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.

V ISITATION (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 _________________________________. __________

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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 looses 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)