

Clergy Roles and Responsibilities

	Pastor	
Assistant Pastor for the Seminary		Assistant Pastor for Outreach
Seminary Engagement Team		Spiritual Care Team
Secretary for the Seminary		Secretary for Clergy

Pastor

Direct Report: Council

Receives Direct Reports from and Delegates to: Assistant Pastor for the Seminary and Assistant Pastor for Outreach

Responsibilities include:

- Setting the vision and mission of the Clergy
- Providing Council with counsel
- Ordaining ministers
- Assisting the AP's in their various tasks
- Bringing ideas from the General Clergy directly to the Council for review

Assistant Pastor for the Seminary

Directly Reports to: Pastor

Team Lead for: Seminary Engagement Team

Responsibilities include:

- Ensuring the successful completion and documentation of all studies and projects required for the various clerical ranks of the Temple of the Jedi Order.
- Together with their team, facilitating round table discussions on various topics related to Seminary studies
- Maintaining regular contact with Seminarians actively studying
- Reporting to the Pastor any individuals ready for promotion
- Other duties assigned and related to the Office.

Seminary Engagement Team

Direct Report: Assistant Pastor for the Seminary

Responsibilities include:

- Assist the Assistant Pastor for the Seminary in the discharge of their duties by
 - Maintaining regular contact with a set number of individuals actively studying seminary
 - Reading and responding to write ups by seminarians, offering suggestions and praise on work that is well done.
 - Facilitating roundtable discussions on various topics related to ministry and study

- Assisting seminarians in their various ministry related projects
- Other duties assigned and related to the team

Secretary for the Seminary

Direct Report: Assistant Pastor for the Seminary

Responsibilities include:

- Maintaining an accurate roll of students and their place in the Seminary and their lessons completed
- Maintain an accurate list of roundtable discussions and their respective logs
- Other duties as assigned and related to the office

Assistant Pastor for Outreach

Direct Report: Pastor

Team lead for: Spiritual Care Team

Responsibilities include:

- Maintaining awareness of the tenor of the forum and the wall. Looking for themes that demonstrate a need to have a conversation
- Facilitating roundtable discussions around “hot button” issues, or issues that have come up in the past two weeks
- Providing outreach (via PM or chat, or both) to members without Training Masters so that they can maintain their connection to the Temple and continue their training
- Providing assistance to those who we learn may be struggling with various aspects of life
- Other duties as assigned and related to the office

Spiritual Care Team

Direct report: Assistant Pastor for Outreach

Responsibilities include:

- Assist the Assistant Pastor for Outreach in the discharge of their duties by:
 - Providing a regular presence of clergy in chat for confidant sessions
 - Looking through the forum and the wall to see who might be in need of spiritual care and reaching out
 - Facilitating roundtable discussions related to “hot button” issues on the forum, in the news, etc.
 - Providing outreach to our members with and without Teaching Masters (but with particular attention on those without) on a regular basis (to be determined by the AP for Outreach)

Secretary for the Clergy

- Writes all official correspondence to the Clergy as well as to the wider community
- Completes temporary licenses for various ceremonies
- Maintains the log for individuals in need of spiritual care (offsite)
- Maintains a list of roundtable discussions (in the wider clergy forum) as well as their respective chat logs
- Other duties as assigned and related to the Office