

Minister Job Description
First Christian Church (Disciples of Christ)
1031 Alexandria Pike, Fort Thomas, Kentucky 41075

- I. **Leading the congregation in the regular worship service of the church. Included in this activity are:**
 - a. Preparing and delivering sermon
 - b. Preparing and delivering children's message
 - c. Working with the music minister in the selection of music
 - d. Working with the Worship Planning Teams on the format and content of the worship service
 - e. Participating with the elders at the communion table

- II. **In association with the Music Minister and Worship Committee/Worship Planning Teams, leading and developing special services or activities, e.g., Ash Wednesday, Maundy Thursday, Easter Sunrise, Hanging of the Greens, Christmas Eve, seasonal cantatas, occasional cooperative and ecumenical services with other churches in the community and other services as may be determined.**

- III. **Providing pastoral care to the congregation and others in need. Included in this activity are:**
 - a. Visitation with individuals in need (e.g., hospital, nursing homes, home-bound)
 - b. Providing support and comfort to individuals in need (e.g., loss, crises, challenges)

- IV. **Youth Coordinator – nurturing the spiritual growth of the youth of the church via age-appropriate programming Chi Rho for 2nd-5th grade, Youth Group for older students, Mission Trip, Baptism support, etc.).**

- V. **Performing the following administrative duties:**
 - a. Giving general direction to other staff members (include providing and posting office days/hours and notifying Administrative Secretary schedule/location)
 - b. Working with the Church Board and the Board chairperson
 - c. Working with and attending meetings as needed with committees and other church groups (CWF, Elders, etc.)
 - d. Communicating with congregation via newsletter/email, etc.
 - e. Encouraging lay leadership/shared leadership from the membership of the church
 - f. encouraging congregational fellowship

- VI. **Educating the congregation by:**
 - a. Demonstrating a strong commitment to education
 - b. Focusing on the spiritual development of the members of the congregation in

association with the Board of Elders

- c. Leading bible studies
- d. Conducting a pastoral class for youth/adults in preparation for baptism
- e. Leading/teaching a basics class with material for new members/existing members on an as needed basis.
- f. Developing the congregation's education and awareness of the local church, the church in Kentucky, and the larger church in Indianapolis and around the world.
- g. Supporting congregants who have decided to move forward into the ministry (support ministerial interns)

VII. **Ministering to a broader community:**

- a. Active participation in the local Ministerium
- b. Participation in regional spiritual events CWF spiritual retreats)
- c. Occasional participation in broader spiritual events for the benefit of the congregation and professional development (e.g., Quadrennial)