

Job Title: Senior Pastor

Reports to: SPRC (Governance Board), Superintendent and Bishop

Purpose: The purpose of this position is to lead us to "make disciples of Jesus Christ for the transformation of our church, community and the world." Lead us by inspiring members with preaching, conducting worship, teaching and engaging them in study, ensuring faithful transmission of the Christian faith, giving oversight to the education program, counseling and visitation. He/she is the Administrative Officer of FUMC. Senior Pastor will have responsibilities as derived from the authority given in ordination as mandated in the Book of Discipline of the United Methodist Church.

Highlighted Responsibilities:

- **Word and Spiritual Leadership-** To preach the Word of God, lead in worship, read and teach the Scriptures, and engage the people in study and witness. Including: leading discipleship and evangelical outreach; Counsel and encourage persons with personal, ethical or spiritual struggles.
 - Fulfill the plans laid out and voted upon by the church membership during our Fruitful Congregation Journey. Communicate the church's vision and mission.
 - Identify, develop and encourage our lay leaders and teams for the fulfillment of our vision and mission.
 - Strategic planning and direction of messages and themes for both Traditional and Wired Services.
- **Sacraments:** To administer the sacraments of baptism and the Supper of the Lord according to Christ's ordinance.
 - Oversee the profession of faith and renewal of baptized persons.
- **Order:** To be the Administrative Officer of FUMC and to assure that the organizational concerns of the congregation are addressed.
 - Give pastoral support, guidance, and training to the staff and lay people, equipping them to fulfill the ministry to which they are called.
 - Oversee the educational program of the church.
 - Work with the Church Administrator on organizational faithfulness, goal setting, planning and evaluation.
 - Oversee and mentor the staff on the ministries and missions of the church.
 - Provide leadership for the funding ministry of the congregation.
 - Oversee and provide guidance for church finances.
- **Service:** Embody the teachings of Jesus in servant ministries and servant leadership:
 - Provide leadership in ordering the life of the congregation for discipleship in the world.

- Build up the body of Christ as a caring and giving community, extending the ministry of Christ to the world.
- Be an active member of the Greater Lafayette 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.

Qualification Preferences:

- **Education:** B.A. and M.Div.
- **Professional Certification:** Ordained Elder in the United Methodist Church
- **Desired:** a pastor that can stay with FUMC for a period of church growth, ideally 12-20 years.
- **Skills and Abilities:**
 - Excellent preaching skills.
 - Ability to articulate a vision and inspire others to help achieve it.
 - Develop and equip the laity for discipleship and evangelistic outreach.
 - Strong administrative and supervisory skills.
 - Ability to oversee and grow an educational program.
 - Counseling skills.
 - Able to honor confidences (except where reporting is required).
- **Specialized knowledge:** Knowledge of the bible and theology, and the beliefs of the United Methodist Church.
- **Other characteristics such as personal characteristics:**
 - Team player.
 - Effective leader.
 - Must inspire trust and confidence.
 - Passion for God, commitment to Jesus Christ
 - Active prayer and spiritual life, including worship, stewardship, and spiritual disciplines
 - Commitment to the vision / mission of FUMC
 - Self-Motivated

Working conditions

Professional work environment.

Physical requirements

Must be able to travel (valid driver's license) and make personal visits.

Direct reports

The following positions report to the Senior Pastor:

- Director of Administration and Missional Services
- Worship Arts
- Appointed Pastors
- Spiritual Growth

First United Methodist Church

Job Title: Director of Administration and Missional Service

Reports to: Senior Pastor & SPRC

Purpose: Develop, maintain and guide the strategic plan that will serve the church's mission, core values and ministries. Direct and manage the operations of the church human resources, facilities, legal (with counsel), insurance, IT, communications, finances and outreach ministries.

Duties and responsibilities include, but are not limited to:

- Develop and manage strategic plans for church mission and ministries.
- Oversee the maintenance of church buildings, property and vehicles.
 - Supervise the cleaning and maintenance operations
 - Supervise the mowing, landscaping, and snow removal operations
 - Assist in facility maintenance planning, remodeling, and future growth.
- Fiscal oversight while working with church bookkeeper and outside accountant.
 - Prepare budgets
 - Assures that all church legal, insurance, tax, and employment (etc.) paperwork is administered in a timely manner.
 - Assures Indiana Methodist Conference paperwork is administered.
- Development and maintenance of administrative and technology systems.
- Development of policies and procedures necessary for effective use of resources.
- Development and maintain human resources annual reviews and goals. Responsible for all non-pastoral staff annual reviews and goal setting.
- Review and update HR Policy and Volunteer Handbook as needed.
 - Conduct required background checks per "Ryan's Law" etc.
 - Hire and dismiss subordinates with approval of Senior Pastor. GB as SPRC breaks ties.
- Development and support of external ministry opportunities.
- Recruit, organize and mentor church volunteers and ministries.
- Administrative oversight for day-to-day church operations and administrative functions.
- Oversight of constructing and maintaining online presence.
- Serve the Governance Board as communicator. Preparing and distributing information to and for the board members. Serves the Governance Board. (Does not include SPRC team.)
- Oversight of church membership, regular attendees and visitor's database. Develop effective communication for all parties.
- Recruit, train and develop administrative team.
- Manage weekly staff meetings, set benchmarks, action items and timelines.
- Coordinate with Village Nursery School (VNS) Director on management and oversight.
- Oversees all church communications and marketing, including: monthly newsletter; website; programs; FaceBook; Twitter; SnapChat etc.

- Per "Streamlined" report other duties to be reconciled with new org. chart

Qualifications include, but are not limited to:

- Bachelors in management, business or related (equivalent) coursework required. Masters preferred.
- 10+ years of operations and management experience in a church, non-profit or service organization or relevant experience.
- Must be able to lift a minimum of 25 lbs.
- Must be able to travel (valid driver's license) and make personal visits.

Required Skills:

- Planning and organizing
- Communication skills
- Leadership/management skills
- Problem solving / troubleshooting
- Ability to mentor team and develop staff
- Team Building
- Development of Strategic Plan and Implement Goals
- Confidentiality
- Conflict resolution
- Ability to set and meet deadlines
- Knowledge of video creation and editing software
- Technology including database management and Microsoft products

Direct Reports:

Assistant Director of Missional Services
Administrative Assistant
Assistant Director of operations and Accounting

- Mission Teams
 - Klondike Schools
 - Purdue Wesley
 - Missions
 - Family Promise
 - Backpack
 - Africa University
 - Others as developed
- Operations
 - Finance
 - Building Maintenance and Cleaning
 - Marketing & Communications
 - Church Administrative Staff
 - Volunteer/Outreach Coordinator

Revised: Monday, July 17, 17

First United Methodist Church

Job Title: Director of Spiritual Growth

Reports to: Senior Pastor & SPRC

Purpose: Develop, maintain and guide the spiritual growth for the church. Recruit, train and mentor the "coordinators" for each area of spiritual formation. Including: Adult, children and youth education programs; Small Groups, Senior Ministry, Women's and Men's Ministry and Nursery.

Duties and responsibilities include, but are not limited to:

- Working with the senior pastor, develop and maintain the adult, youth and children's education program.
 - Recruit and supervise the teachers for classes.
 - Responsible for education curriculum
 - Design marketing materials for classes.
 - Assist with purchasing materials for classes.
- Oversee and evaluate the Children's Ministry.
 - Working with the Children's "Coordinator" design and maintain the Children's Ministry Program.
 - Mentor and train coordinator.
 - Working with the Vacation Bible School Coordinator to design a program each summer with a goal of outreach, spiritual growth and increasing attendance in year-round Sunday School program.
- *Oversee and evaluate the Youth Ministry (subject to Associate Pastor)*
 - *Working with the Youth "Coordinator" design and maintain the Youth Ministry Program.*
 - *Mentor and train coordinator*
 - *Confirmation, Youth Mission Trips & Camps, Fellowship Activities*
 - *Counseling and Listening to Youth*
- Build and oversee the Small Group Ministry. Recruit a coordinator to manage the program. Mentor and guide the coordinator.
- *Build and oversee the Senior Member Ministry. (Subject to Assistant Pastor) Recruit a coordinator to manage the program. Mentor and guide the coordinator.*
- Working with lay members, develop church events, including: seasonal programs; intergenerational events; and others as identified.
- Oversee the Nursery. Recruit a coordinator to manage the staff or volunteers and program. Mentor and guide the coordinator.
 - Design and maintain a youth worship program for acolytes, communion, usher assistants and other areas as identified.
 - Hire and dismiss subordinates with approval of Senior Pastor. GB as SPRC breaks ties.

Qualifications include, but are not limited to:

- Bachelors in Theology or Christian Education, church management, relevant coursework required, or relevant experience. Preferred Masters in Theology or Christian Education.
- 5+ years of spiritual development experience in a church, non-profit or service organization.
- Must be able to lift a minimum of 25 lbs.
- Must be able to travel (valid driver's license) and make personal visits.
- Must be able to pass UMC approved background check.

Required Skills:

- Leadership/management skills and delegation
- Planning and organizing
- Communication skills (Written, Social Media, Verbal)
- Ability to mentor team and develop staff
- Team Building
- Confidentiality
- Conflict resolution
- Ability to set and meet deadlines

Direct Reports:

- Stewardship
- Adult
- Youth
- Children
- Nursery
- Small Group
- Seniors
- Vacation Bible School
- Intergenerational Events
- Youth Worship Help
-

Revised: Monday, July 17, 17

First United Methodist Church

Job Title: Director of Worship Arts

Reports to: Senior Pastor & SPRC

Purpose: The purpose of this job is (to work closely with the Senior Pastor) to:

- Enhance spiritual growth and development of members as Disciples of Christ by providing an integrated and inspiring worship experience involving music, liturgy, readings, and other worship arts to touch the souls of the Congregation.
- Lead and inspire everyone who is interested in worship participation to connect to Biblical truths (in daily application).
- Inspire excellence in worship arts and worship planning in order to glorify God.
- Inspire worship participants to care for each other, care for the congregation, and care for those outside the church.
- To empower and mentor music and worship staff, as well as volunteers, to become worship leaders, using their gifts and talents.

Duties and responsibilities include, but are not limited to:

(Working with the Senior Pastor and Wired Service and other worship leaders):

- Coordinate and plan meaningful worship experiences:
- Traditional Services:
 - Make sure that appropriate special music, hymns, liturgy, and responses are integrated with the central theme.
 - Enter the appropriate information in Planning Center and make sure that the order of worship in the bulletin is correct.
 - Recruit and schedule communion servers, friendly effective greeters and ushers, music volunteers and staff (see reporting).
 - Communicate with church staff, A/V volunteer team, ushers and greeters, and other worship leaders are aware of their roles and scheduled appropriately.
 - Hire and dismiss subordinates with approval of Senior Pastor. GB as SPRC breaks ties.
- *Wired Services:* (Subject to Associate Pastor appointment)
 - *Meet with Wired Coordinator as needed to help plan and support that ministry*
 - *Help recruit and mentor musicians.*
 - *Provide A/V and other resources and facilities as needed.*
 - *Be the major staff advocate for the Wired Service.*
 - *Coordinate scheduling to promote smooth transitions and optimal use of all available facilities.*
- Working within the existing Traditional Service and Wired Service structures; Plan and coordinate publicity for worship services and special worship events.

The priority for this position is to make sure that things get done, not to do all of it.

Therefore, it is essential that this person:

- Communicates effectively with staff and volunteers.
- Identifies and develops the gifts and talents of volunteers and direct reports.

- Plans and coordinates effectively.
- Delegates administrative details as needed to get things done.
- Identifies and resolves issues that need to be addressed to enhance the worship experience.
- Schedules far ahead to make sure that all musicians, greeters, ushers, readers, communion servers, etc. are in place for every worship service.

Qualifications include, but are not limited to:

- Five to ten years of a combination of worship planning (traditional, blended and contemporary), choral and hand bell music and direction, drama and audio-visual presentations.
- Experience in coaching and leading worship volunteers..
- Bachelor's degree/experience in a combination of the following:
 - Non-profit or church administration.
 - Music with a major area like vocal and/or instrumental music.
 - Performing arts.
 - Knowledge of Bible and Church history (perhaps including some seminary training).
- Knowledge of copyright licensing.

Required Skills:

- Ability to provide spiritual leadership and inspiration.
- Ability to motivate, inspire and teach.
- People skills: interpersonal and conflict management.
- Able to communicate effectively with members and non-members, other staff members, committees, volunteers and volunteer leaders, community leaders, PMO representatives, and members of other professional music organizations.
- Administration and organization skills.
- Ability to hire, mentor and evaluate staff.
- Problem solving skills.
- Biblical knowledge and familiarity with worship.
- Compassion, sensitivity and patience.
- Able to work with minimal supervision.
- Must be able to pass a background check.
- Able to move handbell equipment, tables, chairs, cases, percussion equipment, baptismal font, and help with moving communion table.

Direct Reports:

- Adult Choir Director(s)
- Children's Choir Director(s).
- Bell Choir Director(s)
- Organists/Accompanists.
- Traditional Service A/V staff
- Volunteer teams for greeters, ushers, communion servers, liturgists, etc.

(Works closely with and supports Wired Worship volunteers and staff, especially the Wired Service Coordinator).

Revised: Monday, July 17, 17

First United Methodist Church

Job Title: Associate Pastor Youth and Contemporary Service

Reports to: Senior Pastor & SPRC

Purpose: The purpose of this position is to lead us, but especially youth and young adults, grow in their faith both inwardly and to serve the outside world; to build up the body of Christ through shared education, fellowship, service, and spiritual practice. Lead us by preaching, overseeing and conducting worship, that will serve the church's mission, core values and ministries. Associate Pastor will have responsibilities as derived from the authority given in ordination as mandated in the Book of Discipline of the United Methodist Church.

Duties and responsibilities include, but are not limited to:

- Develop relationship and rapport with youth, youth parents, college students, and others in the congregation.
- Develop education plan for junior high and high school students.
- In conjunction with the senior pastor, education plan should include comprehensive confirmation plan.
- Meet with Jr. and Sr. High Youth Counselors weekly.
- Work with counselors to plan Confirmation class, Sr. High Sunday School, and other Youth Group activities.
- Be present for youth events (involves considerable physical activity).
- Lead youth mission trips (with counselors).
- Coordinate youth communications via weekly e-newsletters; one for Jr. High and one for Sr. High youth.
- Send out w/youth workers occasional postcards and other mailings.
- Follow up on new youth/families, lapsed youth families, and families in crises or celebration.
- Work through a nomination/election process for youth council positions.
- Work with youth, counselors and parents on the councils in leadership decisions.
- Counsel youth, young adults, counselors and others.
- Conduct Faith and Sexuality Events for youth and parents.
- Lead Jr. High Church camp.
- Working with Assistant Director of Contemporary Worship, plan weekly services for Wired. Coordinate with Senior Pastor and Dir of Worship Arts.
- Plan and deliver sermons or series.
- Create and maintain Wired preaching schedule.
- Assist the Senior Pastor as needed in pastoral roles

Qualifications include, but are not limited to:

Education:

- Masters in Christian Education and/or Masters of Divinity Required. PhD preferred.

Certifications:

- Ordination.

- Certification to teach Faith and Sexuality.

Experience:

- 3+ years of youth ministry experience and some pastoral work/volunteer experience.

Specialized knowledge, Skills and Abilities:

- Ability to: provide a pastoral presence, enthusiasm, empower volunteers, spirituality, empowerment/leadership development of young people, communication skills via multiple media, plan and organize of mission trips and other long-term projects.
- Ability to work with a wide variety of personalities.
- Spend long periods, including multi-day and overnight trips with youth, parents and counselors.
- Must be able to lift a minimum of 25 lbs.
- Must be able to travel (valid driver's license) and make personal visits.
- Must be able to drive church van and bus.

Computer Skills: Word, Excel, Facebook, Twitter, Constant Contact, and Instagram. Extensive use of laptop computer.

Direct Reports:

- Jr/Sr High Youth Counselors and Coordinators
- Assistant Director of Contemporary Worship

Revised: July 16, 2017