

Job Description – Last Updated 2006

St. Jacobi Congregational Church
1695 Scenic Road
Richfield, WI 53076

Title of Position:

- Part-Time Permanent Minister – Ordained to the Ministry of Christ in the National Association of Congregational Christian Churches.
- Reports to the Church Council.

Responsibilities:

- Devote time and energy to the covenant relationship with God through prayer and other spiritual practices.
- Performance of all pastoral duties related to and including preaching, Confirmation, counseling, and leadership of worship services.
- Administer the Sacraments of Eucharist and Baptism.
- Officiate at weddings and funerals.
- Provide communion and visitation of the elderly and sick upon request.
- Plan and teach Adult Christian Education.
- Equip laity for ministry with educational resources and prayer.
- Assist Church Council with planning of Church Calendar.
- Work with Worship Committee on review and improvement of all worship services.
- Work with Church Council with initiation, development and implementation of new programs designed to facilitate church growth. This could include visitations and follow-up with guests.
- Attend monthly Council meetings and provide monthly Pastoral Report.
- Complete Administrative tasks such as mail and other office related duties.
- Regular participation in local, state and national fellowship as determined by the Church Council.

Personal Qualities:

- Called to ministry at St. Jacobi Congregational Church and should display the gifts of ministry.
- A positive and active member in the church community.
- Enthusiastic about the spiritual development of the church.
- A spiritual leader; prayerful and diligent in requests of the congregation, obligated to model and teach spiritual practices to the entire covenant community.
- A representative of Christ to the church and community.
- Available for pastoral ministry inside and out of the church.
- Resourceful in regards to the theological material.

Compensation:

- Annual Compensation will be figured as one amount, refigured each calendar year if future year budgets have been adjusted upward.
- Breakdown of compensation as wages, allowances and benefits will be at the discretion of the Minister and approved by Church Council.
- Four weeks of scheduled vacation scheduled in advance and approved by Church Council.
- Reimbursement for additional expenses incurred to attend education activities and professional development are to be discussed and approved by Church Council prior to event. These may include retreats for church business and activities of the National Association of Congregational Christian Churches and of the Wisconsin Congregational Association.

Evaluation and Review:

- Annual Evaluation will be completed by Church Council and provided to you by Council President and one additional member of Council as designated by Church Council.

Terms Of Service:

- Designated sections of the Constitution and By-Laws of St. Jacobi Congregational Church articulate the conditions and procedures governing resignation and termination of position.