

**Senior Minister
(Full-Time Position)
First Christian Church**

*The senior minister of First Christian Church shall be a pastor called by God to full-time ministry of the gospel of Jesus Christ, “to prepare God’s people for works of service, so that the body of Christ may be built up until all reach unity in the faith and in the knowledge of the Son of God, and become mature, attaining to the whole measure of the fullness of Christ.”
(Ephesians 4: 12-13)*

Responsible to: Elders

Qualifications:

- Ordained Minister
- Graduate of an accredited ministerial college
- Minimum five years experience as a pastor or associate pastor
- Possess excellent speaking skills
- Possess excellent people skills
- Possess counseling skills
- Possess leadership skills and abilities
- Have the ability to supervise others
- Self-motivated
- Possess a valid driver’s license
- Be willing to submit to a background and credit check

Duties and Responsibilities:

The senior minister of First Christian Church shall be a skilled and effective preacher.

- Coordinate a preaching schedule, in order to deliver biblical, spiritual, and practical messages relevant to everyday living.
- Promote and enhance new membership to the church
- In coordination with the youth director/ pastor, develop and implement programs to increase young membership into the church.
- Be responsible for one Saturday evening and one Sunday morning church service, more or less. Services may be altered from time to time.
- Oversee Wednesday night Bible study sessions and small groups.
- Conduct marriage ceremonies as needed
- Conduct funeral services as needed
- Maintain professional skills through continuing education and seminars

The senior minister of First Christian Church shall be a skilled and effective pastor.

- Assist the elders in promoting and encouraging the growth and general spiritual well-being of First Christian Church at all times.
- Encourage and promote the spiritual giftings of the congregation.
- Encourage the evangelistic endeavors of the church to reach the unsaved.
- Encourage and develop community visibility of the church.
- Maintain an “open-door” policy with the congregation of the church.
- Call on the sick as need and time allow.
- Counsel young couples seeking to engage in marriage.
- Counsel those in need of spiritual help.

The senior minister of First Christian Church shall be a skilled and effective administrator.

- Evaluate and make recommendations of current and future ministries of the church.
- Communicate and coordinate with the Youth Director/Pastor on all programs, activities, and promotions by meeting with him or her not less than once per month.
- Maintain open communication with all staff members, including but not limited to the church organist and pianist, by meeting with them not less than once per month.
- In cooperation with the elders, oversee all spiritual programs of the church, including but not limited to: Men’s prayer group, ladies circle meetings, women’s prayer group, children’s church, Sunday School, etc.
- Supervision of all church employees, including but not limited to the church secretary and custodian.
- Oversee the day-to-day activities of the church.
- Oversee periodic church communication, including but not limited to: publication of a church newsletter, use of electronic communication, maintaining a church website, and responsible use of social media platforms.
- Attend Board meetings, budget meetings, committee meetings, and other meetings as need arises.
- Prepare and present a monthly report of activities to the elders.