

Ministry Position Description: Bad Example

Community of Faith name: Fourth St. United Church

Position Title: ___Supply Minister

Position Profile: Full-time Part-time If Part-time number of hours/week _20_____

Solo Team ministry If Team, # of other Ministry Personnel: _____

Position Summary: (2-4 sentences that summarize the position including the covenant with God)

The supply minister will have full autonomy within the scope of the job description, working with the church council. Principal areas of work and associated duties include worship leadership, pastoral care, and overall congregational support.

1. Faith Formation and Christian Education: Help the congregation to grow in faith. Be a good example to members of the congregation in modeling strong faith. Lead Bible Studies as the need arises and requested by the congregation. Integrate discipleship teaching into Sunday morning sermons. Make sure that Confirmation classes for the youth are advertised in the Church Bulletin and on the web site.

2. Community Outreach and Social Justice: Fourth St. United is passionate about social justice and this will be an important area of responsibility. Fourth St. United is located in a high needs area of the city. As a church we are committed to being a resource for people in need. We have a very active Out of the Cold program that has been important to our congregation for over 30 years. We want this work to continue with the support of the minister.

3. Leadership: Offer support to the congregation's leadership by attending board meetings and other committees as requested and/or required. Work with the lay leaders of the congregation to provide them with support and help them to fulfill their mandate.

4. Denomination and Communities: Fourth St. United recognizes that active involvement in the life of Presbytery, Conference and/or General Council is an essential expectation for all Ministry Personnel to support the life and work of the wider church.

5. Pastoral Care: This includes counseling; conversations with members who want to see the minister; providing pastoral care for those in need; visiting those who are in hospital; and in general, being a caring presence in the congregation.

6. Self-care: In consultation with the M&P committee, minister is given 3 weeks for continuing education.

7. Administration: Fourth St. United has seen a decline in givings over the past five years. This has to do with declining membership and the falling off of our stewardship campaign. We would like

our minister to inspire people in the congregations to increase their givings and provide solid teaching on stewardship. Our hope is to balance our budget within three years. The minister will work with the welcoming committee to make sure that Fourth United has a welcoming culture. This includes greeting newcomers after the service and encouraging them to sign the guestbook.

8. Worship: Lead Sunday worship on a regular basis. Preach inspiring sermons; work closely with the music director; work with a committee of lay people who meet regularly to help plan each Sunday's service; lead special services (e.g., baptisms and weddings of congregation-related people); and prepare lay participants for worship leadership.

Other

Decision-Making (what decisions can the minister make without consultation):

Planning worship services.

Providing pastoral care.

Giving leadership.

Required Knowledge, Skills and Abilities:

Master of Divinity degree.

Eligible UCC minister.

Excellent leadership skills.

Good pastoral care skills.

Ability to inspire others.

Good communication skills.

Ability to use a computer.

Other Preferred Knowledge, Skills and Abilities: