

SENIOR MINISTER'S JOB DESCRIPTION

Approved May 20, 2018

1 Ministerial

- 1.2 The Senior Minister will have responsibility for the religious gatherings of the church with primary concern for the spiritual interests and well-being of the congregation. All religious services, including weddings, memorials, funerals, dedication, services of union and others, will be the responsibility of the Senior Minister although the specific responsibility may be delegated to others as appropriate.
- 1.2 The Senior Minister is expected to maintain a strong and regular pulpit presence. The Senior Minister will be free of pulpit responsibilities one Sunday per month, on average, and is expected to prepare and present services at least thirty Sundays annually. This commitment reflects the Senior Minister's absence for four weeks of vacation, four weeks of study leave and up to four Sundays of district and denominational service and continuing education.
- 1.3 The program of regular Sunday services should be planned in consultation with the Worship Committee as outlined in the charter for that committee.
- 1.4 The Senior Minister will have the freedom to express opinions on any and all matters both in and out of the pulpit consistent with the restrictions of the church's 501(c3) status. The Senior Minister is encouraged to participate in community activities consistent with the Senior Minister's concern for social responsibility and the missions of the church and the UUA.
- 1.5 The Senior Minister will supervise the minister or coordinator of the pastoral care program, conducts pastoral visits as appropriate, and may counsel members and friends of the congregation commensurate with the Senior Minister's skills and the time available for such counseling.
- 1.6 Although not binding on either the Senior Minister or the Church, *The UUMA Guidelines for the Conduct of Ministry* will be used to advise the Church and the Senior Minister throughout the term of their relationship. In particular, the Senior Minister is accountable to the ethical standards specified in those Guidelines.

2 Head of Church Staff

- 2.1 The Senior Minister will be the head of the Church Staff as specified in the Personnel Committee Handbook and will be responsible for the operations of the staff. In this role the Senior Minister will work with the Executive Team as specified in the Executive Team Charter. Supervisory responsibilities may be delegated to other staff members where appropriate.
- 2.2 The Senior Minister will facilitate regular staff meetings and supervisory meetings with staff members.
- 2.3 The Senior Minister, in cooperation with the Executive Team, is responsible for the hiring and firing of all staff in consultation with appropriate committees, with the exception of the Director of Administration who is hired by the Board.
- 2.4 The Senior Minister will conduct annual performance evaluations of all staff in consultation with the Personnel Committee. As part of the evaluation process, the staff member and the Senior Minister should agree on goals for the upcoming year.
- 2.5 The Senior Minister and the Director of Administration will administer the policies detailed in the latest version of the TVUUC Personnel Policies and Procedures Manual.

3 Administrative Responsibilities

- 3.1 The Senior Minister is an ex officio member of the Leadership Team which meets monthly as outlined in its charter.
- 3.2 The Senior Minister will be a non-voting, ex-officio member of the Board and all other board committees except for the Nominating Committee, although the Senior Minister has the privilege of submitting suggestions to the Nominating Committee. The Senior Minister is expected to attend Board meetings and ensure that written reports are presented on the relevant aspects of congregational life for that meeting as specified by the Board.
- 3.3 The Senior Minister is a member, ex officio, of the Worship Committee and will meet with that committee at least quarterly and as needed for the planning of worship services.
- 3.4 The Senior Minister is a member, ex officio, of the Personnel Committee and will meet regularly with that committee as specified in its charter.

- 3.5 The Senior Minister is expected to encourage and emphasize the benefits of Stewardship from the pulpit throughout the year and through other means such as the Stewardship Campaign, newsletter, and social media postings.

4 Denominational Responsibilities

- 4.1 The Senior Minister is expected to participate in denominational activities consistent with his or her interests and goals. Attendance at professional and denominational meetings and conferences will not be charged against annual leave, but in no case will such professional absences from Knoxville exceed four weeks per year without the specific prior consent of the Board.
- 4.2 The Senior Minister is expected to participate in the activities of the East Tennessee UU Cluster consistent with his or her interests, goals and time available.

5 Public Ministry

- 5.1 The Senior Minister is expected to participate in community activities consistent with the Senior Minister's concern for social responsibility and the missions of the church and the UUA. The degree of such participation is at the discretion of the Senior Minister.

6 Intern Supervision

- 6.1 The Senior Minister has the freedom to recruit and supervise ministerial interns although the employment of interns must be approved by the Board of Directors.

7 Adult Religious Education

- 7.1 The Senior Minister has the freedom to participate in Adult Religious Education at his or her discretion.

8. Apportionment of Time

- 8.1 The position of Senior Minister is a full-time position. Because of the supervisory responsibilities specified above, it is expected that the bulk of the Senior Minister's working hours will be spent in the Church offices, excepting visitations, off-site appointments and meetings. Additionally, the Senior Minister is expected to be reasonably available by telephone and e-mail, to maintain flexibility for scheduling individual appointments and to keep the

Church Administrative Staff apprised of his or her general whereabouts.

- 8.2 The Church Administrative Staff and the Leadership Team should be given as much notice of planned absences from the Church as possible. When absent from the Church, the Senior Minister should be on-call for emergencies.
- 8.3 Excepting special events, Saturdays and one other week day will be considered the Senior Minister's days off. Because of the nature of the Senior Minister's job, the exact work days and times must be flexible.
- 8.4 Sick and Family Leave: TVUUC will continue full compensation to the Senior Minister due to illness or accident up to six months, or until long-term disability benefits begin, whichever comes first. The Senior Minister may use sick leave for family illness, disability or death, or for pregnancy, birth or adoption of a child on the same basis as Church staff as specified in the TVUUC Personnel Manual.
- 8.5 The Senior Minister accrues one month of sabbatical leave for every year of service to be taken every seven years. The scheduling of sabbatical leave must be coordinated with the Board of Directors. Planning for activities during sabbatical leave must be done in coordination with the Committee on the Ministry and the Worship Committee.

9. Evaluation

- 9.1 During the last quarter of each church year the Senior Minister will provide an annual written self-evaluation of goals and achievements to the Board based on guidelines provided by the Board. The self-evaluation should be based on the Senior Ministers individual goals and achievements and the mission of the church.
- 9.2 The Board will conduct an annual evaluation based on the minister's self evaluation and other data as appropriate. This evaluation will use metrics developed by the Board that are provided to the Senior Minister in advance. The Senior Minister will have an opportunity to respond in writing to the written evaluation of the Board.
- 9.3 An in-depth evaluation of the Senior Minister will be conducted every three years. A committee appointed by the Board will collect appropriate information from the Senior Minister, the Congregation and the community and prepare a written report. The Board will use this report as the basis of its evaluation which will be given in writing to the Senior Minister who will have an opportunity to

respond in writing.