



**The Partnership of Samaritan Ministry of Greater Washington (SMGW)  
Job Description: *Partner Parish Representatives* – Revised 2015**

**Overview**

Partner Parish representatives are organizational leaders on behalf of both their parish and SMGW; they are “community organizers” in their parish communities. As such they serve as catalysts for engaging the time, talent and treasure of their parish as well as the time, talent and treasure of SMGW for the shared, transformative work of ministry, according to their parish’s discerned vision for partnership. The partnership includes parishes as well as schools and, potentially, other ministry organizations. A Partner Parish Rep is one of many partner reps who gather 5 times per year in the Partner Council to reflect on their leadership role and to share insights and information with other partner reps from other parishes and schools, as well as SMGW staff. The role involves collaborating with other leaders in their parish which includes but is not limited to their clergy and their partner parish co-leader if one is identified. The role also involves collaboration with key leaders at SMGW, including but not limited to the paid and volunteer staff and leaders from the Partner Parish Committee of the Board. While there are many aspects of the partnership that all partner parishes share – such as representing their parish at key SMGW events and engaging the time, talent and treasure of their parishes – the touchstone for each partner parish is a discerned “covenant for partnership” that reflects their parish’s interests and goals for engagement.

**Qualifications**

Partner Parish representatives are –

- Members in good standing of a Samaritan Ministry “partner parish,” meaning active members of a partner parish that is in covenant with us. Being in covenant does not mean perfection, but a basic commitment to be in covenant.
- “Fit” and “called” to this ministry. “Fit” means that you bring the basic tools and talent to effectively do the work of engagement. “Called” means that you have passion and interest in doing it; this is not a ministry that anyone should do out of a sense of obligation! Discerning both is something you do in conversation with your clergy or outreach leaders as well, as with the ED and other Partner Parish leaders of SMGW.
- Recommended or approved by their clergy leaders. While the clergy may or may not make an appointment *per se*, s/he needs to at least approve it.
- Committed to serving at least one 3-year term as a Partner Parish Representative. Note that you don’t have to be sure of your plans for 3 years, just that you’re committed to serving for that period, all things being equal. You may renew that term one more time after that term or step down as discerned by you, your clergy and SMGW leaders, just as occurred in the original appointment.

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## Expectations/Responsibilities

- To understand the basic mission, core values, history and program of SMGW in such a way that you feel comfortable speaking in basic terms of what we do, why we do it and how it engages and benefits your parish and vice-versa. This includes both the basic work with program participants as well as the parish partnership.
- In partnership with SMGW staff and appropriate others, to engage your parish in discerning what you want partnership to look like in your parish, the result being a the “covenant for partnership” between you, Samaritan Ministry and other partner parishes.
- In partnership with SMGW staff and appropriate others, to develop a plan for organizing your parish engagement, then to implement your plan around the various opportunities for shared ministry through the partnership, whether individual volunteer opportunities or partner-parish-wide events or in between. This includes but is not limited to recruiting *other* partner parish leaders for events, campaigns, drives or other aspects of your partnership with SMGW. With the help of SMGW staff, it also includes ensuring that critical communications make it into weekly announcements and regular church newsletters, e-blasts and websites.
- Sharing your congregation’s needs, concerns and challenges as they relate to the mission of your parish as well as the mission of SMGW, always asking the question, “How can SMGW support your mission at St. \_\_\_\_.
- In partnership with SMGW staff and parish clergy, to facilitate both the scheduling and design for a “Samaritan Ministry Sunday” at least every two years.
- Regular meeting and communication with SMGW staff and partnership leaders. This includes but is not limited to (a) attendance the Parish Council meetings (approximately 5x/year) which includes the SMGW Annual Meeting and an annual training session; (b) annual sit-down with the ED, staff and/or Partner Parish Committee mentor to reflect on how the partnership is going for your parish.
- In partnership with SMGW staff, to work with appropriate other parish leaders to secure your congregation’s annual financial stewardship contribution to SMGW.
- To contribute to SMGW as part of your own financial stewardship.
- To consider serving on at least one of the various standing committees or *ad hoc* subcommittees, e.g. the *ad hoc* Leadership Development Committee, the *ad hoc* Gala Committee or the standing Development Committee.
- In partnership with SMGW staff and appropriate others, to organize participation in SMGW fundraising events, including but not limited to the annual Gala, Help-the-Homeless Campaign, and Next Step Breakfast. This includes your own participation!

**Interested in serving as a Partner Parish Representative in your parish?**

**Contact: ED David Wolf ([dwolf@samaritanministry.org](mailto:dwolf@samaritanministry.org))**