

Job Title: Senior Minister
Reports to: Director of Ministries

Primary roles: To be a faithful and passionate spokesman for God's word and will, to partner with the elders and the Director of Ministries to determine congregational direction, to provide leadership and spiritual care for our church family, and to represent/speak for the leadership of Otter Creek at church functions and in the wider community.

Spokesman of the Word:

- Determine congregational teaching themes for the year—with the input and approval of the Elders.
- Responsible for the overall oversight and leadership of all worship services: planning, communicating, and coordinating with Worship & Praise minister to effectively develop focus and direction, delivering teaching themes on a weekly basis (Sunday mornings), and coordinating special presentations (e.g., budget, missions, etc.).
- As requested, teaches in the Adult Education program.
- Spends adequate and appropriate amounts of time during the week for prayerful and careful preparation.

Congregational Direction:

- Primarily responsible for initiating vision, theological positions (e.g., marriage and divorce policy), thinking about congregational needs, and proposals related to congregational growth—all of which are subject to elder veto or edit
- Works directly with Elders and Director of Ministries in setting the vision for the church and structuring overall church life to implement the vision
- Primarily responsible for casting the vision to the congregation so that they understand, support, and participate in the vision

Leadership and Care

- Works directly with the Director of Ministries to lead, encourage, and develop the ministry staff—especially in relation to their spiritual growth and maturation
- Provides leadership for and actively participates in the task of maturing our members into the image of Christ, including: teaching regularly on subjects such as marriage, spiritual growth, etc.; coordinating special seminars in needed areas of growth; taking a leading role in our mentoring efforts; and providing for counseling opportunities (either directly or through referrals to trustworthy counselors in the area).
- Attends and participates in all Elder meetings
- Participates in other meetings (e.g., MCC, planning meetings, ministry meetings) as needed—especially when those meetings have vision implications.

Representation of Leadership

- Provides services expected of a representative of our church leadership:
 - o Conducts baptisms, wedding, funerals, etc. as requested

- Attends lunches/coffees/meetings with members and visitors to encourage membership commitments and ministry leadership
- Circulates at various church events and functions as a visible leader
- Greets members and visitors before and after services
- Places phone calls and sends letters to visitors and “Thank you’s” to members as needed
- Visits life groups regularly
- Provides primary voice for the press and Brentwood community
- Speaks “on behalf” of elders in advocacy of initiatives, positions, beliefs, themes that affect the congregation

Represents Otter Creek in wider ministry to the Kingdom of God

- Through writing books, articles, position papers
- Through speaking at lectureships and other churches
- Through supporting and mentoring other ministers

Handles miscellaneous duties as directed and needed

First Church: In order to fulfill these responsibilities, this position requires a close, shepherding, equipping relationship with (primarily):

- Elders
- Ministry Staff