

YOUR PASTOR AND HIS/HER JOB

(Below are listed areas in which your pastor is expected to be at work each week of the year. Please give some careful study to each item and pencil in the number of hours per week which you feel your pastor should devote to each one.)

EVERY WEEK

In daily devotions (prayer and Bible reading). _____

Time spent in pastoral prayers (this includes prayer for the well being of the church, prayer for all the members and friends of the congregation, prayer for the sick and homebound, meditating upon the life of the church, seeking God's vision for the church, and prayer before all special events and meetings as they arise.) _____

Time Meditating upon the life of the church (prayer, thinking of ideas, and seeking a vision for the church) _____

In preparation of weekly sermon (reading and searching the scriptures, study, prayer and meditation.) _____

How much time should he/she spend preparing the order of worship (prayers, scripture, hymns, children's sermon). _____

Time preparing for Weekly Bible Study (reading and searching the scriptures, Reading Commentaries, Theological Books, and Hebrew and Greek word studies, answering personal theological questions) _____

General Reading (Devotional Books, Christian publications, Church Growth Books, etc.) _____

Time reading to stay abreast of events and news concerning the United Methodist Church and the Christian world. (district newsletter; denominational magazines such as the Interpreter and Circuit Rider; Christian publications) _____

How much time in office work, maintaining records and preparing reports and preparing for meetings in the church (ex.: Church Council meetings, PPRC meetings, finance committee meetings, chair nominations committee, planning meetings oversee membership books in the church, plan visitation, receiving phone calls about prayer requests and other questions, etc..) _____

In secretarial work. (letters of membership transfer, membership lists, address lists, reports, visiting lists, responding to church mail and typing reports. etc.) _____

Attending Meetings in the church. (ex.: Church Council meetings, PPRC meetings, planning meetings, United Methodist Men’s Meetings etc.) _____

Attending Conference, District, Cluster, meetings and events _____

In visiting with other Methodist pastors and pastors of other denominations in Christ's Holy Church. _____

VISITATION (Include travel time)

In Telephone ministry per week (calling by phone parishioners, newcomers and homebound) _____

In visiting the sick in their homes. _____

In visiting the homebound and those in nursing homes. _____

In visiting those in the local hospital (include travel time) _____

In visiting those in hospitals in other towns. _____

In visiting all the members of the church. _____

In visiting the unchurched in our community. _____

In visiting prospective members. _____

In visiting new people who have attended our church for the first time. _____

How much time should be spent in community events? _____

In visiting Church leaders to help them carry out their responsibilities. _____

In general concern for upkeep and maintenance of church and parsonage property. _____

Other weekly responsibilities. _____

HOW MUCH TIME PER ITEM OR EVENT

(Below are listed events or responsibilities in which your pastor is expected to be at work as they arise. Please give some careful study to each item and pencil in the number of hours per event or item which you feel your pastor should devote to each.)

In counseling and instructing new members before they join the church. (Include time preparing information to be imparted and prayer preparation.) _____

In counseling those with spiritual, emotional and psychological problems. _____

How much time in preparing for and conducting a funeral. (Encompasses prayer, sermon and service. Also include time visiting the family before and after the funeral, funeral Home visitation, and contacting other pastors if others are involved in the service.) _____

How much time should the pastor spend per wedding? (Include meeting with the couple for counseling, rehearsal session and rehearsal dinner, arriving early for the wedding and the wedding itself; and the reception.) _____

How many hours should be spent preparing for Charge Conference? (Preparing dispensing and gathering reports, Pastors report, preparing contact lists, preparing nominations lists, preparing for and attending 2-4 Nominations and Leadership Development Committee meetings, 2 Finance Committee meetings, 2 Church Council meetings and the Charge conference itself.) _____

How much time should be spent preparing year end reports. (Membership records, Pastors report, dispensing and gathering finance reports, UMM reports, UMW reports, attendance reports) _____

HOW MANY HOURS PER YEAR SHOULD THE PASTOR SPEND ATTENDING THESE EVENTS

Time at Continuing Education events. _____

Time at District/Conference retreats _____

Vacation Time _____ weeks per year.

Other _____

Other _____

ADDITIONAL QUESTIONS

Who is the pastor responsible for to provide basic ministerial duties such as visitation in hospital and crisis situations:

- A. Members of the Church
- B. *Unchurched Relatives (cousins and siblings) of Members of the Church
- C. *Churched Relatives (cousins and siblings) of Members of the Church
- D. *Churched friends of Members of the Church
- E. *Unchurched friends of Members of the Church
- F. Members of other churches

*In a church of 100 active members the number of extended family (siblings and cousins) and friends represented would number 2,000 people.

If a member of the church loses an immediate family member to death and that family member was a member of another church

The pastor is responsible to:

- a. Visit the church member before or after the funeral service to offer condolences and prayer.
- b. Go to the funeral and visitation
- c. Go to either the funeral or the visitation

Check one:

- The pastor should be on call 7 days a week 24 hours a day.
- The pastor should be encouraged and expected to take a 24-hour Sabbath each week.
- The pastor is entitled to vacation time away in which he is not on call (2-4 weeks per year).
(In this case the pastor should arrange for another UM pastor to cover for him.)

When someone has surgery. The pastor should:

- Be present during the whole surgery.
- Be present when the family hears from the doctor.
- It may vary according to the seriousness of the surgery and considering other responsibilities the pastor may have incurred in a particular week. (weddings, funerals, other surgeries, meetings, counseling situations etc.)

(Adapted From NCC Questionnaire Published For The Use Of Pastors And Pastor Parish Committees To Reflect Upon)