# Central Christian Church

# POSITION DESCRIPTION

**Position Title: Senior Minister**

**Title of Supervisor:** Chairman of the Elders

### Summary

 The Senior Minister is responsible for the preaching and teaching of God’s Word to the members of Central Christian Church, as well as evangelism, pastoral care, and administration.

### Essential Duties and Responsibilities

* Evangelizing, Preaching, and Teaching of the Word
	+ Prepare and deliver sermon(s) on Sunday mornings.
	+ Prepare and teach a midweek Bible study.
	+ Participate in a Sunday School class, at the Minister’s discretion.
	+ Lead the church’s evangelism efforts in the community.
* Pastoral Care
	+ Lead the congregation in its growth, both spiritually and numerically, to build the Central Christian Church community.
	+ Counsel members and friends of the church upon request.
	+ Organize and oversee visitation to the sick/shut-in members of the church.
	+ Upon request, preside at the weddings and funerals of our church community, at the Minister’s discretion.
	+ Work alongside Elders in addressing congregational concerns.
* Administrative Oversight and Leadership
	+ Oversee and supervise the church staff on a day-to-day basis.
	+ Complete annual staff performance reviews with appropriate follow-up and offer constructive feedback for change or alternative options for growth and development.
	+ Consult with the Elders regarding potential staff disciplinary action, and if necessary, impose said discipline.
	+ Promptly address staff complaints and resolve issues.
	+ Work alongside staff in the organization and development of church programs including but not limited to weekly services, special services, churchwide functions, etc.
	+ Attend scheduled Elder and Board meetings.
	+ Provide an oral/written report concerning the church, staff activities, and details prayer requests for Elder and Board meetings.
	+ Maintain an open line of communication with church staff, Elders, and Board.
	+ Provide a written article monthly for publication in the church newsletter.
	+ Oversee or delegate church social media activities in order to maintain a positive, continuous presence to the church and community.
	+ Represent the church at community functions.
	+ Report to the Elders as requested.
	+ Complete other duties assigned by the Elders.
* Work Schedule
	+ The Senior Minister is expected to maintain a work schedule demonstrating a minimum of 40 hours per week. These hours may include weekends and evenings.

### Relationships

* Maintain appropriate relationships based on Biblical principles with staff, members, non-members, and the community at-large.

### Qualifications

* Male member of the Restoration Movement Christian faith.
* Experience in preaching, teaching, and staff administration.
* A “team player” with congenial leadership qualities.
* Demonstrates a clear ability to set an example and lead, guide, and direct others to Christian living.
* Meet the qualifications of an Elder as listed in the New Testament.

### Education and/or Experience

* Accredited Seminary or related Post Graduate degree desired.
* Demonstrated skill in preaching, teaching, and staff administration.
* Strong organizational skills.

### Language Skills

* Ability to compose written articles and reports easily understandable.
* Ability to effectively present information to people from all walks of life.

### Computer/Equipment Skills

* A working knowledge of computers, social media, and software is desired.

### Mathematical Skills

* Able to manage finances in spending designated church monies within a prescribed operating budget.

### Reasoning Ability

* Ability to apply common sense understanding to carry out instructions in written and oral form.

### Physical Demands

* While performing the duties of this job, the employee is regularly required to talk and hear. The employee must be able to sit and stand and use hands to write and handle documents.

### Work Environment

* While performing the duties of this job, the employee will generally be in an area with a quiet noise level.

# APPROVAL

## Chairman of the Elders Date