

**SENIOR MINISTER POSITION DESCRIPTION  
CHRIST CONGREGATIONAL CHURCH, UCC**

August 18, 2009

**POSITION TITLE – SENIOR MINISTER**

**MISSION STATEMENT**

Christ Congregational Church, United Church of Christ, is an inclusive, questing community of faith seeking to embody Jesus Christ by doing justice, loving kindness, and walking humbly with God.

**PURPOSE OF THE POSITION**

The Senior Minister is the spiritual leader of the congregation and inspires the church to excel as a Christian community. The senior minister has executive and oversight responsibility for the church as a whole and in all its aspects.

**PRIMARY ROLES**

The Senior Minister:

1. Manifests a deep personal faith and invites the community to explore and embrace the spiritual dimensions of our lives.
2. Oversees, directs, and guides the ministry, mission, worship, and community life of Christ Congregational Church (CCC).
3. Proactively works with church members, staff, lay leadership, boards, and committees to
  - a. plan and coordinate all church programs;
  - b. identify new opportunities for CCC to grow as a Christian community; and
  - c. develop and implement forward-thinking, innovative strategies for achieving church-wide goals, including the Strategic Goals adopted in 2007 and the Long-Range Staffing Plan approved in 2008.
4. Leads, supervises, manages, and mentors the church staff and provides for their overall training, inspiration, and motivation.
5. Encourages, supports, and works closely with lay leadership.
6. Leads vibrant worship services that include effective preaching and build a sense of community.
7. Promotes church growth both in membership and in stewardship.

**SECONDARY ROLES**

The Senior Minister:

1. Works to ensure that all members of CCC are integrated into the life of the church.
2. Supports and promotes CCC's Open and Affirming, Just Peace, and Anti-Racism initiatives and the church's commitment to social justice and racial/cultural diversity.
3. Participates in pastoral care and visitation to congregants in need and to the ill, bereaved, dying, isolated, and shut-in.
4. Conducts baptisms, memorial services, weddings, and related church functions.
5. Participates actively in the affairs of the Silver Spring community and of the wider church.

**AUTHORITY AND ACCOUNTABILITY**

The Senior Minister is:

1. Called by and accountable to the congregation;
2. Reports to the Executive Council;
3. Evaluated periodically by the Personnel Committee.

## **INTERACTIONS**

The Senior Minister:

1. Works closely with the church staff, providing hands-on oversight and leadership, ensuring that they work effectively with each other and with the laity and enhance their professional skills;
2. Leads the church staff in working with the Executive Council, lay leadership, boards, and committees to carry out church programs and to support congregational volunteers through mentoring, fellowship, encouragement, training, and development of their spiritual gifts;
3. Routinely participates in meetings of the Executive Council and of the Pastor Parish Relations Committee;
4. Participates in meetings of other church boards and committees as necessary or desirable;
5. Plans worship services with the staff and the Worship Committee of the Board of Deacons;
6. Provides pastoral care to members in need and visits the ill, bereaved, dying, isolated, and shut-in;
7. Meets with Silver Spring and other community organizations as necessary or desirable to sustain and enhance CCC's positive role in the community; and
8. Relates with the wider United Church of Christ (association, conference, national), leading the church to participate and contribute.

## **QUALIFICATIONS**

**Professional Standing:** The Senior Minister must be an ordained minister in good standing in the Potomac Association of the Central Atlantic Conference of the UCC (or able to attain such standing).

**Required Skills:** The Senior Minister should have demonstrated skills in the following areas:

1. Providing dynamic church leadership, including inspiring and motivating others;
2. Communicating effectively both orally and in writing;
3. Managing, mentoring, and developing church staff;
4. Developing and managing programs involving volunteers;
5. Inspiring members to volunteer and fostering their recruitment and training;
6. Building cooperation and a sense of spiritual community between and among staff and laity;
7. Identifying, developing, and working well with lay leaders;
8. Planning and developing innovative programs and solving problems;
9. Planning and leading spiritually enriching worship services and giving inspiring sermons and prayers;
10. Broadening a church's membership
11. Growing a church's financial resources;
12. Engaging staff and members in effective processes for visioning and strategic planning;
13. Providing pastoral care and building productive relationships with all constituencies of a congregation; and
14. Managing conflict.

**Education and Experience:** The Senior Minister must have at least a Master's Degree in Divinity or equivalent and experience as an ordained minister in a congregational ministry in a UCC or related church. It is essential to have experience in ministry in a multi-staff church and highly desirable to have leadership experience in a multi-staff church.

## **TYPE OF POSITION**

This position is a full time ordained ministerial position. It entails flexible working schedules and is not a straight 8 hours per day/5 days per week position. The incumbent exercises professional initiative and discretion in how the responsibilities of the position are accomplished.