



Pastor of Support and Recovery
(Support, Education, & Recovery Ministries)
OPEN

Position Type: Exempt
Category: Regular, Full-time position
Classification: C
Reports to: Director of Congregational Care & Family Ministries

Ministry Summary

Minister to persons and groups in the areas of congregational care that support and educate individuals and families as persons journey towards wholeness in their relationships with God, each other, their community, and their faith community.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PASTORAL RESPONSIBILITIES

- Lead in worship, teach, and provide pastoral care
- Be present in Narthex and/or other public areas during worship transition to greet and provide hospitality to the congregation
- Preside over sacraments as assigned and when permitted
- Visit persons in hospitals and other facilities as assigned maintaining accurate visitation documentation
- Participate in Emergency/Pastor on Call Ministry and serve as pastor on call as assigned or needed
- Recruit, equip, and coordinate lay leadership for events, groups, and classes
- Provide pastoral support to lay leadership, partners and members of the community
- Lead special services [including, but not limited to] in-the-field worship services, project-dedication prayers
- Represent BUMC in the community, district, and/or annual conference as assigned
- Serve in Elder/Deacon/LLP responsibilities per the *UMC Book of Discipline* in the Church and Tennessee Annual Conference
- Pray daily for this church, the Church of Jesus Christ, its people, its needs, and its faithfulness

MINISTRY RESPONSIBILITIES

Support & Educational Ministries

- Oversee ongoing support groups for individuals & families to include, but not limited to: LGBTQ persons, persons in Military service, adult ADHD/ADD groups, and CoDA groups providing leadership, coordination, resourcing, and spiritual care
- Oversee short-term support groups to include, but not limited to: Divorce Recovery, Career Transitions, and Boundaries providing leadership, coordination, resourcing, and spiritual care
- Collaborate with the Missional Discipleship Team regarding ongoing workshops and other BUMC or community-wide opportunities to include, but not limited to, Wednesday night Refuel, retreats, marriage events, public theology programs. Examples include parenting classes, marriage enrichment, couples and/or family workshops and retreats, collaborative responses to current events

Recovery Ministries

- First point of contact for recovery and rehab referrals
- Liaison to AA/Al Anon leaders and groups providing recovery care
- Advocate for addiction ministries and mental illness initiatives within the congregation and in the community increasing conversations and decreasing stigma
- Launch and provide ongoing support for a Parents of Addicts group

ADMINISTRATIVE & DEPARTMENT RESPONSIBILITIES

- Seek out new initiatives bringing those ideas to the Congregational Care team for consideration and development
- Manage workflow and completion of tasks for assigned ministries, events, and retreats
- Track revenue and expenses throughout event/program lifecycle providing documentation to administrative staff
- Develop content for publishing in printed, email, or social media
- Use BUMC approved software to look-up & keep member registration and information up-to-date in cooperation with administrative staff
- Work with all BUMC departments (e.g. Finance, Facilities, Communications, etc.) as required to ensure proper processes, guidelines and procedures are being followed
- Communicate with participants and volunteers regarding specific programs and ministries
- Attend regular departmental and all staff meetings

COMPETENCIES

- **Spiritual:** Deeply rooted in Christ and growing spiritually through personal habits and disciplines. Understanding of Wesleyan theology and United Methodist polity
- **Compassionate:** Driven by empathy and a desire for all to feel safe, welcome, understood, and inspired. Attentive to hospitality
- **Relational:** Ability to develop relationships with persons and their families
- **Organized:** Understanding of basic finance and budgeting processes. Delegates administrative responsibilities
- **Collaborator:** Works with other teams creatively. Committed to work alongside others to pursue spiritual maturity for people of all ages
- **Independent:** Also able to work individually, self-motivated
- **Communicator:** Excellent verbal and written communication skills that teaches the Word, inspires others in their faith development, encourages participation in ministry opportunities, and provides counsel to children, students and families when needed
- **Adaptable:** Flexible in a changing work environment while approaching tasks and duties with a positive attitude
- **Trustworthy:** Ability to handle sensitive information with the highest degree of integrity and confidentiality
- **Leader:** Ability to lead and motivate a team. To vision, plan, and empower laity and staff. Ability to serve as a coach to assist volunteers as they use their spiritual gifts in service
- **Supportive:** Ability to handle stressful or crisis situations. Able to diplomatically resolve conflict. Effective at consensus-building

EDUCATION AND EXPERIENCE REQUIREMENTS

- Master's degree
- Licensed Local Pastor in the UMC, Elder or Deacon in the UMC (or in provisional status), or qualified ordination from another Christian denomination
- Two (2) – Three (3) years of related ministry experience preferred
- Two (2) – Three (3) years of experience in a medium to large church setting with ability to navigate dynamics of a large organizational church structure
- Experience in recruiting, training, coordinating, and empowering volunteers
- Experience in pastoral care and pastoral counseling

Supervisory Responsibility

This position has no direct reports but supervises volunteers and works with the administrative team for assigned ministry areas.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

Physical Demands

While performing the duties of this job, the employee will be in an office environment. Position is mostly sedentary and is required to talk, hear, stand, walk, and sit. Employee must occasionally lift or move office supplies or other items up to 25 pounds.

Expected Hours of Work

Days and hours of work are Sunday - Thursday, 40 hours per week. Position may require additional hours during certain projects. Evening and weekend work required.

Travel

Travel is primarily local during the business day, although some out-of-the area and overnight travel may be expected.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.