

# San Francisco Swedenborgian Church

## San Francisco Swedenborgian Church - Lead Minister Position Description

**Position Title:** Lead Minister (denoted Supervising Minister in the bylaws)

**Reports to:** San Francisco Swedenborgian Church Council

### **Mission:**

The church mission is to create a spiritual community where members can discover their spiritual path and experience the embrace of the Lord. We envision a community that fosters spiritual growth and empowers us to affect change in the world. Key Values include: Spiritual Growth, Worship, Study, Inclusion, and Stewardship of Community and Property.

### **Job Summary:**

This position is a Minister of the Society as defined in the bylaws. The Lead Minister leads the church community and is responsible for the church ministries. Key among these ministries are **Congregational Ministry, Rites and Sacraments Ministry, and Shrine Ministry**. The Lead Minister serves as Head of Staff and all church staff report to the Lead Minister either directly or through another staff member. The Lead Minister is an *ex-officio* member of the Church Council per the bylaws.

### **Qualifications:**

The Lead Minister shall be ordained and in good standing with the General Convention of the New Jerusalem and listed on its roll of ministers.

### **Duties and Responsibilities:**

Full oversight of all ministries as well as recruitment and supervision of ministers, staff, Sunday school, board, and volunteers as required. The Lead Minister is expected to be active in the denomination, its committees and the Pacific Coast Association.

Duties and Responsibilities are guided by the following expectations:

- In all activities, be sensitive to fostering and enriching spiritual community.
- Participate in conversations, picnics, dinners, and other social activities--either organized by the church, or as an invited participant.
- Share a Swedenborgian perspective when participating in community and interfaith activities.
- Whenever appropriate, expand awareness of Swedenborg's doctrine and the San Francisco Swedenborgian Church.

### **❖ Congregational Ministry**

Oversee all worship services, teaching, Sunday School, and pastoral care. Worship services include Sunday morning services, special celebratory church calendar services (e.g. Tenebrae) and Marriage Sunday, the annual renewal of marriage vows. Establishment of additional worship services and classes is encouraged and may be led by parishioners in partnership with the Lead Minister.

#### Worship

- Plan the worship services, including themes, Scripture readings, & Swedenborgian quotations.

- Preach, serve as liturgist, and select additional worship leaders as needed. The congregation appreciates spiritual messages from guest ministers of this and other faith traditions and from members of the congregation.
- Meet regularly (usually weekly) with the music director to choose the music for worship. (Note: the music director selects soloists, section leaders and oversees the choir)
- Prepare for worship through prayer and preparation of liturgy and sermon.
- Be available during the fellowship hour after Sunday worship to speak with parishioners and guests.

#### Teaching

- Plan and conduct classes, seminars, and retreats from a Swedenborgian perspective.
- Research suitable topics and select appropriate materials and instructors.
- Train parishioners to serve as liturgists and educators.
- Oversee all teaching.

#### Sunday School

- Oversee curriculum.

#### Pastoral Care

- Provide individual, couple, and family pastoral care as needed by parishioners, including home and hospital visitation.

### ❖ **Rites and Sacraments Ministry**

Oversee all rites and sacraments conducted. These include weddings, baptisms, and memorials. Ensure that rites and sacrament services are made available for both parishioners and non-parishioners whether conducted by Lead Minister or minister selected by Lead Minister. Recruit, qualify and oversee associate ministers as required.

#### Weddings

- Meet with couple to get to know them, to introduce them to the Swedenborgian Church, to discuss the meaning of marriage, and to plan their wedding.
- Prepare and conduct the wedding ceremony.
- Follow up with the couple (invite to worship, to Marriage Sunday, to special worship services and other events).

#### Baptisms

- Meet with parents to get to know them, to introduce them to the Swedenborgian Church, to discuss the meaning of baptism, and to plan the baptism service.
- Prepare and conduct the baptism service.
- Follow up with the parents (invite them to worship, Sunday School, and other special events).

#### Memorials

- Meet with the family to offer pastoral care, share with them Swedenborgian concepts about life after death, and plan the memorial service.
- Prepare and conduct the memorial service.
- Follow up with the family, as appropriate.

### ❖ **Shrine Ministry**

Oversee all uses of the facility to ensure their compatibility with the church and its ministries. Maintain the intrinsic character of the church, with respect to its status as a National Historic Landmark

- Speak with individuals and groups who visit the church.
- Together with congregational leaders, recruit and counsel docents and volunteers to conduct or assist in church tours and maintenance of facilities and features.
- Partner with interfaith and community organizations to link the church community with the city and in the use of the church facility to expand awareness of Swedenborg's teachings and the embodiment of these in the shrine.

**Administrative:**

Supervise all church staff either directly or through another staff member. Current church staff include: Music Director (part-time), Operations Director (open position, part-time), Office Manager & Event Coordinator (full-time), Sunday School Coordinator (part-time) and various ministers serving in the church's Rites & Sacraments Ministry. Some specific responsibilities as Head of Staff include:

- Discerning the necessity of adding or reducing staff positions as the changing needs of the church indicate. This includes preparation of a job description and a salary proposal.
- Ensuring that staff members fulfill their work plans as agreed upon and, where appropriate, provide counsel and coaching.
- Ensuring and conducting performance reviews.
- Overseeing the budget and finances.
- General oversight of parishioner volunteers (e.g. greeters, ushers, and community hospitality committee members).
- Other duties as required

**Days and Hours:**

Ministry is a calling and this is an exempt, leadership position. The Church Council and the Lead Minister will work together to ensure that staffing is sufficient to maintain appropriate balance of spiritual leadership, pastoral care and administrative duties.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.*