

Church of the Lakes UMC – Job Description

Position: Director of Men’s Ministry/ Congregational Care Ministry	Compensation: \$20 an hour/\$15,600 a year
Category: Staff – Teaching/Pastoral Ministry	Hours: 15 hours per week
Revision Date: May, 2018	Full, Part or Volunteer: Part time

Overview of Position: Provide leadership for the development of a new area of ministry focused on men; to recruit, train, direct and support leaders of men’s ministry programs; oversee and support the Congregational Care Ministers; train new Congregational Care Ministers; provide emergency and surgery visits to members approximately 3 hrs. a week; select curriculum and materials compatible with United Methodist discipline.

Qualifications:

- College degree (either a BA or BS)
- Appropriate references and background checks
- Administrative and personal computer skills
- Ordination preferred

Important Characteristics:

- A Christ-like spirit of acceptance, warmth and conviction
- Ability to work as a team player with: staff, teachers for men’s/adult programs, and men’s/adult education task groups
- A role model for children, youth and adults seeking to grow in their Christian faith
- Ability to equip volunteers to serve in men’s ministry
- Ability to maintain confidentiality

Responsibilities:

- Provide leadership for the development of new discipleship and ministry opportunities for men
This will entail small groups, work teams, opportunities to mentor young people
- Recruit, train, direct and support leaders of men’s ministry programs and projects
- Select curriculum and program materials that are compatible with United Methodist discipline, practice and teaching
- Oversee and support the Congregational Care Ministers who provide pastoral care for people experiencing a crisis, those noticeably absent from church attendance as well as shut-ins who are unable to come church
- Provide training for new Congregational Care Ministers
- Provide a yearly review of each Congregational Care Minister
- Provide emergency and/or surgery coverage of members which will average about three hours a week. All other hospital/ shut in visits will be covered by Congregational Care Ministers
- Submit a report of emergency or surgery visits to prayer chain, and pastoral staff

- Work with other staff to insure that scheduling conflicts are avoided
- Perform other related duties as indicated by the Senior Pastor.

Supervision:

- Weekly guidance and direct supervision will come from the Senior Pastor
- The employment of the Director of Men's ministry/Congregational care is the responsibility of the Staff Parish Relations Committee.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the Church of the Lakes UMC.