

First United Methodist Church – Paragould, Arkansas

POSITION TITLE: Senior Pastor **STATUS:** Full-time Salary **FLSA:** Exempt

REPORTS TO: ARUMC District Superintendent and/or Bishop **EFFECTIVE:** Feb. 1, 2023

OVERSEES: Assoc. Pastor, Church Administrator, Director of Communications & Technology, Director of Youth Ministries, Director of Children's Ministries, Director of Music Ministries, Organist-Pianist.

JOB SUMMARY: The Senior Pastor will fulfill God's call to Word, Sacrament, Order, and Service while overseeing all missions and ministries of First United Methodist Church to achieve its mission to Love God, Serve People, & Make a Difference.

CLERGY: The Senior Pastor of First United Methodist is appointed by the Bishop of the Arkansas Conference in consultation with the FUMC Staff-Parish Relations Committee. The expectations and responsibilities of United Methodist Elders are outlined in the *Book of Discipline of the United Methodist Church* ¶¶301-370. Note ¶340 specifically names the "Responsibilities and Duties of Elders and Licensed Pastors." Guidelines for clergy vacation, continuing education, leave, housing, etc. are found in the *Journal of the Arkansas Conference of the United Methodist Church*.

SCHEDULE: Hours: Su 7am-Noon; M-Th 8:30am-4:30pm; Connect Wednesday seasonally. Other hours as needed including meetings, special events, weddings, funerals, etc. The Senior Pastor is on-call regarding emergency needs of the church when not on vacation or other leave. The Associate Pastor will serve as back up for the Senior Pastor in any/all ministerial tasks when the Senior Pastor is not available.

ESSENTIAL TASKS:

LEADERSHIP

- a. Demonstrate the highest level of spiritual maturity, faith, & professionalism at all times.
- b. Oversee and order the life of the Church in fulfilling its mission to Love God, Serve People, & Make a Difference.
- c. Lead worship in prayer, liturgy, preaching, & celebrating the sacraments with care & enthusiasm.
- d. Serve as the leader & chief personnel officer for all matters pertaining to staff. Ensure staff are performing their job duties & continually growing to better serve the church & its mission.
- e. Lead the church in financial discipline including teaching personal stewardship and ensuring healthy financial practices.

DISCIPLESHIP

- a. Plan & design traditional & contemporary worship services.
- b. Serve as the primary preacher most Sundays, holidays, weddings, funerals, etc.
- c. Serve as the primary pastoral leader & resident theologian of the Church.
- d. Encourage, promote, & support the discipleship of the congregation through ongoing & new ministries.
- e. Provide pastoral care with respect & confidentiality.

ADMINISTRATIVE

- a. Offer vision & guidance for all levels of the Church so that ministries are appropriately aligned, supported, and organized.
- b. Work alongside Church Administrator & Finance Committee to ensure the Church's short & long term financial strength.
- c. Work alongside Church Administrator & Board of Trustees in caring for & improving the Church facilities & properties and/or addressing any necessary legal matters.
- d. Work alongside Staff Parish Relations Committee to care for, develop, & organize the Church staff for the sake of the mission of the Church.

COMMUNICATIONS

- a. Develop positive, professional relationships with staff & laity that foster mutual trust & respect.
- b. Support & participate in multiple forms of communication regarding church ministry (phone, email, group and individual text messaging, church newsletter/email, bulletin, etc.).
- c. Regularly seek out & invite new/additional people to be involved in FUMC ministries.
- d. Actively promotes FUMC & its ministries within the church & community & serves as a representative of the Church in civic matters.

OTHER

- a. Lead Staff Meetings. Lead Nominations/Leadership meetings & efforts. Organize/support SPRC Meetings, Finance Meetings, Trustees Meetings, Discipleship Co-Op meetings, Church Council meetings, & other Church meetings/functions as requested.
- b. Ensures the Church is meeting requirements & expectations of the United Methodist Church, *The Book of Discipline of the United Methodist Church*, & the Arkansas Conference of the United Methodist Church.
- c. Cooperate with & lead the church in cooperating with District, Conference, Denominational, and Connectional ministry opportunities & responsibilities.
- d. Keep the Church informed of developments within the denomination.
- e. Actively monitor & implement compliance with ARUMC/FUMC Safe Gatherings Policies.
- f. Abide by the FUMC Personnel Policy where applicable.
- g. Abide by ARUMC Journal where applicable.
- h. Attend annual evaluation/consultation with the Staff Parish Relations Committee.
- i. Report any personnel concerns to SPRC and/or District Superintendent as deemed necessary.
- j. Regularly participate in appropriate continuing education.

QUALIFICATIONS:

- a. The Senior Pastor position can include occasions of high stress and long hours. The Senior Pastor should work as much as necessary while seeking to live and model a healthy, well-balanced life for the sake of their ministry and the Church.
- b. Ability to handle detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes important decisions regarding administrative and pastoral issues.
- c. Technical skills including proficient knowledge of computers & necessary software systems.
- d. Familiarity with various worship elements (presentations, graphics, audio systems, video, etc.).
- e. Understands & is committed to the United Methodist Church.
- f. Bachelor of Arts/Science degree.
- g. Graduate of a theology school approved by the United Methodist Church.
- h. Elder in Full Connection in the United Methodist Church.

CORE COMPETENCIES ALL STAFF

Communication – Maintains open & active dialogue with others; speaks expectations clearly; evaluates with accuracy; values personal & team accountability; has deep listening skills.

Compassion – cares about people; is concerned about their work & non-work problems; is available & ready with appropriate help; is sympathetic to unfortunate circumstances; shares in the joys & pains of others.

Discipleship – Is an active disciple of Jesus Christ; participates in the Body of Christ as a United Methodist or in another faith tradition; engages in spiritually formative activities: welcoming newcomers to faith, community worship, generous giving, sacrificial service, & disciplined prayer & Scripture study.

Motivation – Is self-motivated; has developed work habits & skills that motivates team members (laity, staff, & clergy); encourages others; creates confidence in people; gives inspiration to team members & the office atmosphere.

Organization – Able to gather & organize resources (including but not limited to people, funding, materials, time, & support) to get projects & work tasks done; can orchestrate multiple activities & tasks to accomplish a goal; uses resources effectively & efficiently.

Planning – Accurately evaluates the difficulty of work projects; establishes fitting priorities; develops work tasks into a process, steps, or stages; sets objectives & goals; consults with involved team members (laity, staff, & clergy); monitors & adjusts for problems; measures performance against goals; reviews results.

Team Player – Relates well to all people; treats members & non-members of the congregation with respect; builds proper rapport; constructs effective relationships; is tactful; uses diplomacy; is regarded as a significant member of the staff team.

First United Methodist Church – Paragould, Arkansas

POSITION TITLE: Associate Pastor **STATUS:** Full-time Salary **FLSA:** Exempt

REPORTS TO: Senior Pastor **EFFECTIVE:** Feb. 1, 2023 **OVERSEES:** n/a

JOB SUMMARY: The Associate Pastor will fulfill God's call to Word, Sacrament, Order, and Service in leading in organizing mission and ministry of First United Methodist Church to achieve its mission to Love God, Serve People, & Make a Difference.

CLERGY: The pastors of First United Methodist are appointed by the Bishop of the Arkansas Conference in consultation with the FUMC Staff-Parish Relations Committee, and the Senior Pastor when an Associate Pastor is under consideration. The expectations and responsibilities of United Methodist clergy are outlined in the *Book of Discipline of the United Methodist Church* ¶¶301-370. Note ¶340 specifically names the "Responsibilities and Duties of Elders and Licensed Pastors." Guidelines for clergy vacation, continuing education, leave, housing, etc. are found in the *Journal of the Arkansas Conference of the United Methodist Church*.

SCHEDULE: Hours: Su 7am-Noon; M-Th 8:30am-4:30pm; Connect Wednesday (evenings) seasonally. Other hours as needed including meetings, special events, weddings, funerals, etc.

ESSENTIAL TASKS:

LEADERSHIP

- a. Demonstrate the highest level of spiritual maturity, faith, and professionalism at all times.
- b. Order the life of the church by working alongside staff and laity with the aim of fulfilling the mission of Paragould First United Methodist Church.
- c. Lead in worship regularly including in prayer, liturgy, preaching, and celebrating the sacraments with the utmost care and enthusiasm.
- d. Train and equip laity for ministries and leadership.

DISCIPLESHIP

- a. Plan, design, and preach in worship approximately monthly and/or as requested.
- b. Celebrate all genres of worship including leadership in traditional and contemporary services.
- c. Serve as the primary pastoral leader and resource for the
 1. Hospitality Team
 2. Mission Team including the Witt House Food Pantry and/or other outreach efforts such as Ready, Set, READ!
 3. "Young at Heart" ministry
 4. ~~annual Confirmation class~~
- d. Provide pastoral care in hospitals, homes, and institutions with respect and confidentiality.

ADMINISTRATIVE

- a. Develops and maintains knowledge of all levels of church ministry and programming including children, youth, and adult ministries as well as worship patterns and emphases.
- b. Helps to oversee and guide church ministry and programming calendar and plans so that ministries are appropriately supported and organized.
- c. Work alongside Church Administrator when necessary in collaboration around personnel issues, financial practices, and facilities concerns.

COMMUNICATIONS

- a. Develop positive, professional relationships with staff and laity that foster mutual trust and respect.
- b. Makes use of multiple forms of communication regarding church ministry (phone, email, group and individual text messaging, church newsletter/email, bulletin, etc.).
- c. Regularly seeks out and invites new/additional people to be involved in FUMC ministries.
- d. Actively promotes FUMC and its ministries within the church and community.

OTHER

- a. Attend Staff Meetings, Mission Meetings, Hospitality Meetings, SPRC Meetings, Finance Meetings, Trustees Meetings, Discipleship Co-Op meetings, Administrative Board meetings, & other church meetings/functions as requested.
- b. Actively monitor and implement compliance with ARUMC/FUMC Safe Gatherings Policies.
- c. Abide by the FUMC Personnel Policy where applicable.

- d. Abide by the ARUMC Journal where applicable.
- e. Attend annual evaluation meetings with supervisor or more often as deemed necessary.
- f. Participate in annual evaluation/consultation with SPRC.
- g. Report any personnel concerns to Senior Pastor and/or SPRC as deemed necessary.
- h. Regularly participate in continuing education in consultation with Senior Pastor.
- i. Supports Senior Pastor and serves as back-up in all ministerial tasks if/when Senior Pastor is unavailable.
- j. Other duties as assigned.

QUALIFICATIONS:

- a. Ability to operate office equipment (copier, folder, etc.).
- b. Strong technical skills including proficient knowledge of computers & necessary software systems.
- c. Familiarity with various worship elements (presentations, graphics, audio systems, video, etc.).
- d. Ability to
 - i. work in a positive, efficient, effective, & independent manner, as well as in team-based settings.
 - ii. coordinate several activities at once & quickly analyze/resolve problems.
 - iii. maintain confidentiality & use discernment.
- e. Understands & is committed to the United Methodist Church.
- f. Bachelor of Arts/Science degree.
- g. Graduate of a theology school approved by the United Methodist Church.
- h. Full or provisional elder in the United Methodist Church.

CORE COMPETENCIES ALL STAFF

Communication – Maintains open & active dialogue with others; speaks expectations clearly; evaluates with accuracy; values personal & team accountability; has deep listening skills.

Compassion – cares about people; is concerned about their work & non-work problems; is available & ready with appropriate help; is sympathetic to unfortunate circumstances; shares in the joys & pains of others.

Discipleship – Is an active disciple of Jesus Christ; participates in the Body of Christ as a United Methodist or in another faith tradition; engages in spiritually formative activities: welcoming newcomers to faith, community worship, generous giving, sacrificial service, & disciplined prayer & Scripture study.

Motivation – Is self-motivated; has developed work habits & skills that motivates team members (laity, staff, & clergy); encourages others; creates confidence in people; gives inspiration to team members & the office atmosphere.

Organization – Able to gather & organize resources (including but not limited to people, funding, materials, time, & support) to get projects & work tasks done; can orchestrate multiple activities & tasks to accomplish a goal; uses resources effectively & efficiently.

Planning – Accurately evaluates the difficulty of work projects; establishes fitting priorities; develops work tasks into a process, steps, or stages; sets objectives & goals; consults with involved team members (laity, staff, & clergy); monitors & adjusts for problems; measures performance against goals; reviews results.

Team Player – Relates well to all people; treats members & non-members of the congregation with respect; builds proper rapport; constructs effective relationships; is tactful; uses diplomacy; is regarded as a significant member of the staff team.

First United Methodist Church – Paragould, Arkansas

POSITION TITLE: Church Administrator **STATUS:** Full-time Salary **FLSA:** Non-exempt

REPORTS TO: Senior Pastor **EFFECTIVE:** Feb. 1, 2023 **OVERSEES:** P/T Nursery Workers & P/T Custodian

JOB SUMMARY: The Church Administrator is responsible for managing the business affairs of the church in a smooth and efficient manner so as to help enable the church to achieve its mission to Love God, Serve People, & Make a Difference. The key functions of the position include: primary receptionist, managing financial operations, maintaining church records, and oversight of facilities.

SCHEDULE: Office Hours: M-Th 8:30am-4:30pm; Fri 8:30-Noon (36 hrs/wk). Connect Wednesday seasonally. Other hours as needed including meetings, Sunday AM, special events, etc.

ESSENTIAL TASKS:

ADMINISTRATIVE

- a. Serve as the primary church receptionist by answering incoming phone calls and greeting visitors in a warm and hospitable manner; provides excellent service, maintains confidentiality, and redirects inquiries as appropriate.
- b. Produce, compile, and maintain church business records or reports such as church meeting minutes, policy and procedure manuals, District & Conference reports, etc.
- c. Maintain church membership records: process new members, transfer of membership, and member record updates (e.g. births, baptism, confirmation, deaths, change of address, etc.).
- d. Maintain church boards/committees roster, terms, and contact information.
- e. Maintain all records related to FUMC & ARUMC Safe Gatherings Policies. Support, implement, and guide Safe Gathering Policies as needed.
- f. Maintain all records pertaining to staff, pay, taxes, vacation/PTO, sick days, etc.
- g. Provide administrative support to the other staff as requested.
- h. Provide administrative support to Witt House Food Pantry as needed.
- i. Help to coordinate, plan, and execute special events as needed.
- j. Utilize and maintain Google Calendar for scheduling church programs and events, room reservations, and group needs. Communicate set-up/equipment/service needs to the staff as needed.
- k. Process church archival material.
- l. Engage with neighbors in need including documenting & preparing checks for financial assistance.
- m. Ensure proper operation of printers, copiers, computers, scanners, folding machines and other office equipment used at the church. Coordinate maintenance and repair services as needed.
- n. Order and maintain office supplies and/or other supplies as requested by staff.
- o. Attend weekly staff meetings, monthly Finance Cmte meetings, monthly Trustees Cmte meetings, Discipleship CoOp meetings, Church Council meetings, and other church meetings/functions as requested.
- p. Order/supply curriculum for FUMC ministries as requested by staff and/or group leaders.
- q. Manage & Schedule P/T Nursery Workers & P/T Custodian(s).
- r. Manage & Schedule "office angel" volunteers.
- s. Manage church public "Prayer List" alongside clergy.
- t. Confidentially support clergy in matters of "Pastoral Care".
- u. Primary Administrative Assistant to Senior Pastor.

FINANCIAL

- a. Create budgets, pay bills, manage payroll/taxes, make bank deposits, track/record church income/expenses, oversee purchasing, maintain account information, etc.
- b. Communicate with church Pastor(s), Finance Cmte, Treasurer, and/or other boards/leaders as needed.
- c. Execute monthly financial review with an accountant/firm outside of FUMC.
- d. Prepare necessary reports for and attend monthly Finance Cmte meetings.

FACILITIES/PROPERTIES

- a. Oversee church facilities & properties including cleaning and basic maintenance.
- b. Purchase & maintain necessary supplies/equipment.

- c. Oversee custodial services (Breaking Bonds).
- d. Work alongside Hospitality & Security Teams to ensure safe operations.
- e. Schedule meetings/church facilities including enforcing church policies for facility use.
- f. Work alongside Trustees on major maintenance needs of the church.
- g. Work alongside Pastors, SPRC, & Trustees to care for parsonages as needed.
- h. Oversee care and maintenance of FUMC vehicles (vans & trailers) including records of approved drivers and insurance/registration.

OTHER

- a. Cross-Trained with Communications Director to serve as back-up for: Worship Bulletins, Newsletter, Weekly Email, Facebook, & Instagram and/or other tasks as needed.
- b. Coordinate with Senior Pastor in preparing Treasurer, Finance Cmte, and/or others to execute necessary financial tasks in Church Administrator's absence.
- c. Abide by FUMC Personnel Policy.
- d. Attend annual evaluation meetings with supervisor or more often as deemed necessary.
- e. Build and maintain positive relationships with the congregation and community.
- f. Pursue continuing education and/or training as needed or as requested.
- g. Other duties as assigned.

QUALIFICATIONS

- a. High level of spiritual maturity, faith, and professionalism at all times.
- b. Strong computer skills (various programs) and ability to operate office equipment (copier, folder, etc.).
- c. Knowledge of general fiscal management principles (e.g. accounts payable, accounts receivable, payroll, etc.).
- d. Strong administrative, organizational, and time management skills.
- e. Ability to work in a positive, efficient, effective, and independent manner, as well as in team-based settings.
- f. Excellent communication skills, both verbal and written.
- g. Ability to maintain confidentiality and use discernment.
- h. Ability to handle stress and problem solve.
- i. Understands and is committed to the United Methodist Church.

CORE COMPETENCIES ALL STAFF

Communication – Maintains open and active dialogue with others; speaks expectations clearly; evaluates with accuracy; values personal and team accountability; has deep listening skills.

Compassion – cares about people; is concerned about their work and non-work problems; is available and ready with appropriate help; is sympathetic to unfortunate circumstances; shares in joys and pains of others.

Discipleship – Is an active disciple of Jesus Christ; participates in the Body of Christ as a United Methodist or in another faith tradition; engages in spiritually formative activities: welcoming newcomers to faith, community worship, generous giving, sacrificial service, and disciplined prayer and Scripture study.

Motivation – Is self-motivated; has developed work habits and skills that motivates team members (laity, staff, and clergy); encourages others; creates confidence in people; gives inspiration to team members and the office atmosphere.

Organization – Able to gather and organize resources (including but not limited to people, funding, materials, time, and support) to get projects and work task done; can orchestrate multiple activities and tasks to accomplish a goal; uses resources effectively and efficiently.

Planning – Accurately evaluates the difficulty of work projects; establishes fitting priorities; develops work tasks into a process, steps, or stages; sets objectives and goals; consults with involved team members (laity, staff, and clergy); monitors and adjusts for problems; measures performance against goals; reviews results.

Team Player – Relates well to all people; treats members and non-members of the congregation with respect; builds proper rapport; constructs effective relationships; is tactful; uses diplomacy; is regarded as a significant member of the staff team.

First United Methodist Church – Paragould, Arkansas

POSITION TITLE: Director of Communications & Technology **STATUS:** Full-time Salary **FLSA:** Non-exempt

REPORTS TO: Senior Pastor **EFFECTIVE:** Feb. 1, 2023 **OVERSEES:** P/T Hourly A/V Assistants

JOB SUMMARY: The Director of Communications & Technology is responsible for managing all church communications to support the church's mission to Love God, Serve People, & Make a Difference. The primary functions of the position include creating & executing all analog & digital communications & audio/video/streaming elements & efforts of the church.

SCHEDULE: Hours: Su 7am-Noon; M-Th 8:30am-4:30pm (37 hrs/wk). Connect Wednesday seasonally. Other hours as needed including meetings, special events, weddings, funerals, etc.

ESSENTIAL TASKS:

COMMUNICATIONS

- a. Work with Church pastors, staff, & lay leadership to effectively communicate the goals & mission of the Church.
- b. Oversee effective communications for the Church including marketing & internal communications.
- c. Write, adapt, &/or edit communications messages for use in various media & audiences.
- d. Prepare/Execute:
 1. worship bulletins &/or inserts/handouts with guidance from pastors.
 2. weekly email newsletter with input from pastors & staff.
 3. bi-monthly Church newsletter "The Flame" with input from pastors & staff
- e. Strategically manage & grow digital communication platforms including: Social media (Facebook & Instagram), Website, Church App, Other.
- f. Design art & promotional materials related to church activities with a high standard of creativity & excellence.
- g. Serve as webmaster for the church including editing, updating, & organizing the Church website.
- h. Develop ways to creatively communicate engaging & interesting stories from within the Church.
- i. Create ads & manage budget for marketing on local media, Facebook, Instagram, etc.
- j. Remain current on creative communications, digital marketing, &/or technological trends.
- k. Enhance, expand, & maximize video aspects of Church communication.

TECHNOLOGY

- a. Oversee church technological equipment including its regular use & maintenance. Equipment includes but is not limited to: televisions, television streaming devices, internet & wifi networks, audio systems, video systems, lighting systems, worship streaming equipment, cameras, etc.
- b. Maintain reliable records for purchases & licensing.
- c. Provide technical leadership including: audio/monitor mixing & recording; lighting production; video recording, live streaming production with multiple cameras; ProPresenter or other presentations; and prepare stage/chancel area as needed
- d. Ensure services & events across all facilities & ministries are able to utilize technology efficiently, effectively, & strategically in order to enhance the experience of those attending or participating online.
- e. Ensure every worship service & event is technically vibrant, distraction-free, & well supported.
- f. Initiate consistent communication with pastors, staff, ministry leaders, & event coordinators in order to help facilitate technological needs.

OTHER

- a. Recruit, train, schedule, deploy & lead a/v part-time staff & volunteers.
- b. Cross-train with Church Administrator to serve as back-up for following:
 1. Ensure proper operation of printers, copiers, computers, scanners, folding machines & other office equipment used at the church. Coordinate maintenance & repair services as needed.
 2. Guide "office angels" volunteers.
 3. Utilize & maintain Google Calendar for scheduling church programs & events.
 4. Engage with neighbors in need including documenting & preparing checks for financial assistance.
- c. Serve as the secondary church receptionist by answering incoming calls & greeting visitors in a hospitable manner; providing excellent service, maintaining confidentiality, & redirecting inquiries as appropriate.

- d. Attend weekly staff meetings, Discipleship Co-Op meetings, Administrative Board meetings, & other church meetings/functions as requested.
- e. Abides by FUMC Personnel Policy.
- f. Attends annual evaluation meetings with supervisor or more often as deemed necessary.
- g. Build & maintain positive relationships with the congregation & community.
- h. Pursue continuing education &/or training as needed/requested.
- i. Other duties as assigned.

QUALIFICATIONS

- a. High level of spiritual maturity, faith, & professionalism at all times.
- b. Ability to operate office equipment (copier, folder, etc.).
- c. Strong technical skills including proficient knowledge of
 - 1. computers & communications software systems
 - 2. contemporary graphic-design software & services
 - 3. audio systems & digital consoles
 - 4. media in the context of worship services
 - 5. recorded & live/streaming video with multiple cameras
 - 6. computer-graphics & presentation software (including ProPresenter)
 - 7. projectors, displays, & video transmission
 - 8. theatrical, intelligent, LED & lighting for live services & video
- d. Ability to
 - 1. learn & master new technology quickly & thoroughly
 - 2. work in a positive, efficient, effective, & independent manner, as well as in team-based settings.
 - 3. coordinate several activities at once & quickly analyze/resolve problems.
 - 4. maintain confidentiality & use discernment.
- e. Understands & is committed to the United Methodist Church.

CORE COMPETENCIES ALL STAFF

Communication – Maintains open & active dialogue with others; speaks expectations clearly; evaluates with accuracy; values personal & team accountability; has deep listening skills.

Compassion – cares about people; is concerned about their work & non-work problems; is available & ready with appropriate help; is sympathetic to unfortunate circumstances; shares in the joys & pains of others.

Discipleship – Is an active disciple of Jesus Christ; participates in the Body of Christ as a United Methodist or in another faith tradition; engages in spiritually formative activities: welcoming newcomers to faith, community worship, generous giving, sacrificial service, & disciplined prayer & Scripture study.

Motivation – Is self-motivated; has developed work habits & skills that motivates team members (laity, staff, & clergy); encourages others; creates confidence in people; gives inspiration to team members & the office atmosphere.

Organization – Able to gather & organize resources (including but not limited to people, funding, materials, time, & support) to get projects & work tasks done; can orchestrate multiple activities & tasks to accomplish a goal; uses resources effectively & efficiently.

Planning – Accurately evaluates the difficulty of work projects; establishes fitting priorities; develops work tasks into a process, steps, or stages; sets objectives & goals; consults with involved team members (laity, staff, & clergy); monitors & adjusts for problems; measures performance against goals; reviews results.

Team Player – Relates well to all people; treats members & non-members of the congregation with respect; builds proper rapport; constructs effective relationships; is tactful; uses diplomacy; is regarded as a significant member of the staff team.

First United Methodist Church – Paragould, Arkansas

POSITION TITLE: Director of Children's Ministries (PreK - 6th grade)

REPORTS TO: Senior Pastor **EFFECTIVE:** Jan. 1, 2023 **DIRECTLY SUPERVISES:** any possible interns

STATUS: Part-time (12-15 hours per week) **FLSA:** Non-exempt

JOB SUMMARY: The Director of Children's Ministries will lead children (PreK- 6th grade) to Love God, Serve People, and Make a Difference.

ESSENTIAL TASKS

LEADERSHIP & DISCIPLESHIP

- a. Works alongside supervisor, other staff, and laity to implement Children's ministry programming consistent with church-wide goals and efforts.
- b. Recruits and equips laity (including but not limited to parents) for ministry with children.
- c. Oversees FUMC Children's Ministries including: Sunday School, participation in Sunday morning worship, Wednesday evenings, Vacation Bible School, special events, and other programs.

ADMINISTRATIVE

- a. Works alongside staff to develop the church ministry calendar including children's ministry events and opportunities.
- b. Engages staff and pastors in professional communication including attending to email, phone calls, meetings, when applicable.
- c. Prompt and well-prepared for church-related meetings and gatherings.
- d. Helps prepare annual children's ministry budget in consultation with supervisor and Church Administrator. Attends to spending as it relates to the year-long programming needs. Promptly completes financial paperwork.
- e. Helps maintain all children's ministry spaces (KidZone, classrooms, storage, etc.) so that they are clean, organized, furnished, and create a hospitable environment for ministry. Reports concerns regarding technical equipment when necessary.

RELATIONSHIPS & COMMUNICATIONS

- a. Develops positive, appropriate relationships with children and families.
- b. Maintains professional relationships with parents/guardians that foster mutual trust and respect.
- c. Works alongside staff to communicate children's ministry opportunities in multiple forms (phone, email, social-media, group and individual text messaging, church newsletter/email and bulletin, etc.).

EVANGELISM & HOSPITALITY

- a. Regularly seeks out and invites new/additional children/families to be involved.

OTHER TASKS

- a. Participate in FUMC worship services as needed/requested.
- b. Actively monitors and implements compliance with ARUMC/FUMC Safe Gatherings Policy.
- c. Abides by the FUMC Personnel Policy.
- d. Attends annual evaluation meetings with supervisor or more often as deemed necessary.
- e. Other duties as assigned.

QUALIFICATIONS

- a. High level of spiritual maturity, faith, & professionalism at all times.
- b. Bachelor of Arts/Science degree preferred
- c. Experience in ministry with children preferred
- d. Understands and is committed to Wesleyan theology and the United Methodist Church

CORE COMPETENCIES ALL STAFF

Communication – Maintains open & active dialogue with others; speaks expectations clearly; evaluates with accuracy; values personal & team accountability; has deep listening skills.

Compassion – cares about people; is concerned about their work & non-work problems; is available & ready with appropriate help; is sympathetic to unfortunate circumstances; shares in the joys & pains of others.

Discipleship – Is an active disciple of Jesus Christ; participates in the Body of Christ as a United Methodist or in another faith tradition; engages in spiritually formative activities: welcoming newcomers to faith, community worship, generous giving, sacrificial service, & disciplined prayer & Scripture study.

Motivation – Is self-motivated; has developed work habits & skills that motivates team members (laity, staff, & clergy); encourages others; creates confidence in people; gives inspiration to team members & the office atmosphere.

Organization – Able to gather & organize resources (including but not limited to people, funding, materials, time, & support) to get projects & work tasks done; can orchestrate multiple activities & tasks to accomplish a goal; uses resources effectively & efficiently.

Planning – Accurately evaluates the difficulty of work projects; establishes fitting priorities; develops work tasks into a process, steps, or stages; sets objectives & goals; consults with involved team members (laity, staff, & clergy); monitors & adjusts for problems; measures performance against goals; reviews results.

Team Player – Relates well to all people; treats members & non-members of the congregation with respect; builds proper rapport; constructs effective relationships; is tactful; uses diplomacy; is regarded as a significant member of the staff team.

First United Methodist Church – Paragould, Arkansas

POSITION TITLE: Director of Youth Ministries (7th - 12th grade) **STATUS:** Part-time (12-15 hrs/wk)

REPORTS TO: Senior Pastor **EFFECTIVE:** Jan. 1, 2023 **FLSA:** Non-exempt

JOB SUMMARY: The Director of Youth Ministries leads students (grades 7-12th) to Love God, Serve People, and Make a Difference.

ESSENTIAL TASKS

Leadership

- a. Works alongside clergy, staff, and laity to implement Youth ministry programming consistent with church-wide goals and efforts.
- b. Recruits and equips laity (including but not limited to parents) for ministry with Youth.
- c. Equips and empowers student leadership at appropriate levels.

Discipleship

- d. Oversees Youth ministry program including:
 1. Weekly 10am Sunday School
 2. Approx. monthly Sunday evening special events
 3. Weekly Wednesday evening studies (seasonal)
 4. Out-of-town Trips/Retreats (approx. 2-3 times/year)
- e. Discipleship ministries include:
 1. Opportunities for growth in spiritual disciplines (e.g. prayer & scripture study).
 2. Regular participation in missions/service activities.
 3. Regular participation in United Methodist connectional activities.

Administrative

- f. Develops and maintains youth ministry calendar in coordination with church-wide calendar.
- g. Engages staff and pastors in prompt, professional communication
- h. Attends to budget & financial matters in a timely & professional manner.
- i. Oversees youth ministry related spaces so that they are clean, well-organized, and create a hospitable environment for ministry including maintaining technical equipment. Seeks support/assistance when necessary.

Relationships & Communications

- j. Develops positive, appropriate relationships with students.
- k. Maintains professional relationships with parents/guardians that foster trust and respect.
- l. Maintains multiple forms of communication regarding students programs (phone, email, social-media, group and individual text messaging, church newsletter/email, bulletin, etc.).

Evangelism/Hospitality

- m. Actively promotes FUMC and its ministries.
- n. Regularly seeks out and invites new/additional students/families to be involved.

OTHER TASKS

- o. Regularly attends different worship services at FUMC. Participate as needed/requested.
- p. Actively monitors and implements compliance with ARUMC/FUMC Safe Gatherings Policies.
- q. Abides by FUMC Personnel Policy.
- r. Attends annual evaluation meetings with supervisor or more often as deemed necessary.
- s. Regularly participates in continuing education specific to student ministry in consultation with supervisor.
- t. Other duties as assigned.

QUALIFICATIONS

- u. High level of spiritual maturity, faith, and professionalism at all times.
- v. Bachelor of Arts/Science degree preferred
- w. Experience with students and/or in ministry
- x. Understands and is committed to Wesleyan theology and the United Methodist Church

CORE COMPETENCIES ALL STAFF

Communication – Maintains open & active dialogue with others; speaks expectations clearly; evaluates with accuracy; values personal & team accountability; has deep listening skills.

Compassion – cares about people; is concerned about their work & non-work problems; is available & ready with appropriate help; is sympathetic to unfortunate circumstances; shares in the joys & pains of others.

Discipleship – Is an active disciple of Jesus Christ; participates in the Body of Christ as a United Methodist or in another faith tradition; engages in spiritually formative activities: welcoming newcomers to faith, community worship, generous giving, sacrificial service, & disciplined prayer & Scripture study.

Motivation – Is self-motivated; has developed work habits & skills that motivates team members (laity, staff, & clergy); encourages others; creates confidence in people; gives inspiration to team members & the office atmosphere.

Organization – Able to gather & organize resources (including but not limited to people, funding, materials, time, & support) to get projects & work tasks done; can orchestrate multiple activities & tasks to accomplish a goal; uses resources effectively & efficiently.

Planning – Accurately evaluates the difficulty of work projects; establishes fitting priorities; develops work tasks into a process, steps, or stages; sets objectives & goals; consults with involved team members (laity, staff, & clergy); monitors & adjusts for problems; measures performance against goals; reviews results.

Team Player – Relates well to all people; treats members & non-members of the congregation with respect; builds proper rapport; constructs effective relationships; is tactful; uses diplomacy; is regarded as a significant member of the staff team.

First United Methodist Church – Paragould, Arkansas

POSITION TITLE: Director of Music Ministries **STATUS:** Part-time (12-15 hrs/wk)

REPORTS TO: Senior Pastor **EFFECTIVE:** Feb. 1, 2023 **FLSA:** Non-exempt

JOB SUMMARY: The Director of Music Ministries is a part-time position tasked with planning, preparing, and leading the music ministries of the church including multiple weekly worship services so that the congregants may grow to further Love God, Serve People, and Make a Difference.

SCHEDULE: Hours: Su 7am-Noon, 3pm-4pm; Wed evening 5:30pm-8:30pm (9 hrs/wk). Other hours as needed including working from home, meetings, special events, weddings, funerals, etc.

ESSENTIAL TASKS

General

- a. Works alongside clergy, staff, and laity to implement music ministries consistent with church-wide goals and efforts.
- b. Oversees music ministry including:
 1. Discern songs, hymns, praise sets and instrumental selections to inspire the Church's worship of God.
 2. Recruit, train, and lead the 11am Chancel Choir including Wednesday rehearsals and Sunday anthems.
 3. Recruit, train, and lead the 9am Praise Band including Wednesday rehearsals and Sunday setlists.
 4. Recruit, train, and lead the Handbell Choir including regular rehearsals and occasional anthems.
 5. Work with Pastor(s) to coordinate music alongside other elements of worship services.
 6. Work with the Director of Communications & Technology and/or volunteers to support technical aspects of worship including audio mixing (live & streaming) and visual media such as graphics/lyrics.
 7. Work with Organist-Pianist to coordinate special music including soloists, instrumentalists, and guest musicians.
 8. Lead musical elements of special services including but not limited to Lent, Holy Week, Advent, Christmas, funerals, weddings, etc. as needed.
 9. Provide musical support for other special events (e.g. Children or Youth ministry) as needed.

Administrative

- c. Develops and maintains music ministry calendar/plans in coordination with church-wide calendar.
- d. Engages staff and pastors in prompt, professional communication
- e. Attends to budget & financial matters in a timely & professional manner.
- f. Oversees music ministry related spaces (Chancel, Worship Stage, Choir Room, Worship Storage areas, etc.) so that they are clean, well-organized, and create a hospitable environment for ministry.
- g. Helps to maintain instruments (organ, piano, handbells, etc.) & technical equipment (microphones, soundboards, etc.) alongside other staff. Seeks support/assistance when necessary.

Relationships & Communications

- a. Develops positive, appropriate relationships with church members including those who regularly participate in worship through music.
- b. Maintains multiple forms of communication regarding music ministry (phone, email, group and individual text messaging, church newsletter/email, bulletin, etc.).
- c. Regularly seeks out and invites new/additional people to be involved in music ministries.
- d. Actively promotes FUMC and its ministries.

OTHER TASKS

- a. Actively monitors and implements compliance with ARUMC/FUMC Safe Gatherings Policies.
- b. Abides by FUMC Personnel Policy.
- c. Attends annual evaluation meetings with supervisor or more often as deemed necessary.
- d. Other duties as assigned.

QUALIFICATIONS

- a. High level of spiritual maturity, faith, and professionalism at all times.
- b. Experience in leading worship, vocalists, and musicians.
- c. Senses a spiritual calling to serve in music ministry.
- d. Proficient in playing guitar and/or piano with the ability to lead while playing.

- e. Ability to train and nurture other musicians.
- f. Relational and enthusiastic in leading worship.
- g. Skilled in the use of technology in worship including sound, lighting, computers, and visual media.
- h. Respect for all styles and genres of worship music; comfortable leading traditional and contemporary styles.
- i. Ability to work in a positive, efficient, effective, & independent manner, as well as in team-based settings.
- j. Ability to coordinate several activities at once & quickly analyze/resolve problems.
- k. Bachelor of Arts/Science in relevant field preferred
- l. Understands and is committed to Wesleyan theology in/through music ministry.
- m. Understands and is committed to the United Methodist Church

CORE COMPETENCIES ALL STAFF

Communication – Maintains open & active dialogue with others; speaks expectations clearly; evaluates with accuracy; values personal & team accountability; has deep listening skills.

Compassion – cares about people; is concerned about their work & non-work problems; is available & ready with appropriate help; is sympathetic to unfortunate circumstances; shares in the joys & pains of others.

Discipleship – Is an active disciple of Jesus Christ; participates in the Body of Christ as a United Methodist or in another faith tradition; engages in spiritually formative activities: welcoming newcomers to faith, community worship, generous giving, sacrificial service, & disciplined prayer & Scripture study.

Motivation – Is self-motivated; has developed work habits & skills that motivates team members (laity, staff, & clergy); encourages others; creates confidence in people; gives inspiration to team members & the office atmosphere.

Organization – Able to gather & organize resources (including but not limited to people, funding, materials, time, & support) to get projects & work tasks done; can orchestrate multiple activities & tasks to accomplish a goal; uses resources effectively & efficiently.

Planning – Accurately evaluates the difficulty of work projects; establishes fitting priorities; develops work tasks into a process, steps, or stages; sets objectives & goals; consults with involved team members (laity, staff, & clergy); monitors & adjusts for problems; measures performance against goals; reviews results.

Team Player – Relates well to all people; treats members & non-members of the congregation with respect; builds proper rapport; constructs effective relationships; is tactful; uses diplomacy; is regarded as a significant member of the staff team.

First United Methodist Church – Paragould, Arkansas

POSITION TITLE: Organist-Pianist **STATUS:** Contract

REPORTS TO: Senior Pastor **EFFECTIVE:** Feb. 1, 2023 **FLSA:** Non-exempt

JOB SUMMARY: The Organist-Pianist is a contract position tasked with providing instrumental support and leadership in the traditional services and music ministries of the church so that worshippers may grow to further Love God, Serve People, and Make a Difference.

ESSENTIAL TASKS

- a. Provide instrumental support by playing the Organ & Piano in Sunday 8am & 11am worship services.
- b. Provide instrumental support by playing the Organ & Piano for weekly Chancel Choir rehearsals.
- c. Provides instrumental leadership/support for special events and services including but not limited to Lent, Holy Week, Advent, Christmas, funerals, weddings, etc. as needed.
- d. Provide instrumental leadership/support for other special events (e.g. Children or Youth ministry) as needed.
- e. Supports and works alongside Director of Music Ministries in
 1. discerning songs & hymns that inspire the Church's worship of God.
 2. coordinating special music including soloists, instrumentalists, and guest musicians.

Administrative

- a. Supports music ministry needs in coordination with church-wide calendar.
- b. Engages staff and pastors in prompt, professional communication
- c. Takes special responsibility in helping to care for the sanctuary Piano & Organ including their tuning, maintenance, and repairs when needed. Seeks support/assistance from outside parties/companies when necessary.
- d. Helps to see that traditional music ministry related spaces (Chancel, Choir Room, Storage, etc.) are clean and well-organized.

Relationships/Communications

- a. Develops positive, appropriate relationships with church members including those who regularly participate in traditional worship through music.
- b. Regularly seeks out and invites new/additional people to be involved in music ministries in traditional worship.

OTHER TASKS

- a. Actively monitors and implements compliance with ARUMC/FUMC Safe Gatherings Policies.
- b. Abides by FUMC Personnel Policy.
- c. Attends annual evaluation meetings with supervisor or more often as deemed necessary.
- d. Other duties as assigned.

QUALIFICATIONS

- a. High level of spiritual maturity, faith, and professionalism at all times.
- b. Considerable experience in playing organ and piano in worship.
- c. Senses a spiritual calling to serve in music ministry.
- d. Ability to work in a positive, efficient, effective, & independent manner, as well as in team-based settings.
- e. Understands and is committed to Wesleyan theology in/through music ministry.
- f. Understands and is committed to the United Methodist Church.

CORE COMPETENCIES ALL STAFF

Communication – Maintains open & active dialogue with others; speaks expectations clearly; evaluates with accuracy; values personal & team accountability; has deep listening skills.

Compassion – cares about people; is concerned about their work & non-work problems; is available & ready with appropriate help; is sympathetic to unfortunate circumstances; shares in the joys & pains of others.

Discipleship – Is an active disciple of Jesus Christ; participates in the Body of Christ as a United Methodist or in another faith tradition; engages in spiritually formative activities: welcoming newcomers to faith, community worship, generous giving, sacrificial service, & disciplined prayer & Scripture study.

Motivation – Is self-motivated; has developed work habits & skills that motivates team members (laity, staff, & clergy); encourages others; creates confidence in people; gives inspiration to team members & the office atmosphere.

Organization – Able to gather & organize resources (including but not limited to people, funding, materials, time, & support) to get projects & work tasks done; can orchestrate multiple activities & tasks to accomplish a goal; uses resources effectively & efficiently.

Planning – Accurately evaluates the difficulty of work projects; establishes fitting priorities; develops work tasks into a process, steps, or stages; sets objectives & goals; consults with involved team members (laity, staff, & clergy); monitors & adjusts for problems; measures performance against goals; reviews results.

Team Player – Relates well to all people; treats members & non-members of the congregation with respect; builds proper rapport; constructs effective relationships; is tactful; uses diplomacy; is regarded as a significant member of the staff team.

First United Methodist Church – Paragould, Arkansas

POSITION TITLE: Custodian **STATUS:** Part-Time (~25 hours per week) **FLSA:** Non-exempt

REPORTS TO: Church Administrator **EFFECTIVE:** May 31, 2022

JOB DESCRIPTION: The FUMC part-time custodian will work alongside the Church Administrator and pastors/staff to assure facilities are clean and prepared to host and support ministry operations.

NOTE: Currently, “Breaking Bonds Ministries” from FUMC Jonesboro cleans the primary FUMC spaces once/week on Friday including: Worship Center, Gym, Children’s Area, Welcome Center, Sanctuary, and First-floor Restrooms. While Breaking Bonds provides a bulk of the necessary cleaning, there still many other tasks to be completed for which the part-time custodian will be responsible, including but not limited to:

ESSENTIAL TASKS

- a. SUNDAY - Arrive Sunday by 7am to unlock doors and turn on lights and make coffee. Assist with any facility-related issues. Be the last to leave, make sure all lights are off and doors locked.
- b. WORSHIP SPACES - Prepare worship spaces weekly as needed including maintaining and replacing candles, updating necessary paraments, putting out new “Connect Cards”, etc.
- c. STAFF MEETINGS - Attending staff meetings Tuesdays at 9:30am
- d. SUPPLIES - Work alongside Church Administrator to keep necessary custodial and hygiene supplies stocked and distributed.
- e. WEEKLY CLEANING
 - i. Full responsibility for weekly cleaning (dusting, mopping, vacuuming, trash, etc.) for spaces **NOT** cleaned by Breaking Bonds including Youth Room, 5th & 6th grade classroom, 2nd floor restrooms, 2nd floor Classrooms, 1st floor Classrooms (Old Nursery) and the Chapel.
 - ii. Full responsibility for weekly cleaning of staff offices (dusting, mopping, vacuuming, trash, etc.). Cleaning should be completed when offices are not occupied.
 - iii. Collect and organize recycling each week (boxes, white paper, plastics).
- f. OTHER -
 - i. Address any custodial issues that need attention before Saturdays (dusting, mopping, trash, dishwashing, etc.)
 - ii. Assist in support of seasonal ministries as needed (e.g. Vacation Bible School, Holiday Services, etc.)
 - iii. Backup for audio/video assistance as needed

SCHEDULE- to be amended as needed

Sun	7am-12:30pm. Open & close. Prepare & clean coffee. Join in Sunday School and/or worship as schedule allows.	~5.5 hours
Tue	8:30am-12:30pm. Including attending 9:30am staff meeting.	~5 hours
Wed	8:30am-12:30pm Outside of Connect Wednesday “Season” 12:30pm-7:30pm During Connect Wednesday	4-7 hours
Other	M, Th, F schedule is flexible and can be coordinated with Bus. Admin. & Sr. Pastor. Total hours per week should be 20-25.	

CORE COMPETENCIES ALL STAFF

Communication – Maintains open & active dialogue with others; speaks expectations clearly; evaluates with accuracy; values personal & team accountability; has deep listening skills.

Compassion – cares about people; is concerned about their work & non-work problems; is available & ready with appropriate help; is sympathetic to unfortunate circumstances; shares in the joys & pains of others.

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Organization – Able to gather & organize resources (including but not limited to people, funding, materials, time, & support) to get projects & work tasks done; can orchestrate multiple activities & tasks to accomplish a goal; uses resources effectively & efficiently.

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