

Job: *Part-Time Installed Pastor*

Title Part-Time Installed Pastor

Location First Congregational United Church of Christ, Princeton, MN

Position: Part-Time Installed Pastor

PURPOSE:

To give spiritual, pastoral, educational, and administrative leadership and support to our congregation. To encourage the development of a ministry of invitation, welcome, involvement, and new membership. To support our congregation in mission and outreach ministry.

ACCOUNTABILITY: The Pastor is accountable to the local church through its council. Authorization in the United Church of Christ via ordination, licensing, or dual standing is required.

RESPONSIBILITIES:

A. Worship & Pastoral Care (duties will account for approximately **55%** of the responsibilities)

1. Plan and lead worship serving communion monthly.
2. Make pastoral calls to members and friends of the congregation in their homes, hospitals and nursing homes as requested and as needed.
3. Support and encourage family ministry, older adult ministry and youth ministry.
4. Encourage the development of a ministry of invitation, welcome, involvement, and new membership.
5. Officiate at weddings, baptisms and funerals as requested.
6. Conduct new member orientation and receive new members into the church during regularly scheduled Sunday services.

B. Mission & Outreach (duties will account for approximately **10%** of the responsibilities)

1. Suggest and encourage activities that will provide youth and adults with outreach opportunities.
2. Encourage ecumenical relationships and participation.
3. Be visible in the community.

C. Administration (duties will account for approximately **10%** of the responsibilities)

1. Attend Council and church committee meetings as needed.
2. Serve as representative to UCC Conference as necessary.
3. Provide appropriate and timely tasks for the administrative assistant.

D. Education & Teaching (duties will account for approximately **25%** of the responsibilities.)

1. Plan, initiate and lead confirmation using guidelines from the United Church of Christ.
2. Support the congregation in developing programs to meet the educational needs of persons of all ages and backgrounds.
3. Provide instruction/direction for educational leaders.

The above responsibilities are to be fulfilled based on a **32-hour** workweek. Crisis situations and emergencies may demand additional hours, and the pastor is authorized to adjust the schedule accordingly.

RELATIONSHIPS: The pastor will be an ex-officio member of all church committees and will work closely with the UCC Conference. The pastor will be a member of the MN Conference UCC.

EVALUATION: The Pastor Parish Relations Committee will conduct a review and evaluation annually