

First Christian Church of Olive Hill

Minister Job Description

Purpose: This position is to serve the Lord with a passion and sincere love for God, promote growth in relationships with the Lord and one another, and outreach to the lost. To glorify God in word, worship and daily lives.

Scope of Responsibility: The minister will work within the vision and mission of the Church, under the direction of the Eldership, and as a member of the ministry team. He will provide leadership for planning and coordinating of activities, along with the functions and events of the Church. He is expected to lead the ministry team in order to get the best results from programs. He will coordinate ministry planning and facilitation and keep the Elders advised. His life must be a model that demonstrates a faithful Christian, husband and father. He must set a proper example of Biblical, Christian behavior at all times.

Responsibilities:

- Be accountable to the Elders.
- Preach at Sunday morning and evening services.
- Teach Sunday morning and Wednesday evening Bible study.
- Visit members, shut-ins, nursing homes, and visitors regularly.
- Coordinate planned ministry/congregational activities that reflect Biblical objectives.
- Attend all scheduled church activities/services
- Provide monthly status report to Elders concerning contacts, activities, issues, concerns and needs.
- Be available as needed/as applicable on days off (special circumstances, funerals, emergencies, etc.)

Administrative Duties:

- Serve as a team leader to coordinate office procedures, and other items relating to providing the congregation with an effective service center.
- Schedule, lead and participate in staff meetings which will enhance and enable better relationships with God, each staff member, and the congregation.
- Insure the quality of the weekly bulletin.
- Complete various administrative functions including budgeting and management for the administrative area and others as may be assigned.
- Maintain availability by phone and schedule regular office hours and days off.

Expectations:

- Know that the Bible as the complete and inerrant Word of God.
- Develop relationships outside the Church and within the community. Participate in community activities to further Church outreach and growth.
- Lead the establishment of written goals for the overall ministry program and have a detailed plan

on how to accomplish and reach goals each year. Review with Eldership prior to implementation.

- Function as a valuable part of the ministry team.
- Family participates as a family unit within the Church.
- Advise the Elders of any special programs, issues and/or conflicts with the congregation.
- Spend at least 2 hours each day in personal Bible study and prayer for personal and spiritual growth.
- Have self-improvement/career goals for the year and review with Eldership.
- Attend all scheduled Church services and fellowships.
- Develop sermons/plans/themes for preaching which are consistent with a Biblical interpretation method as encouraged by the Christian Church.
- Annual performance evaluation with the eldership.

Counseling:

- Provide pre-marital counseling and other counseling to those who desire it.
- Offer referral and encourage further help for those who need it.

Qualifications:

- Member of the Christian Church
- Strong faith and commitment to the call of serving the Lord as minister.
- Excellent interpersonal skills both verbal and written, as well as a demonstrated ability to lead Bible study, organize activities, communicate ideas and use time effectively.
- Technological expectations: Competent use of Email, Microsoft Office, Social Media, and Website management.
- Ministerial Degree is preferred but not required. Please provide educational background.
- 3 years' experience preferred.

Salary/Benefits

- Starting salary \$40k annually. Negotiable increase based on experience and education.
- 2 weeks paid vacation.
- Compensation for educational/inspirational conferences.

Personal References

Please provide a minimum of three (3) personal references not directly related to any of your work-related references.

Point of Contact

Submit resume to shane.kiser28@gmail.com

Any further correspondence or questions may be submitted to Shane Kiser at the previously stated email address.

This position will be advertised until filled.