

Job Description

Job Title:

Senior Minister

Job Summary:

The Senior Minister of Columbia Christian Church is the lead component of the pastoral team and program staff, as well as the church family, in serving the needs of the congregation and community—reaching others for Christ. He shall work with all members of the pastoral team and church staff to enable the church to fulfill the Great Commission, and to equip members to carry out the five functions of the New Testament church: Evangelism, Discipleship, Ministry, Fellowship and Worship.

Job Duties:

- A. The one who fills this position shall preach Sunday AM and PM services and any other services as designated by the elders.
- B. He shall teach the mid-week service.
- C. He shall visit members of the congregation:
 1. When they are in the hospital, nursing home or shut-in.
 2. When pastoral visitation is deemed necessary—times of illness, accidents, births, death and family crisis.
- D. He shall coordinate and train members of the congregation to make evangelistic and pastoral visits.
- E. He shall perform marriages in accordance with church policies and the Word of God.
- F. He shall preach funerals.
- G. He shall attend the monthly meeting of the joint Board of Elders and Deacons (non-voting, advisory capacity).
- H. He shall submit a written report to the joint Board of Elders and Deacons at the monthly meeting.
- I. He shall counsel those in distress.
- J. He shall work closely with the other ministers of the church in attending to the evangelistic, pastoral and Christian educational needs of the entire congregation.
- K. He shall be available to teach Sunday School when no volunteer teacher can be found to fill the role and/or as deemed necessary by the Elders.

Relationships Within the Organization:

- A. This person is directly responsible to the Elders as a group.
- B. This person is responsible for the church Office Manager and Secretary(s).
- C. This person is responsible with the church Office Manager for the efficient operation of the church office.
- D. This person shall be responsible with the Elders for the pastoral care of the congregation.

Qualifications:

- A. The minister shall be a male Christian, that is, one who has heard the Gospel, believes in Jesus as the Christ, Son of the Living God, and has obeyed him in accordance with the Scriptures in repentance, confession of his faith in Jesus as the Christ and baptism by immersion.
- B. The minister shall be a graduate of a recognized Restoration Movement Bible seminary, college or university which teaches New Testament Christianity.
- C. The minister shall be a member of the Christian Church or equivalent Church of Christ (non-denominational/Restoration Movement) and must believe without reservation in the full and final inspiration of the Bible to the extent that it is to him the infallible Word of God, and therefore, the all-sufficient rule of faith and practice.

Training and Development:

- A. Time and allowable expenses, within the confines of the yearly budget, shall be made available for conferences which will enhance the minister's skills and abilities to lead and pastor the church.
- B. Time for pursuing advance education in a related field shall be made available at the discretion of the joint Board of Elders and Deacons.

Benefits and Privileges:

- A. Current salary shall be approved by the congregation as part of the annual budget.
- B. Housing allowance shall be made available.
- C. Vacation shall be made available in accordance to church policy and experience.
- D. Time shall be made available for preaching revivals and serving at church camp with approval of the joint Board of Elders and Deacons.

Review:

The minister and Elders shall meet yearly in January to review the minister's previous year performance, provide two-way feedback and make changes to this job description as necessary to increase overall effectiveness.

Notice of Termination:

Notice of termination for this position shall be in accordance with the By Laws of the Columbia Christian Church (60 days in writing by either party).

Signed: _____

Minister: _____

Chairman of the Board: _____

Date: _____