

First Christian Church – Deming New Mexico  
Ministerial Duties/Jobs

One paid position, Minister. One voluntary position of church secretary.

The church hires someone from the community for janitorial service once per week.  
The church hires a company once per month to spray church and fellowship center for bugs.  
Others in the congregation help with maintenance as needed.

What our Minister Does:

1. Develops and presents a sermon each week.
  - a. Currently presenting the sermon twice, once on Saturday night and once on Sunday morning.
2. Develops the song service with a list of songs for the congregation for church bulletin. The songs are a combination of hymns played using a machine when no pianist is available and songs played from a praise chorus library that contains music and words.
3. Leads song service on Saturday Night and Sunday Morning. When a volunteer is available, that person leads the song service.
4. Responsible for developing the church bulletin for Saturday night and Sunday morning.
5. Correspondence
  - a. Collect church mail, both from standard mail service and electronic mail service
  - b. Send out responses as necessary to electronic and standard mail service
6. Presents a weekly bible class on Wednesday night 6PM for study of the books of the bible.
  - a. Develops materials as needed for the class.
7. Has open office hours, days and times to be determined. (Closed during the pandemic)
8. Responsible for the monthly newsletters. Works with volunteer church secretary to gather materials from those in the congregation and compose the newsletter.
9. Gives out food from the food pantry.
  - a. Stocking pantry done by volunteers in the congregation when others are not at the church.
10. Interfaces with TLC (Transforming Luna County) for gas cards, delivers once per month
11. Visits and Calling
  - a. When permitted, does hospital visits in Deming and Las Cruces occasionally Silver City.
  - b. When permitted, does rest home visits in Deming and Las Cruces occasionally Silver City.
  - c. When permitted, does calling at church members' homes, sick, shut-ins or other problems such as death in the family
12. Pray with those that are in need
13. Communion
  - a. Responsible for ensuring that the communion trays are ready for Sunday worship
  - b. Responsible for ensuring that the communion tray is ready for Saturday worship

First Christian Church – Deming New Mexico  
Ministerial Duties/Jobs

14. Organize the collection of tithes and offerings if the church treasurer is not available
15. Participate in city ministerial meeting when they occur.  
(None has occurred since the pandemic began.)
16. Organize bus transportation to and from church and church related events such as church camp.
17. As needed, keep a mileage log for church related expenses.
18. Weddings (Between a man and woman only, per church charter)
  - a. Offer pre-wedding counseling
  - b. Perform wedding at church or at other location as requested
19. Has funeral services for members of the church or community as needed.
  - a. Services at the church
  - b. Services at the funeral homes
  - c. Services occasionally are grave side services  
(many grave side services done during the pandemic)
20. Make judicious use of church resources, electricity, water, paper, copier, printer, etc.
21. When practical, facilitates an Easter cantata and a Christmas cantata. Normally volunteers from the church run the Easter and Christmas cantata.
22. When possible, participate in special events in the church fellowship halls, yearly birthday dinner, anniversary celebrations, etc. (Currently on hold during the pandemic)
23. Attends Church Board Meetings, 1<sup>st</sup> Monday of every month except July or holidays then the day is usually off one week.
  - a. Prepares and presents: Minister's report (number of sermons, titles, attendance, funerals, etc.)
  - b. Prepares and presents: Benevolence report (number of pounds of food, gas cards given, etc.)
24. Member of the Mimbres Christian Camp board.
  - a. Coordinates the twice a year camp board meeting typically held at Deming.
  - b. Helps with the camp, interfaces with the current camp director, Isaac Kerr from Lordsburg.
  - c. Helps with camp maintenance.
25. Other duties as requested by the church board.