

Half-time minister job tasks

Worship

- Lead worship 20 - 22 Sundays per year plus Christmas Eve
- Prepare and deliver engaging sermons, homilies and reflections
- For weeks preaching, work collaboratively with Worship Associates, Religious Educator, and Music Director to create welcoming and empowering worship services for a diverse spiritual community

Pastoral Care

- Be responsible for pastoral care for all ages (recognizing differences between pastoral and therapeutic counseling) when ministerial care is needed
- Collaborate with the pastoral care team so they can provide care, such as listening, when ministerial care is not needed
- Provide spiritual grounding and support to pastoral care team, especially the chair

Spiritual Development for Self and Others

- Provide topics and guidance for Sacred Circles
- Participate in UUA, both within our local cluster and with the larger UU community
- Attend GA

Administration

- Maintain good communication with and access for the Administrator
- Provide a yearly evaluation of the Religious Educator, Music Director, and Administrator
- Have a basic understanding of budgets, stewardship, and fundraising
- Assist the Right Relations team with conflict resolution when requested
- Attend Board meetings when requested
- Lead monthly staff meeting
- Understand what is appropriately done by staff vs. committees vs. the Board of Directors
- Awareness of and adherence to the Policies & Procedures adopted by the Board

Discerning Values, Mission and Ends

- Participate in the Consultant-facilitated process to discern fellowship values, mission and ends, as well as an organizational structure that will allow implementation
- Reach agreement with the Consultant and Board about level of ministerial participation desirable, within realistic time constraints, to maximize success of process

Tasks NOT expected for the half-time minister

- Supervising staff on a daily basis
- Attending committee meetings or board meetings, unless specifically requested
- Conduct rituals for life passages, such as weddings and funerals, unless privately engaged by the member or community person
- Lead/facilitate religious education classes for children or adults
- Represent the fellowship in community events
- Implement social justice projects