

Job Description - Quarter-Time Pastor

10 hrs/week | 40 hrs/month

Preaching and Leadership

The pastor will:

- Prepare and preach one sermons a month (*4 hrs/month*)
- Attend and participate in the coordination of Sunday Services (*8 hrs/month*)
- Organize and facilitate monthly pastoral team meetings (*2 hrs/month*)
- Assist in planning sermon series and coordinate with members in charge of worship and sermon on a given week (*4 hrs/month*)
- Regularly follow-up with congregation members regarding delegated and collaborative tasks to reevaluate how best to fulfill the needs of the church (with regards to the physical space, congregational needs, community outreach, etc.)

Congregational Care and Communication

The pastor will:

- Hold weekly office hours, preferably in the church, but remotely if necessary, that will be publicized to the congregation; during these hours, addressing the needs and concerns of congregants will be prioritized, though the pastor may complete other tasks (*8 hrs/month*)
- Maintain regular lines of communication with the congregation and community, including but not limited to responding to phone calls, emails, social media messages, etc.; and coordinating the sending of a weekly email detailing upcoming events and announcements of relevance to the congregation (*2-4 hrs/month*)

Community Relationships

The pastor will:

- Make efforts to network with local pastors and other leaders with similar missions to Joy, finding ways for our congregation to collaborate with their work (*2 hrs/month*)
- Regularly participate in VOICE efforts (such as meetings, action organization) as a representative of Joy (*2-4 hrs/month*)
- Attend interfaith meetings (such as OK Conference of Churches) as a representative of Joy (*2 hrs/month*)
- Plug into the neighborhood (possibly by neighbor association meetings) to learn more about the needs of Joy's most immediate neighbors (*2 hrs/month*)
- Keep the congregation up to date on the activities of these organizations via the weekly newsletter

Job Description - Half-Time Pastor

20 hrs/week | 80 hrs/month

Preaching and Leadership

The pastor will:

- Prepare and preach two sermons a month (*8 hrs/month*)
- Attend and coordinate Sunday Services (*8 hrs/month*)
- Organize and facilitate monthly pastoral team meetings (*2 hrs/month*)
- Assist in planning sermon series and coordinate with members in charge of worship and sermon on a given week (*4 hrs/month*)
- Regularly follow-up with congregation members regarding delegated and collaborative tasks to reevaluate how best to fulfill the needs of the church (with regards to the physical space, congregational needs, community outreach, etc.)

Congregational Care and Communication

The pastor will:

- Hold weekly office hours in the church that will be publicized to the congregation; during these hours, addressing the needs and concerns of congregants will be prioritized, though the pastor may complete other tasks (*16 hrs/month*)
- Maintain regular lines of communication with the congregation and community, including but not limited to responding to phone calls, emails, social media messages, etc.; and coordinating the sending of a weekly email detailing upcoming events and announcements of relevance to the congregation (*2-4 hrs/month*)
- Develop and facilitate small group studies on topics of interest to the congregation (*8 hrs/month*)
- Build relationships with individual members of Joy and minister to them in times of need (crisis, illness, major life changes, etc.) as they arise (*8 hrs/month*)

Community Relationships

The pastor will:

- Make efforts to network with local pastors and other leaders with similar missions to Joy, finding ways for our congregation to collaborate with their work (*4 hrs/month*)
- Regularly participate in VOICE efforts (such as meetings, action organization) as a representative of Joy (*2-4 hrs/month*)
- Attend interfaith meetings (such as OK Conference of Churches) as a representative of Joy (*2 hrs/month*)
- Plug into the neighborhood (possibly by neighbor association meetings) to learn more about the needs of Joy's most immediate neighbors (*2 hrs/month*)
- Keep the congregation up to date on the activities of these organizations via the weekly newsletter

- Utilize the pastor's own talents, abilities, and interests in ways that forward the mission of Joy in the congregation and community (*12 hrs/month*)