

## **University Baptist & Brethren Church Pastor Position Description**

With the support of UBBC staff, the Coordinating Council, and the Board of Deacons, the Pastor nurtures the congregation in its faithful efforts to be a compassionate, inclusive, and prophetic community as it seeks to fulfill the church's mission. The relationship between the Pastor and the congregation is covenantal with a high value placed on a spirit of mutuality. UBBC practice is distinctive because of its dual alignment.

We prefer candidates who have a minimum of five years of experience as a pastor and who also have earned a Bachelor's Degree and a Master's of Divinity Degree from an accredited seminary.

Ideally, a candidate would be conversant in either American Baptist Churches USA and/or Church of the Brethren traditions, and hold ordination status in one of those denominations. We also welcome any applicant who holds an ordination with another denomination, if the candidate is willing to have that ordination recognized or transferred to either ABCUSA or Church of the Brethren. If a candidate is not ordained, the candidate would be required to enter the ordination process with either ACBUSA or the Church of the Brethren immediately upon being called to the pastorate of University Baptist & Brethren church. The tasks and responsibilities of the Pastor include the following:

**Worship Ministry** – Creatively plan and lead the worship life of the congregation, to spiritually feed, nurture, and inspire the people of UBBC, and to build up the body of Christ in this place.

- Preaches regularly and plans for pulpit supply in their absence.
- Plans the Sunday morning service each week and shares a draft with the music staff for review.
- Consults weekly with liturgists and Children's Time volunteers to explain their responsibilities in worship and support them in offering their gifts.
- Coordinates with the Deacons the monthly serving of Communion during Sunday morning worship.
- Plans other worship events such as Maundy Thursday (i.e., Love Feast and foot washing) and Christmas Eve services in consultation with the Deacons and music staff.
- Plans for additional worship experiences as needed or requested – anointings, child dedications, baptisms, house blessings, etc.

**Caring Ministry** – Compassionately attend to the life needs of congregants, especially those in crisis, and to seek the assistance of the Deacons in providing this care (including visitation, consultation, and engagement with new attendees).

**Educational Ministry** – Collaborate with the Director of Christian Education in planning and facilitating the congregation's education and spiritual formation programs.

**Outreach Ministries** – Collaborate with the Board of Missions regularly to discern, encourage, and implement ministry among and beyond the congregation.

**Stewardship Ministry** – Assist the Coordinating Council, Boards, and committees as they invite the congregation to support the ministries and life of UBBC with their finances and talents.

**Administrative and Planning Ministries** – Coordinate the church program, serving as a consultant, resource leader, and facilitator of communication between the members and the elected/appointed leaders, volunteers, Boards and committees of the congregation. The Pastor serves as the supervisor for the Administrative Assistant, Church Administrator, Director of Christian Education, and Director of Music.

- Attends weekly staff meetings reporting work, consulting with other staff, and providing counsel on church programming and planning.
- Regularly attends Board, Committee, and congregational meetings, providing counsel as needed, and submitting written reports as requested.
- Serves as the liaison between the American Baptist Churches–USA, the Philadelphia Baptist Association, the Church of the Brethren, and the Middle Pennsylvania District of the Church of the Brethren.
- Develops and nurtures ecumenical and interfaith relationships with the local community and beyond and ensures connecting activities for the congregation.

**Professional Growth** – Pursue continuing education for growth in personal well-being and ministerial skills and abilities, with church funding support and time allowances through the operating budget.

**Self Care** – Ensure a pattern of rest and renewal from pastoral responsibilities, in consultation with the Staff Relations Committee and staff.