

**JOB DESCRIPTION: HALF-TIME PASTOR (Date Approved: \_\_\_\_\_)**

**POSITION:** The Pastor, with the assistance of the Church Council shall lead the members and those attending St. John's United Church of Christ in seeking to enlist followers of Christ, preach the Gospel, and administer the spiritual activities of the Church in cooperation with various taskforces.

**SUPERVISION:** The Pastor shall be directly responsible to the Council who will complete a yearly evaluation based on the approved Job Description. This evaluation will be discussed with the Council.

**RESPONSIBILITIES AND GOALS:** Subject to review and adjustment in conjunction with the Church Council, the following are the expectations the Pastor should meet.

**WORSHIP:** The Pastor with the assistance of the Church Council and taskforces will plan and execute the worship services.

1. Prepare Worship Service.
2. Work in conjunction with the organist and choir director in planning the music for worship service.
3. Prepare weekly bulletin.
4. Preach and lead the worship three Sundays a month.
5. Administer the Sacraments of Holy Communion and Baptism.
6. Officiate weddings and funerals held at St. John's UCC.
  - a. The Pastor may refuse the use of St. John's Sanctuary or compatibility issues.
  - b. The Pastor **MUST** be consulted before a date and time for a funeral is finalized. Non-member funerals may be refused at the discretion of the Pastor.
  - c. The Pastor may conduct funerals or weddings at other locations, as deemed appropriate and at the discretion of the Pastor.
  - d. No other minister shall officiate or co-officiate at funerals, weddings, or other sacraments without the specific invitation of the Pastor.

**PASTORAL CARE:** The Pastor will faithfully minister in a caring and compassionate manner to those Church members in need *when requested*.

1. Pastoral visits will be made only if requested directly by an individual wanting to be visited or their family member.
2. The Pastor will communicate regularly with the Visiting Taskforce and Faith Community Nurse.
3. The Pastor will provide counseling on a short-term basis to members and refer anyone who has a complex or long-term counseling need to a professional counselor.
4. The Pastor will not break confidences unless so required by law, with the consent of the recipient of pastoral care, when the individual may be suicidal (especially if the individual is a minor), or to discuss non-privileged information regarding an individual's health with the Faith Community Nurse.
5. Administer St. John's UCC Discretionary Fund.

**CHRISTIAN EDUCATION:** The Pastor will promote Christian Education programs for all members of St. John's.

1. Serve as the administrator and teacher of Confirmation alongside the appropriate taskforce.
2. Promote Christian Education programs based on the perceived needs and interest level of the congregation alongside the appropriate taskforce.
3. Promote Christian Education for the youth alongside the appropriate taskforce.
4. Act as a consultant for those programs and as an active leader if the need arises and time permits.

**ADMINISTRATION:** The Pastor will oversee and manage the ministry of St. John's UCC.

1. Work with Visiting Taskforce to keep track of Members in need.
2. Attend monthly Church Council meetings, except in the event of an emergency, illness, or vacation.
3. Assists in preparing denominational reports with the Church Clerk and Moderator.
4. Act upon requests of letters of transfers and removal.
5. Maintain the official church calendar, oversee preparation of official church correspondence, bulletins, weekly emails, reports, online presence, etc.
6. Pastor will be available by cellphone calls or texts. Meetings can be scheduled.
7. The Pastor will take at least two full days off per week, except in the event of an emergency.
8. The Pastor is expected to work an average of 20 hours a week.
9. The Pastor shall have voice and vote at Congregational meetings except for items involving ministerial salary and benefits.
10. The Pastor shall have voice without vote on Church Council.

**ADDITIONAL RESPONSIBILITIES:**

1. Provide articles and information for church online presence and print.
2. Regularly attend Prairie Association and Illinois Conference Meetings as well as other pertinent programs by the wider Church.
3. Promote congregational support and involvement in the wider church.
4. Promote mission and support through announcements, newsletter articles, sermons, etc.
5. Encourage members to invite non-members to worship services and events and greet these visitors.
6. Participate in Church activities, events, and gatherings as time permits.
7. Promote the general welfare of St. John's.