

**St. David's, Laurinburg, 1/4 time Vicar**

**Contact: Senior Warden, Carolyn Beranek, [beranekjcd@earthlink.net](mailto:beranekjcd@earthlink.net)**

Quarter Time Vicar job description (2 Sundays per month, as negotiated)

This call presumes an average of 1 day a week: 2 Sundays each month, and 2 weekdays each month. Sunday time could include fellowship with parishioners, Christian Formation, and/or vestry meeting. Time does include travel to/from St. David's. Total hours for each month would average about 40.

Compensation is **\$16,400/year**, plus pension.

**Areas of service:**

**Liturgy and Worship\***

includes 2 Sunday Eucharists and sermon; Holy Week and Christmas Eve; time setting up and planning liturgy; sermon preparation and study; consultation with music minister and fellowship with parishioners, long-range planning for liturgical year. Also includes formation of lay readers and liturgical instruction for lectors, acolytes, altar guild and others.

Average monthly hours: **23**

**Christian Formation for Adults/Children**

Confirmation and baptism preparation; training teachers; Lenten programs; guiding curriculum selection/development; encouraging leadership; adult discussion group.

Average monthly hours: **6**

**General Leadership and Fostering Spiritual Growth and Development in the Congregation**

includes vicar's own personal prayer and study, taking time with bulletin editor, with lay members to answer questions, give encouragement and counsel, and lift-up spiritual gifts. Average monthly hours: **3**

**Parishioner/Parish Crisis \*\***

This is hard to quantify and on as-needed basis, and time spent in this way would generally be subtracted from normal monthly hours served

**Other**

Hospital calls, shut-ins, parish visits includes time spent traveling and focuses on the most seriously ill or in need. To be supplemented by lay visits/LEMs. Average monthly hours: **5**

**Decision Making, Finances, General Administrative**

this area of service would be limited to Vestry meetings (where finances and decision-making matters would be presented); email and other occasional parish correspondence; parochial report and audit review. Average monthly hours: **3**

**Non-Important Areas to Clergy Position:**

General office management, bill-paying, etc.

Buildings and grounds issues

Social engagements with parishioners

Detailed involvement with day-to-day operations of the community

\* Weddings and funerals would not be considered part of the hours of this call but would be contracted for on a separate basis by families, and Vicar would be free to refuse or accept these duties. Compensation would be at a flat rate, decided by the diocese, that takes into consideration the hours of preparation, time with families, and other details, in addition to the actual service.

\* Also, may arrange for an additional Sunday service at the current supply clergy rate plus mileage reimbursement.

\*\* Vicar would understand the unpredictable nature of crises and make themselves as available as possible during times of death or trauma to the community or its members. The congregation would understand that after such events, the vicar would be compensated with additional time away and/or hours paid.