

## Senior Minister Job Description

### Job Summary:

The Senior Minister of the First Church of Christ is to focus on leading and equipping the church to carry out its vision, mission, and strategy. The Senior Minister, alongside the Elders, will also be responsible for the general "care/shepherding" of the congregation, as well as lead outreach and follow-up ministry efforts to help us accomplish our mission of being a family of missionary servants, sent as disciples, to make disciples.

### RESPONSIBILITIES

#### A. Preaching/Teaching

1. Prepare messages utilizing the word of God that are applicable and relatable to a wide demographic.
2. Preach message using a variety of methods including expository, topical, narrative, inductive, etc.
3. Oversee the overall church discipleship program that emphasizes FCC's strategy of four G discipleship: Gather, go, grow, and give
4. Develop support material as needed (graphics, presentation slides, promotion, etc.)
5. With the leading of the Holy Spirit and FCC Eldership, develop the preaching schedule in advance, in accordance with Titus 2, with primary ministry objectives and doctrinal issues in mind.

#### B. Care/Shepherding (Acts 20:28)

1. Prays for Congregation
2. Oversees and encourages coordinated prayer gatherings.
3. Together with the elders, responsible for visitation and counseling. (Visitation will include but is not limited to homes, hospitals, nursing homes, & shut-ins)
4. Counseling in times of crisis, marriage, financial matters, and general settings.
5. Assist with the follow up of Absent members (in person, phone, and other means as necessary/available)
6. Assist with Benevolent needs as they arise

#### C. Follow-up Ministry

1. Develop and Lead all aspects of a multi-faceted ministry effort to first-time visitors

#### D. Discipleship & Involvement

1. Model and mentor discipleship relationships in the church and community, including leadership development within the church
2. Develop and Lead Gatherings/Classes (i.e. Visitors gathering, new members class, about FCC, 101, 201, etc.)
3. Participates in Encouraging and restoring
4. Takes an active part in the development and progression of the First Church of Christ

#### E. Outreach

1. Develop and Oversee efforts in reaching our community
2. Equip & Train the body to effectively reach our community
3. Aware of and involved in Mission efforts

## **F. Wedding, Funerals, and other Official Ceremonies**

1. Provide pre-marital counsel
2. Officiate ceremonies
3. Coordinate amongst needed personnel
4. Provide and/or refer for additional counsel

## **G. Administration**

1. Act as Supervisor of the church staff
2. Plan for future ministry needs and efforts
3. Provide general oversight (in conjunction with Elders, as needed, or in ex-officio status) for all ministries of FCC
4. Provide monthly report to Elders
5. Participate in Elder meetings, planning meetings, and others as needed and time allows

## **H. Community Presence**

1. Represents FCC in local events and Ministerial relationships
2. Develops and maintains a good working relationship with other Church of Christ ministers in the area.

*(Based on the candidate's giftedness and heart desires there may be other areas that would be considered under this area of responsibilities. This will be evaluated and determined in conjunction with the Elders)*

## **ORGANIZATIONAL RELATIONSHIP**

The Senior Minister of the First Church of Christ is accountable to God first, family and to the Congregation in which he labors. He works for the Congregation and closely with the elders, deacons, and all other members of the congregation.

## **TRAINING AND DEVELOPMENT**

The Senior Minister is responsible to devote himself to further study and increase his knowledge of scriptures. The Eldership is favorable to spiritual, educational, and professional development.

## **WORK WEEK**

As a part of a ministry team there are a number of responsibilities that may be asked of the Senior Minister to consider. A heart of a servant is required to fulfill this position. The time expectations for this position shall take no less than 40 hours per week to accomplish and will include time spent in the office, meetings, emergencies, and weekend services. The pastoral staff members are to choose one day a week when they will normally not be involved in church functions and duties. Saturdays are considered to be a "flexible" day if needed. Additional hours to consider and/or play a role in the other ministry needs of the First Church of Christ outside the specific areas of emphasis outlined above may be required.

## **COMPENSATION & BENEFITS**

A Salary package will be offered and divided as needed.

- Salary/Housing allowance compensation package.
- Health Insurance reimbursement (if needed and taken from the total amount above)
- Retirement (if desired and taken from the total amount above)
- A monthly Business expense account with maximum per month limit set at annual review.  
*(Expenses that apply to the function of ministry qualify and may include mileage reimbursement for church travel in personal vehicle, books, software, etc).*
- Professional development including continuing education, conferences, etc. will be considered on an individual basis in addition to the financial compensation package.

## **VACATION**

FCC provides paid vacation to the staff. The vacation schedule will be reviewed in light of the candidate's current vacation schedule. Requests for time away for public speaking, ministry, or missions trips will be reviewed on a case by case basis. It is the Senior Minister's responsibility to make sure all aspects of his ministry are covered in his absence.

## **QUALIFICATIONS**

- Sound in Doctrine
- A degree in Christian ministry and experience preferred.
- Agreement with the Statement of Faith of the First Church of Christ
- Able to communicate with high levels of effectiveness in print and verbal forms
- Hospitable and Friendly.
- Wife that supports her husband's ministry.
- Rules his own house well,
- A man who fears God.
- A man with a positive attitude.
- A person of integrity and self-control.
- Organized, a planner sets goals and is self-motivated.
- Open, honest, and transparent.
- A patient and forgiving person.
- A man of faith who trust in the Lord.
- A good listener.
- Recognizes the importance of every member.
- A man of prayer,
- A self-disciplined person.
- Must have a servant's attitude.

**Articles of Definitions:**

**Lead:** To actively develop, implement, and participate in as primary contact

**Oversee:** To actively participate in the development, implementations, and/or delegation

**Develop:** To create from scratch a plan, program, process, or resource