

Position Description

Position Title:	Senior Minister
Ecclesiastical Status:	Ordained
Payroll Status:	Salaried/Exempt (Target = 40 hours per week)
Immediate Supervision:	Church Council (with input from Pastor or Staff Relations Committee) (refer to church By-Laws for guidance)

Summary:

The Senior Minister is the ordained staff member whose primary responsibilities are loving and listening, shepherding and coaching, equipping and facilitating the children of God related to _____ Congregational Church, so that together we may grow towards a richer and stronger faith in Jesus Christ.

Areas of Responsibility

Worship

- Leadership of Sunday worship services, including the majority of preaching and the right administration of the sacraments (Lord's Supper and Baptism)
- Lead/participate in worship at other special services as determined in consultation with the Board of Church Life
- Weddings (primarily member weddings; non-member weddings on request)
- Funerals (as appropriate)

Pastoral Leadership

- Pray and grow in relationship with God
- Help the lay leadership of Second Congregational seek, develop and communicate God's vision for the congregation
- Provide or arrange for coaching, training and equipping for lay leadership
- Encourage the development of new ministries and programs in line with the goals and mission of the congregation
- Offer vision, direction and coaching for members involved in all program areas of the church's life

Teaching

- Interpret the Scriptures with an emphasis on helping people apply the Word in their daily lives
- Encourage the fellowship to read and apply God's Word for themselves and in fellowship with each other
- Oversee (and teach as required) the youth groups of the church (currently, an upper elementary group and a junior high/senior high blended group)
- Oversee (and teach as called upon) the Confirmation Class to be taught as needed, in consultation with the program staff and Board of Church Life
- Teach basic moral values, ethics and the historical truths of the Christian faith with an emphasis on Scripture

Outreach

- Identify, contact, orient, and educate prospective members into the active life of the fellowship, including Confirmation
- Help the congregation and the boards think of ways to reach out to the immediate neighborhood and the greater community area.
- Provide direction (and content on request) for all church press releases

Pastoral Care

- Building and maintaining relationships with members and friends of the church
- Offer counseling for people in times of crisis
- Hospital, nursing home and other visitation (as appropriate)
- Offering spiritual direction to those seeking to grow in their faith

Administration

- Supervise and coach all staff members
- Oversee the church office
- Oversee and act as editor for all publications produced by the church office
- Work with Church Officers and Church Boards to ensure church records and finances are properly kept

Service to the Wider Church

- Participate in local and state ministerial associations (currently, _____ Area Ministerial Association and State Congregational Ministerial Association)
- Represent the congregation and encourage participation in the (_____ Congregational Association)
- Represent the congregation and encourage participation in the NACCC (National Association for Congregational Christian Churches)
- Participate in other organizations as it benefits the church and as time allows

Professional Enrichment

- Seek opportunities for mentoring and professional development, including seminars, classes, retreats, etc.
- Seek resources (written and audio-visual) that will feed the minister's passion for and understanding of God and God's Word

Vacation and Sabbatical

The Senior Minister will receive 5 weeks of vacation per calendar year, to be taken in consultation with the other staff and the Board of Church Life.

After serving for six years, the Senior Minister will discuss the possibility of a sabbatical with the Boards and the Church Council.

Evaluation

The Senior Minister will be formally evaluated in the spring/summer of each year by the Church Council in consultation with the Board of Church Life.

The Board of Church Life and/or Church Council will make recommendations for changes in compensation to the Board of Finance and Facility.