



Ministry Position Description - Support

Role Name and Primary Responsibilities:

Support Area Leader: The vestry has responsibility for leadership in four ministry areas: Commission, Community, Communion, and Support. The Support area of ministry is focused on Communications, Administration and Facilities. Communications includes The Good News, St. Peter's website, St. Pete's Weekly, and other public relations and advertising efforts. Administration includes the work of our Parish Administrator and Business Manager. Facilities includes the church building, grounds, and rectory. Any 2nd- or 3rd-year vestry member, except wardens and register, is eligible to serve as an area leader.

Responsibilities: In addition to duties applicable to all vestry members, the Support area leader collaborates with the Parish Administrator, Business Manager, and Sexton to provide leadership in the following areas:

- Vision - Developing and communicating the vision and mission of your area of ministry and the ministries within it. Make sure the vision is known by all the people involved.
- Leaders - Raising up, developing and encouraging leaders, particularly in Communications, around that vision, helping them develop teams of people to serve these ministries.
- Oversight of care and maintenance of church building, grounds and rectory in collaboration with the Sexton.
- Prayer - Praying with and for the ministries in the Support area, bringing prayer needs to the Ministry Prayer Team and the vestry.
- Liaison - Communicating with vestry, other ministry areas and the parish re Support. This includes reporting annually (scheduled during a vestry meeting) to the vestry Support plans, activities, and needs.
- Communication - Advocating and celebrating the Support ministry area within the congregation through the St Pete's Weekly, the Good News, the Annual Report and by publishing brochures and bulletin board presentations.
- Budget - Budgeting and annual reporting for Support.

Role Contributions and Metrics:

Regular Vestry Meetings: 3rd Tuesday of every month, 7:00 PM to about 9:30 PM

Other: Regular development of spiritual life and leadership skills. Meet with rector, wardens, staff, and ministry team leaders as needed through the year for brainstorming, planning, team building/training, problem solving, encouragement and accountability. At year end guide the budget and annual report preparation for your ministry area.



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Length of Commitment: 1 year; can continue for a 2nd year

Role Competencies: (Network terminology)

This leader needs to have a passion for:

- Cultivating personal growth as a Christian and a leader, to effectively help others serve in the ministry area of Support.
- Communications.
- Church infrastructure.
- A personal interest and background in one or more of these areas is important.

Spiritual Gifts particularly valuable in this role:

- Leadership
- Administration
- Creative Communication
- Intercession
- Craftsmanship
- Helps
- Wisdom

Personal Style: Task or People oriented and Structured

Spiritual Maturity: Leading/Guiding Believer

Note: The terms *Passion*, *Spiritual Gifts*, *Personal Style* and *Spiritual Maturity* are used as defined in the Network Program