

Minnesota Conference
UNITED CHURCH OF CHRIST
FULL-TIME INTERIM OR DESIGNATED POSITION POSTING

LISTING INFORMATION

Church name: St. Paul's United Church of Christ

Street address: 111 S 6th Street, Henderson, Minnesota 56044

Supplemental web links:

Facebook: St. Paul's UCC-Henderson

Website: saintpaulshendersonmn.weebly.com

Additional ecumenical affiliations (*e.g. denominations, communions, fellowships*): none

Conference: Minnesota

UCC Conference Staff Contact Person:

Rev. Cindy Mueller

Steward of Search & Call and Congregational Legacy Planning

763.439.3952 (cell), 763.515.3281 (home)

cindym@uccmn.org

Summary Ministry Description: *In a short paragraph, reflect on where your church is currently and name three things you wish to have the congregation and your interim work on during this time of transition.*

The population of our congregation is aging, however financially we are stable. Our Youth Christian Education program is growing and with room for improvement. We are looking for a pastor to help our sense of direction and leadership for our church and committees.

What we value about doing ministry in our area (*2 – 3 sentences*):

We value the volunteerism that our congregational members offer. We value the sense of community togetherness and support of each other.

Current size of membership: 120

Languages used in ministry (*other than English*): none

Position Title: Interim Pastor or Designated Pastor

Compensation Level

Full Time (40-45 hrs. a week)

Does the total support package meet [conference compensation guidelines](#)? Yes

SCOPE OF WORK

Scope of work refers to what all a minister who is $\frac{3}{4}$ time will be expected to do (their job description if you will). Because the church is open to having *either* an interim or a designated pastor (see the necessary adjustments needed) there is some verbiage you'll need to delete from this first section in the final contract:

As a general rule, **where a line is added to the scope of work, delete a different line**. As lines are deleted and/or as the time of a pastoral position is decreased, consider the realistic and creative opportunities for

fulfilling these tasks: will they be delegated to lay leaders and volunteers, for example, or will they be let go from the church's ministry?

Many ministers can track their hours effectively by using a “**unit**” weekly calendar. Each day has three units: morning, afternoon, and evening, totaling 12 or more hours for the full day. A work week of 10-12 units = full time pastoral position, while a work week of 3-4 units = ¼ time pastoral position. When arranging a part-time schedule to allow the minister to earn another livelihood, consider the most helpful distribution or cluster of units. Additional considerations for the scope of work (whether full-time or part-time) include **on-call expectations**.

Scope of work for full time PASTORAL POSITION (40-50 hours weekly / 10-12 units)

- preparation and leadership of Sunday worship including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, planning of music in coordination with musical staff or volunteers, preaching, offering of prayers, etc.
- **faith formation and vitality** through prayer, Bible study, service, identifying helpful resources and opportunities and helping lay persons take advantage of them
- **leadership development** by working with people in the church to create ministry and programs
- pastoral care in collaboration with lay people
- **community engagement** and leading the way for the church to be an ambassador of God's love
- weddings and funerals for participants in the worshipping community
- **strategic planning for current and new directions in ministry**
- attend meetings and give leadership as needed to church programs, in collaboration with lay leadership
- participate in wider church activities such as conference meetings
- administration responsibilities (unless delegated) such as email, website, church supply purchasing, more
- **faithful financial development** and stewardship
- responsibility for supervision of staff
- availability to wider community for funerals, weddings, special worship programs, and as a representative of the church to local organizations
- counseling, listening and referral
- study and prayer to increase faith and to improve skills so as to lead, teach, preach better
- energizing and deepening the spiritual connections and faith understandings of others in all they do

Core Competencies: *warm, personable, manages time well, is organized and provides pastoral care to our members*

COMPENSATION AND SUPPORT

Annual Salary Basis (*see the MN Conference Compensation Guidelines*) equal to Cash Salary plus Value of Parsonage/Housing Allowance): a salary range of \$27,819 (no ministerial experience) - \$31,910 (with 5-15 years' experience)

Plus either the use of our **parsonage** with all utilities (including a landline or cell) paid for by the church and **OR** an annual housing allowance of \$20,000

Benefits: These are all annual amounts

- Pension – 14% of Salary Basis

- UCC Life/Disability Insurance – 1.5% of Salary Basis
- Social Security offset – 7.65% of Salary Basis
- UCC Family Health & Dental Insurance
- 4 weeks annual vacation (including 4 Sundays)

Business Expenses:

- Mileage reimbursement for pastoral work at the current IRS rate (eff. July 2022 it is \$.625 a mile)
- Professional expenses (amount to be negotiated)
- Reimbursement for an Oxford Criminal Background Check - \$175 (a one-time expense)
- Continuing education leave time – 2 weeks (including 2 Sundays)
- Continuing education funds (amount to be negotiated)

What is the expected living situation for your interim minister?

Parsonage is available but we are willing to negotiate a housing allowance in place of this

Parsonage description:

115 South 6th St.

Henderson, MN 56044

4 bedrooms, 1.5 bathrooms, two and a half car garage (not attached), kitchen, dining room, living room and office (an additional office in the church). There is a shop area, utilities area and storage space in the basement.

OR An annual housing allowance of \$20,000

Comment on the residential/commuting expectations for your interim minister. Dependent on the applicant's situation.

Describe peer and professional supports available for ministers in your community/conference: United Church of Christ MN Conference

WHO IS GOD CALLING TO MINISTER WITH US?

Our ministry goals are to find a pastor that connects with all ages, that brings us together as a unified congregation, and helps us find our spiritual direction.

Our vision would be of a pastor that encourages outreach, involvement and identity within our community.

STATEMENT OF CONSENT

The covenantal relationship between a church and those called by that church to serve as pastors and teachers and in other ministerial positions is strengthened when vital information is openly shared by covenantal partners. To that end, we attest that, to the best of our abilities, we have provided information in this profile that accurately represents our church. We have not knowingly withheld any information that would be helpful to candidates.

As the committee charged with the responsibility for identifying and recommending suitable new minister for our church, we have been authorized to share the information herein with potential candidates. We understand that a candidate may wish to secure further knowledge, information, and opinions about our church. We encourage a candidate to do so, recognizing that an open exchange of relevant information builds the foundation for continuing and healthy relationships between calling bodies and persons seeking a ministry position.

1. Which individuals and groups in the church contributed to the contents of this Position Posting?
Church Council

Signed: *Larry Wigard* (on file); President

Date: 11.9.22

VALIDATION BY CONFERENCE

The congregation is currently in good standing with the Minnesota Conference.

Staff Comment: Yes

My signature below attests to the above item.

Signature: *Signature on file*

Name / Title: Cindy Mueller;

Steward of Search & Call and Congregational Legacy Planning

Email: cindym@uccmn.org

Phone: 763.439.3952 (cell), 763.515.3281 (landline)

Date: 10.9.22

This document is created through support to Our Church's Wider Mission (OCWM) and is only possible through the covenantal relationships of all settings of the United Church of Christ.

"Jesus answered them, 'Have faith in God!'" – Mark 11:22