

# **JOB DESCRIPTION**

## **Associate Pastor of Spiritual Formation**

### **Northaven UMC**

Areas of Responsibility are included within four Programs: **Education, Worship, Care Team, and Membership Assimilation**

#### **1. Education**

##### **Program**

Education Programs include members of all ages; it seeks to engage and to involve church members, guests, and visitors

##### **Committees**

Education Commission– The Associate Pastor works closely with the Education Commission Chair and its members to develop, monitor and innovate programs.

Co-op Board– The Co-op School is chartered under Northaven United Methodist Church. The Associate Pastor represents Northaven leadership on the Co-op Board and is also responsible for facilitating communication between the Co-op School and the rest of Northaven

Library– The Associate Pastor leads those members who are responsible for the church library

**Supervises:** Youth Director; Nursery Staff

##### **Areas of Responsibility**

Work with commissions and councils to design and implement education programs, including annual events such as Confirmation and Vacation Bible School

May teach classes, but only periodically

Recruit, train and schedule volunteers to support education programs;

Track class attendance; evaluate success through feedback and observation

Coordinate the purchase, distribution and reimbursement from attendees of education-related materials for each program; prepare and

monitor budgets for materials

Ensure that class schedules are well advertised; avoid potential scheduling conflicts; supervise Education web pages on the NUMC site  
Co-op School -ensure that classrooms are handed off in the appropriate manner; be the first point of contact for problem resolution

Library –develop a budget for and oversee additional acquisitions; create opportunities for children to utilize; publicize to the entire congregation.  
Encourage and facilitate church participation in North Texas Conference Events (for children, youth and adults)

### **Education position: some details**

Ensure that all church volunteers will complete the required background check before starting any work in the classrooms, playgrounds, VBS or Confirmation, or other volunteering involving children and youth.

Seek to involve children and youth in Sunday worship.

Nursery: refer to policy manual; recruit and oversee Nursery Staff; oversight for facility including equipment, toys, safety; oversight for system by which church groups reserve childcare

Children's Sunday School: Ensure that children have an interesting and fun Sunday School experience. (As their first experience with spiritual formation, this should be engaging for them.)

Vacation Bible School: Schedule for the summer, usually in June and publicize widely within the church as well as encouraging guests (visiting grandchildren, friends from school, for example) to attend. Publicize in the neighborhood. Involve youth.

Confirmation: Determine curriculum to be used, plan number of weeks and lay out schedule from first meeting to confirmation Sunday to include orientation, field visits to other churches and events, mission work; determine class size and gain commitment to attend; recruit and train teachers and one adult mentor per confirmand; work with Youth Director to integrate confirmands.

Adults spiritual and small group formation are twin goals and of equal importance. Oversight of Disciple Bible Study

Recruit Sunday School substitutes (especially for summer).

Ensure that a broad range of classes are offered to engage as many people as possible

## **2. Worship**

### **Program**

Participate in Sunday Worship. Participate with other Northaven Staff in developing plans for Worship (Worship Planning Staff Meeting)

### **Areas of Responsibility**

Recruit and assign Children's Time volunteers for Worship Services. Lead Children's Time with some regularity.

On a rotating basis and at least 50% of the time, read scripture, lead prayers and litanies.

## **3. Care Team**

### **Program**

Congregational care is designed to meet the needs of community members who find themselves in difficult circumstances through love, prayer and attention.

### **Committees: Care Team Committee to be established**

**Care Team** – Care teams are groups of people who have agreed to help with the urgent, relatively short term needs. These needs might include meals and care after a car accident, a new baby, an illness in the family or while someone is under hospice care. It is the intent of the Program to identify special needs that might be ongoing and to ensure that the care teams are addressing. For example, some people might require regular rides to get to worship services.

## **Areas of Responsibility**

Working with Membership Leaders, design a Program and help in the recruitment of Care Team Coordinators who manage the Program.

Work with Members in training volunteers; develop methods to maintain and update a database of the types of help volunteers are willing to provide.

Establish methods to identify persons who are in need of Care Team help.

Be willing to step in when the Care Team Coordinator or designated back up is unavailable.

**Note:** A member of Staff Parish Relations will serve as an Advisor to the Associate Pastor in overseeing the Care Team. This Advisor will serve as a resource concerning the design of Care Teams at other churches and the types of skills, people, and resources currently available at Northaven.

## **4. Membership Assimilation**

### **Program**

Work with the Senior Pastor in seeking out ways to involve all members and long-time attenders who are non-members in the life of the church.

### **Committees**

**Membership Commission** – Liaison to make sure that each person is reached at an appropriate time

**Special Events** – Liaise with this group to promote increased attendance and involvement by members

## **Areas of Responsibility**

Help in developing and maintaining a system that tracks new members and our success in integrating these people.

Work with appropriate committees to create events and/or activities

that would apply to these people and ensure that invitations and promotion are sufficient.

Work closely with the membership chair to coordinate and evaluate programs

**Additional meetings that the Associate Pastor attends:**

**Program Council, Leadership Council**

**Desired Skill Profile**

Leadership abilities

Organizational skills

Communication skills

Emotional Intelligence

Effective management of details

Enthusiasm

Capacity to delegate and to empower with accountability

Ability to motivate volunteers and create realistic expectations

Balance in life

***Preferred Credential:*** Deacon in the United Methodist Church

***Resumes and further inquiries to:***

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