

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

April 20, 2010