

JOB DESCRIPTIONS

FIRST UNITED METHODIST CHURCH OF WINTER PARK



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LAY PILLAR LEADER

Lay Pillar Leader (LPL)

The primary task of the LPL is to nurture and develop the disciples on his or her Pillar Team.

Coaching team members for leadership development and praying for team members is of highest importance. It will also require that the LPL is growing spiritually and professionally themselves. As leaders, our growth sets the bar for the growth of those we lead.

- Monthly devotions at team meetings
- One on one check-ins with Ministry Leaders (in addition to monthly meetings)

The secondary task of the LPL is to run the Pillar Team

It's imperative that the work of the Pillar Team aligns with the Church's vision and structure. Always keep in mind that empowering others to serve is vital to their spiritual growth! As well as necessary for the mission of the church to thrive and expand.

- Schedules and arrange for the monthly Pillar Team meeting
- Creation of an agenda
- Recruit someone to offer devotions and someone else to take minutes
- Ensure meeting minutes are distributed to team members and the church office
- Runs the meeting and or secures a substitute when he or she cannot be present
- Ensures decisions made at the Pillar Team meeting are communicated to the Leadership Council and that Leadership Council decisions are communicated to the Pillar Team
- Assigns "owners" to each ministry task, creating accountability for the work of the Pillar Team

The third task of the LPL is to participate in the monthly Leadership Council meetings

The LPL will represent their ministry or send someone on their behalf. He or she will work with others on the LC to develop the ministry focus of their pillar across the entire church family. This will be done through joint ministries and managing a common church budget in addition to supporting individual ministry events. Finally, the LPL will prepare and present a monthly report to the Council detailing the decisions of their Pillar. A simple listing of bullet points about decisions, questions, clarifications and needs will suffice.

Finally, the LPL will help facilitate two annual leadership meetings

They are the January Leadership Summit and the Fall Budget/Calendar Summit. Furthermore, he or she will assist the Nominations and Leader Development Team in their task of recruiting and training Ministry Team members.

All of this is done in coordination with the Pastor assigned to their pillar.

LAY MINISTRY LEADER

Lay Ministry Leader (LML)

The primary task of the LPL is to nurture and develop the disciples on his or her Ministry Team

Coaching team members for leadership development and praying for team members is of highest importance. It will also require that the LPL is growing spiritually and professionally themselves. As leaders, our growth sets the bar for the growth of those we lead.

- Monthly devotions at team meetings
- One on one check-ins with Ministry Team members (in addition to monthly meetings)

The secondary task of the LML is to run the Ministry Team

It is imperative that the Ministry Team aligns with the Church's vision and structure. Remember that empowering others to serve is vital to their spiritual growth! And necessary for the mission of the church to thrive and expand.

- Schedules and arrange for the monthly Ministry Team meeting
- Creation of an agenda
- Recruit someone to offer devotions and someone else to take minutes
- Ensure meeting minutes are distributed to team members and the church office
- Runs the meeting and or secures a substitute when he or she cannot be present
- Ensures decisions made at the Ministry Team meeting are communicated to the Ministry Pillar and that Ministry Pillar decisions are communicated to the Ministry Team.
- Assigns "owners" to each ministry task, creating accountability for the work of the MT

The third task of the LML is to participate in the monthly Ministry Pillar Meeting

The LML will represent their ministry or send someone on their behalf to represent their ministry. He or she will work with others on the Pillar to develop the ministry focus of their pillar across the entire church family. This will be done through joint ministries and managing a common pillar budget in addition to supporting individual ministry events.

Finally, the LML will participate in two annual leadership meetings.

They are the January Leadership Summit and the Fall Budget/Calendar Summit. Furthermore, he or she will assist the Nominations and Leader Development Team in their task of recruiting and training Ministry Team members.

All of this is to be done in coordination with the Staff Director assigned to that ministry.

PASTORS

Pastors (P)

The P will nurture, support and coach the Pillar Leader. He or she will meet with their Pillar leader at least once each month to help them prepare for the monthly Pillar Team meeting. This meeting will take place in person. As time goes on and the relationship develops this can take place over the phone. At these meetings the P will provide coaching and training materials for the PL to use personally and as a Pillar. She or he will pray for their PL and intentionally will work to develop a close relationship with the PL.

The P will supervise and guide the Senior Staff on their pillar. He or she will meet monthly with their Staff Directors to assess how the Ministry Teams are functioning as well as to help facilitate ministry needs of those teams between meetings. He or she will provide regular supervisory support as well as conduct performance reviews twice a year. The P will ensure that the goals assigned at the performance reviews are aligned with the vision, the goals of the Leadership Council, the goals of the Ministry Pillar and the individual Ministry Team that the Senior Staff is associated with.

The P will encourage and guide the Ministry Leaders on their pillar. As the LML's will primarily be supported by the Staff Directors, she or he will check in with them every other month. In addition, she or he will attend one Ministry Team meeting every 4 months. The P will offer coaching to LML's on how to lead in a church setting as well as various challenges that arise. Their primary focus will be to ensure the Ministry Teams are working in alignment with the Church's vision and structure.

The P will participate in monthly pillar meetings, monthly Leadership Council meetings, weekly staff meetings, weekly P team meetings, weekly worship planning meetings, and monthly SPR meetings. They will attend Finance, Trustees and monthly Ministry Team meetings AS NEEDED. The P will help lead both the annual Leadership Summit and the annual Budget Summit in the fall. This list does not include short term task team meetings or Conference meetings.

The P will work with the main administrative teams of the church. He or she will work with the Nominations and Leader Development (NLD) team to fill and train new PL's and ML's. In addition, the P will keep the NLD team informed about the vitality and development needs of the individual Ministry Teams and ML's. Along with the PL, she or he will work with the Finance Team to ensure a successful budgeting process and stewardship campaign as well as with the Trustees to address insurance and physical plant needs. The P will work with Staff Parish on all staffing issues. Finally, the P will guide the Leadership Council and Long Range Planning Teams on church wide needs.

Finally, in addition to overall supervisory responsibility for the ministries under their pillar, the P will carry out other church leadership responsibilities. These include but are not limited to preaching, pastoral care, hospital visits, funerals, weddings, leading worship, teaching classes, administrative reports, membership and leader development classes, staff supervision and United Methodist General Church obligations.

STAFF

DIRECTORS

Staff Directors (SD)

The SD will nurture, support and coach the Lay Ministry Leader. He or she will meet with their LML at least once each month to help them prepare for the monthly Ministry Team meeting. This meeting will take place in person. As time goes on and the relationship develops this can take place over the phone. At these meetings the SD will provide coaching and training materials for the LML to use personally and as a Ministry Team. She or he will pray for their LML and will work to develop a close relationship with the LML.

The SD will supervise and guide the staff in their ministry area. He or she will meet monthly with their staff reports to assess how the ministry is functioning as well as to help facilitate ministry needs of those teams between meetings. He or she will provide regular supervisory support as well as conduct performance reviews twice a year. The SD will ensure that the goals assigned at the performance reviews are aligned with the vision, the goals of the Leadership Council, the goals of the Ministry Pillar and the individual Ministry Team that the Staff Director is associated with.

In addition to the LML, the SD will encourage and guide the lay members on their Ministry Teams. He or she will check in with their individual lay members (outside the monthly meeting) on a monthly basis. The purpose will be to support, encourage and coach the lay members as well as to ensure the lay members are working in alignment with the Church's vision and structure. The SD will serve as a conduit of information from the pillar to the lay members and from the lay members to the LML and PL. Furthermore, when new members are needed for the Ministry Teams, the SD will work with the Nominations and Lay Leadership Team to train new members into their new role.

The SD will attend the monthly Pillar meeting and the monthly Ministry Team meeting. They will help facilitate the annual Leadership Summit in January as well as the annual Budget Summit each fall.