

Approved by Council on 4/12/05

Job Description

Senior Minister

Minimum Qualifications:

The senior minister must have a Master of Divinity degree (or other postgraduate degree in theology) and have standing as an ordained minister in the United Church of Christ or be approved for ordination pending call by an association of the UCC or be in the process of receiving privilege of call by an association of the UCC. He or she must be a person of faith, vision, and leadership.

The senior minister will possess extraordinary interpersonal skills and the ability to work with a broad age range of members. She or he must also have the ability to work creatively and effectively as part of a collegial staff team – it is not a position for a Lone Ranger. The senior minister will also respect the progressive theology and ONA stance of Plymouth.

Responsibilities include:

- Follow the Ordained Minister's Code as set forth in the UCC Manual on Ministry (attached).
- The primary role of the senior minister is pastor and teacher.
- The senior minister has voice and vote on all committees of the congregation. He or she is a member of the Church Council with the right to exercise full voice and vote in all council decisions.
- The senior minister will help interpret and convey contemporary dimensions of theology and biblical interpretation to the congregation, and will continue to hone his or her understandings through personal study and continuing education.

WORSHIP

- The senior minister is ultimately responsible for all aspects of worship, including pulpit privileges. He or she will conduct weddings and funerals, unless assigned to the associate minister or another ordained minister.
- The senior minister will be the primary staff person for the board of deacons.
- He or she will supervise the associate minister and music coordinator.

ADMINISTRATION

- The senior minister is head of staff.
- She or he supervises the above staff members, as well as the church secretary, the parish assistant/adult education director, custodians, and other staff as added, unless delegated to the associate minister.
- The senior minister will serve as primary staff to the Personnel Committee and work with the Pastoral Relations Committee to build growthful and productive relationships among the staff and congregation.
- In the event of an associate minister vacancy, the senior minister will serve on and staff the Search Committee.
- The senior minister is responsible for conducting annual reviews of staff performance – and more regular reviews should performance warrant – for all staff reporting directly to her or him.
- He or she will hold regular staff meetings and help ensure a high level of communication and collegiality among staff.
- The senior minister will serve on the Budget and Finance Committee and work with the Treasurer, helping to provide fiduciary oversight and responsibility for the congregation's financial well-being.
- She or he will ensure a high degree of communication with the congregation through different channels: face-to-face, electronic, and print (including the monthly newsletter).
- The senior minister will serve as spokesperson for Plymouth with the media and public at large.
- The senior minister will be attentive to the conditions of the physical plant at Plymouth, and will serve as primary staff to the Board of Trustees.

STRATEGIC LEADERSHIP

- The senior minister will be primary staff to the Church Council and will meet monthly with the moderator and vice-moderator to set council agendas.
- The senior minister will be primary staff to the Long-Range Planning Committee and Strategic Planning Committee.
- He or she will recommend and help guide the capital funding needs of Plymouth.
- The senior minister will work collaboratively with the congregation and lay leaders in strategic leadership.

PASTORAL CARE

- The senior minister will provide pastoral care and counseling, in coordination with the associate minister and the Calling/Caring Ministry.
- She or he will share emergency on-call duties with the associate minister.

STEWARDSHIP AND OUTREACH

- The senior minister will serve as primary staff to the Mission, Social Concerns, Open & Affirming, Evangelism, and Stewardship Committees, unless delegated to the associate minister.
- She or he will regularly encourage the congregation to explore the spiritual dimensions of stewardship; to invite others into the life of the church, to act on concerns of mission and justice.
- The senior minister will conduct classes for new members, introducing them to the congregation and the UCC.

EDUCATION

- The senior minister will encourage staff in all areas of youth and adult education.
- As time permits, he or she will conduct adult classes on spiritual nurture and faith education.

The Ordained Minister's Code, United Church of Christ

The Ordained Ministry

I believe that God calls the whole Church and every member to participate in and extend the ministry of Jesus Christ; that the privilege of witnessing to the gospel in Church and society belongs to every baptized Christian; that God empowers the ministry of the Church and its members by the Holy Spirit; that the Church nurtures faith, evokes gifts, and equips its members for service; and that God calls certain of the Church's members to various forms of ministry in and on behalf of the Church.

I have been called by God to be a minister of the Lord Jesus Christ and ordained by the United Church of Christ to preach and teach the gospel, to administer the sacraments and rites of the Church, and to exercise pastoral care and leadership.

I will seek to witness to the ministry of Jesus Christ.

I will preach and teach the gospel without fear or favor. I will speak the truth in love.

I will administer the sacraments and rites of the Church with integrity.

I will diligently perform the work of ministry which I have agreed to perform.

Partnership in Ministry

I will nurture and offer my gifts for ministry to the Church. I will seek to call forth and nurture the gifts of others in the Church and join their gifts with mine for the

sake of the mission of Jesus Christ and the health of the Church.

I will seek to understand, support and interpret the diverse ministries of the Church and its members as carried out throughout the world. I will stand with those who risk personal well-being because of actions taken in response to their Christian convictions.

I will work cooperatively and collegially with those whom I serve in the particular ministry to which I have been called.

I will, stand in a supportive relationship with my colleagues in ordained, commissioned, and licensed ministry, offering and receiving counsel and support in times of need.

I will be an advocate for fair standards of compensation for all ordained and lay employees of the church, particularly in the place where I serve.

I will be a responsible participant in the life and work of my Association, Conference, and the United Church of Christ.

I will be a responsible representative of the Church Universal and participate in those activities which strengthen its unity, witness and mission.

I will seek the counsel of the Conference or Association Minister or the Association Committee on the Ministry should divisive tensions threaten my relationship with those with whom I minister.

The Ethics of Ministry

I will regard all persons with equal respect and concern and undertake to minister impartially.

I will honor all confidences shared with me.

I will not use my position, power, or authority to exploit any person.

I will not use my position for personal financial gain, nor will I misuse the finances of the institution which I serve.

I will not perform pastoral services within a parish or for a member of a parish without the consent of the pastor of that parish.

I will deal honorably with the record of my predecessor and successor.

I will not, upon my termination and departure from a ministry position, interfere with nor intrude upon the ministry of my successor.

Growth in Ministry

I will encourage and participate- in the regular evaluation of my ministry.

I will seek to grow in faith, knowledge and the practice of ministry through intentional continuing education, study and devotional life.

I will cooperate with my Association in the periodic review of my ordained ministerial standing.

Commitments to Self and Family

I will live a life which honors my commitments to my family.

I will honor my need for time for physical and spiritual renewal, recreation and vacation.

I will honor my family's need for privacy and time together.

I will be a responsible steward of my personal and family finances. I will honor and accept responsibility for all debts which I incur.

I will attend to my physical well-being and avoid abusive behaviors and abusive use of substances.

Relying on the grace of God, I will lead a life worthy of the calling to which I have been called.