

FIRST UNITARIAN UNIVERSALIST SOCIETY OF SYRACUSE  
109 WARING ROAD  
SYRACUSE, N. Y. 13224

JOB DESCRIPTION: MINISTER

Reports to: The Congregation

Directly Supervises: Lifespan Faith Development Director (LFDD), Office Administrator,  
Director of Music

Status: ¾ Part-time

FLSA: Exempt

Note

Because the nature of ministry requires freedom and flexibility, it is the intention of this description to provide general guidelines while allowing broad interpretation. It is suggested that consultation with the Board of Trustees (BOT) be encouraged for clarification and mutual understanding.

The Minister will be offered the opportunity to be away from the pulpit as per their letter of call.

Duties and Responsibilities

- A. Provides leadership and support for all phases of the total Society's programs:
  - 1. As ex-officio member of all committees, teams and ministries with the exception of the Nominating Committee.
  - 2. As a non-voting member of the BOT
  - 3. Through attendance at meetings of the BOT and the Society
  - 4. Through selection or participation in the selection of other staff persons.
- B. Plans and directs the worship services with presentation of the sermon and other parts, working with the Director of Music and with advice and assistance from the Music and Worship Ministry.

- C. Performs, dedications, weddings, funeral and memorial services and supervises the maintenance of accurate and permanent records of these events.
- D. Carries out a planning and coordinating function through regular meetings with other staff members and the development of a close working relationship with the BOT, Society Officers and committee, team and ministry chairpersons.
- E. Provides counseling to meet the needs of members and mends of the Society by:
  - 1. Maintaining regular office hours.
  - 2. Visiting the sick and shut-in.
  - 3. Providing for other ministerial support during absences.
- F. Supervise the Society Administrative Assistant, Director of Music and Lifespan Faith Development Director (LFDD), evaluating their individual performance at least annually with input from the staff person and committee, team or ministry chairperson if applicable.
- G. Provides reports on activities to the following:
  - 1. Monthly meetings of the BOT.
  - 2. Annual meetings of the Society.
  - 3. At other times as needed.
- H. Takes an active role in denominational affairs through attendance at the following when possible:
  - 1. Annual meeting of the New York State Convention of Universalists
  - 2. Meetings of the Central East Region.
  - 3. General Assembly of the Unitarian Universalist Association (UUA).
- I. Represents the Society in the larger community by participating in community service work insofar as interests and workload permits and providing input regarding use of the Society facilities, advertising and related matters.

May 1997

March 1993

January 2019