

CIRCLE CHURCH OF CHRIST
PULPIT MINISTER JOB DESCRIPTION

POSITION SUMMARY

Circle Church of Christ is seeking an experienced Pulpit Minister (PM) who is knowledgeable of the Scriptures and has been gifted to preach, teach and equip the Church for discipleship and service. The PM shall be a devoted follower and disciple of Jesus and is passionate about helping others to live and grow as disciples as well as also making other disciples of Jesus. The PM's life shall demonstrate a passionate faith in God, a strong commitment to the Lordship of Christ, the leading of the Spirit and the authority of the Scripture. The PM, under the oversight of the Elders and as a member of the Ministry Team, will work and support the vision and mission of Circle Church of Christ.

DUTIES AND RESPONSIBILITIES:

- **Pulpit Preaching**
 - Prepare and deliver scriptural sermons
 - Preach the majority of Sunday services
 - Will share preaching duties with other Ministers and Guest Speakers

- **Teaching**
 - Teach Bible classes as assigned

- **Discipleship, Evangelism and Community Outreach**
 - Lead in modeling and equipping members to be actively discipling others
 - Participate in developing/leading community outreach efforts
 - Promote outreach efforts with an evangelistic focus

- **Family Care**
 - Participate in coordination and visitation of sick and shut-ins
 - Provide spiritual guidance and counsel for members and others regarding their spiritual wellbeing
 - Officiate and perform weddings, funerals and other activities as requested

- **Administration**
 - Serve as staff team leader to coordinate office activities and other items related to providing the Church with an effective service center
 - Actively participate in meetings with the Eldership and staff to facilitate effective communication and coordination of objectives and activities
 - Prepare bulletin articles, as scheduled, and ensure a quality publication
 - Maintain reasonable office hours as agreed with the Elders
 - Coordinate with Elders and staff when absent and maintain availability, as circumstances warrant, on days off

- **Family Care**
 - Participate in coordination and visitation of sick and shut-ins
 - Provide spiritual guidance and counsel for members and others regarding their spiritual wellbeing
 - Officiate and perform weddings, funerals and other activities as requested

EDUCATION AND EXPERIENCE:

- **Four-year Bachelor's Degree preferred with a preference in Biblical Studies.**
- **Experience in lieu of formal training may be acceptable**
- **Preferred candidates will hold a Graduate Degree in Biblical Studies, Christian Ministry and/or Preaching.**
- **Demonstrable experience in ministry and preaching**
- **Knowledge and appreciation for the Restoration Movement to restore the New Testament Church and the legacy of Churches of Christ**

GENERAL INFORMATION:

- **Position Title: Pulpit Minister**
- **Reports to the Elders**
- **Member of Ministry Team – works closely with Campus Minister, Ministry Intern(s) and Office Administrator**
- **Salary: Commensurate with training and experience**
- **Benefits: health, Retirement and annual training/education allowance**

COMPETENCIES:

- **Interpersonal Skills** – Approachable; builds constructive and effective relationships; uses diplomacy and tact in tense situations; puts others at ease
- **Biblical Knowledge** – Proficient Biblical knowledge and ability to apply Biblical principles to current culture
- **Communication** – Clearly conveys information and ideas through a variety of media in a manner that engages the audience and helps them understand and retain the message
- **Continuous Learning and Development** – Possesses a deep desire for continuous personal growth; regularly creating and taking advantage of learning opportunities (e.g. personal study, reading, conferences, seeking counsel with the Elders and other Ministers)
- **Leadership** – Effective Servant Leader. Models the vision of the Church and Eldership and motivates others to take action in support of the vision.
- **Planning and Organizational Skills** – Establishes courses of action to ensure that work is completed efficiently. Ability to prioritize, schedule, maintain focus and follow through to completion.
- **Work Standards** – Sets high standards for excellence and quality; assumes responsibility and accountability for successfully completing tasks and objectives. Self-motivated, takes action and goes beyond routine requirements.