



*First Christian Church (Disciples of Christ)*

*201 N. Bridge Street*

*Smithville, MO 64089-8266*

*816-532-0773*

## **JOB DESCRIPTION**

**POSITION TITLE:**

**SABBATICAL MINISTER**

**QUALIFICATIONS:**

Theological Education

Ordained in the Disciples of Christ Church

Minimum of three (3) years' experience as an Associate or Senior Minister

Ability to provide leadership in our church

**REPORTS TO:**

Board Moderator and Personnel Committee Chair

**TERMS OF EMPLOYMENT:**

Part-Time/Temporary (July 15 – October 13, 2019 plus training time prior to 7/15 that will amount to one week)

**REQUIREMENTS TO REPLY:**

Cover Letter

Resume

Name and Contact Information for Three References

Willingness to Submit to a Background Check

**JOB GOAL:**

To provide spiritual leadership and ministerial support for the congregation of the Smithville First Christian Church while their permanent minister (Senior Minister) is on sabbatical.

**ESSENTIAL JOB DUTIES:**

1. Develop and maintain collegial relationship with Senior Minister, with the understanding that she will return in 13 weeks' time.
2. Prepare and deliver sermons to lead the congregation in regular worship services
3. Write and/or select weekly liturgy for Lay Reader, Pastoral Prayer, Invitation to Discipleship, Communion Meditation and Words of Institution, Benediction and daily readings for upcoming week
4. Work with the Music Coordinator to select music that is appropriate and inspiring for worship
5. Provide pastoral care to members of the congregation, offering referrals as appropriate

6. Conduct hospital, nursing home, and homebound visits (shared with Elders and Care Team)
7. Conduct weddings and funerals as needed and associated planning/counseling sessions
8. Lead special class for congregation (planned in advance with Senior Pastor)
9. Maintain prayer list with secretary.
10. Serve as an ex-officio member of all church committees and attend meetings as needed.
11. Work with Board Moderator to set agendas for monthly Board meetings.
12. Maintain good ministerial standing within the Greater Kansas City Region

#### OTHER JOB FUNCTIONS/EXPECTATIONS:

1. Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and manner for the church environment
2. Demonstrate effective human relations and communication skills
3. Maintain confidentiality by not disclosing sensitive and personal information
4. Establish and maintain regular office hours one day per week.
5. Exhibit dependability, punctuality, and consistent attendance
6. Coordinate and attend monthly staff meetings and other meetings as needed
7. Attend monthly Board meetings, and submit a monthly minister's report
8. Have the ability to receive and/or return phone calls, emails and/or texts in a timely manner
9. Adhere to good safety practices
10. Perform other duties as assigned

#### PHYSICAL DEMANDS:

The individual who holds this position must have the ability to transmit information in both verbal and written English, and have sufficient hearing and speech to clearly communicate in person and on the phone.