

## POSITION DESCRIPTIONS

### MINISTER OR SENIOR MINISTER

Introduction: The senior minister (or minister) gives direction and supervision to the total program of the church and to this end should keep in close touch with all other staff members and with all organizations and leaders of the church.

The senior minister is pastor, preacher, challenger, trainer, teacher, enabler, initiator, and guide. However, he or she works with many other "members of the Body" who also "minister" to one another and the world.

Since each church and each minister is unique, every church's position description would show variance in some areas of leadership and expectations. The educational qualifications for those who are professional church leaders include a college degree and a Master of Divinity degree or its equivalent. Salaries, benefits such as retirement, health insurance, professional expenses such as conference expense, continuing education and time off, will vary in churches of varying size and ability to pay. Such items should be negotiated and agreed upon with the minister at the time of employment, and reviewed at least annually.

Responsibilities, accountabilities and opportunities for service need to be clarified with position descriptions for all professional staff persons, as well as with expectations and responsibilities of laity and their mutual responsibilities.

### THEOLOGY OF MINISTRY

The theme of ministering is found throughout the scriptures. There are functional differences between apostles, prophets, teachers, pastors and the general body of disciples, but the concept of the one body was and is the important image of the church. There is the call of God to the individual to be "set apart" as God's servant in ministry, and there is the validating corporate call of a specific church to the individual to serve in a designated position as a minister to and with a congregation. Such ministry is founded in the ministry which Jesus provided: prophet, priest, and wise ruler. Therefore, ministers are preachers, teachers, leaders and servants for our Lord Jesus Christ.

The Senior Minister is:

Accountable to: The church, corporately, who calls him or her, and possibly with special accountability to the board or committee which determines the policy and personnel for the local congregation, such as the Board of Deacons, official board or staff relations committee.

Accountable with: Fellow staff members as a team and the congregation as a family for the total ministry of the local church life and the mission to the community and world.

Accountable with: The denomination, Region/State/City and national leaders and ecumenical groups, for meaningful participation in programs and events and the support of same.

Accountable with: The pastoral or staff relations committee for cooperative and effective ministries and relationships.

Accountable for:

#### Worship Services

1. Preaching; 2. Worship Leadership; 3. Administration of Ordinances; 4. Officiant at Weddings and Funerals.

#### Teaching Role

1. Teaching (Bible Study, Membership Classes); 2. Training Leaders; 3. Evangelistic, Ethical or Discipleship Concerns and Issues; 4. Premarital Counseling.

#### Pastoral Care

1. Visitation (Evangelism, Homes, Hospital, Nursing Homes); 2. Minister to Bereaved.

#### Administration

The minister is responsible for administration of the total church program, though many of the duties of administration will be delegated to staff and/or volunteer leadership.

The minister shall:

1. Assist officers, boards and committees with long range and short-term planning and execution of their tasks by consulting, advising, coordinating and evaluating.
2. Provide for office administration through staff or volunteers for assignments such as central record keeping of minutes, membership records, etc. for all boards, committees and church business meetings as well as reports of church officers.
3. In cases where there are part time or full time paid staff a team ministry is desired. The senior minister functions as leader of the staff and will be held accountable for building effective staff relationships and for delegating ministries performed by staff. All are colleagues in ministry and the senior minister is only the first among equals, not above the others. The senior minister should enable each staff member to utilize their gifts in the ministry of the church.

#### Denominational and Inter-denominational Activities

1. Participate in ABC Ministers Council, pledge to its Code of Ethics, and actively pursue those ideals.
2. Participate in, cooperate with clusters or associations, region/state/city and national programs, events and activities.
3. Cooperate with other local churches in appropriate ecumenical efforts and witness. Be involved in other community agencies and programs.

4. Support denominational programming and institutions.

#### Personal Growth and Recreation

1. Appropriate time for personal reading, research and meditation.

2. Plan for and complete two Continuing Education Units or equivalence annually.

3. Take one month vacation each year.

4. Have one to two days off each week.

5. Attend denominational and interdenominational conferences and conventions regularly and encourage other staff persons and members of the congregation to do likewise.

#### Evaluation

There will be periodic review (annually) with staff persons and staff relations committee. Such appraisal on the part of the minister as well as the church leader group can increase effectiveness as well as improve communications. Positions are likely to be rewritten when there are changes in staff. Evaluation can be a positive and growing experience with emphasis on the positive qualities of leadership, the achieving of objectives and the determining of new objectives. Unreached objectives or weaknesses in leadership can be discussed in love and with plans for improvement.

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