

## **Pulpit Minister Job Description**

### **First Christian Church of Beardstown**

#### Function:

To work and serve with the body of Christ in Beardstown in discipling people toward the Lordship of Jesus Christ, both locally and around the world.

#### Authority:

To plan daily work schedule, to prepare sermons and other speaking and teaching assignments, to provide daily leadership for the First Christian Church and ministerial staff, supervise assigned ministerial staff, and to administer the approved expense account with counsel from the financial secretary.

#### Reportability:

Report to the elders in writing on the first of each month, or orally at the monthly elder/staff meetings, and at any other times as deemed necessary by either party.

#### Responsibilities:

- I. Personal
  - A. Develop, maintain, and progress in a personal devotional life with Jesus Christ.
  - B. Develop, maintain, and progress in a wholesome family life with respect to time, attitude, and commitment. The family schedule should include adequate time and evenings each week, at home with the family. The family participates as a family unit within church and church activities, providing a model to the church body.
  - C. Be involved in the regular study of God's Word and any extra-Biblical literature that will advance knowledge of the scriptures.

- D. Create and document progress on annual self-improvement and/or goals to be reviewed with the elders prior to the annual performance evaluation.

II. Pastoral:

- A. Prepare and present sermons, which are consistent with FCC's mission statement and vision, at all regular and special worship services unless otherwise agreed upon by the elders.
- B. Be actively involved in the educational ministry of the church through Sunday School, mid-week Bible studies, and any other teaching opportunities, to equip the saints for "the work of ministry for building up the body of Christ."
- C. Partner with the elders to provide pastoral care for the church membership as needed. This would include such things as personal calls, encouragement, visits, hospital visits, Biblical counseling and advice, and referral to professional counseling when warranted.
- D. Provide personal evangelistic outreach to the lost as well as providing support for the evangelism/outreach ministry.
- E. Conduct weddings and funerals when called upon at own discretion.

III. Administrative:

- A. Oversee and direct all operations of the church office and assigned staff. (Although the relationship between the BCA Administrator and FCC Pulpit Minister is one of peer-to-peer, there may be some issues that affect both ministries and the Pulpit Minister would need to provide the final decision or advice regarding the matter.)
- B. Organize and lead weekly staff meetings.
- C. Set agenda and attend all scheduled elder/deacon meetings.

- D. Provide guidance as needed (along with the assistance of the elders) to all ministries of the church so that the mission and vision of First Christian Church is best accomplished. And provide direct leadership of at least one ministry, as deemed necessary by the elders.
- E. Work and serve with the elders and finance committee on the preparation of an annual church budget.
- F. Serving in the primary leadership and idea generation role, collaborate with others to provide ongoing (i.e. – weekly, monthly, quarterly, annually) leadership development and goal setting for elders, deacons, staff, ministry leaders, and the church as a whole.
- G. Maintain approved regular office schedule and hours. The day off each week shall be approved by the Elders. The schedule is to be an aid to the ministry, and as such, may be subject to change when emergencies and unusual ministry situations arise.