

JOB DESCRIPTION

JOB TITLE: Sr. Minister

REPORTS TO: Board of Trustees

SUMMARY: The Minister is responsible for the spiritual and business leadership of Unity of Bellevue. As spiritual leader, s/he guides and supports the spiritual growth of the congregation through Sunday services, education classes, and other programs. As operational leader, s/he manages the day to day business operation of the ministry including all functions related to personnel administration, legal implications, and best practices thereof. S/he can delegate programs, duties and tasks to the staff to fulfill, but retains the ultimate responsibility for the sound financial success and effective program development and management of the ministry. In collaboration with the Board of Trustees, the Minister provides vision for the future direction of the ministry.

RESPONSIBILITIES:

Spiritual Leadership

1. Provides a sound spiritual consciousness on which to base all activities of the church.
2. Sets the order of service, leads and coordinates dynamic, joyful, provocative and inspirational Sunday morning services which include the Minister's lesson, music, and meditation.
3. Guides the spiritual direction of the ministry based on the wisdom teachings of Jesus, and rooted in New Thought as originally taught by Charles and Myrtle Fillmore, Emily Cady and others. Focus is on the practical application of these teachings to daily life.
4. Schedules, develops, plans and conducts effective classes and other activities for the spiritual enrichment of the congregation. This includes periodically conducting new member classes.
5. Provides counseling, spiritual guidance and prayer to those who seek it.
6. Conducts weddings, funerals, memorials, christenings and special spiritual services as requested.
7. Performs or coordinates pastoral duties such as hospital visitations and personal contact with those in need.
8. Guides and supports the spiritual development of children, youth, and families through effective education classes and programs.
9. Commits to his/her own continued personal spiritual growth.

Personnel Administration

1. Maintains up to date knowledge for all applicable employment laws and best practices (FMLA, ADA, HIPPA, etc.)
2. Recruits, screens, hires, fires, and supervises staff. Any proposal to add/change staff headcount and/or change staff wages/salary must be submitted to the Board of Trustees for approval prior to commitment. After recruitment, but before offer, notifies the Board of Trustees before an employment opportunity is presented to a candidate.
3. Provides clear direction and guidance to staff in performing their duties.
4. Provides feedback to staff in the form of annual formal performance evaluations and day-to-day supervision including motivation and corrective action where needed.

5. Communicates with Board about staff issues, problems, evaluations and recommendations before serious employment actions are taken.
6. Develops and maintains staff job descriptions in accordance with UWM standards and also UOB governance best practices and templates; works as part of the Board in maintaining staff policies and approving those submitted by committee for consideration. Promotes and supports volunteer involvement by either supervising or overseeing the endeavor.

Fiscal Management

1. Oversees daily financial activities and transactions of the church within budget which is annually approved by the Board of Trustees. Any spend beyond budget must be preapproved by the Board.
2. Holds and teaches prosperity consciousness and principles.
3. Works in conjunction with the Center Administrator and Board Treasurer to develop an annual budget for presentation to the Board for approval. The budget may involve input from all Board members and may be previewed by the Board President.
4. Approves and directs purchases and expenditures within the limits of the Board approved budget and UOB governance documents.

Relationship with the Board of Trustees

1. Regularly attends all Board meetings.
2. A voting member of the Board of Trustees and the Executive Committee on all matters except his/her own employment or that of his/her successor.
3. Is a member of Board committees as defined by UOB governance documents.
4. Provides the Board with adequate information to help it reach sound decisions and policies.
5. Provides input in the preparation of the agenda for Board meetings by working collaboratively with the Board President.
6. Communicates with the Board on progress, activities, and direction of the church.
7. Supervises implementation of governance policies as set by the Board.
8. Collaboratively works with the Board to develop sound short and long range plans for the church, including Mission and Vision.
9. Reports regularly to the Board about progress toward organizational goals and objectives.
10. Participates with the Board in periodic reviews individual performance and that of the church overall. Establishes goals and objectives and actively works toward those ends.

Community Outreach and Public Relations

1. Serves as spokesperson of Unity of Bellevue 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. newsletter, bulletins, personal contacts). Ensures that all church materials are reviewed and approved prior to being published.
4. Promotes growth of UOB membership and programs through focus on UOB vision and mission. Assists with fundraising activities.



A Spiritual Center for Creative Living

Unity Movement Participation

1. May attend the Annual Conferences for Unity Worldwide Ministries (UWM) and the Region.
2. Supports the Association and Region through service (officer, committee membership or participation).
3. Informs the Board of Trustees and membership of the policies, direction, activities and services provided by the UWM, and the Region.

Leadership Standards

The Minister of Unity of Bellevue will be an ordained Unity Minister, approved and in good standing with the Association of Unity Churches. The individual will demonstrate an ability to adapt to various situations (with humor as appropriate), maintain personal and professional relationships as well as boundaries, practice inclusivity, actively grow along his/her own spiritual path, and inspire, guide and encourage the church community in their spiritual growth.