

2019 POSITION DESCRIPTION – MONTREAT MINISTRY TEAM (Three positions)

PURPOSE OF THE PROGRAM: to provide a summer field education experience for students in the M.Div., M.A.C.E., and/or dual degree program and to provide for the social and spiritual nurture of the college staff of Montreat Conference Center; to participate in the leadership of worship sponsored by MCC; and to contribute to the faith development of young people in the Clubs program. Summer staff are not only involved in meaningful work during the summer but are also gaining valuable experience as part of a leader development program.

GOALS

The ministry to the Montreat summer staff will revolve around these goals, each of which has two aspects. None are mutually exclusive, many are overlapping:

1. **Worship:** To serve as members of the MCC worship team that plans, leads, and coordinates summer Sunday morning worship for the Montreat community; in addition, those taking this course for parish-based supervised ministry will have an opportunity to strengthen their skills in preaching and liturgy writing.
2. **Hospitality:** To model Christian practices of hospitality toward the summer staff; to instill practices of Christian hospitality among members of the Summer Staff.
3. **Relationships:** To nurture individual relationships with summer staff members; to invite them to nurture healthy relationships with one another.
4. **Pastoral Care:** To provide pastoral care, nurture, and support to the Summer Staff; to create a context in which they might care for one another.
5. **Community Life:** To contribute positively to the community life of the summer staff; to give them opportunities to engage in healthy community life.
6. **Christian Education:** To work as part of a team to create and deliver developmentally-appropriate devotions to children and youth in the Clubs day camp program; to encourage Clubs staff to nurture children and youth in faith formation.

STRATEGIES

Each of these goals has some anticipated strategies. The Ministry Team members are expected to add to these with their own skills and talents:

1. **Worship with a large congregation:**
 - meet with the President and the worship/music team each Monday.
 - collaborate with the Vice President for Program on worship preparation.
 - secure volunteers to assist with worship.
 - with colleagues on the Ministry Team, alternately coordinate the sound cues for the worship service or participate in leading worship.
 - Those taking this course for parish-based supervised ministry will:
 - *preach once for a mentor group and submit a sermon manuscript once for that group.
 - *write liturgy for a summer Sunday service in collaboration with the MCC liturgy writer.

2. Hospitality:
 - maintain the program facility as a drop-in center for college staff for personal conversation, pastoral care, and informal fellowship.
 - prepare one meal each week for the college staff.
3. Relationships:
 - provide opportunities for fun and fellowship.
 - nurture relationships and encourage staff by making regular visits at their worksites, sometimes supporting them by “pitching in”.
 - talk informally one on one with college staff about vocation.
 - share informally one on one with college staff interested in exploring faith issues.
4. Pastoral Care and Nurture:
 - provide opportunities for worship and prayer.
 - assist, if needed, in transporting an ill or injured summer staffer to the emergency room, staying with them as needed and appropriate.
 - visit ill and injured summer staff in the hospital or in their lodges, when appropriate.
 - provide small group Bible studies and prayer groups, utilize spiritual practices to strengthen all goals as well as to honor differences among members.
 - when appropriate, assist summer staff in seeking professional pastoral care resources.
5. Community Life:
 - participate in the orientation program for college staff, giving leadership in areas requested by Montreat. Ordinarily this will include greeting new arrivals at check-in, assisting with the opening night program, and offering an opportunity later in the week for summer staff to gather.
 - encourage participation in community opportunities for worship (Sunday morning, conferences, etc.), fun (Friday night square dance, etc.) and service (“Second Loaf” food collection project, Summer Singers, etc.).
 - plan and coordinate the traditional summer staff T-shirt.
 - be fully aware of and give support to the rules set forth by Montreat for college staff and model these rules.
 - with Montreat administration ONLY, share critique of these rules.
6. Christian Education:
 - support the faith formation of children and youth in the Clubs day camp program, by working as part of a team to create and deliver regular devotions.
 - creatively provide opportunities for children and youth to participate in the religious life of the community, perhaps by participating in Sunday morning worship.
 - serve as a resource to Clubs staff as that staff seeks to incorporate theological understanding into all aspects of Clubs (community building, recreation, etc.).

SUPPORTING TASKS

The tasks are for the whole team--delegation may be determined by the team members themselves.

- A. Arrive on site according to the dates at the end of this document in order to allow time to become familiar with Montreat, to prepare for summer staff orientation, to meet with staff, and to continue planning for the summer program. Providing a personal laptop will be a real benefit.
- B. Study previous ministry team programs as well as similar programs of other centers prior to and during the summer in order to profit from the past and to build on previous accomplishments.
- C. Maintain a record of newsletters, calendars, fliers, etc. for future ministry teams. The electronic record will be left with Montreat for next year's team.
- D. Attend weekly summer staff meetings for the purpose of scheduling, coordinating, and sharing pastoral concerns.
- E. Meet regularly (ordinarily each week) with internship supervisor, normally the Vice President for the Program Department.

RELATIONSHIPS: The program and its staff are responsible to the Director of Supervised Ministry at the sponsoring seminary and to the Vice President for Program at Montreat. The summer ministry team shall be chosen by the sponsoring seminary in consultation with Montreat Conference Center. Montreat is responsible for introducing and orienting the ministry team students, sharing with them in periodic reflection on their work, and interpreting their role to summer staff. This will be done in part during staff orientation.

PROVISIONS: The Seminary will provide a stipend commensurate with its field education salary guidelines and Montreat will provide suitable housing and utilities for the ministry team as well as facilities for the Ministry Team program.

QUALIFICATIONS: among other qualifications, members of the Ministry Team should be able to work well independently; work well in teams; feel comfortable sharing some of their living area as public space; and be able to work together with Montreat staff for the common good of the Summer Staff community. Ideal candidate will have strong skills in organization, time management, and communication, as well as an ability to work independently and problem-solve effectively.

DATES: Wednesday, May 22nd – Sunday, August 4th, 2019

