

WESLEY UNITED METHODIST CHURCH

1160 San Bernard Street ~ Austin, Texas 78702

JOB DESCRIPTION

JOB TITLE: Senior Pastor

REPORTS TO: District Superintendent

INTERACTS WITH:

Administrative Board; Board of Trustees; Finance Committee; Pastor Parish Relations Committee; Council on Ministries; Church Employees/Outsourced Services; District and Conference Officers; Church Members

QUALIFICATIONS: Ordained Elder

JOB SUMMARY:

To be the Administrative Officer of the Church and to assure that the spiritual and organizational concerns of the congregation are adequately provided for.

PRIMARY RESPONSIBILITIES:

- Preach the Word of God, lead in worship, read and teach the Scriptures and engage the people in study and witness.
- Lead people in discipleship and evangelistic outreach that others might come to know Christ and follow him.
- Counsel persons with personal, ethical, or spiritual struggles.
- Perform the ecclesiastical acts of marriage and burial.
- Visit in the homes of the church and community, especially among the sick, aged, imprisoned, and others in need.
- Maintain all confidences inviolate, including confessional confidences except in cases of suspected child abuse or neglect.

- Administer the sacraments of baptism and the Supper of the Lord according to Christ's Ordinance.
 - + Prepare the parents and sponsors before baptizing infants or children, and instruct them concerning the significance of baptism and their responsibilities for the Christian training of the baptized child.
 - + Encourage reaffirmation of the baptismal covenant and renewal of baptismal vows at different stages of life.
 - + Encourage people baptized in infancy or early childhood to make their profession of faith, after instruction, so that they might become professing members of the church.
 - + Explain the meaning of the Lord's Supper and to encourage regular participation as a means of grace to grow in faith and holiness.
 - + Select and train deacons and lay members to serve the consecrated communion elements.

- Give pastoral support, guidance and training to the lay leadership, equipping them to fulfill the ministry to which they are called.
- Give oversight to the educational programs of the church and encourage the use of United Methodist literature and media.

- Be responsible for organizational faithfulness, goal setting, planning and evaluation.
- Search out and counsel men and women for the ministry of deacons, elders, local pastors and other church related ministries.
- Administer the temporal affairs of the church in their appointment, the annual conference and the general church.
- Administer the provisions of the Discipline.
- Give an account of his pastoral ministry to the charge and annual conference.
- Provide leadership for the funding ministry of the congregation.
- Promote faithful, financial stewardship and to encourage giving as a spiritual discipline.
- Lead the congregation in the fulfillment of its mission through full and faithful payment of all apportioned ministerial support, administrative and benevolent funds.

- Care for all church records and local church financial obligations.
 - + Administer the temporal affairs of the church in their appointment, the annual conference, and the general church.
 - + Care for all church records and local church financial obligations, and certify the accuracy of all financial, membership, and any other reports submitted by the local church to the annual conference for use in apportioning costs back to the church.

- Participate in denominational and conference programs and training opportunities
- Seek out opportunities for cooperative ministries with other United Methodist pastors and churches.

- Lead the congregation in racial and ethnic inclusiveness.
 - + Embody the teachings of Jesus in servant ministries and servant leadership.
 - + Give diligent pastoral leadership in ordering the life of the congregation for discipleship in the world.
 - + Build the body of Christ as a caring and giving community, extending the ministry of Christ to the world.
 - + Participate in community, ecumenical and inter-religious concerns and to encourage the people to become so involved and to pray and labor for the unity of the Christian community.

- ❖ To manage, supervise and evaluate paid staff including out-sourced services.

Reference: Book of Discipline, United Methodist Church, 2004 Edition, Pages 239, 240, 241.

SALARY AND PAYMENT SCHEDULE:

The Church Pastor is a contract employee of Wesley UMC.
 The Church Pastor will be paid the second and fourth Sunday each month.
 Wesley United Methodist will provide the Church Pastor with the Internal Revenue Form 1099.
 The appropriate bodies of the church are responsible for any amendments to this document.

Signature of receipt and understanding: I have been given the opportunity to review this document in its entirety. By signing this document, I agree to all provisions as stated.

Service Provider: _____ Date: _____
 Witnessed by: _____ Date: _____
 Committee on Staff/Pastor/Parish Relations, Chairperson or designee

Approved by SPPRC on 08/21/06