



**Whigham Methodist Church
P.O Box 4
Whigham, GA 39897**

Job Description for Part-Time Pastor (~ 20 hours/week)

Summary:

The Whigham Church is looking for a pastor to lead and nurture our family of believers. We would prefer to have a couple that would work together to minister to all those within our Church, and work to evangelize those in our community by actively participating in community and school events. We are looking for a bi-vocational individual.

The qualifications for this position come directly from Scripture:

1 Timothy 3: 1 - 7

Titus 1: 6 - 9

Essential Responsibilities:

Sunday morning worship service at 11 am

Visiting our sick parishioners in the hospital and at-home

Providing comfort to those who are lonely or in a nursing home

Lead Bible studies

Work in conjunction with our minister of music and worship committee to coordinate songs for services

Services on Wednesday and/or Sunday evenings, as interest from members dictates

Mentoring for new members and younger children (similar to confirmation classes)

Maintain Church records (membership roll, letters of transfer, etc..)

Administrative Duties including assisting with budgetary records

Officiate at weddings, baptisms, and funerals as needed

Assist with Vacation Bible School

Involvement in Sunday School Program

Participate and assist with any special activities such as missions and/or committees

Participate in any summer youth activities, including mission trips to AIM programs

Attend at least one continuing education class per year with AIM

Attend AIM meetings as requested by the Board or as needed for our Church to maintain affiliate membership, Church would pay or reimburse for AIM trips

Essential Character Traits:

Prayerful in decision making; does not rely on strategy without seeking God.

High value of Scripture; refers to Scripture in all matters

Strong and humble; able to lead, and take direction

Not easily frustrated, but able to remain composed and gracious under pressure
Self-motivated, capable of addressing issues without much direction or guidance
Professional demeanor and communication in all emails, conversations, and forms of communication
Extremely detail - oriented; does not let important details slip through the cracks
Able to oversee multiple projects simultaneously, with excellence
Skilled in building teams and organizational structures
Skilled in delegating tasks, and holding people accountable to complete tasks
Trustworthy; does what they say they will do
Skilled in financial management and expansion; able to create, balance, and maintain budgets
Clear / direct communicator
Responsive to email, text, and phone calls
Confident and strong in dealing with confrontation
Not forgetful, sensitive, timid, or abrasive
Must be able to consistently find a way to get the job done

Fringe Benefits:

Salary commensurate with experience and education (will be discussed by Chair of Administrative Board and PPR Committee)
Parsonage (Individual pays utilities and phone). We recommend renter's insurance.
Parsonage grounds upkeep will be provided by the Church.
Sick days (7 days per year with enough notice for lay speaker to cover services)
Vacation days (14 days per year planned so that Church has coverage for services)
Our Church does not offer retirement benefits or medical insurance

About Whigham Methodist Church

The Whigham Methodist Church has been ministering in the Whigham area for 152 years. It is conveniently located 25 miles west of Thomasville, Georgia and approximately 30 miles north of Tallahassee, Florida. Our Church is in a small, rural, agriculturally based community with a population of 423. There is an elementary and middle school in town and the high school is six miles away in Cairo, Georgia. There is a small "pod" based school that uses our facilities from Monday through Thursday during the school year. This pod school was started during the Covid pandemic and has grown each year. We also have a Cub Scout Troop that meets on Thursdays during the school year in our fellowship hall. Our Church sponsors the "Backpack Buddies" program which packs bags that are distributed to children at the public school who experience food insecurity on the weekends. We currently have Sunday School at 10 am and a worship service at 11 am on Sundays. Weekly attendance ranges from 35 to 52.

Whigham Methodist has a parsonage with three bedrooms and two baths which is currently unoccupied.

If interested, please contact: Jet Cox at coxdrugs@syrupcity.net or

Carol Leggett at drcleggett@gmail.com

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