**SAMPLE Job Description**

**Job Title: Senior Minister**

**Works Collaboratively with: Board of Trustees**

**Introductory Statement (Not necessarily to be included in the final product.)**

We are living in a time of shifting paradigms that call us to explore ministry leadership differently. In today’s world, leadership is shared rather than being the sole province of the Senior Minister, referred to as “minister-centric”. A “community-centric” approach draws forth the skills and talents of individuals throughout the ministry and brings them together collaboratively to manifest the vision that Spirit has for each ministry. A “mission-centric” approach builds on the purpose of the organization and its reason for being.

Thriving Unity ministries are created as dedicated ministers and congregation representatives serve together to design a quality Spirit-filled environment for all people.

This **SAMPLE** job description serves as a guideline to ensure that all areas of the ministry are well-managed. Annual employee reviews are then reflected upon and compared to the accountabilities below that are selected for the final job description. Boards and ministers are encouraged to work with this document in a co-creative manner utilizing the skills and talents available in the way that best serves the ministry as a whole and its mission, vision, core values, and purpose statement.

It is recommended that the items listed under “Duties and Responsibilities” be listed in the order of importance for each ministry and be specific to the position being hired. Is the position you are hiring for full-time, three-quarter-time, half-time, or quarter-time? “Duties and Responsibilities” should be able to be completed in the time allotted to the position. Not all the items listed below would be included in a less-than-full-time position.

**If you have questions, please reach out to** [**membersupport@unity.org**](mailto:membersupport@unity.org)

**A. General Description of Position**

The Senior Minister facilitates the empowerment and embodiment of the ministry's mission, vision, core values, and purpose statement.

In the process of accomplishing this intention, the Senior Minister is responsible for the overall administration of operations and day-to-day fiscal management of the ministry to include: spiritual leadership, board and congregational relations, outreach and public relations, Unity movement participation, and personnel supervision. Financial administration is managed in conjunction with the board of trustees.

**B. Duties and Responsibilities**

**Spiritual Leadership—constitutes 40% of employee’s time**

In the area of Spiritual Leadership, the Senior Minister is responsible for the following:

1. Providing a sound prayer consciousness on which to base all activities of the ministry.

2. Setting the order of service, leads, and coordinates the Sunday morning service(s) which includes the minister’s lesson, music, and mediation.

3. Guiding the spiritual direction of the ministry along lines in keeping with the Unity teachings as interpreted by Unity and Unity Worldwide Ministries.

4. Scheduling, planning, and/or conducting various classes and other activities for spiritual enrichment and transforming lives.

5. Providing empathetic spiritual counseling and prayer to those who seek it.

6. Conducting weddings, funerals, memorials, christenings, and special spiritual services.

7. Performing or coordinating pastoral duties such as hospital and hospice visitation and personal contact with those in need.

8. Empowering and supporting the spiritual development of youth.

9. Committing to continued personal spiritual growth, prayer/meditation practice, and self-care.

**Personnel Administration—constitutes 10% of employee’s time**

In the area of Personnel Administration, the Senior Minister is responsible for the following:

1. Recruiting, screening, hiring, releasing, and supervising staff.

2. Providing clear direction and guidance to staff in performing their duties by meeting weekly.

3. Providing feedback to staff with respect to job performance in alignment to their accountabilities and mission. Specifically in the form of annual formal evaluations and day-to-day supervision including motivation and correction, when needed.

4. Communicating with the board about personnel issues, problems, evaluations, and recommendations as needed.

5. Assisting the board in developing and revising job descriptions.

6. Assisting the board in updating ministry policies and procedures.

7. Promoting volunteer involvement by delegating, supervising, and supporting volunteer efforts.

**Fiscal Management—constitutes 10% of employee’s time**

In the area of Fiscal Management, the Senior Minister is responsible for the following:

1. Overseeing day-to-day financial activities and transactions.

2. Assisting the board in developing and revising annual budgets.

3. Approving and directing purchases and expenditures within the limits of the board-approved budget.

4. Ensuring contribution acknowledgment letters are written as required by the IRS.

**Relationship with Board—constitutes 10% of employee’s time**

In the area of Board Relationships, the Senior Minister is responsible for the following:

1. Attending all board meetings.
2. Serving as liaison to board committees.
3. Providing the board with adequate information to help it reach sound decisions and policies.

4. Collaborating with the board president to create the agenda for board and congregational meetings.

5. Communicating with the board on progress, activities, and direction of the ministry.

6. Overseeing the implementation of all policies and procedures as set by the board.

7. Assisting the board in developing sound short-term and long-range plans.

8. Reporting regularly to the board about progress toward organizational goals and objectives.

9. Collaborating with the board, to ensure that all decisions are aligning with the mission/vision/values/purpose and in the best interest of the ministry.

10. Collaborating with the board, to ensure that all decisions are aligning with the evolutionary process of moving from minister-centric to community-centric to mission-centric ministry practices.

11. Collaborating on board development programs, retreats, and special events.

**Congregational Relations—constitutes 5% of employee’s time**

In the area of Congregational Relations, the Senior Minister is responsible for the following:

1. Ensuring the Membership is informed of activities, opportunities, and direction of the ministry [i.e. newsletters, bulletins, personal].

**Community Outreach and Public Relations—constitutes 10% of employee’s time**

In the area of Community Outreach, the Senior Minister is responsible for the following:

1. Serves as spokesperson of Unity ministry in all dealings with the public, media, and other organizations.

2. Promotes good public relations.

**Unity Movement Participation—constitutes 15% of employee’s time**

In the area of participation in the Unity Movement, the Senior Minister is responsible for the following:

1. Attending the annual conventions for Unity Worldwide Ministries and the region or another spiritual avenue of connection with like-minded new thought people with prior approval from the board.

2. Supporting Unity Worldwide Ministries and abiding by its ethics and policies, and supporting the region through service [officer, committee membership, other activities, or participation].

3. Informing the board and membership of any changes in the policies, directions, activities, and services provided by Unity Worldwide Ministries, the region, and Unity.

**C. Employment Standards**

The Senior Minister will be a licensed or ordained Unity minister approved and in good standing with Unity Worldwide Ministries per Unity Worldwide Ministries member ministry policy requirements. The position requires an individual who can adapt to various situations who is growth-oriented and who is able to empower and encourage others.