

Minister's Scope of Responsibilities

The Minister will be responsible for ensuring the responsibilities listed in this document are addressed. Many of the activities will involve other staff supervised by the minister, as well as lay leaders. Important to the minister's success will be encouraging the laity to engage as partners in the ministry.

Worship and Rites of Passage:

- Assume responsibility for the Sunday service, in consultation with the Deacons
 - Deacons support the minister
 - Minister has freedom of speech from the pulpit, but thoughtful, engaging, and well-crafted sermons are a requirement
- Perform baptisms/dedications, weddings, and funerals/memorial services for members. Services for non-members are at the discretion of the minister

Pastoral care:

- Direct pastoral care, especially in times of crisis
- Coordination with Care Committee and Student Minister to ensure the congregation's needs are met.
- Provide training to lay people as necessary

Faith in Action

- Inspire, encourage, coach members in their faith in action activities. Occasional active involvement in these activities encouraged. Regular hands-on involvement is not expected
- Encourage, counsel, and support the congregation as it improves its own diversity, equity, and inclusion profile and reduces its own environmental footprint

Religious Education:

- Provide strategic direction and shape religious education through supervision of the Director of Religious Education, and high-level involvement with the Youth Programs Committee and the Adult Education Committee.
- Ensure integration between religious education and the church's overall program
- Identify opportunities to engage with younger families and other age cohorts in support of cross-generational community building and growing the church's membership

Strategy:

- Provide strategic leadership along with the Strategic Planning Committee (which is overseen by the Parish Committee)
- Engage with and support activities intended to improve the church's long-term sustainability

Community engagement:

- Over time, become active in the community beyond the congregation, playing a leadership role in:
 - Developing strategic partnerships with local community organizations, with an eye to meeting the needs of and serving the local community, and expanding the church community
 - Demonstrating moral leadership on important issues in the community
- Support efforts to engage new members

Governance:

Interaction with Committees:

- Attend monthly Parish Committee and Deacons meetings and have regular interactions with the chairs of those committees
- Serve ex officio on all committees, where attendance is not required but welcomed; general familiarity with the work of those committees is encouraged
- Be familiar with both day-to-day operations as well as longer-term issues of the church

People management:

- Supervise Parish Administrator, DRE, Choir Director / Organist (whether employees or contractors). Note that buildings and grounds employees or contractors are not overseen by the minister
- Oversee a student minister when there is one (mutually agreed to by the minister and the Parish Committee)
- Undertake performance reviews of all supervised staff, with assistance of the Personnel Committee
- Oversee the implementation and management of policies regarding staff, including staffing practices, maintenance of all personnel records, clear and accurate job descriptions, timely enrollment of eligible staff in offered benefit plans, annual compensation reviews, and a dispute resolution process. Note that most of these activities could be delegated to the Administrator or implemented in conjunction with the Personnel Committee
- With consent of Parish Committee, Minister can hire and fire supervised personnel

Other Duties

- Manage spending for relevant portions of the budget
- Provide input to the development of the operating budget. The Parish Committee and the Treasurer are ultimately responsible for creating a proposed budget, and the congregation approves it

Evaluation:

- PC will appoint a task force to conduct annual reviews of the minister for the purpose of two-way feedback
- Minister and the congregation will complete periodic Shared Ministry Reviews
- Minister will engage with the Minister's Advisory Council – a group of three members that will advise and support the minister in the creation of a successful ministry by:
 - Providing informal feedback and coaching
 - Serving as a sounding board for the minister