Areas of Parish Mutual Ministry

The Purpose of this List

The Compensation and Benefits Committee of The Episcopal Diocese of Massachusetts has a set of specific goals, and principal among them is to: “Create an environment that promotes the well-being of clergy through a clear understanding of their relationship with their congregations and the goals that express their mutual ministry.” To promote that understanding, the mutual ministry review process provides the best opportunity for the ordained leadership of a parish to collaborate with their lay leadership and set clear expectations for the future direction of their parish. And while not every parish performs all of the functions that follow below, most parishes – whether large or small – perform most of them. The purpose of this list is to act as a complement to the Mutual Ministry Review process. The list is meant to assist in identifying those activities that are: 1) seen as essential to a particular parish’s life; 2) viewed as properly a part of the ordained person’s vocation, or; 3) are actually areas of shared responsibility that present additional opportunities for members of the parish family to contribute their time and talents.

Liturgy and Worship

Preparation and celebration of Sunday and midweek liturgies
   Rota preparation
   Sermon preparation
   Bulletin preparation
Preparation and celebration of baptisms, funerals, and weddings, and other special services, including supplies for special services (candles, etc)
Preparation for Bishops’ visitations
Scheduling of guest preachers
Arrangements for supply and sabbatical clergy
Consultations with Music Minister/Organist on music and oversight of choir
Training and oversight of acolytes, lay readers and LEMs, ushers, greeters
Training and oversight of altar guild
Oversight of flower guild or flower rota
Oversight of sanctuary use for special events or outside groups
Oversight of worship committee

Governance

Preparation and leading of vestry agenda and meetings
Meeting with wardens/ admin committee
Preparation for and conduct of Annual Meeting
Oversight of vestry subcommittees and other parish committees and groups
Strategic planning
Administration

Hiring, termination, supervision and performance management of staff
Reports, record keeping (parochial report, weekly and special service records)
Mail, telephone, email
Office organization, maintenance, and supplies
Preparation of Annual Report
Organization and maintenance of file Volunteer appreciation
Recruit, encourage and coordinate logistical support of volunteers
Maintenance of data base
Technology oversight

Outreach and Community

Oversight of parish outreach efforts, social justice work, etc.
Participation in local clergy and/or interfaith group(s)
Attendance at and participation in local civic events

Pastoral Care

Visits to shut-ins
Hospital visits
Crisis care and counseling
General counseling
Parish calling (in person, by phone, or increasingly by email)
Welcoming of newcomers
Intervention and mediation in parish conflicts

Spiritual Wellness

Prayer
Daily Office
Scripture Study
Retreats
Exercise
Reading
Spiritual Direction

Diocesan

Attendance at and participation in diocesan events
Clergy Conference and Clergy Days
Deanery and Clericus meetings
Fresh Start
Diocesan Convention
Special liturgies and events – ordinations, resource days, learning events, etc
Participation on diocesan committees

Christian Education & Formation

Recruitment and training of Church School Teachers
Supervision/oversight of Church School
Preparation and leading of Confirmation Class
Preparation and leading of Adult Education and formation classes, Bible Study, etc.
Scheduling of guest speakers
Field education student and/or intern supervision
Raising up prospects for ministry discernment

Stewardship and Finances

Oversight of parish budget, investments, and other
Oversight of annual pledge drive
Oversight of ongoing stewardship efforts
Capital planning
Grant writing
Oversight of fund-raising events (fairs, auctions, yard sales, etc)
Oversight of capital campaigns

Buildings and Grounds

Maintenance and improvement of buildings and grounds
Management of tenants use
Opening/closing of church
Approval of building use
Maintenance of grounds of rectory if applicable

Communication

Preparation and mailing of special letters (Easter, Christmas)
Preparation and maintenance of website
Preparation and mailing of newsletter
Email broadcasts to congregation
Communication in emergencies, snow days, and other special circumstances
Advertising, press releases (newspapers, etc) for services and special events
Bulletin boards, outdoor signage, graphic design and branding
Hospitality

  Oversight of Coffee Hour arrangements
  Oversight of and participation in parish social events (potluck suppers, etc)
  Greeting and welcoming of newcomers
  Incorporating newcomers

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