



Minister of Worship and Care

Job Description Revision Date: March 10, 2022

To be filled by Settled Pastor after 2022 search

FLSA Classification: Exempt

Reports to: Church Council

Work Schedule: Regular, Full Time

Employee Category: Pastor

Directly Supervises: Music Director, Worship Assistant, Video Editor, Parish Care Coordinator

GENERAL SUMMARY

Team Ministry- University Congregational UCC (UCUCC) is served by a co-equal team of three ministers (the Leadership Team) who are called to embody and encourage the faith of the Christian Church to live the transformative adventure of God's love and justice.

The Leadership Team is called to be a highly functioning pastoral team that is connected to an engaged congregation and Church Council. The Leadership Team is characterized by skill, synergy, creativity, open communication, anti-bias work, transformative approach, and the accomplishment of goals. Each Leadership Team member is challenged, mentored, well-supported, and accountable to the team and to the congregation.

The Leadership Team supports the five UCUCC ministries: Ministry of Music & Worship, Ministry of Christian Formation, Ministry of Calling, Engagement & Community; Ministry of Love & Justice; and Ministry of Stewardship & Administration.

The Minister of Worship and Care (MWC) has broad responsibility for the Ministry of Music & Worship and the Ministry of Calling, Engagement & Community. Thus, the MWC has the responsibility for leading the congregation in faithful and meaningful worship which includes music as a core component. The MWC is responsible for designing, developing, and implementing a vision for leading the church working together to provide meaningful and faithful worship, both in-person and on-line. Also, the MWC leads and supports the congregational care ministry of UCUCC: empowers the congregation and its individual members to live out our covenant in the areas of caring for one another, and helps people find their vocation and opportunity for ministries (both small short-term callings and big lifetime vocational discernment). The MWC is accountable to the Leadership Team, the UCUCC Church Council and the congregation for the fulfillment of these expectations.

ESSENTIAL JOB FUNCTIONS

Expectations of All Leadership Team Ministers Are To:

- Nurture a healthy spiritual life individually and together.
- Work collaboratively and collegially, sharing the responsibility for healthy Leadership Team connection and function.



- Share preaching and pastoral care responsibilities within the Leadership Team.
- Exercise responsibility, leadership, and authority within their designated portfolio while consulting with the other Leadership Team members and laity.
- Collaborate with lay leadership, developing specific goals and outcomes related to the minister's specific areas of portfolio ministry.
- Support and participate in the portfolio ministries headed by other Leadership Team members.
- Support all the church's missions and ministries.
- Demonstrate desire and sensitivity to working in diverse racial, ethnic, cultural and religious settings and be attentive to implicit-bias perspectives and training.
- Communicate in a timely and effective manner to individuals and the congregation.
- Be accountable to the congregation through the Church Council, Personnel Committee, and Leadership Parish Relations Committee.
- Work diligently to grow in the UCC's "Marks of Faithful and Effective Authorized Ministers."

Specific areas of responsibility of Minister of Worship and Care include:

- Work directly with staff and laity within the Music & Worship Ministry and Calling, Engagement & Community Ministry (two of five designated ministries of the Church).
- Supervise program staff for Music & Worship Ministry and Calling, Engagement & Community Ministry including hiring, training, direction, meetings, performance feedback, corrective action performance documentation, positive reinforcement, frequent communication and adherence to the policies and procedures in the UCUCS Personnel Handbook.
- Lead the coordination of activities of Music & Worship
- Lead the visioning and goal setting for Music & Worship and Calling, Engagement & Community programming in line with articulated UCUCS priorities, and support implementation of goals as approved by Council.
- Interpret, articulate, and promote the congregation's overall mission, vision, and goals from the perspective of Music & Worship and Calling, Engagement & Community ministries in service to the Church Council and congregation.

KNOWLEDGE, SKILLS AND ABILITIES

- Be ordained by the United Church of Christ or by another appropriate judicatory body that confers eligibility for standing in the United Church of Christ, and be duly called by the congregation through a Council-approved search and call process
- Demonstrate skill and experience as a preacher in the pulpit and in other settings
- Experience as a parish minister in congregational settings
- Ability to provide compassionate pastoral care with a variety of congregants in diverse settings including church, home, hospital, long-term care etc.
- Experience and ability to function in a collegial manner with ordained and non-ordained church employees and congregants.
- Experience designing music and worship for both in-person and online engagements in ways that enhance congregants connection to the divine.



- Demonstrated experience in organizing congregational connection points such as small groups, church events, and parish care opportunities.
- Effective oral and written communication skills; excellent knowledge of writing standards including grammar, punctuation, spelling and vocabulary.
- Demonstrate operating knowledge of computers and programs with at least intermediate level of skill with email, texting, Word, Excel, Zoom and other electronic tools. This position may require the ability to operate specialized equipment such as AV projection systems and web conferencing systems.
- Demonstrate general understanding of audio and video production and editing.
- Physical demands include sitting, keyboarding, standing, walking, and operating a personal vehicle.
- Must be prepared to travel in the local region.

ANTICIPATED WEEKLY TIME COMMITMENT

In addition to Sunday worship, the MWC will be required to work during regular business hours with designated day(s) out of the office, and will work in evenings and on weekends, sometimes without advance notice.

Leadership Team members share 24/7 pastoral call responsibility to respond to emergencies.

EDUCATION, EXPERIENCE AND JOB REQUIREMENTS

- A Bachelor’s degree.
- A Master’s degree of divinity.
- Ordination in UCC or designated standing within UCC.
- At least 3 years of relevant work experience as a minister in a congregation.
- At least 2 years of experience supervising employees.
- A valid driver’s license and access to an insured vehicle, or the ability to arrive and depart from work and work-related functions at expected times.
- Occasional work from home as well as in the Church building is acceptable as agreed upon with church leadership.

The statements contained herein are intended to describe the general nature and level of work being performed by the employee assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Attestation to job description:

UCUCC Moderator _____

Date. _____

Minister _____

Date _____