

Job Description – Sr. Minister Unity of Merrit Island

General Description of Position

The Minister works within the mission, vision and core values of the ministry to inspire and invite individuals to expand consciousness. The Minister creates an atmosphere in which people can come to know and express their Divine nature while simultaneously creating talks directed toward the God within. This position is responsible for over-all pastoral care and community service outreach while growing our congregational community.

Duties and Responsibilities

Guides the spiritual direction of the ministry in keeping with the teachings of Jesus Christ, as interpreted by Unity World Headquarters and Unity Worldwide Ministries.

Spiritual Leadership

1. Provide a solid prayer consciousness on which to base all church activities.
2. Sets the order of Sunday Service which includes the Minister's lesson, platform, music and mediation.
3. The Minister will provide guidance over teams, classes and additional speakers.
4. Provide effective pastoral care and spiritual counseling/prayer to those who seek it.
5. Facilitates leadership development.
6. Schedules, plans and conducts or oversees various classes and other activities to empower and support spiritual development and growth of membership and for spiritual enrichments. All classes created by the Minister and held in the church may be offered on a 70/30 split with the church.
7. Maintains a prosperity consciousness for the entire ministry. At least twice a year the Minister will give a dedicated talk to tithing of talent and treasure.
8. Direct all youth and family ministries.
9. Conduct weddings, funerals, memorials and christening services. (Minister may set own fee.)
10. Commits to continued personal spiritual growth and unfoldment and regularly attend the Annual Conferences for Unity Worldwide Ministries and the Southeast Region within the budget set by the Board and the Minister.
11. Supports Unity Worldwide Ministries, Unity World Headquarters and the Southeast Region through service, activity or participation and regularly informs the Board and membership of the policies, directions, activities and services provided by them.
12. Create and oversee all special events (e.g. World Day of Prayer, Burning Bowl, White Stone Ceremony, Pet Blessing, Winter and Summer Solstice, Christmas, Easter, Holy Humor Sunday.)

Administration

1. The Minister co-creates with the Board in daily operations and oversees all staff.
2. Supervises the implementation of all policies and procedures set by the Board.
3. Serves as spokesperson for Unity of Merritt Island in all dealings with the public, media, and other organizations and promotes good public relations.
4. Keep membership informed of activities, opportunities and direction of the ministry (i.e. electronic mailings, newsletters, social media, personal contact) with the help of staff.
5. Abides with the Bylaws of Unity Church of Merritt Island.

Board of Directors

1. Regularly attend all Board meetings, Annual Membership meetings and any special meetings as well as serve as liaison to Board committees.
2. Assists Board in developing and revising Job Descriptions and personnel policies.
3. Provide the Board with adequate information to help with reaching sound decisions and policies.
4. Communicate with the Board on progress, activities and direction of the church and allows opportunity for timely Board input before making decisions affecting Sunday services or future direction of the church.
5. Assists Board in developing sound short-term and long-range strategic plans.
6. Communicate with the Board on personnel issues and problems.