

Metropolitan Community Church of San Francisco

Senior Pastor Position Description

General Description

As the leader of our spiritual community Metropolitan Community Church of San Francisco (MCCSF), the position of Senior Pastor encompasses a wide range of privileges and responsibilities.

Working closely with the congregation, the Senior Pastor is responsible for the ministry and for leading the congregation to develop and articulate a vision for the Church and to empower the community to drive the execution of that vision.

The role calls for an individual who can ensure the strategic direction for the Church and Foundation, keeping the community focused on their purpose and goals, secure resources to meet their objectives and who can solicit involvement, participation and ideas while driving group decisions.

The ministry is one of word, sacrament, pastoral care, social justice efforts and community building; so the shape of the work is fluid rather than fixed since it relates to events in the life of the church.

The following is a sketch of this position, which will be modified per the skills, training, and interests of the person who fills the position.

General Requirements (See also Selection Criteria for the Position of Senior Pastor)

- A Master of Divinity or its equivalent from an accredited seminary or theological school
- Minimum of 5 years of pastoral experience in a church setting
- Experience with and acceptance of sexual-minority Christians & Interfaith worship
- A leader who understands the importance of community allies, is politically astute, and has demonstrated competence in building relationships and coalitions within private, public, and multi-faith sectors of a community.
- Commitment of a long-term pastorate
- Ordained and credentialed in UFMCC
- Good preaching skills, including exegesis
- Inclusive language skilled (gender, race, age, socio-economic, sexual orientation, abilities, etc.)
- Leadership ability including conflict management
- Knowledge of and comfort with a wide range of Christian and non-Christian traditions
- Good communication, including small and large group skills
- Pastoral skills – home and hospital visitations, congregational care
- Certified as a UFMCC supervisor for clergy candidates preferred
- Passion for serving the church & foundation
- Passion for social justice

Primary Duties and Responsibilities

The Senior Pastor will see to the health and well-being of the congregation through thought-provoking worship experiences, ongoing education programs, pastoral care and counseling, and social activities that promote church, foundation and community spirit. This position may also require other responsibilities as agreed upon with the church and foundation boards.

Worship

- Plan, order, and coordinate all worship services, or assign this responsibility to other staff and lay leaders
- Lead regularly scheduled worship services with exceptions to be approved by the church Board of Directors (vacation, illnesses, etc)
- Administer the sacraments and rites of the UFMCC, or provide that they be properly administered when absent or not participating
- Lead worship in special services during Advent, Christmas, Lent, Easter, and as scheduled and planned with other staff members and the church Board of Directors
- Perform wedding/holy unions and funeral/memorial services as requested and desired

Pastoral Care

- Exercise pastoral skills and sensitivity in encounters with church members and friends
- Provide pastoral leadership and training for and work in close association with laity
- Encourage congregational events which build bonds between church members
- As needed, offer short-term care to members and friends
- Coordinate hospital and home visitation as needed
- Contact by phone or letter, members and friends who do not regularly attend church services and events

Administration and General Staff Responsibilities

- Attend and serve on both the church and foundation board meetings and submit monthly ministry reports
- Supervise clergy staff, clergy candidates in formation and administrative staff
- Attend and supervise weekly staff meeting
- Participate in leading membership classes
- Attend official events of the church and foundation
- Attend congregational meetings and work to establish the agenda with the church and/or foundation Board of Directors
- Attend UFMCC General and Regional conferences and participate as a voting member of the Clergy House
- Attend other UFMCC, Regional, or clergy conferences when feasible
- May accept responsibilities of appointed or elected positions within UFMCC or Region

General Employment Information and Timeline

- The position of Senior Pastor is full-time
- The Senior Pastor reports directly to the Church Board of Directors, and serves at the pleasure of the Foundation Board of Directors.
- Salary, benefits, and moving expenses are negotiable. Competitive monthly compensation package divided into salary, car and housing allowance, per IRS clergy tax standards.
- Benefits include:
 1. Health Insurance as negotiated
 2. Paid vacation as negotiated
 3. Paid holidays as negotiated
 4. Sabbatical, as defined by the Board of Directors
 5. UFMCC mandated conferences fees paid
 6. Other conferences fees as negotiated
 7. Clergy Board of Pensions dues paid by church
 8. Moving expenses as negotiated