

Unity of Montclair

Position Description

Job Title: Senior Minister

Reports To: Unity of Montclair Board of Trustees

Position Status: Part-Time

Average Sunday Attendance: 59

Salary: \$30,000 to \$40,000, plus growth bonus

Hours of Work: 25 per week, minimum - *will vary depending upon special events or season*

Moving Expenses : N/A

Purpose:

Unity of Montclair is a welcoming, diverse, energetic, creative, and inclusive community of people from all backgrounds, religious upbringings, lifestyles, and life experiences. With Christ as our way-shower, we honor all paths to God, including traditional, Eastern, and New Thought philosophies, and spiritual insights from quantum physics.

Our new spiritual leader must be a visionary with excellent leadership qualities and a dynamic speaker who honors diversity, exemplifies Unity principles and communicates compassionately with everyone. We are seeking a minister who will continue the wonderful offerings of our church while adding his/her own personal touch. It is important that the minister is a dedicated Truth student that follows the teachings of Jesus Christ as interpreted by Charles and Myrtle Fillmore.

The qualified candidate must have the understanding and ability to teach basic Unity principles, metaphysical practical Christianity, and be an inspiring speaker with excellent communication skills. Centers for Spiritual Living ministers in good standing wishing to serve at Unity of Montclair would be expected to affiliate with Unity within two years of accepting an employment contract with Unity of Montclair.

We would like to receive a video link and/or CD/DVD of a recording from each candidate.

KEY RESPONSIBILITIES AND DUTIES:

1. Spiritual leading and teaching: The Minister will be the primary leader for at least two Sundays per month worship services and special services i.e. Christmas, Easter, Burning Bowl and White stone. Also, the Minister will provide leadership in planning and executing the education programs. They will deliver a hybrid model of online streaming as well as in-person services, when it is safe to do so again.
2. Strategic leadership and planning: Along with the Unity of Montclair Board of Trustees (*hereinafter referred to as "the Board"*), the Minister, as a key leader, will define strategic goals and vision among the staff and congregation, and implement the plan by:
 - a. Partnering with the Unity of Montclair Board to grow the current membership through prosperity consciousness.
 - b. Monitoring the spiritual pulse of the congregation through review and accountability in accordance with Unity principles and our core values.
 - c. Ensuring facilities and programs are effectively aligned to meet strategic goals
 - d. Meetings: The minister will be responsible attending at least one meeting per month (Board of Trustees, Team Leaders, Prayer Chaplains)
3. Staff supervision and development: The Minister serves as director to lay staff and lay volunteers; leads, evaluates, and mentors existing staff in their respective areas of ministry by maintaining efficient and effective lines of communication between the staff and the congregation.
4. Administration: The Minister oversees and works with the Board of Trustees to execute the administration of the church. She/he must:
 - a. Prepare for and conduct worship services.
 - b. Maintain a regular program of study to enable herself/himself to plan and conduct meaningful worship services based upon Unity teachings.
 - c. Provide congregational support including premarital, vocational, family, bereavement, counseling sessions, et al., as needed. Advise/encourage counsel of other professional help when necessary. Be Available to advise and counsel congregants online or by phone.
 - d. Be available to perform wedding ceremonies and conduct funeral services.
 - e. Along with the Board, lead in the observance of the township ordinances and lead the church in proclaiming Unity teachings to the church and to the Montclair community.
 - f. Work with the Board and committees in performing assigned responsibilities. Be available for and lead in training as needed.
 - g. Cooperate with and lead the church in cooperating with associational, state, and denominational and community leaders. Keep the church informed of developments within Unity Worldwide Ministries.
 - h. Serve on the Board in planning, organizing, directing, coordinating and evaluating the total church program, as time permits and, at the Board's discretion.

5. Church Outreach: Enthusiastically lead congregants to engage “virtually” with the external community such that Unity of Montclair is well known and seen as a support to the world around us.

QUALIFICATIONS:

1. Ordained by Unity Worldwide Ministries or Center for Spiritual Living as a licensed minister
2. In good standing with Unity Worldwide Ministries
3. A minimum educational level of a Bachelor’s degree from an accredited college/university
4. A demonstrated ability to deliver spiritual and thought-provoking sermons at Sunday worship and holiday services
5. Previous experience as a Unity minister strongly preferred
6. Excellent interpersonal skills in both written and verbal communications
7. Computer technology proficient; working knowledge of social media platforms, virtual meeting platforms (Zoom, YouTube and Facebook) and digital literacy, i.e., able to prepare documents in MS Office