

## JOB DESCRIPTION

<b>POSITION TITLE</b>	<b>RESPONSIBLE TO</b>
<b>SENIOR MINISTER</b>	<b>CHURCH COUNCIL</b>

### BRIEF DESCRIPTION OF THE PURPOSE OF THE ROLE:

To assume full responsibility and oversight for the management and spiritual growth of All Saints United Church. To execute and/or oversee all clergy, management, and administrative functions as agreed with the Church Council.

### SPECIFIC DUTIES, RESPONSIBILITIES, ACCOUNTABILITIES ASSOCIATED WITH THIS POSITION:

#### CLERGY FUNCTIONS:

- Take responsibility together with other members of the Ministry Team for planning of all aspects of worship
- Preaching as per the preaching plan
- Conduct services/ midweek teachings as and when required
- Conduct funeral services when required.
- Carry out pastoral visits
- Provide counseling and support in line with recognized guidelines.
- Keep all records and reports updated
- Attend meetings of leadership and relevant committees and ministries

#### ADMINISTRATIVE FUNCTIONS:

- Be a member and participate in Church Council meetings and functions.
- Convene Annual General Meetings.
- Attend Executive Committee meetings.
- Attend ASUC Trust Meetings
- Represent All Saints on Midlands Area Board Trust and attend their meetings.
- Take responsibility for the efficient, smooth and economical running of the Church office.
- Take responsibility for the well-being of the staff - both office and grounds staff. Hold meetings, at least monthly, with all staff to ensure their well being/spiritual growth.