

First Reformed Church

Senior Minister Position Description

2022

GENERAL FUNCTIONS

The senior minister serves the congregation as a minister of Word and Sacrament and as head of the ministry team. They have supervisory responsibility for the entire life and mission of First Reformed Church (FRC) and the Church's various ministries to members, friends, the community and wider world. The senior minister has direct, primary responsibility for the Church's worship, administration, and outreach. The senior minister presides over the collegial and collaborative ministry team which includes the other ministers and professional staff of the church.

The senior minister is ordained with the Master of Divinity degree or equivalent and significant additional education and experience in their areas of primary responsibility. Ordination by a denomination that follows the reformed tradition and membership in the Reformed Church in America (RCA) is preferred, but ordination and membership in other denominations may also be acceptable. Demonstrated abilities as a preacher, administrator, and leader in community ministries are required.

The senior minister is finally accountable to the Classis of Schenectady, RCA. They work under the supervision of the board of elders and the consistory, which conducts an annual performance review implemented by the senior elders.

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PRIMARY RESPONSIBILITIES

Worship

- Primary responsibility for planning and conducting regular and special services of worship (in-person and live-streamed), including preaching approximately 40 Sundays per year.
- Establish and maintain the disciplines of prayer, study, reading and reflection necessary for sustained excellence in preaching and public prayer.
- Oversee the administration of the sacraments, the conducting of weddings and funerals, and other liturgical celebrations in the church.
- Establish the weekly order of worship and church bulletin.
- Assure the appropriate inclusion of music in the order of worship, including the selection of hymns and music style.
- Coordinate the participation of other ministers and professional staff in regular and special worship services.
- Serve as a member and primary resource person of the worship committee.
- Facilitate Jazz Vespers (in-person and live-streamed).

Administration

- Primary responsibility for institutional leadership, supervision, planning as president of the consistory, personnel committee and board of elders. Prepare notices, agendas and documents for consistory meetings in consultation with the ministry team and consistory committee chairs. Coordinate the organizational life, programs, and staff of the church. Hold regular staff meetings. Oversee the production of the annual report.
- Supervise, evaluate and support the other minister(s) and professional staff. Ensure the timely evaluations of all staff and present evaluations and suggested training plans to the personnel committee annually.
- Nominate or appoint church members to committee membership or congregational leadership, including the senior elders, in consultation with the ministry team, consistory committee chairs, and current senior elders

- Hire, supervise, support, and evaluate office and maintenance staff in consultation with the personnel committee.
- Monitor the need for changes in staffing positions, draft position descriptions, staff employment contracts, and administrative policies and handbooks for review and action by Consistory or its appropriate committees.
- Serve as a member and resource person of the personnel, fellowship and membership, mission and benevolence and congregational nominating committees. Oversee staff presence on finance and property committees.
- Provide advice and counsel to staff ministerial search committees, interview candidates, and participate in candidate selection.
- Administer the activities of the benevolence decisions and distributions of the Covenant Fund, the United Presbyterian Fund, and the Tercentenary Fund. Develop new proposals and administer the RFPs for each of these. Oversee the work of the Scholarship Committee.
- Supervise the annual stewardship program and maintain ongoing awareness of financial need.
- Assist in developing an annual budget in consultation with the Treasurer and the Finance Committee.

Pastoral Care

- Provide pastoral care to members and friends on request and in consultation with the associate minister who has primary responsibility for pastoral care.
- Engage in pastoral visitation in hospitals, nursing homes, homes or other locations where members are in need or crisis, as time permits, and in consultation with the associate minister.
- Include the pastoral needs of members and friends in worship service announcements and prayers as appropriate.
- Respond to pastoral needs in the absence of the associate minister.

Education

- Lead the confirmation program in consultation with other staff.
- Lead classes and other teaching opportunities that arise in consultation with the youth and adult education and nurture committees. Be available for teaching or leading Lenten classes.
- Lead a regular class for those interested in joining the church.
- Lead a weekly Bible Study group of some type.
- Work with the Youth Education leader to create programs to attract young adults and young families.

Community and Greater Church

- Serve as primary church representative in community, denominational, and interfaith organizations and efforts as needed and support members who serve as primary church representative in these organizations.
- Encourage and coordinate the congregation's outreach into the community and greater society and world.
- Serve as member and resource person of the mission and benevolence committee. Advise the committee on the distribution of financial resources. Assist in the committee's efforts to evoke and employ each member's gifts for ministry and mission
- Encourage and enable the extension of the ministry of FRC by identifying, encouraging, and aiding members and staff who can serve on denominational and ecumenical boards, agencies, and contributing to the same through research, writing, and speaking opportunities, and where warranted, personally serving in such positions.
- Attend Classis meetings.