

Full-Time Pastoral Minister

Jamestown Friends Meeting is a welcoming and inclusive Friends Meeting seeking a full-time pastor. We seek a pastor who will give leadership to our Meeting's desire to support one another's lives and ministries, be active in living out God's love in the community around us, and be a center of Quaker thought and practice. This leadership is carried through worship leadership, pastoral care of the Meeting, administration, outreach, and developing and maintaining relationships with broader communities to which we are connected.

Jamestown Friends Meeting is committed to recognizing and offering full participation of all people regardless of racial, ethnic, sexual orientation and cultural diversity. We are gathered by our authentic, growing direct relationships with the God who loves us and fully participates in all life with us. We are intentionally on a journey together.

Jamestown Friends Meeting of the Religious Society of Friends (Quakers) is an open and affirming semi-programmed meeting. We have about 70 members, and a number of non-members attend frequently. There are typically 30–40 in worship each week. The Meeting is part of North Carolina Fellowship of Friends, which is affiliated with Friends United Meeting.

Jamestown Friends Meeting offers its members and attenders opportunities for ministry and worship. These opportunities include Sunday worship, adult forum, solemnization of marriage, consoling of bereaved Friends, nurture of young people, pastoral care, spiritual nurture, social concerns and outreach, fellowship, inspiration and recreation.

Those employed by Jamestown Friends are expected not only to possess appropriate skills and experience, but also to have motivation, personal integrity, and general sympathy with the policies and testimonies of the Religious Society of Friends.

As we seek a new full-time minister, we do so with the understanding that we are all called to minister according to the gifts we have received. Some are called to pastoral ministry, to serve by nurturing communities of Friends and by equipping others for their own ministry. We understand that each minister has been called by God to follow leadings in their own unique way. We hope to learn from one another and develop a shared vision for our future. We also understand the practical necessity of providing financial support so that our minister may be liberated to carry out the work of his/her calling.

Desired Qualifications

- Demonstrates a personal relationship with God, making it a priority to listen for God's leadings
- College degree required, advanced degree encouraged,
- Possess strong active listening abilities, and skills in peacemaking and conflict management
- Identification with the Religious Society of Friends strongly preferred, including knowledge of and experience with Quaker faith, process and practice
- Demonstrates strong communication and interpersonal skills
- Demonstrates good organizational and time management skills
- Good organizational and computer skills
- Exhibits kindness, respect for all, and a good sense of humor.

Responsibilities of the Pastoral Minister

The pastoral minister is responsible for the care of the Meeting in three related areas: spiritual leader, public Friend, and Meeting coordinator.

As a spiritual leader, the minister:

- Prepares and delivers a short message (approx. 15 minutes) during Meeting for Worship, keeping in mind the value that Jamestown Friends Meeting places on having a significant portion of time for silent, open worship. The message need not be an authoritative sermon but may serve rather as a "collecting point" from which all who have gathered to worship may enter the silence together.
- It is customary at Jamestown Friends Meeting to have unprogrammed worship on the fifth Sunday of a month, so on fifth Sundays, the minister is not expected to bring a message.
- Collaborates with Ministry and Counsel on appropriate content and format for Meeting for Worship and helps arrange for someone to give prepared vocal ministry during absences.
- Instructs and encourages members and attenders to develop their understanding of Quaker faith and practice. This includes conducting an introduction to Quakerism/membership class as needed, as well as providing support and guidance for the religious education needs of the Meeting.
- Supports and fosters the spiritual growth of members and attenders, encouraging individuals to become more involved in the life of the Meeting when appropriate, and encouraging educational activities, spiritual nurture groups, retreats, workshops, etc.
- Makes hospital and home visits, and offers counsel, guidance, comfort, and/or resources for more in-depth or long-term needs.
- Provides pre-marital counseling for those wishing to be married at the meeting house and officiates at weddings if requested.
- Coordinate's funeral or memorial arrangements, helping families plan services, and officiates if requested.

As public Friend, the minister:

- Serves as a moderator and contact point for Meeting communications, including emails, website content, and social media (Facebook and Twitter).
- Represents Jamestown Friends Meeting in the wider community, attending local and regional inter-denominational and civic events as well as local, regional, and national Quaker events.
- Nurtures the Meeting's relationships with Friends' organizations in the wider Quaker world.
- Supports the Meeting's social outreach projects and coordinates new initiatives upon direction by the Meeting.

As Meeting coordinator, the minister:

Supports the clerk and recording clerk of the Meeting, serving as a resource and helping to prepare information for Monthly Meeting for Worship with a Concern for Business, as well as upholding our business meetings following Quaker practice.

- Assists and supports committees as needed and encourages inter-committee communication, with particular attention to clearness committees, Ministry and Counsel (spiritual nurture of the Meeting), Peace & Social Concerns (social ministry of the Meeting), and Trustees (care and maintenance of the building and grounds).

This position description provides a general picture of assignments. However, the minister needs to be flexible and can expect to be called to help in ways that cannot always be anticipated.

Accountability

The minister is accountable to Ministry and Counsel and will attend all meetings of Ministry and Counsel to report activities done in the name of, and for, the Meeting. The minister will confer with Ministry and Counsel about policies, questions, or difficulties. Ministry and Counsel will support and encourage the minister. At least once a year, Ministry and Counsel and the minister together will conduct an assessment of the minister's work.

Work Environment

The normal work week for the minister is 40 hours with two days off per week. The minister is expected to keep regular office hours 20 hours a week. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Salary and Benefits

Salary is commensurate with skills and experience. Benefits for the minister include paid vacation and sick leave, selected paid holidays, health insurance, a retirement plan, and worker's compensation.

Application Procedure

We welcome all those who feel called to apply to send a resume and cover letter or curriculum vitae, a narrative of your spiritual journey as well as the name and contact information of references Jamestown Friends Meeting, PO Box 2163, Jamestown, NC 27282, Attn: Pastoral Search Committee.

Jamestown Friends Meeting does not discriminate on the basis of gender, disability, sexual orientation, or race.