

RIDGE UNITED METHODIST CHURCH
POSITION DESCRIPTION
April 2008 "B" DRAFT

POSITION TITLE: SENIOR PASTOR

REPORTS TO: SALARIED: X HOURLY:

POSITION PURPOSE AND SUMMARY

The Senior Pastor is responsible for casting the vision for Ridge United Methodist Church. Plans, oversees and implements all regular and special worship services. Institutes a youth ministry, educational ministry, missions ministry, caring ministry and total ministry strategy for Ridge United Methodist Church. The strategy will be designed so that an emphasis is placed on making Disciples and helping persons to strengthen their relationship with Jesus Christ. Shall administer the entire church staff in order to carry out the functions of the church. Is responsible for the administration of staff responsibilities, staff development, weekly staff meetings, evaluation of staff and works with the Staff Parish Relations Committee. Works with various councils and committees to administer the church functions.

Shall serve as the chief staff member of Ridge United Methodist church and shall be directly responsible to the Staff Relations Parish Committee. Shall follow the employee guidelines as stated in the EMPLOYEE HANDBOOK, **CHILD PROTECTIVE GUIDELINES** and the policies outlined in the BOOK OF DISCIPLINE.

Shall work closely with all staff to ensure the proper coordination of the total church program. The Senior Pastor is a full-time staff member, and shall attend staff meetings, Administrative Council and all Ministry Teams.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Provide vision and overall direction to Ridge United Methodist Church.
2. Preach and conduct regular worship service.
3. Conduct special services as needed.
4. Institute programs in youth ministry, including weekly programs, mission trips, confirmation and open gym.
5. Institute a program in missions ministry.
6. Institute a program to welcome new members, visitors and follow up on attenders who stop coming.
7. Institute an educational ministry providing opportunities for Christian education for children and adults. Oversee confirmation classes and congregational events.
8. Assure appropriate training and supervision of volunteers at church events.
9. Incorporate music ministry into services.
- 10.. Other duties as may be necessary.

"The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an all inclusive list of responsibilities, duties, and skills required of personnel so classified."

JOB PERFORMANCE CRITERIA

- A. EDUCATION/EXPERIENCE: Has a Master of Divinity or related degree. Has been ordained. The Senior Pastor will be encouraged to enhance their ministry through participation in professional development.

- B. MENTAL AND PHYSICAL DEMANDS/WORKING CONDITIONS: Must be a visionary. Must be able to supervise effectively, delegate functions and be responsible for follow up. Must be able to effectively work with staff, volunteers and general church membership. Extremely flexible hours are required to meet responsibilities. Must be able to meet established deadlines.
- C. SERVICE RELATIONSHIPS:
 1. Have the ability to work with people of all ages.
 2. Ability to work in a team oriented staff environment.
 3. Have strong nurturing skills.
- D. ACCOUNTABILITY:
 1. Has a commitment to maturing in his/her Christian Faith and an ability to share that faith with others.
 2. Be able to envision, coordinate, organize and administer programs.
 3. Be a responsible person.
 4. Be a self starter - a motivated person.
- E. STAFF RESOURCE PERSON: Shall serve as the Staff Resource person to:
 1. All Ministry Teams, councils and committees..
- F. SUPERVISORY RESPONSIBILITY: Entire Church staff supervisory responsibility

APPROVALS:

Senior Pastor

_____ Date

YEARLY REVIEW
DATE AND INITIALS:

Date	Initials
_____	_____
_____	_____
_____	_____
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