

2014-15 Ministerial/Program Job Responsibilities ----- WORKING DRAFT

Senior Minister (Justin)

Vision Caster

Head of Staff

Lead Management Team

Lead Staff Team

Worship

Regular Worship Presence and Support

Frequent Preaching (2x/month)

Administration

Board Coordination

- Executive Committee

- Regular Reports

- Ends (Visionary Goals) & Policy Support (i.e. linkage, ends & limitations work)

Pastoral Care Delivery

Provide Lay Leadership Pastoral Care

Officiate at Rites of Passage

Racial Justice

Serve on the Racial Justice Leadership Team

Coordinate RJ efforts as we map our programs and policies

Faith in Action

Public witness

Linkage to Twin Cities interfaith leaders/Participation in Minneapolis Multi-faith network

(<http://multifaithnetwork.org/>)

Supervision

Director of Operations (Diane)

Minister of Program Life (Jen)

Minister of Worship Arts (Ruth)

Fund Development

Participate in Pledge Drive team

Coordinate fund development efforts

Professional Development and UUMA Participation

Personal Ministry/Passion

Coaching Ministers in Preliminary Fellowship (2 individuals)

Teaching a Preaching Class at United Theological Seminary in fall of 2014

Minister of Program Life (Jen)

Worship

- Preach once a month
- Regular worship support

Faith in Action Leadership

- Serve on the Faith in Action Steering Committee
- Provide support and leadership to Faith in Action Focus Areas
- Leadership development & structural design
- House That Love Built leadership, connection and future development
- Public Witness

Pastoral Care Delivery & Ministry Oversight

- Coordinate efforts with the Congregational Care Team Caring
- Lead Pastoral Care Team
- Primary Pastoral Care Delivery
- Officiate at Rites of Passage
- Coordinate Memorial Service "Assignments"

Adult Ministries

- Support our Daytime Connections group
- Support and seek out facilitators for our Care Circles

Administration

- Lead Program Team Meetings
- Participate in Management Team

Supervision

- Director of Children Youth and Families (Lauren)
- Minister of Membership and Adult Ministries (Elaine)
- Provide Linkage with our Community Ministers (Kelli, Mary)

Professional Development and UUMA Participation

- Serve as a UUMA Coach

Personal Ministry/Passion

- Wellspring Development - nationally

Minister of Membership and Adult Ministries (Elaine)

Membership

- Newcomer welcoming (follow-up with guests, First Step, Newcomer Circles)

Pathway to Membership publicity and facilitation

- Connect new members with Circles and opportunities for engagement
- Statistics gathering and assessment

Adult Ministries

- Recruit, train and support Circle facilitators

- Develop Community Circle curriculum

- Initiate and support the development of new Spiritual Deepening Circles

- Support our emerging young adult community

- Lead adult spiritual development opportunity regularly

- Coordinate and Support all Circles and Circle Like Groups (Women who Read, etc. Archive

- Team (or is that supported by Communications?), Denominational Connects?)

Hospitality

- Recruit, train, and support our Welcome Teams

- Support Ushers

- Oversee Social Hall design

- Ensure that publications are accurate and welcoming

- Be present most Sunday mornings to greet guests and share information

Communications

- Update brochures/flyers yearly

- Regular e-news presence

- Website updates for membership and seekers

Worship

- Regular participation and occasional preaching (4-6x/year)

- Summer worship coordination (July and August) - schedule and support worship leaders and musicians

Supervision

- Membership Assistant (Sandy)

Pastoral Care Delivery

- Provide Pastoral Care

- Lead Pastoral Care efforts in July and August

- Officiate at Rites of Passage

Professional Development and UUMA Participation

Minister of Worship Arts (Ruth)

Worship Architect, Design and Coordination

Worship Team Leadership

Worship Calendaring, Theme Development and Coordination

Recruit, train and support Worship Associates

Coordination and support of guest and in-house musicians

Support for guest preachers

Create and coordinate large Intergenerational services and special music Sundays

Assist youth in creating Youth Sunday

Regular Worship Participation and occasional preaching (5-7x/year)

Supervision

Choral Director (Randy)

Accompanists

Children's Music Coordinator

Minister to the Coming of Age Program

Create and lead COA gatherings

Meet COA youth one on one

Create, coordinate and lead COA service

Pastoral Care Delivery

Provide Lay Leadership Pastoral Care

Officiate at Rites of Passage

Professional Development and UUMA Participation

Director of Children, Youth and Family Ministries (Lauren)

Children's Religious Education Ministry Oversight (preschool-6th grade)

- RE Program analysis, development, and problem-solving
- Children's chapel oversight & leadership
- RE Teacher Oversight and Leadership Development
 - recruitment, training, support, team-building, experience processing & affirmation
- New parent initiation/information
- Communication with families
- Pastoral Support for RE families (as appropriate)
- Ensure background checks for all teachers
- Summer camps

Youth Ministry Oversight (7-12 grade)

- Neighboring Faiths, OWL, COA, Youth Group
- Youth Advisor Oversight and Leadership Development
 - recruitment, training, support, team-building, experience processing & affirmation

Adult Ministries

Recruit and support leaders for parent focused Community and Spiritual Deepening Circles

Sunday Morning Childcare System Oversight

Supervision

- Classroom Assistants (explain?)
- Program Assistants

Wider Church Support Roles

- Program Team Participation
- Collaboration with worship staff

Professional Development and LREDA Participation