

Job Description—Senior Pastor

Responsibilities

Preaching/Teaching/Other Ministries

1. Preach Sunday mornings and during other special services as required. The exceptions will be occasional sermons by the Youth Director and other guest speakers at the discretion of the Senior Pastor.
2. Actively participate in the planning and development of a vision for special services such as those during the weeks of Christmas and Easter.
3. Lead a mid-week opportunity for members to further their Christian walk. This may include, but is not limited to, a Bible study or prayer meeting.
4. Conduct weddings, funerals, baby dedications, baptisms, and communion when required or when requested.
5. C.E. Director – Coordinate all Christian Education needs and activities, including procurement and training of volunteers, with the assistance of a CE committee.
6. Coordinate ministries for young adults - singles, young families, and college students. This is a growing and important part of our church, and many ministry opportunities are available to meet the spiritual and practical needs of this segment of our congregation. This may include networking with other local churches in the community to develop ministries for these groups.
7. Establish a vision and direction for our small group ministries.
8. Assist Youth Director, as needed, with organizing and planning youth activities.

Visitation

1. Manage the pastoral staff to coordinate visitation at hospitals and homes of shut-ins.
2. Manage the pastoral staff to coordinate visitation of entire UDC membership annually and others who attend UDC regularly.
3. Regularly involve the deacons in visitation opportunities.
4. Schedule future visitations and offer feedback from past visitations during weekly staff meetings in order to effectively maximize the pastoral staff by covering the UDC flock.

Administration

1. Maintain consistent office hours of four hours each morning Tuesday through Friday at the minimum. This time should be used for the daily communication with staff and weekly staff meeting. It will also be printed in the bulletin so that church members know you will be at church during these hours.
2. The importance of the weekly staff meetings cannot be stressed enough. Attendance from the Senior Pastor and Youth Director is required unless there is an excused absence.

Additional meetings with the Worship Director may be required. A deacon or an executive board member may attend these meetings. Agenda items for these meetings should include, but not be limited to:

- Plan and coordinate the upcoming Sunday service, including any planned ceremonies
 - Coordinate the music in the worship service with the Worship Director
 - Plan and coordinate visitation schedules, and discuss feedback from past visitations
 - Receive reports of youth activities from Youth Director
 - At your discretion, communicate any needs or issues that members of the congregation are dealing with.
3. Oversee the pastoral staff and provide evaluations to the deacon board upon request.
 4. Lead monthly staff training or enrichment.
 5. Mentor the other pastoral staff by providing encouragement and criticism as necessary.
 6. Attend and participate in deacon and executive board meetings.
 7. Prepare the annual membership roll, with assistance from the church administrator, for approval at the January deacon meeting.

Church/Individual Growth

1. Develop a written long-term and short-term vision plan for UDC – submit to the Deacons on an annual basis.
2. Attend a conference or retreat on an annual basis.
3. Plan regular mission trips both nationally and internationally.
4. Work with the pastoral staff and deacons to create, plan, and oversee outreach efforts into our community and the surrounding region.
5. Work with the pastoral staff and missions committee to identify and oversee service opportunities for the congregation on a regular basis.

Expectations

1. Represent God, your family, and UDC in a loving manner.
2. Actively become involved in all aspects of UDC and be visible and available to the congregation.
3. Openly communicate with all UDC staff and the deacon board.
4. Mentor other pastoral staff.
5. Manage time wisely.
6. Resolve conflicts that arise within the staff or within the congregation, utilizing the deacon board as necessary.
7. Train the congregation in discipleship.
8. Monitor the spiritual growth of the congregation.
9. Encourage and develop the individual spiritual gifts of church members.
10. Aid in the orientation of new members into the church body.

11. Identify any spiritual, financial, relational, and physical needs within the congregation and communicate them to the staff or deacons as appropriate.
12. Communicate prayer requests to the congregation with assistance of the church administrator
13. Possess a proven ability to work effectively with diverse individuals and teams of volunteers