



Is your expansion ministry creating a job description for your minister or spiritual leader? This is a good place to start: a job description and relevant bylaws, as recommended by UWM.

JOB DESCRIPTION

Job title: Senior Minister

Works collaboratively with: Board of Trustees

Introductory Statement

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. 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. Thriving Unity ministries are created as dedicated minister and congregation representatives serve together to design a quality Spirit-filled environment for all people. This job description serves as a guideline to ensure that all areas of the ministry are well managed. 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.

A. General Description of Position

The Senior Minister inspires and empowers Truth seekers to become Truth finders. Together with the ministry leadership an atmosphere in which people can come to know and express their Christ nature is created. 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 and volunteer personnel to fulfill, but retains responsibility for the sound financial and program management of the ministry, and along with the elected members of the board of trustees, the financial well-being of the ministry.

B. Duties and Responsibilities

Spiritual Leadership

1. Provides a sound prayer consciousness on which to base all activities of the ministry.
2. Sets the order of service, leads and coordinates the Sunday morning service(s) which includes the minister's lesson, music, and mediation. Guides the spiritual direction of the ministry along lines in keeping with the teachings of Jesus Christ as interpreted by Unity and Unity Worldwide Ministries.
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 evolution.

Personnel Administration

1. Recruit, screen, hire, release, and supervise 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 and 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.

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. Cooperates with the board president to create the agenda for board and congregational meetings.
4. Communicates with board on progress, activities, and direction of the ministry.
5. Supervises the implementation of all policies and procedures as set by the board.
6. Assist board in developing sound short-term and long-range plans.
7. Reports regularly to the board about progress toward organizational goals and objectives.
8. In collaboration with the board, ensures that all decisions are aligned with the mission/vision and in the best interest of the ministry.

Community Outreach and Public Relations

1. Serves as spokesperson of Unity ministry in all dealings with the public, media, and other organizations.
2. Promotes good public relations.
3. Ensures the membership is informed of activities, opportunities, and direction of ministry [i.e. newsletters, bulletins, personal].

Unity Movement Participation

1. Regularly attends the annual conventions for Unity Worldwide Ministries and the region.
2. Supports Unity Worldwide Ministries, abides by its ethics and policies, and the region through service [officer, committee membership, other activities or participation].
3. Regularly informs the board and membership of the policies, directions, activities, and service 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. The position requires an individual who can adapt to various situations who is growth-oriented and who is able to empower and encourage others.

What do Unity recommended bylaws say about the Senior Minister?

From “Bylaws template for expansion ministries”

ARTICLE VII – Administration, Management and Leadership

Section 1. Administration. The administration of (name of ministry) shall be vested in the senior minister or co-ministers as the administrative director(s), and the Board of Trustees elected from the membership.

Section 2. Minister(s).

A. Senior Minister or Co-ministers. The senior minister or co-ministers will be duly licensed or ordained Unity minister(s).

1. **Duties.** As the spiritual leader(s) of this ministry, the senior minister or co-ministers will be responsible for the scheduling, conduct, and content of services, classes, and all other activities that further the purpose of this ministry. As administrative director(s), the minister(s) shall:
 - a. Be responsible for the complete functioning of this ministry, including the hiring and termination of all employees including associate or assistant ministers;
 - b. Serve as voting member(s) of the Board of Trustees on all matters except their own employment, or that of their successor(s);
 - c. Create ministry teams related to these duties;
 - d. Appoint the members of such ministry teams;
 - e. Serve as ex officio members of all ministry teams;
 - f. Be responsible for seeking the Unity Worldwide Ministries’ assistance in the event of a dispute adversely affecting the ministry.
2. **Selection.** The Board of Trustees shall select the senior minister or co-ministers following the employment procedures for ministerial personnel of the Unity Worldwide Ministries.
3. **Compensation.** The compensation of the senior minister or co-ministers employed by this ministry shall be set by the Board of Trustees.

B. Associate and/or Assistant Ministers. Associate and/or assistant minister(s) will be duly licensed or ordained Unity minister(s) who function(s) with less responsibility than the senior minister or co-ministers.

1. **Duties.** The associate and/or assistant minister(s) will perform the duties and fulfill the responsibilities assigned them by the senior or co-ministers.
2. **Compensation.** To the extent funded by the board, the compensation of the associate and/or assistant minister(s) shall be fixed by the senior minister or co-minister(s).

Section 3. Definitions.

- A. A Unity Ministry.** A member ministry in the Unity Worldwide Ministries recognized by the Unity Worldwide Ministries will have a duly ordained or licensed Unity minister, or a person serving under special dispensation as its Spiritual Leader. (For additional criteria, contact the Unity Worldwide Ministries office.)

- B. Senior Minister.** A Unity minister duly ordained, licensed [or serving under special dispensation] by the Unity Worldwide Ministries (or Unity School of Christianity prior to July 1, 1966), who assumes the spiritual and administrative leadership role in a member ministry. This leader works in conjunction with the Board of Trustees of the member ministry, and is to oversee the teaching, preaching (lesson), worship services, healing, counseling, prayer, administrative, and fellowship activities of the ministry.