

JOB DESCRIPTION

Job title: Senior Minister

Works collaboratively with: Board of Trustees

A. General Description of Position

The Senior Minister facilitates the evolutionary process of moving from Minister to Mission Centric ministry practices.

In the process of accomplishing this intention this position is responsible for the over-all administration of operations and day-to-day fiscal management of the ministry. The Senior Minister delegates programs and activities to staff and volunteer personnel to fulfill but retains responsibility for the sound financial and program management of the ministry.

And in the areas of fulfilling the above intention the following areas of accountability are identified.

B. Duties and Responsibilities

In the area of Spiritual Leadership, we count on the Senior Minister for the following:

- Setting the order of service.
- Leading and coordinating the Sunday morning service which includes the minister's lesson (40-44 Sundays a year), music, and meditation.
- Guiding the spiritual direction of the ministry along lines in keeping with the teachings of Jesus Christ as interpreted by Unity.
- Scheduling, planning, and or conducting various classes and other activities for spiritual enrichment by ensuring two or more classes are offered each year.
- Providing effective spiritual counseling and prayer to those who seek it.
- Conducting hospital and hospice visits.
- Committing to continued personal spiritual growth by reading new thought material and doing personal assessments around triggers using the Q Process.
- Demonstrating 'Above the Line' behavior and openly admitting when 'Below the Line' behavior has occurred.

In the area of Personnel Administration, we count on the Senior Minister for the following:

- Recruiting, screening, hiring, releasing, and supervising staff. This includes the day to day responsibilities of the administrative staff (church administrator, social media, building custodian, and bookkeeper).
- Providing clear direction and guidance to staff in performing their duties by meeting monthly with the staff.
- Providing feedback to staff in the form of annual evaluations including motivating and correcting, when needed.
- Communicating with the Board of Trustees about personnel issues, problems, evaluations, and recommendations with a monthly minister's report.

- Assisting the Board of Trustees in developing and revising job descriptions.
- Assisting the Board of Trustees in updating the church policy manual in June of every year.
- Promoting volunteer involvement by delegating, supervising, and supporting volunteer efforts and overseeing this endeavor with at least one volunteer training workshop per year.

In the area of Fiscal Management, we count on the Senior Minister for the following:

- Approving all payments to vendors and employees.
- Reviewing deposit reports and sending out contribution letters as deemed necessary by the IRS.
- Assisting the Board of Trustees in developing and revising annual budgets every year during the fourth quarter.
- Approving and directing purchases and expenditures within the limits of the Board of Trustees' approved budget.

In the area of Board of Trustees Relationship, we count on the Senior Minister for the following:

- Attending all monthly Board of Trustees' meetings.
- Serving as liaison to Board of Trustees' committees.
- Providing the Board of Trustees with adequate information to help it reach sound decisions and policies.
- Cooperating with the Board of Trustees president to create the agenda for Board of Trustees and congregational meetings.
- Communicating with the Board of Trustees on progress, activities, and direction of the ministry in the minister's monthly report.
- Supervising the implementation of all policies and procedures as set by the Board of Trustees.
- Assisting the Board of Trustees in developing sound short-term and long-range plans.
- Reporting regularly to the Board of Trustees about progress toward organizational goals and objectives.
- Collaborating with the Board of Trustees to ensure all decisions are aligning with the evolutionary process of moving from Minister to Mission Centric ministry practices.

In the area of Congregational Relations, we count on the Senior Minister for the following:

- Ensuring the membership is informed of activities, opportunities, and direction of ministry [i.e. newsletters, bulletins, personal] using social media outlets each week.

In the area of participation in the Unity Movement, we count on the Senior Minister for the following:

- Attending the annual convention(s) for Unity Worldwide Ministries ("UWM") and the region or another spiritual avenue of connection with like minded new thought people with prior approval from the Board of Trustees.
- Abiding by UWM's ethics and policies and serves on UWM's ERS committees.
- Informing the Board of Trustees and membership of any changes in the policies, directions, activities, and service provided by UMW and the region.

Holding this Executive Position does not preclude being accountable for all the areas listed for the General Board Member.