

Job Description for Senior Minister

Christian Church of Manteno

Effective: April 1, 2018

Job Summary:

- Provide leadership and vision to the church body
- Oversee, evaluate, lead and manage the staff
- Equip and disciple the ministry leaders of the church
- Prepare and provide weekly sermons for each worship service
- Equip people to do the work of the ministry by discipleship and discover of spiritual gifts
- With leadership, bring the church to unity in truth and community

Qualifications:

- A disciple of Jesus Christ, who walks with God, lives the Word, bathes everything in prayer, contributes to the work and impacts the community
- A model of obedience, growth and authenticity as presented in the scriptures
- Lovingly able to work with people, self-disciplined and positive in attitude
- Eager to grow in ministry and in Christ
- Modeling integrity in words and actions

Goals:

- Hold the church accountable to its mission statement, goals, objectives and time lines
- Responsible to make sure that the people are cared for by the body of Christ
- Provides the vision, leadership and example of evangelism
- Develop a staff that is growing personally as well as in ministry
- Lead, disciple and equip the staff and ministry leaders to help the church continue growing numerically as well as spiritually
- Help place as many as possible of the congregation into a ministry that matches their spiritual gifts
- Prepare biblical, clear messages that feed and challenge the church family to spiritual growth and change
- Provide a God-centered worship time that is relevant and excellent

Expectations:

- Develop a personal relationship with the members of the church including the youth
- Continue to grow spiritually and personally
- Assist in the development of other leaders

Job Relationships:

The senior minister will report to and be guided by the elders

SPECIFIC AREAS OF FOCUS:

Communication

From the pulpit:

- Preach biblically accurate and relevant sermons
- Communicate with the worship ministry regarding themes, topics, directions, etc
- Work alongside the elders in the vision and long range goals of the church

Overall:

- Facilitate and maintain excellent communication
- Lead a mid-week bible study for our seniors

Evangelism

- Evangelistic calls and follow up with visitor, members and shut-ins
- Plan in conjunction with various ministries community oriented events each year
- Be the face of CCM in the community
- Be supportive of worldwide and cross-cultural missions
- Equip others for evangelism

Administrative

Staff: Oversee the church staff -

- Staff meetings
- Evaluation and goal setting
- Accountability and communication
- Encouraging personal growth

Leadership:

- Elder meetings when requested
- Administrative meetings
- Develop and oversee groups formed for study, involvement and promotion of the gospel

Pastoral

- Work alongside the elders to provide vision and leadership to the ministry leaders
- Hospital calls
- Shut-ins and nursing home visitation
- Marriage counseling
- Weddings and funerals
- Other counseling responsibilities as gifting and time allow
- In-person visits to first time attendees

The fundamental element crucial to all the above is to spend sufficient time in prayer and the study of the Word. The leadership of the Christian Church of Manteno encourages the staff to maintain a workweek, as designated by needs and agreement, realizing that some flexibility must exist due to the nature of ministry. The leadership expects the staff, as well as themselves, to model balance in life.

