

Senior Minister Job Description

Job Title: Senior Minister

Work Location:	Church and remote	Department:	
Exempt Status:	• <u>Exempt</u> • Nonexempt	Position Status:	• <u>Full Time</u> • Hourly with Benefits • Hourly without Benefits
Position Type:	<u>Clergy</u> Program Staff		Support Staff Shelter Staff

First Church in Cambridge Standards of Conduct

All employees are expected to maintain a level of personal conduct that is welcoming, respectful, and honest at all times.

Position Purpose: The responsibilities of the Senior Minister are wide ranging, and encompass the full spectrum of pastoral ministry. The overarching purpose of the position is to serve Jesus Christ and lead the church by preaching the Gospel, administering the Sacraments, caring for the spiritual welfare of the congregation, and leading the church toward deeper faithfulness and a broadening and strengthening of its ministry. In this ministry, the Senior Minister collaborates closely with the Executive Council, other lay leaders, other clergy, and program and support staff. The Senior Minister (“SM”) is the head of staff, leading and empowering all other staff to contribute to the wellbeing of the church overall and within their respective areas of responsibility.

Responsibilities/Duties/Functions/Tasks

- **Worship, Preaching, Sacramental Life:** With the counsel and direction of the Board of Deacons, and coordinating with program and support staff, the SM plans and conducts regular services of worship, authorizes special services, preaches regularly (2-3x/month), presides at sacramental celebrations, and provides for preaching, worship and sacramental leadership by others when appropriate and necessary.

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- **Head of Staff:** As the Head of Staff, the SM supervises and oversees the ministerial, program, and support staff, fostering collegial relationships among staff members. As Head of Staff, the SM is the chief human resources officer of the church and works closely with the Staff Policy Committee and the Pastoral Relations Committee for the wellbeing of the staff and the church. In partnership with others the SM coordinates weekly staff meetings, and meets regularly one-to-one with the pastoral and program staff and the Parish Administrator.
- **Vision and Planning:** The Senior Minister works with the lay leaders, and ministerial, program, and support staff and all the members to discern the church's vision, set long-range goals and conduct annual and long-range planning. The SM articulates the congregation's vision in preaching, liturgy, and teaching, and assists and encourages lay leaders as they give the vision its programmatic expressions.
- **Support for the Community of Faith** The Senior Minister is the primary staff liaison with the Board of Deacons. Together, they oversee, foster and support the spiritual life of the whole community. The SM is also an active advisor to the Building and Grounds, Gifts Discernment, and Finance Committees, as well as the Beloved Community team. The SM helps shape the vision of these groups for the spiritual and material good of the church.
- **Pastoral Care:** The SM is the primary staff person responsible for pastoral care of congregational members. This care includes preparation for baptism, confirmation, and marriage, as well as care for persons and families in need. The SM visits members in hospitals, responds to situations of crisis, and visits nursing facilities and homebound members whenever possible. When appropriate, the SM also counsels members in crisis moments, and refers members to other professionals for longer term counseling. The SM assists in recruiting and equipping lay leaders for the work of pastoral care and actively supports members in their care for each other.
- **Sharing of our Resources:** With the Minister of Stewardship and Finance, the SM provides leadership for member financial support of the church's ministry and mission ("stewardship"), and helps lead any special appeals, while maintaining knowledge and understanding of the church financial systems and controls. The SM supports the work of the Finance Team, Investments Committee, and Treasurer.

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- ***Teaching and Spiritual Formation:*** In collaboration with staff and lay leaders, particularly the Christian Formation Committee and the Board of Deacons, the SM develops and teaches adult education programs for growth in whole-life discipleship among the congregation. This may include Sunday morning classes/gatherings and/or offerings at other times of the week, and may be large group or small group based. Through support of the Director of Christian Formation, the SM supports the spiritual development of children and youth.
- ***Missions and Social Justice Ministries:*** The SM meets regularly with the Missions and Social Justice Committee and other social justice ministries to nurture a faithful, relevant, prophetic, and public witness, along with compassionate and relational service to those in need. In particular, the SM leads efforts to further the congregation's commitment to resisting and dismantling White Supremacy. The SM also supervises the leadership of, and supports the overall wellbeing of, the First Church Shelter and the Friday Café, working with the Shelter Oversight Committee and the Friday Café leadership team.
- ***Beloved Community:*** The SM meets regularly with the Beloved Community working group, which, in close coordination with the SM, supports the development and implementation of program ideas and objectives to enhance awareness of, and support for, racial justice initiatives in our community.
- ***Field Education and Discernment and Formation programs:*** After consultation with the EC, the SM recruits and interviews applicants for field education positions. In the role of Supervisor, the SM meets regularly with a ministerial intern (or similar position) to provide mentorship, guidance, and support, and completes the evaluation requirements (if any) of the intern's institution. The SM also offers guidance and advising to members who are Students in Discernment and serves as a staff resource to the Discernment and Formation team, when one is active.
- ***Support for Evangelism, Growth and Membership:*** The SM supports church leadership and all the members working in outreach/evangelism and welcoming ministries, assists with welcoming newcomers and in carrying out strategies for increasing membership, and has a role in incorporating new members into the life of the congregation.

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- ***Relationships with the Wider Church and Community:*** The Senior Minister is a representative of the church in various UCC decision making bodies, and attends regular meetings of the Metropolitan Boston Association, the Massachusetts Conference, other bodies of the UCC and ecumenical, interfaith and community organizations, including the Greater Boston Interfaith Organization.

Special Position Requirements/Working Conditions

- Pass CORI/SORI background checks

Work Requirements

Pastoral Character and Personal Example: With the help of God, and allowing for human weaknesses, the SM sets a Christ-like example in preaching, teaching, personal relationships and public acts; in studying, praying, and resting; in the observance of the letter and spirit of ordination vows; and in the conduct of family and civic life. By these and other means the SM encourages members of the congregation to grow in faith and discipleship.

Qualifications

- Master of Divinity degree, ordained or eligible for standing in the United Church of Christ with at least 5 years experience in parish ministry, including experience in worship leadership.

Preferences

- Head of staff experience or demonstrated track record in areas of pastoral and administrative leadership.