

JOB DESCRIPTION

JOB TITLE: Senior Minister

REPORTS TO: Board of Trustees

A. General Description of Position:

The Senior Minister empowers and enables Truth seekers to become Truth finders. He/she creates an atmosphere in which people can come to know and express their Christ nature. This position is responsible for over-all administration of operations and day-to-day fiscal management of the ministry. He/she delegates programs and activities to staff personnel to fulfill, but retains responsibility for the sound financial and program management of the ministry.

B. Duties and Responsibilities:

Spiritual Leadership:

1. Provides a sound prayer consciousness on which to base all activities of the church.
2. Sets the order of service, leads and coordinates the Sunday morning service(s) which includes the Minister's lesson, music, and meditation. Guides the spiritual direction of the ministry along lines in keeping with the teachings of Jesus Christ as interpreted by Unity School of Christianity and the Association of Unity Churches.
3. Schedules, plans and conducts various classes and other activities for spiritual enrichment.
4. Provides effective spiritual counseling and prayer to those who seek it.
5. Conducts weddings, funerals, memorials, christening and special spiritual services.
6. Performs or coordinates pastoral duties such as hospital visitation and personal contact with those in need.
7. Empowers and supports spiritual development of youth.
8. Commits to continued personal spiritual growth and unfoldment.

Personnel Administration:

1. Recruits, screens, hires, fires, and supervises staff.
2. Provides clear direction and guidance to staff in performing their duties.
3. Provides feedback to staff in the form of annual formal evaluations and day-to-day supervision including motivation and correction, when needed.
4. Communicates with Board about personnel issues, problems, evaluations and recommendations.
5. Assists Board in developing and revising job descriptions and personnel policies.
6. Promotes volunteer involvement by delegating, supervising and supporting volunteer efforts or overseeing the endeavor.

Fiscal Management:

1. Oversees day-to-day financial activities and transactions.
2. Assists Board in developing and revising annual budgets.
3. Approves and directs purchases and expenditures within the limits of the Board approved budget.
4. Oversees the handling of any church monies.

Relationship with Board:

1. Regularly attends all Board meetings and serves as liaison to Board committees.
2. Provides the Board with adequate information to help it reach sound decisions and policies.
3. Prepares or oversees the preparation of the agenda for Board meetings.
4. Communicates with Board on progress, activities and direction of the church.
5. Supervises the implementation of all policies and procedures as set by the Board.
6. Assists Board in developing sound short-term and long-range plans.
7. Reports regularly to the Board about progress toward organizational goals and objectives.

Community Outreach and Public Relations:

1. Serves as spokesperson of Unity Church in all dealings with the public, media and other organizations.
2. Promotes good public relations.
3. Keeps membership informed of activities, opportunities and direction of ministry (i.e.: newsletters, bulletins, personal contact).

Unity Movement Participation:

1. Regularly attends the Annual Conferences for the Association of Unity Churches and the Region.
2. Supports the Association and Region through service (officer, committee membership, other activity or participation).
3. Regularly informs the Board and membership of the policies, directions, activities and services provided by the Association, the Region, and Unity School.

C. Employment Standards:

The Senior Minister will be a licensed or ordained Unity Minister, approved and in-good-standing with the Association of Unity Churches. The position requires an individual who can adapt to various situations, who is growth-oriented, and who is able to empower and encourage others.

Note: This job description may be revised as needed to fit your churches needs.

**PERFORMANCE REVIEW
SENIOR MINISTER
UNITY CHURCH**

Minister _____ Church _____

Review Period _____ Review Date _____

Board Member _____

General Instructions:

This review should assess the Minister's performance responsibilities and relevant skills and attributes; and produce clear understanding between Minister and Board about professional expectations. Review remarks should be specific, and relevant examples should be used whenever possible. Any rating except competent requires detailed examples and written comments. Use extra paper if needed. The Minister must receive a copy of the reviews, and the originals should be placed in the Minister's personnel file.

Definition of Rating Terms:

Outstanding: The Minister clearly attains results that significantly surpass what would normally be expected.

This individual would be described as future-oriented, one who not only anticipates and effectively solves problems, but actively searches for and applies better ways of doing things.

Superior: The Minister consistently meets all objectives, and at times, exceeds professional job requirements. The Minister not only performs routine responsibilities acceptably, but also tends to anticipate and effectively solve problems.

Competent: The Minister meets most if not all of the position requirements. The Minister obtains results that meet or exceed the minimum levels of accomplishments. Since most Ministers would be in this category, this rating should be considered as the position standard of performance. The rating is not negative in any manner nor should it be considered "just average". Ministers in this category make the most of day-to-day contributions to overall church progress.

Fair: The Minister is not fully meeting the requirements of the position or is barely meeting them with no special strong performance areas to offset weak areas. This marginal performance may be due to inexperience, lack of training, or temporary causes that can be improved with effort and guidance.

Marginal: This rating represents a problem. It essentially means non-performance. The Minister does not have the ability or the motivation to perform the job.

In order to effectively evaluate the Minister's performance, please review and carefully consider the Minister's performance in each of the areas listed. Then mark the box above the ratings with an "X" at the point that most closely matches your views of his/her performance. Please add any relevant comments and examples; the more constructive and specific the better. Thank you for participating in this important exercise which helps us give feedback to our Minister as we all strive to better serve our Unity Church.

Note to the Board: Each Board member should individually complete a performance review form for the Minister. Then, if a compilation is required, two Board members should work together to compile the information. The Minister should receive copies of all of the individual review forms as well as the compilation.

**PERFORMANCE REVIEW
SENIOR MINISTER
UNITY CHURCH**

Minister _____ Church _____

Review Period _____ Review Date _____

Board Member _____

General Instructions:

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**PERFORMANCE REVIEW
SENIOR MINISTER
UNITY CHURCH**

DATE: _____

SPIRITUAL LEADERSHIP

1. Sets the order of service, leads and coordinates the Sunday morning service(s) which includes the Minister's lesson, music, and meditation.

Sunday Service overall: Does the Sunday morning service meet your spiritual needs?

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

Is the Sunday morning service presented with excellence?

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

Does the Minister present Sunday lessons that are well-prepared, inspirational and interesting?

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

Are the meditations meaningful and effective?

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

2. Schedules, plans and conducts various classes and other activities for spiritual enrichment. Are classes and other activities thought-provoking, well-planned and beneficial to those attending?

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

3. Provides effective spiritual counseling and prayer to those who seek it.

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

4. Conducts weddings, funerals, memorials, christening and special spiritual services.

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

5. Performs or coordinates pastoral duties such as hospital visitation and personal contact with those in need.

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

6. Empowers and supports spiritual development of youth.

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

7. Provides a sound prayer consciousness on which to base all activities of the ministry.

Marginal		Fair		Competent		Superior		Outstanding						

Comments:

8. Commits to continued personal spiritual growth and unfoldment.

Marginal		Fair		Competent		Superior		Outstanding						

Comments:

PERSONNEL ADMINISTRATION

9. Recruits, screens, hires, fires and supervises staff.

Marginal		Fair		Competent		Superior		Outstanding						

Comments:

10. Provides clear direction and guidance to staff in performing their duties.

Marginal		Fair		Competent		Superior		Outstanding						

Comments:

11. Provides feedback to staff in the form of annual formal evaluations and day-to-day supervision including motivation and correction, when needed.

Marginal		Fair		Competent		Superior		Outstanding						

Comments:

12. Communicates with Board about personnel issues, problems, evaluations, and recommendations.

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

13. Assists Board in developing and revising job descriptions and personnel policies.

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

14. Promotes volunteer involvement by delegating, supervising and supporting volunteer efforts or overseeing the endeavor.

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

FISCAL MANAGEMENT

15. Oversees day-to-day financial activities and transactions.

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

16. Assists Board in developing and revising annual budgets.

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

17. Directs and approves purchases and expenditures within the limits of the Board-approved budget.

Marginal		Fair		Competent		Superior		Outstanding						

Comments:

18. Oversees the handling of any church monies.

Marginal		Fair		Competent		Superior		Outstanding						

Comments:

RELATIONSHIP WITH BOARD

19. Regularly attends all Board meetings and serves as liaison to Board committees.

Marginal		Fair		Competent		Superior		Outstanding						

Comments:

20. Provides the Board with adequate information to help it reach sound decisions and policies.

Marginal		Fair		Competent		Superior		Outstanding						

Comments:

21. Prepares or oversees the preparation of the agenda for Board meetings.

Marginal		Fair		Competent		Superior		Outstanding						

Comments:

22. Communicates with Board on progress, activities and direction of the church.

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

23. Supervises the implementation of all policies and procedures as set by the Board.

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

24. Assists Board in developing sound short-term and long-range plans.

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

25. Reports regularly to the Board about progress toward organizational goals and objectives.

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

COMMUNITY OUTREACH AND PUBLIC RELATIONS

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

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

27. Promotes good public relations.

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

28. Keeps membership informed of activities, opportunities and direction of ministry (i.e.: newsletters, bulletins, personal contact).

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

UNITY MOVEMENT PARTICIPATION

29. Regularly attends the Annual Conferences for the Association of Unity Churches and the Region.

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

30. Supports the Association and Region through service (officer, committee membership, other activity or participation).

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

31. Regularly informs the Board and membership of the policies, directions, activities and services provided by the Association, the Region, and Unity School.

Marginal			Fair			Competent			Superior			Outstanding		

Comments:

Please answer the following questions: (may use the back of the page for more space)

32. What has the Minister done well? What are the Minister's strengths?

33. What could the Minister do better and do you have suggestions for how he/she could perform better in this regard?

34. What do you think should be the priorities for the Minister in the coming year?

35. What could the Board do to help the Minister develop professionally in the coming year?

36. Other comments: