

**Minister Job Description**  
**First Christian Church (Disciples of Christ)**  
**420 Catherine Street Metropolis, IL 62960**

**Leading the congregation in the regular worship service of the church. Included in this activity are:**

- Preparing and delivering sermon
- Working with the Worship Planning Teams on the format and content of the worship service
- Participating with elders at the communion table

**In association with the Worship Committee, leading and developing special services or activities (i.e. Ash Wednesday, Maundy Thursday, Hanging of the Greens, Christmas Eve, seasonal cantatas, occasional cooperative and ecumenical services with other churches in the community and other services as may be determined.**

**Providing pastoral care to the congregation and others in need. Included in this activity are:**

- Visitation with individuals in need (i.e., hospital, nursing homes, home-bound)
- Providing support and comfort to individuals in need (i.e., loss, crises, challenges)

**In collaboration with youth coordinator, nurturing the spiritual growth of the youth of the church via age-appropriate programming for Chi-Rho (2nd-5th grade) and Youth Group for older students, Mission Trip, Baptism support, etc.)**

**Performing the following administrative duties**

- Giving general direction to other staff members (include providing and posting office days/hours and notifying Administrative Secretary schedule/location)
- Working with the Church Board and Board Chairperson
- Working with and attending meetings as needed with committees and other church groups (CWF, Elders, etc.)
- Communicating with congregation via newsletter/e-mail etc.
- Encouraging lay leadership/shared leadership from the membership of the church
- encouraging congregational fellowship

## **Educating the congregation by**

- Demonstrating a strong commitment to education
- Focusing on the spiritual development of the members of the congregation in association with the Board of Elders
- Leading Bible studies
- Conducting a pastoral class for youth/adults in preparation for baptism
- Leading/teaching a basics class with material for new members/existing members on an as needed basis
- Developing the congregation's education and awareness of the local church, the church in Illinois and Wisconsin, and the larger church based in Indianapolis and around the world.
- Supporting congregants who have decided to move forward into the ministry

## **Ministering to a broader community**

- Active participation with the Ministerial Alliance
- Participation in regional spiritual events
- Occasional participation in broader spiritual events for the benefit of the congregation and professional development