

**RIDGE UNITED METHODIST CHURCH**  
**POSITION DESCRIPTION**

April 24, 2008 B Draft

POSITION TITLE: **MINISTER OF CONGREGATIONAL EVENTS AND WORSHIP PLANNING**

REPORTS TO: Senior Pastor      SALARIED: X      HOURLY:

**POSITION PURPOSE AND SUMMARY**

Under the direction of the Senior Pastor the minister shall develop, administer and implement the adult education and caring strategies for Ridge United Methodist Church. The strategy will be designed so that an emphasis is placed on making Disciples and helping persons to strengthen their relationship with Jesus Christ.

Under the direction of the Senior Pastor, the Minister of Congregational Events and Worship Planning will be responsible for planning and coordinating the Solid Ground Worship Service. Work closely with the staff to develop, administer and implement the weekly Solid Ground worship experience for Ridge United Methodist Church.

Shall serve as a staff member of Ridge United Methodist Church and shall report to the Senior Pastor. Overall supervision will be provided by the Senior Pastor and the Staff Parish Relations Committee. Shall follow the employee guidelines as stated in the EMPLOYEE HANDBOOK, CHILD PROTECTIVE GUIDELINES and the policies outlined in the BOOK OF DISCIPLINE.

Shall work closely with the Senior Pastor to ensure the proper coordination of the total church program. The Minister of Assimilation and Worship Planning is a part time staff member, and shall attend meetings for Staff, Education, Caring, Leadership Team and Administrative Council as needed.

**PRINCIPLE DUTIES AND RESPONSIBILITIES**

**CONGREGATIONAL EVENTS**

1. Work with Senior Pastor and Associate Pastor to develop assimilation strategies for Ridge United Methodist Church.
2. Supervise the Adult Study opportunities including Sunday morning, WWE programs, and other midweek educational/fellowship opportunities.
3. Plan, coordinate and implement Confirmation classes with the Associate Pastor.
4. Work with the Associate Pastor to develop and implement a program for New Member Orientation and assimilation.
5. Facilitate the development of young adult ministry opportunities.

**CARING**

8. Work with Senior Pastor to develop caring strategies for Ridge United Methodist Church.
9. Staff liaison to Caring work area
  - a. Set and implement yearly goals, objectives and budget.
  - b. Coordinate and train caring teams
    - Dare to Care
    - Wedding
    - Communion

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- c. Coordinate congregational events
  - i. Ridge Adult Fellowship
  - ii. WWE
  - iii. Ridge Fest
- d. Coordinate PrimeTimers (Older Adult Fellowship)
- 10. Ensure adequate childcare at all events

**SOLID GROUND WORSHIP PLANNING**

- 11. Responsible for Solid Ground Worship Service, working with the Pastor and planning team to coordinate the service.
- 12. Recruit, organize, rehearse, lead, and minister to the volunteer leadership of Ridge Church's Solid Ground Worship Service in a way that will help the service be effective both in its spirit and in its presentation.
- 13. Select, train and equip all lay support individuals to serve in their roles in the Solid Ground Service.
- 14. Plan and coordinate the music and other parts of the service, including special selections, with the lead pastor for that service; ie. Drama, dance, video clips, etc. Weekly planning meetings to be held.
- 15. Develop planning and drama team to assist with service planning.
- 16. Regularly evaluate the effectiveness of the Solid Ground service. Implement changes based on findings to improve the quality of the services.
- 17. Work with the other participants in the service to coordinate the flow and technical needs of the service.
- 18. Develop annual budget by September 1 every year, as assigned by the Senior Pastor.
- 19. Assist and support all other services as necessary, including planning of special worship services as assigned by the Senior Pastor.
- 20. Serve as a member of the Ridge Church staff, and work with the staff to ensure the unity among the various worship services, and the entire church program.
- 21. Research, attend and participate in contemporary worship opportunities to expand and improve Solid Ground Worship Service. (e.g. seminars, worship services, etc.)
- 22. Any and all other duties assigned by the Senior Pastor.

**OTHER**

- 23. Supports the Mission and Values of Ridge United Methodist Church through communication, performance, and by self-example to the congregation and the community.
- 24. Other duties as may be assigned from time to time by the Senior Pastor.

"The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an all inclusive list of responsibilities, duties, and skills required of personnel so classified."

**JOB PERFORMANCE CRITERIA**

- A. **EDUCATION/EXPERIENCE:** Has experience in Christian Education. Have or gain an understanding about United Methodist Church. The individual will be encouraged to enhance their ministry through participation in professional development.
- B. **MENTAL AND PHYSICAL DEMANDS/WORKING CONDITIONS:** The Minister of Assimilation and Worship Planning is a full time staff member. Flexible hours are required to meet responsibilities. Must be able to meet established deadlines.
- C. **SERVICE RELATIONSHIPS:**
  - 1. Have the ability to work with people of all ages.
  - 2. Ability to work in a team oriented staff environment.

**D. ACCOUNTABILITY:**

1. Has a commitment to maturing in his/her Christian Faith and an ability to share that faith with others.
2. Be able to envision, coordinate, organize and administer programs.
3. Be a responsible person.
4. Be a self starter - a motivated person.

**E. STAFF RESOURCE PERSON: Shall serve as the Staff Resource person to:**

1. Adult Education
2. Caring Teams
3. PrimeTimers

**F. SUPERVISORY RESPONSIBILITY:**

1. Childcare workers.

**APPROVALS:**

\_\_\_\_\_  
Senior Pastor

\_\_\_\_\_  
Date

**YEARLY REVIEW  
DATE AND INITIALS:**

Date

Initials

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_____	_____
_____	_____
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