

# Licensed Lay Minister Position

Salaries position; approx. 12-15 hours weekly.

- Coordinate with the Senior Minister
  - Attend weekly staff meetings to help facilitate flow of communication from and to the church office.
  - Keep regularly scheduled office hours, as requested by Sr. Minister.
  
- Prayer Ministry
  - Regularly send out letters or cards to prayer chain members with inspirational thought and information.
  - Meet to encourage expansion of prayer ministry, encourage prayerful support of our ministries & community as well as intercessory prayer requests.
  
- Work with Senior Minister on Visitation Ministry
  - Recruit, promote and lead the Visitation Team to encourage lay visitation of parishioners. Encourage regular meetings with Team members and pastors to 'debrief', support one another and share concerns. Keep the communication open to facilitate team work.
  - Visit members who are home bound or in assisted living.
  - Hospital visitations at the request of Sr. (when he is out of town, etc)
  
- Continue current Bible study leadership, staying open to possibilities of new small groups and ideas for current groups.
  
- Assist in worship
  - Preach approximately once every 6-8 weeks.
  - Assist with or perform weddings and funerals upon request of Sr. Minister and family/persons involved.
  - Assume other duties at the request of the Sr. Minister.

Supervision by Sr. Minister, Board of Church Life.

Vacation and time off:

2 weeks vacation annually (in addition to time away to attend association annual meetings).

Up to 5 personal days, annually if needed.