

Priorities for All Souls Minister

1. Have primary responsibility for two Sunday services per month including sermon research and writing, preparation of service materials, and cooperation with the Worship Team.
 - Perform rites of passage for members including child dedications, marriage, memorial services, services of union and similar events consistent with contract limitations.
2. Attend Board meetings and/or submit a Ministerial report at the Board meeting.
 - Provide special consultation on growth issues. Meet and coordinate with officers of the congregation regarding planning, programs and opportunities.
 - Attend and/or coordinate with the Worship team, the Religious Education committee, Membership committee, Care Team, Finance Team, Safe Congregations, and other committees as needed and available, or as recommended by the President or Board.
3. Hold scheduled office hours for congregant calls or visits.
 - Provide pastoral care, including hospital and home visits as needed in coordination with the Care Team.
 - Supervise church staff to ensure good human resource practices.
 - Be available by telephone throughout the month at reasonable hours for consultation on congregational business or with members seeking support or counsel. Be available by email for the same purposes.
4. Conduct Adult Religious Education classes and workshops as available.

For information about salary and benefits email allsoulsadmin@gmail.com

Your questions regarding the position are welcome. We will respond promptly.