

North Garland Church of Christ

Pulpit Minister – Job Description

PURPOSE: This is a minister position to serve the Lord with a passion and sincere love for God in the area of Pulpit Minister. This ministry is to promote growth in relationship with the Lord, relationships with one another and outreach to the lost. The purpose is to glorify God in word, worship and daily lives.

Scope of Responsibility

The Pulpit Minister (PM) will work within the vision and mission of the North Garland church, under the direction of the Eldership and as a member of the ministry team. Provide leadership for planning and coordinating of activities, functions and events of the North Garland Church. Expected to be the leader and to provide the guidance necessary to get the most and best results from the ministry programs. Coordinate ministry planning and facilitation and keep the Elders advised. His life must be a model that demonstrates he is a faithful Christian, husband and/or father. Set a proper example of Christian behavior at all times.

➤ **Responsibilities:**

- ✓ *Accountable to the Elders.*
- ✓ Pulpit preaching.
 - Preach at Sunday services
- ✓ Teaching
 - Teach a Bible study class Sunday A.M.
 - Teach a Bible study class or devotional at Wednesday P.M. service
- ✓ Visit members, shut-ins, nursing homes, and visitors regularly. Coordinate with ministry team and staff.
- ✓ Assistance with weekly pantry.
- ✓ Coordinate planned ministry/congregational activities that reflect Biblical objectives.
- ✓ Attend weekly Sunday A.M. Prayer time with Elders and other Ministers.
- ✓ Adhere to all provisions and guidelines of the Personnel Policy Manual.
- ✓ Provide a monthly status report to the Elders concerning contacts, activities, issues, concerns and needs.
- ✓ Available as needed/as applicable on days off (special circumstances, funerals, emergencies, etc.,)

➤ **Administrative Duties:**

- ✓ Serve as a team leader to coordinate office procedures, secretarial staff and other items relating to providing the congregation with an efficient service center.
- ✓ Schedule, lead and participate in weekly staff meetings which will enhance and enable better relationships with God, with each staff member, and with the congregation.
- ✓ Edit, write articles, and insure quality of weekly and monthly bulletin.
- ✓ Complete various administrative functions including budgeting and management for the administrative area and others as may be assigned.
- ✓ Maintain availability by phone and schedule regular office hours and days off.

➤ **Expectations:**

- Develop relationships outside the Church and within the community. Participate in community activities.
- Lead the establishment of written goals for the overall ministry program and have a detailed plan on how to accomplish and reach goals each year. Review with Eldership prior to implementing.
- Function as a valuable part of the ministry team and staff at North Garland.
- Family participates as a family unit within the church.
- Advise the Elders of any special problems, issues and/or conflicts with the congregation.
- Spend at least 2 hours each day in personal Bible study and prayer for personal spiritual growth.
- Have self-improvement/career goals for the year and review with eldership.
- Attend all scheduled church services and fellowships.
- Develop sermons/plans/themes for preaching which are consistent with mission statement and direction of eldership.
- Develop an understanding of the various ministries at North Garland.
- Annual performance evaluation with the eldership.

➤ **Counseling:**

- ✓ Provide pre-marital counseling and other counseling to those who desire it.
- ✓ Offer referral and encourage further help for those who need it.

➤ **Qualifications:**

- ✓ *Member of the church of Christ.*
- ✓ Strong faith and commitment to the call of serving the Lord as a pulpit minister.
- ✓ Excellent interpersonal skills both verbal and written as well as a demonstrated ability to lead Bible study, organize activities, communicate ideas and use time effectively.
- ✓ Bachelor's degree with Bible major is preferred, but applicants without a degree who have successful ministry experience may be considered.