

## UNDERSTANDING YOUR PASTOR'S WORKLOAD

The following activities are some of the demands and responsibilities your pastor faces in any given month. In order for you to understand your pastor's workload better, please indicate the number of hours per week that you think your pastor should devote to these activities. Commuting from office to hospitals or meetings should be taken into consideration. For 15 minutes use .15; for 30 minutes use .30; for 45 minutes use .45; for an hour or more use 1.0, etc.

- \_\_\_\_\_ Studying for personal, spiritual and intellectual growth
- \_\_\_\_\_ Preparing sermons
- \_\_\_\_\_ Preparing Sunday morning worship services
- \_\_\_\_\_ Preparing new members for baptism or church membership
- \_\_\_\_\_ Preparing and teaching Bible studies
- \_\_\_\_\_ Discipling others
- \_\_\_\_\_ Recruiting and training new leaders
- \_\_\_\_\_ Working with church departmental leaders
- \_\_\_\_\_ Visiting inactive members
- \_\_\_\_\_ Visiting the sick in hospitals and in their homes
- \_\_\_\_\_ Evangelistic visits on prospective new members
- \_\_\_\_\_ Visiting the bereaved at the time of death or tragedy
- \_\_\_\_\_ Visiting the bereaved sometime after the death
- \_\_\_\_\_ Visiting active families of the church
- \_\_\_\_\_ Counseling church members
- \_\_\_\_\_ Attending church committees and board meetings
- \_\_\_\_\_ Attending church socials, retreats, men's and women's meetings, etc.
- \_\_\_\_\_ Counseling couples for marriage
- \_\_\_\_\_ Conducting weddings
- \_\_\_\_\_ Conducting funerals
- \_\_\_\_\_ Attending conferences, workshops or seminars
- \_\_\_\_\_ Overseeing church administration including planning, scheduling, writing letters, articles, emails, and answering and returning phone calls
- \_\_\_\_\_ Planning and helping to organize special church projects
- \_\_\_\_\_ Reading books and periodicals to keep up with current events
- \_\_\_\_\_ Sleep and rest
- \_\_\_\_\_ Time to be with their spouse and family
- \_\_\_\_\_ Total (one week is 168 hours)