

## **POSITION DESCRIPTION**

LEAD worship services

DEVELOP and PREACH Bible-based sermons

ADMINISTER sacraments of Baptism and Holy Communion

OFFICIATE at weddings and funerals of church members

PROVIDE premarital counseling and other counseling for church members

TEACH Bible study and membership classes

VISIT sick and homebound members

VISIT congregation members

TRAIN church members in evangelism and discipleship

BUILD membership through personal evangelism and involvement in the community

LEAD officers, boards and committees in vision discernment and in long range and short-term planning and execution of their tasks by consulting, advising, coordinating and evaluating

COORDINATE community outreach and ministry programs

DEVELOP and IMPLEMENT social programs for members as needed

ATTEND council meetings

MAINTAIN a friendly warm and welcoming atmosphere so that people feel accepted, included and cared for

SUPERVISE office secretary

PERFORM other duties as necessary