

Pulpit Minister – Job Description

Glenpool Church of Christ

This is a full-time ministerial position assigned within the Glenpool Church of Christ to serve the Lord with a passion and sincere love for God in the area of pulpit ministry. This ministry is to promote growth in relationship with the Lord, relationships with one another within the congregation, and outreach to the lost. The purpose is to glorify God in word, worship, and daily lives.

The Pulpit Minister will work within the vision and mission of the Glenpool Church of Christ as a member of the ministry team, under the direction of the eldership, and in cooperation with the deacons as part of the congregational leadership team. His primary area of responsibility is the edification of the flock through Biblical teaching and preaching. He will also provide leadership (as needed) for planning and coordinating of activities, functions, and events of the Glenpool Church of Christ. He is expected to be the leader and to provide the day-to-day guidance necessary to get the most and best results from the ministry programs. He is to facilitate ministry planning and keep the elders advised. His life should be a model that demonstrates he is a faithful Christian, husband and/or father; and he must set a proper example of Christian behavior at all times.

Primary Responsibilities:

- Preaching the Truth Without Compromise:
 - Deliver Biblical sermons in an effective manner during Sunday morning services.
 - Provide inspirational devotionals during Sunday and Wednesday evening services.
- Teaching Sound Doctrine from the Bible:
 - Teach Sunday morning Bible classes.
 - Be in the rotation to teach Sunday and Wednesday evening Bible classes.
- Providing Spiritual-Based Guidance and Counseling:
 - Offer pre-marital counseling and other spiritual-based guidance to those who desire it.
 - Make appropriate referrals and encourage further help for those who need it.
- Visiting Members and Visitors:
 - Visiting the sick at home or in the hospital, shut-ins, nursing home residents, and visitors.
 - Coordinating visitation efforts with other members of the leadership team.
- Coordinating planned ministry/congregational activities that reflect Biblical objectives.
- Providing status reports to the elders concerning contacts, activities, issues, concerns, and needs.
- Remaining available for special circumstances (funerals, weddings, emergencies, etc...) as needed.
- Being accountable to the elders.

Administrative Duties:

- Serving as the day-to-day office manager to coordinate office procedures, supervision for the secretarial staff, and other items related to running an efficient church office.
- Leading weekly staff meetings to enhance working relationships and office productivity.
- Writing articles, editing, and insuring the quality of our weekly bulletin.
- Maintaining content and accuracy of the church website.

- Completing various administrative functions including budgeting and management for the administrative area and others as may be assigned.
- Maintaining availability by phone or text and scheduling regular office hours and days off.

Expectations:

- Remaining doctrinally sound and refraining from being identified with either ultra-conservative or liberal elements in the church.
- Spending at least 2 hours each day in Bible study and prayer for personal spiritual growth.
- Developing relationships outside the church and participating in community activities.
- Establishing written goals for the overall ministry program and having a detailed plan on how to accomplish and reach goals each year—reviewing with the elders prior to implementing.
- Functioning as a valuable part of the leadership team and staff at Glenpool.
- Ensuring his family participates as a family unit within the church.
- Advising the elders of any special problems, issues and/or conflicts within the congregation.
- Having self-improvement/career goals for the year and reviewing them with the elders.
- Attending all scheduled church services and fellowships.
- Developing sermons/plans/themes for preaching consistent with the direction of the elders.
- Working with the various ministries of the congregation.
- Participating in an annual performance evaluation with the eldership.

Qualifications:

- Be a member of the Church of Christ.
- Have strong faith and commitment to serving the Lord’s Church as a pulpit minister.
- Be a self-starter who is able to work and accomplish goals without a great deal of supervision or guidance.
- Possess excellent interpersonal skills (both verbal and written) as well as a demonstrated ability to lead Bible studies, organize activities, communicate ideas, and use time effectively.
- Be able to work with and relate to younger adults as well as older adults.
- Have a bachelor’s degree (with a Bible major preferred), but applicants without a degree who have successful ministry experience may be considered.

Structure:

- The Glenpool Church of Christ is committed to the restoration plea of fundamental New Testament authority and the unity of all believers.
- Within the Church of Christ fellowship, the Glenpool Church of Christ would likely be considered “right-of-center” doctrinally, though not radical in any direction.
- Demographically, our congregation is younger than most churches in our fellowship and very diverse, including people from all backgrounds united in faith.
- We strive to develop disciples through a process of belonging, learning, and serving.
- The pulpit minister will work under the oversight of the eldership and in collaboration with the youth minister and deacons.