

Position Description

Director of Ministry

Minneapolis Friends Meeting

A. General Information

1. Job Title: Director of Ministry
2. Primary Objective: To encourage, oversee and provide leadership and ministry to the Minneapolis Friends Meeting
3. The Director of Ministry is an employee of the Meeting.

B. Qualifications:

1. Education and training: The Director of Ministry will usually have an undergraduate degree and a seminary education, preferably from the Earlham School of Religion. Advanced education in pastoral care, counseling, leadership, communications and related fields is desirable.
2. Experience: Minimum three year of experience desired in a combination of of the following or related activities:
 - a. Ministry and Counsel Committee of a Quaker Meeting, and internship of professional employment in a pastoral or administrative capacity with a Quaker Meeting or institution, and experienced participant and /or clerk in the Quaker business meeting.
3. Membership: The Director of Ministry should be a member of the Society of Friends.

C. Conditions of Employment

1. Required hours, times, places, etc. Full-time or part-time as negotiated with the Meeting. Hours worked are to be divided between office hours, committee meetings, pastoral visits, etc.
Mandatory meetings: Monthly Meeting, Ministry and counsel, agreed upon office hours, certain other committee meetings as deemed necessary, Sunday meeting for worship.
2. Special conditions: The nature of the position requires flexibility and some irregular and extra hours. Reasonable compensatory time may be taken for extra hours worked.
3. Hiring, evaluation, discipline: Hiring by Monthly Meeting upon recommendation of special appointed search committee.
 - a. Evaluation by Liaison and Review Committee with input from Meeting members and attenders.
 - b. Discipline by Monthly Meeting.

E. Major Areas of Accountability

1. Response to needs: Recognizes and responds to the needs of individuals, families, and the larger Meeting community. Ministers directly when appropriate or refers the need to others in the Meeting, providing coaching

and counseling to help develop this ministry. Consults with Ministry and Counsel Committee.

2. Decision making: Makes sound decisions about use of time, including involvement with particular committees. Decides when to respond to needs directly and when to refer or consult. Advises on Meeting correspondence.

3. Communication: Listens well and asks for clarification. Provides reliable information to individuals, Meeting groups, and inquirers. Reports regularly to Monthly Meeting and to Evaluation and Liaison Committee.

4. Commitment: Seeks guidance from God and shares understanding of God's will with individuals and Meeting community. Shows commitment to Quaker testimonies through example and teaching.

5. Occupational knowledge: Stays in touch with Meeting life by attending worship and business sessions, monitoring the work of committees, and consulting with individuals. Follows Quaker developments and trends in wider Christian church through reading, conference attendance, and ecumenical work.

6. Supervision of administrative assistant: Delegates tasks and motivates assistant to identify other necessary work. Provides timely and constructive feedback on performance. Maintains accurate personnel file.

7. Resourcefulness: Proposes innovative responses to changes and problems in the Meeting. Searches actively to understand areas in own work needing improvement.

8. Coaching and encouragement: Discerns and encourages ministries by members and attenders. Counsels individuals and Nominating Committee about use of gifts within Meeting. Oversees orientation of visitors and new attenders.

9. Fund raising: Consults with Monthly Meeting about financial issues and performs activities as assigned. Counsels individuals about personal stewardship issues.

10. Honesty and ethical standards: Exercises discretion, maintains confidentiality, and uses power with care and humility. Alerts trustees and others to dangerous situations and reports abuse to authorities as required. Keeps accurate account of work hours and benefits and handles Meeting resources honestly.

DIRECTOR
OF
MINISTRY
JOB
DESCRIPTION
(abbreviated
version)