

Carroll Church of Christ

Lead Minister

Job Description

8/18/2019

The most basic expectation of a Minister is that he is a spiritual person with a strong commitment to Jesus Christ. From that commitment all ministry flows. Each Minister is unique and should have freedom and encouragement to reach fulfillment and joy in ministry. The call to ministry is a call to faithfulness.

Purpose:

The role of the Lead Minister is to work with the Elders in overseeing the life and direction of the church. The Minister will have a firm grasp on the purpose, values and strategy of the church and the ability to align staff and key leadership teams with its mission. The Minister, in agreement with Elders of the Church, will communicate vision and direction to the congregation. The Minister will ensure that the systems, practices, and policies of the church responsibly and effectively support its ministry activities.

Personal Spirituality

1. The Lead Minister should plan for an intentional, daily devotional experience.
2. He should demonstrate an intentional plan for spiritual growth.

Family Life

1. The Lead Minister shall recognize the influence of a supportive family as a significant impact in the success of ministry, even though members of the family may not be responsible for ministry.
2. He shall take time away with family one to two times a year, in addition to vacation, to visit another church, Ministerial family, or to simply get away.
3. He shall schedule time each day for interaction with your family in worship, recreation and meals.
4. He shall take annual vacations according to policy.

Personal and Professional Growth

1. The Lead Minister will devote time each month to the study of material not specifically directed to sermon preparation.
2. He will commit to reading a minimum number of books each year that: 1) expands the Ministers perspective of Biblical teaching and 2) can be shared and recommended to others.
3. He will plan for seminars, conferences and educational classes that enhance the Ministers abilities to serve the Church.
4. He will seek to develop a personal relationship with a brother in Christ.

Preaching/Worship

The proclamation of God's Word, centered in Jesus Christ, should be the primary focus in Preaching.

1. The Lead Minister will maintain doctrinal soundness in all sermons.
2. He will spend adequate study and preparation time to ensure an appropriate worship experience.

3. He will work with the Worship Ministry Team to develop a consistent, sustainable and Christ focused worship service.
4. He will develop a Preaching schedule at least one quarter in advance.

Education and teaching:

1. Lead Minister will provide leadership in planning and executing the Adult Education programs (i.e. Bible Studies, Small Groups, Discipleship/Shepharding classes, Ministry Training, etc).
2. He will provide guidance, support and training for all established Ministry Teams.

Ministerial Services

Overseeing the Ministerial care needs of the congregation, the Lead Minister will:

1. As necessary, coordinate and share with others in hospital visitation, home visits, care facilities, counseling, marriages and funerals.
2. Develop, maintain and publish a schedule of office hours.
3. Provide spiritual counseling and/or referral for members' crisis situations.
4. Be available for crisis situations at any time of the day; however, reasonable limitations must be maintained on routine matters to protect Ministers and their family from inordinate intrusions into their private lives.
5. Develop a plan, in consultation with Elders, for reaching the lost.
6. Provide redemptive discipline following Biblical guidelines.
7. Nurture children and youth involvement in the church.
8. Maintain sensitivity to groups with special needs, e.g. elderly, disabled, single parents.

Church Growth

The Lead Minister shall show personal involvement in soul winning and will model a passion for people, not because of being paid for a job, but out of love for Christ.

1. He shall provide leadership toward church growth.
2. He shall involve members in spiritual gifts identification, equipping, training, organizing, and discipling, including an on-going program of personal Bible studies.
3. He will raise and mentor spiritual leaders who disciple God's people, through pulpit preaching, worship service, bible studies, small groups, retreats, service projects, mission trips, appropriate media and educational classes.
4. He will develop, train, support and nurture ministry team(s) of adult volunteers and leaders so that they may efficiently assist in every aspect of the Ministry.
 - a. Developing a vision for the Ministries in conjunction with the Associate Minister, Youth Minister, adult volunteers, parents and student leaders which can be fulfilled by working together to accomplish specific measurable, short- and long-term goals.
 - b. Guiding the development and selection of curriculum for the Christian Education program
5. He will provide a "sowing/reaping/discipling" plan, which gives people the opportunity to accept Christ, be baptized and join the Church. The plan will be agreed upon by the Minister and the Elders of the Church.
6. He will review Sunday morning attendance giving special emphasis to keeping in touch with people rather than just numbers, watching the trends and understanding the reasons for significant changes.
7. He will maintain a current and active attendance/interest list.

Strategic leadership and planning:

The Lead Minister working with the Elders of the Church is responsible for strategic planning and staff coordination in the execution of the Church's Mission.

1. The Lead Minister will implement strategic goals and vision by:
 - a. Coordinating/leading weekly staff meetings and other activities to clarify and execute goals and objectives.
 - b. Monitoring the spiritual pulse of the congregation through review and accountability.
 - c. Ensuring staffing, facilities and programs are effectively aligned to meet strategic goals.

Staff supervision and development:

The Lead Minister is directly responsible for overseeing and coordinating the paid staff.

1. The Lead Minister is responsible for hiring, dismissing and prioritizing staff additions after consultation, approval and guidance from the Elders.
2. He will provide leadership to the staff in the design and implementation of all church ministries.
3. He will maintain efficient and effective lines of communication between the staff and Elders.
4. He will conduct staff performance evaluations and provide ongoing informal performance feedback.

Administration

The Lead Minister shall work cooperatively with all staff, Ministry Team Leaders, volunteers and Elders of the church.

1. The Lead Minister shall work under the guidelines of the teaching of the Scripture, prioritizing his responsibilities based upon the needs of the church body.
2. He oversees and executes the administration of the church through appropriate staff and lay leadership teams, and ensures the completion of ministry, business, facility and logistical support functions through staff and lay volunteers.
3. He shall work with the Youth Minister and church secretary to establish regular office hours and other ministry hours for the benefit of the church's membership.
4. He shall provide the church an average of forty hours per week, unless he takes time off as allowed in this contract.
5. He directs, evaluates, and mentors existing staff (i.e. Associate Ministers, Secretary and other paid staff as available) in their respective areas of ministry by:
 - a. Overseeing staff training and development.
 - b. Hiring and dismissing staff and prioritizing staff additions after consultation and guidance from the Elders.
 - c. Providing leadership to the Ministerial staff in the design and implementation of all church ministries.
 - d. Working with the Elders of the Church to implement salary reviews and recommendations.
 - e. Maintaining efficient and effective lines of communication between the staff and Elders.
 - f. Serving as HR manager for paid staff–
 - i. Develop role expectations with Church Staff annually; utilize an evaluation process periodically.

- ii. Oversee the negotiation of insurance and other benefits (unless otherwise provided)
 - iii. Conduct performance evaluations, and provide ongoing informal performance feedback
6. He works with the Elders of the Church and Ministry Teams Leaders to develop and establish short- and long-term objectives as well as annual budgets.
7. He will oversee development of and adherence to church policies and procedures
8. He will develop, in agreement with the Elders of the Church, a yearly calendar that includes Ministry Teams activities, planting and harvest offerings, programs and other important events.
9. He will provide communication to the congregation through meetings, internet and mailings, so they may stay informed of the progress and plans of the Ministry.
10. He will file monthly reports with the Elders focused on ministry accomplishments and activities.
11. He will work in harmony with the Elders of the Church.

Professional Ethics

The Lead Minister shall work in harmony with Biblical principles and the policies of the Carroll Church of Christ.

1. The Lead Minister shall be loyal, in word and action, to colleagues and leadership
2. If problems arise, he will follow Biblical guidelines.
3. He will live in harmony with the fundamental beliefs of the Independent Christian Church's.
4. He will be faithful in returning tithes.
5. He will give full energy to the ministry.

**The information provide here-in is to be considered a substantive, but limited list of the Lead Ministers Responsibilities. Additional duties or responsibilities may be assigned from time to time.*