

# Night Minister

## Job Description (2018)

### **General Description:**

The Night Minister supports Night Ministry's mission of providing compassionate, non-judgmental pastoral care, care of the soul, counseling, referrals and crisis intervention every night of the year between the hours of 10:00 pm and 4:00 am.

This is a full-time or 3/4-time position, with varying hours as needed. Salary and Benefits are determined by the Night Ministry Governing Board.

The Night Minister will be a member of the ordained clergy, in good standing within their Denomination or faith tradition, and will report directly to the Executive Director and/or the Night Ministry Governing Board.

### **Specific Duties and responsibilities:**

#### Night Minister / Clergy Function:

- Work up to 5 nights per week as Night Minister on the streets providing pastoral care, counseling, crisis intervention and a spiritual presence.
- Perform appropriate weddings, funerals, baptisms, Eucharists, blessings and invocations as needed.

#### Night Ministers:

- Recruit, hire, fire, train, schedule and supervise Assistant Night Ministers.

#### Crisis Line:

- Support Coordinator of Crisis Line Counselors.
- Serve on the Crisis Line Counselor Training Team.
- Participate in the recruitment, training and continuing education of all Crisis Line Counselors.

#### Programs of Night Ministry:

- Support the program and staff of Open Cathedrals, preaching and presiding occasionally.
- Support the Clinical Pastoral Education (CPE) program, including training students.
- Serve as a member of the CPE Professional Advisory Group.
- Serve on the Board of SF CARES.
- Participate in and support the programs of Sacred Space-San Francisco.
- Serve on the Advisory Board of Sacred Space – San Francisco.
- Take a leadership role in planning and presenting The Vigil: the annual memorial for San Francisco's homeless dead
- Work with SF Interfaith Council in the scheduling and staffing of the Winter Shelter
- Manage the Volunteer Night Chaplain program.
- Arrange for the orientation and walking of various groups.

#### Administration:

- Report monthly to the Night Ministry Governing Board.
- Attend Governing Board meetings.
- Participate in and provide support for working committees of the Governing Board.

Seek Community Support and Outreach:

- Cultivate relationships with religious and civic organizations as needed.
- Supervise all field workers or interns that are assigned to Night Ministry.
- Act as a consultant to various religious and civic organizations.

Publicity and Communication:

- Provide articles for newsletters, electronic news, etc.
- Provide interviews with members of the press.
- Participate in fund-raising and promotional events
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Additionally:

- Other tasks as needed.

**Qualifications:**

Excellent Communication skills

Ability to self-motivate as well as work with a team

Familiarity with not-for-profit organizations

Attention to detail, accuracy and organized

CPE experience