

Associate Pastor for Evangelism

JOB TITLE: Assistant Pastor

STATUS: Part Time

IMMEDIATE SUPERVISOR: Pastor

SCOPE OF POSITION: Responsible for directing the Evangelism programs and assisting the Senior Pastor in Pastoral Care and Worship programs.

PRIMARY RESPONSIBILITIES:

A. Evangelism Program Director

Coordinate the Greeters and Ushers for worship services

Identify visitors, introduce self, discover names and interests

Train lay persons in visitor-friendly behavior

Review visitor list each week and personally telephone visitors

Keep written records of visitor's interests and contacts with them

Invite visitors to join the church

Invite visitors to participate in the ministries of the church

Inform visitors about the ministries of the church

Meet with the Evangelism Committee

Support Evangelism programs

Keep senior pastor informed of contacts and activities related to visitors

Let senior pastor know when a telephone call or personal visit is needed

Introduce senior pastor to visitors

Coordinate and teach Methodist Information Class

Revise and update visitors "goodie bag" as needed

B. Pastoral Care Assistant

Attend and support Wednesday prayer group

Provide information to contact for e-mail prayer chain

Help develop a more extensive e-mail prayer chain

Provide information to card mailing program

Visit in hospital and homes when persons are ill

Visit shut ins; keep list of shut ins

Attend monthly worship services at local nursing home

QUALIFICATIONS:

*A heart for ministry

*Spiritual maturity

*Good organizational and communication skills

*Good people skills (ability to work with people and communicate warmth and availability)

*A willingness to solicit ideas and implement them as programs

*A self-starter and self-motivator