

First Unitarian Church of Portland

Lay Minister Position Description and Training Schedule

Purpose:

Lay Ministers are members who represent the church when they reach out to care for fellow congregants in need. They are leaders in the church and are an extension of the pastoral arm of the Called Ministers and work in partnership with the Ministers to care for church members. The Lay Minister offers a listening presence to support congregants on the spiritual journey.

Qualifications

Persons who serve as Lay Ministers are selected for their understanding, acceptance, and compassion. They are at a place in their lives where they are able to be there for others, be able to prioritize the needs of congregants.

Responsibilities

Lay Ministers may be involved in the following activities:

- One-on-one Ministry for an assigned congregant
- Small Group Ministry facilitation
- On-Call Duty for 2-week segments: at least once per year
- Lay Ministry Support work such as:
 - New member meetings
 - Note writing to congregants
 - Prayer Requests
 - Meeting program planning

Time commitment

Time requirements may vary depending on pastoral care needs in the congregation. Lay Ministers are asked to be available for up to 10-12 hours monthly, including monthly meetings.

Support

The Called Ministers, Coordinator, and mentors will be available to provide support, training, resources, and guidance to the Lay Ministry program and individual Lay Ministers.

Confidentiality

Confidentiality is imperative in our work. Lay Ministers will be confidential by not disclosing information that reveals the identity or situation of any and all congregants we serve as Lay Ministers.

Tentative Training Schedule for 2024

Sat, Apr 6 9am – Noon

Sun, Apr 7 1-2:30 pm

Wed, Apr 10 7-9 pm

Wed, Apr 24 7-9 pm

Sat, Apr 27 10-12 pm

Wed, Apr 17 7-9 pm

Retreat Fri, May 3 5pm to Sun, May 5 1 pm