

# FIRST CHRISTIAN CHURCH OF DUNCAN



## Job Description

**Job Title:** Minister

**FLSA Status**  Exempt  Non-Exempt **Date of Job Description:** June 11, 2021

### Job Summary:

Use gifts to nurture existing congregation and to grow congregation. Be the leader of all ministries of First Christian Church, Disciples of Christ. Work closely with Moderator, Board, Elders and Deacons in formulating, developing and supporting all ministries and church programs. Be recognized in the community as an important religious leader that is trusted to provide Christian leadership.

### Essential Functions of the Job:

1. Present weekly sermons.
2. Plan activities that will be guided by the values & goals of FCC.
3. As the leader of the staff of FCC, organize and lead weekly staff meetings. Additionally, scheduled office hours are necessary for planning and preparation and being available to congregation, staff, and others in the community. Relate to all individuals regardless of their participation in the church and activities of the church. Attend all Church Board and Elder meetings, being prepared to make a report at each.
4. Lead in the preparation and contribute to the weekly church newsletter (The Duncan Christian).
5. Work with the staff of FCC and the congregation towards the growth and progress of the church and all its programs and ministries.
6. Be available to visit members of the congregation and family members in time of need; at home, in the hospital, assisted living or nursing home as needed.
7. Be available for funerals and weddings.
8. Provide leadership, guidance, and oversight for the Day Care.

9. Provide Bible studies

**Minimum Requirements:**

Education:

1. Completion of seminary.

Experience:

1. Previous minister at First Christian Church, Disciples of Christ preferred.

Special Skills, Licenses or Certifications:

- Ability to maintain confidentiality
- Organization and Planning skills to prepare sermons, programs, and events
- Leadership skills
- Good verbal and written communication skills
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