishop
- When not appointed by the Bishop; Full-time/Exempt.

### **Time and Term Commitment**

- Full-time adhering to the Standards for Ministry set by the Virginia Conference Board of Ordained Ministry and interpreted by the Lead Pastor and/or the District Superintendent

### **Vacation** (advance notice required)

- Set by the Virginia Conference Board of Ordained Ministry and interpreted by the Lead Pastor and/or the District Superintendent

If not appointed by the Bishop:

### **Vacation** (advance notice required)

- After six (6) months..... One work week
- After one (1) year..... Two work weeks
- After five (5) years..... Three work weeks
- After ten (10) years..... Four work weeks

A work week is interpreted as one Sunday plus the usual expectations of the next 6 days.

### **Benefits**

- The position shall receive at least the minimum benefits established by the Virginia Conference Board of Ordained Ministry and the current Book of Discipline

### **Leave (Illness, Maternity/Paternity, Renewal, etc.)**

- The position shall receive at least the minimum leave established by the Virginia Conference Board of Ordained Ministry and the current Book of Discipline
- When not appointed by the Bishop the position will receive the same leave as other non-clergy personnel.

### **Evaluations**

Minimum of annual evaluation by Lead Pastor with input from the S/PPRC:

### **Continuing Ministry Development**

The Associate Minister should be committed to self-improvement and responsible for professional development that will enhance ministry performance and will receive the same monetary support for continuing education as the Lead Pastor.

### **Mission Statement of Peakland United Methodist Church**

At Peakland, we make disciples of Jesus Christ for the transformation of the world as a welcoming community of grace, worship, service and hope.

**I have read and received a copy of my ministry description.** I understand this overrides anything I have been given or told in the past. I further understand that I am expected to perform my job as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

**I further agree not to disclose any confidential information (oral, written, or electronic) that becomes available to me by virtue of my employment at PUMC.**

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_