

## Blackford, Bret B.

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**From:** Blackford, Bret B.  
**Sent:** Monday, September 23, 2024 7:15 AM  
**To:** Blackford, Bret B.  
**Subject:** 09.23.2024 pt3: MX Administrative Minister - draft responsibilities  
**Attachments:** MX AdministrativeMinister.docx; Senior Minister Job Description (2).docx; Jeff Lead Minister Areas Aug 2024.docx; Robinson MX Interview Report-Elders.pdf

**From:** M Bret Blackford <[bret\\_blackford@yahoo.com](mailto:bret_blackford@yahoo.com)>  
**To:** Steve Awtry <[steve.awtry@gmail.com](mailto:steve.awtry@gmail.com)>; Steve Awtry <[sawtry@cfserve.org](mailto:sawtry@cfserve.org)>; Brad Stevens <[bstevens@shandselbert.com](mailto:bstevens@shandselbert.com)>; Don Fitzgerald <[donaldfitzgerald@att.net](mailto:donaldfitzgerald@att.net)>; Dave Weiler <[dave-n-amy-weiler@juno.com](mailto:dave-n-amy-weiler@juno.com)>  
**Cc:** Bret Blackford <[bret\\_blackford@yahoo.com](mailto:bret_blackford@yahoo.com)>  
**Sent:** Saturday, September 21, 2024 at 07:24:45 PM CDT

**Subject:** pt3: MX Administrative Minister - draft responsibilities

A couple other items:

1. Dave Weiler, what hourly rate would be reasonable for this position? Possible reference would be page 11 of Siburt's [2024 Ministers Salary Survey](#). Possibly \$25-\$30/hr ?
  1. As mentioned below, I would expect 20 hours or less per week.
  2. I would expect that work would be performed on-site at the MX building (this is not a remote position).

----- Forwarded Message -----

**From:** M Bret Blackford <[bret\\_blackford@yahoo.com](mailto:bret_blackford@yahoo.com)>  
**To:** Steve Awtry <[steve.awtry@gmail.com](mailto:steve.awtry@gmail.com)>; Steve Awtry <[sawtry@cfserve.org](mailto:sawtry@cfserve.org)>; Brad Stevens <[bstevens@shandselbert.com](mailto:bstevens@shandselbert.com)>; Don Fitzgerald <[donaldfitzgerald@att.net](mailto:donaldfitzgerald@att.net)>; Dave Weiler <[dave-n-amy-weiler@juno.com](mailto:dave-n-amy-weiler@juno.com)>  
**Cc:** Bret Blackford <[bret\\_blackford@yahoo.com](mailto:bret_blackford@yahoo.com)>  
**Sent:** Friday, September 20, 2024 at 01:45:27 PM CDT

**Subject:** pt2: MX Administrative Minister - draft responsibilities

Guys,

I wanted to share a few more thoughts on the potential addition of an Administrative Minister.

### Hours:

For the first six months, I recommend setting the position at no more than 20 hours per week. After this period, the hours could gradually reduce to 8–10 hours per week as the role becomes more streamlined.

### Concerns for an Administrative Minister:

This role is not intended to facilitate additional work or provide extra resources for all ongoing projects, teams, ministries, and tasks. In fact, it's quite the opposite. A key responsibility of this position is to help us say, "No, we don't need to do that now," and focus instead on our priority ministries.

Our staff is already highly dedicated, hardworking, and visionary. To ensure we make the best use of our resources, this role would help direct our efforts toward key ministries rather than spreading ourselves thin across multiple, unrelated activities.

### Rationale:

The new Administrative Minister would cover responsibilities that were previously handled by our former Senior Minister, Jeff Kryder. While a seasoned minister might typically take on these tasks, we expect that our incoming minister will need support, particularly in the area of administration—at least initially.

Although there is plenty of work that could keep an Administrative Minister busy, one of the core goals of this role is to ensure that both the church and its staff focus on what's most important. This position will help prevent us from getting bogged down in tasks that do not directly align with the church's key objectives (please refer to [Dale Robinson's recommendations](#), attached). By taking on this role, the Administrative Minister would help McKnight and the office shed much of the "busy work" and stay focused on the priorities that matter most.

--- Bret

----- Forwarded Message -----

**From:** M Bret Blackford <[bret\\_blackford@yahoo.com](mailto:bret_blackford@yahoo.com)>

**To:** Steve Awtrey <[steve.awtrey@gmail.com](mailto:steve.awtrey@gmail.com)>; Steve Awtrey <[sawtrey@cfserve.org](mailto:sawtrey@cfserve.org)>; Brad Stevens <[bstevens@shandselbert.com](mailto:bstevens@shandselbert.com)>; Don Fitzgerald <[donaldfitzgerald@att.net](mailto:donaldfitzgerald@att.net)>; Dave Weiler <[dave-n-amy-weiler@juno.com](mailto:dave-n-amy-weiler@juno.com)>

**Cc:** Bret Blackford <[bret\\_blackford@yahoo.com](mailto:bret_blackford@yahoo.com)>; Bret Blackford <[mblackford@archrsc.com](mailto:mblackford@archrsc.com)>

**Sent:** Wednesday, September 18, 2024 at 05:26:01 PM CDT

**Subject: MX Administrative Minister - draft responsibilities**

Guys,

As we look for a possible *Administrative Minister* I thought we should develop a job description. Attached is my initial attempt, which was made by reviewing the Sr Minister job description as well as Jeff's document on work he performed outside of ministry (both also attached). Again, this is just draft to be used as a place to start a discussion.

--- Bret

Hours: Part-Time (less than 30 hrs./week)  
Reports to Elders

Below from *Areas to be Covered in Addition to Preaching ...*

1. **Develop Annual Calendar** – with input from staff prepare and present a calendar to the shepherds for review and approval. Provide goal/purpose for each event to allow evaluation after the fact.
2. **Worship Structure:**
  - a. Guidance, input, and feedback regarding Sunday Worship in conjunction with Kaylynn.  
“Putting a good foot forward.”
  - b. Determine what and how event communication, announcements, and special communication takes place on Sunday morning.
  - c. Inform Sunday Shepherd of pastoral needs and special announcements.
  - d. Oversee timely communication via Email, Website, TVs, Banners, Church App.
  - e. Make decisions on outside people that would like to speak or preach (with input from Shepherds).
3. **Staff**
  - a. Oversee Office Staff.
  - b. Weekly Staff Meeting and Next Gen Meeting.
  - c. Elder / Staff Communication, particularly to Elizabeth and Kaylynn.
  - d. Oversee congregational communications (weekly email, banners, bulletin boards, social media, TVs, Live-Stream, and Sunday announcements, etc.).
  - e. Provide Annual Staff Reviews.
4. **Communication and Empowerment of Ministry Leaders.**

Worship (Kaylynn), Next Gen (Nathan and Jeff) Next Gen Implementation and Integration into larger church, especially 5<sup>th</sup> Sunday of Month Next Gen Sundays, Office Administration (Elizabeth), Building (Tom and Bret), Food Pantry (Barb), Fellowship (Kari) – Provide oversight for Church in the Park, Connect groups (Dale) - Kick-off, update Connect and Huddle groups, and make recommendations for Fall Connect Groups, Next Steps (Steve and Gwen), Pastoral Team (Collins) - Supply Pastoral Team with people needs and updated information., Tech (Brian), Christian Formation (Betty), Children (Jeff M.), ACTS (Katie), Safety (Bret), Urban Outreach (Dave), Beautify the Building (Kara), Women’s Ministry (Betty), Circle of Friends (Judy), Greeters (Joyce), Women’s Ministry, Worship Team (Kaylynn), Young Adult Ministry (Carrie S, Jayson), Library (Larry), Prayer Ministry (Dave W), Youth Ministry (Nathan), Finance Budget (Dave and Brad), Missions (Jeff M), Benevolence (Dave), CFS (Eric), Coffee (Becky), Faith-in-Action (Steve A. and Don F.), Hospitality (funerals, receptions, showers, Good-Bye Wind Chimes, etc.) – Baby shower upcoming, Pickleball Ministry.

**5. Christian Formation Group.**

- a. Guidance on Bible Reading Plans, Adult Classes, Marriage Classes, Parenting Classes, and Fellowship Events.
- b. Fellowship Event planned during No Class Date, Dec 29.
- c. Make decisions on which dates to not have Adult and/ or Children's Bible Class.

**6. Next Steps Ministry.**

- a. Visitor follow-up letters.
- b. Reception, Class, and / or 1-1 Follow-up with potential new members.
- c. Update and provide materials.

**7. Attend to building and parking lot on Sunday mornings for worship readiness.**

Oversee Standards (building cleanliness, tables / chairs in right places, attention to flyers and posters, TVs, classroom set-up, timely update of display tables / bulletin boards, mats cleaned and straightened, and walkways cleaned, cobwebs, bugs, dirty glass doors, windows, auditorium, kitchen needing deep clean, walk parking lot, lights, heat / cool, doors locked and unlocked.

**8. Manage budget areas**

Outreach, Worship, Men's, Women's Ministry, Adult Education

**9. Oversee and / or Upcoming**

Website updates.  
Church Center updates.  
Directory updates.  
Database strategy.  
Leadership Development.  
Men's Ministry.

Below from *Sr. Minister Job Description* ...

**10. Supervise Ministry and Administrative Staff.**

- a. Coordinate and oversee Ministry Staff to carry out the church’s vision, ensuring team cohesion, alignment, and execution of roles and tasks.
- b. Coordinate and facilitate staff meetings to nurture staff, respond to needs in church body, implement administrative tasks, and coordinate staff, ministry, and congregational calendars.
- c. Oversee congregational communications (email, banners, social media, Live-Stream, and Sunday announcements, etc.)
- d. Assist with technology initiatives that support the staff, ministries and congregational life.

McKnight Crossings Church of Christ  
Interview Summary & Recommendations—For Elders  
April 3, 2022

**Interviews Summary:**

1. How does the elders' common work support or hinder the church's mission? The MX elders' self-perception is described as increasingly attentive to the spiritual leadership needed within the congregation. Several factors (most recently, COVID and Jeff's sabbatical) have heightened the elders' focus on pastoral care, spiritual direction, and ministry oversight. Staff view is positive, appreciating the elders' encouragement and support in various ways.

The elders express a high degree of trust and appreciation for each other's giftedness and contribution toward the functioning of the group. Several individuals noted that the group exhibits a healthy ability to handle honest debate. Some concern was expressed, however, in decision making about the group's difficulty in reaching consensus and actively supporting its implementation.

2. How does the staff's work support or hinder the church's mission? The elders' response regarding staff was generally positive, although acknowledging some unintended consequences of organizational "drift"—namely siloing and decreased morale. Staff is seen as competent but sometimes distracted by the urgent or what is comfortable, rather than what's important. In some cases, overlapping staff responsibilities seems unnecessary and inefficient.

Most of the concerns expressed about staff are systems-oriented rather than personnel-related. If so, these could be mitigated through clearly defined job descriptions, consistent accountability and coaching. Collectively, the MX elders believe that oversight of the staff is best addressed by someone(s) other than Jeff.

3. What are the practices/activities currently in play that contribute the most to the mission? Multiple responses were given, with the majority clustered around Connect Groups (5) and the Food Pantry (3). Honorable mention was given to A.C.T.S., widows serving the church, Next Gen class, block parties, Family Retreat, worship, and teaching/preaching. Many of those identifying Connect Groups as a strength acknowledged that a majority of the congregation did not participate in them.

Strikingly, only a few named worship and teaching/preaching as having a significant impact on MX's ability to fulfill its mission. Worship and spiritual formation may have been taken for granted. The question also may have been construed in a way that suggested outreach or evangelism. However, if the mission is to be taken seriously, worship and adult formation should be central practices to be refined and sharpened.

A final observation is that, with the exception of the food pantry and A.C.T.S., the remaining outward-focused aspects of MX's work are intermittent or occasional and therefore unlikely to engage the community in any consistent, impactful way.

4. How do you know when the practices/activities are working? What do you measure? Unfortunately, this question was not asked consistently throughout all the interviews. Nevertheless, a few themes emerged. One identified measure involved numbers: *“Are an increasing number of people becoming engaged (or involved) in a small group? Increasingly, are people showing up?”* This is a useful frame for measuring discipleship, particularly when framed along a continuum or series of concentric circles—people moving from fringe, to congregation, to committed core. A second measure is just as important. Often, it's evaluated by questions like, *“Are people being formed? Do we see growth or movement in people's lives?”*
5. What might need to change in order to pursue the mission more effectively? Clearly the leading response centered around greater engagement of the community. This was expressed in a number of ways:
  - an emphasis and intentionality about sharing the gospel message (4)
  - educational initiatives or support groups addressing felt needs—i.e., support and recovery groups, community workshops (3)
  - programs targeting specific demographics—i.e., younger families, women, singles (2)
  - more community service (3)

A second response centered on organizational needs—clarification and realignment of staff functions; clarification of staff/elders working relationships; adjustments that would elicit greater coherence of and commitment to MX ministries; and the implementation of a thoughtful transition process for Jeff's retirement at some point in the future.

6. What sort of ministry staff will MX need for the next chapter of its mission? MX presently is engaged in a search for both a children's minister and a student minister. This question was asked within the context of other potential staffing changes with the following responses:
  - Energetic, people connecting
  - Driven by mission, focused on community service and outreach
  - Skilled at building a cohesive network of small groups
  - Person of color, reflecting MX's desire to better represent a diverse community

## Recommendations:

1. Attending to God's mission. The "welcoming others" aspect of MX's mission statement deserves sustained attention and investment. I recommend the following:
  - a. Identify a few ways in which the congregation as a whole can engage the community and its neighbors on a more consistent basis (not periodic or occasional).
  - b. In my opinion, an "organic" (versus "programmatic") approach is preferable because it is more consistent with the "as you are going" aspect of the Great Commission.
  - c. Be intentional about equipping members to live as missionaries where they are already doing life.
  - d. Champion a missional emphasis in the planning and implementation of all congregational activities and events, not a select few.
  - e. Discern whether this is an area that merits a staffing focus.
2. Gatherings of the MX community. God's people have observed the rhythm of gathering and scattering for millennium. While COVID has complicated matters in this generation, if the mission is central, worship and faith formation are central practices to hone. We gather for prayer, teaching, and worship, and we are empowered by the Holy Spirit to go into the world in love and service to others. Likewise, re-envisioning MX's smaller gatherings (i.e., the Connect Groups) as an essential part of MX's mission and strategy offers possibility, both in terms of spiritual formation and in reaching the community. <sup>1</sup>
3. Governance and roles. Leverage the advantages of working through elder "clusters." <sup>2</sup> Create a fourth cluster that provides staff oversight and functions as a liaison between the staff and elder group. Communication and coordination are crucial elements for effectively working toward shared goals. Staff oversight would focus on encouragement, accountability, and coaching. <sup>3</sup> Alternatively, schedule combined elder/staff meetings on a quarterly basis for the same purposes. Jeff provides leadership of weekly staff meetings and overall staff development. <sup>4</sup>
4. Congregational ministries. It's critical that church leadership maintain an alignment of mission, core values, and ministry practices. In an obsession with relevance, American churches are tempted to provide as wide an offering of ministries and programs as possible (consumerism). Busyness offers an appearance of life, but often fails to advance kingdom purposes. The MX church has a strong mission statement, *"Welcoming others into a growing relationship with Christ and His community through God's radical hospitality."* As you move forward, concentrate on what truly advances the mission. <sup>5</sup>
5. Administrative and ministerial staff. It might sound counterintuitive, but declining churches employ 56% more full-time equivalent employees than growing churches. <sup>6</sup> Growing churches typically "staff to strategy" and focus human resources where they're most needed. With that in mind, I recommend several staffing changes. However, these recommendations are systemic in nature in that a change in one area affects the whole.



- a. I recommend that Jeannie and Elizabeth’s responsibilities be consolidated, given the following adjustments:
    - Outsource payroll, which also offers risk management benefits
    - Utilize additional management features within Servant Keeper (MX’s database program) that allow for automation of contributions/payments into QuickBooks (through use of credit cards), scheduling, registration, and attendance/progress tracking
    - Address IT needs through church volunteer(s) or outsourcing
    - Tom assumes responsibility for managing his own work
    - The admin/finance elder cluster also would need to make adjustments
    - If these changes are adopted, who is best suited to manage the office?
  - b. Consolidating these positions, along with phasing out Dolores’ role, would allow for a part-time communications person to handle graphic design, copying editing, social media and/or the website.
  - c. In terms of ministry staff, changes in Jeff’s responsibilities are already underway. The intention is that these changes will lighten Jeff’s load, enabling him to concentrate on areas of strength. The MX elders acknowledge that Jeff is particularly gifted with the ministry of the Word, but they may need to clarify with Jeff how these shifts of responsibility will be handled.
  - d. As MX’s primary worship leader, Jeremy’s contribution to its mission is significant. Through the years, Jeremy also has served as a utility player, filling many roles. During COVID, he played a crucial role in helping to keep the congregation connected. However, this might be an inflection point for Jeremy’s ministry at MX. What are the factors that hinder Jeremy from being effective in his current role or previously in other roles? If nothing else, a clearly defined job description and greater accountability would be useful for Jeremy, Jeff, and the elders. Jeremy is about to be tasked as MX’s interim youth minister, but this is an opportune moment to “staff to strategy” and consider other roles that might better fit Jeremy’s strengths and church direction—perhaps as a connections minister (guest follow-up, new member integration, community outreach) or Connect Groups leader.
6. Final Thoughts. The MX church certainly has areas for improvement. However, reflecting on the Interview Exercise leaves me with the following convictions:
- a. The elders have immense good will, collegiality, and integrity. <sup>7</sup>
  - b. The staff are committed to their various ministries.
  - c. MX has a lot of resources—spiritual maturity, good-heartedness, and loyalty.
  - d. This is not a church bound by tradition; the chief need is to allow the mission to truly frame its work and life.
  - e. I am quite hopeful about what God can do in and through MX!

## Resources:

<sup>1</sup> The key to building a robust network of small groups is for someone(s) to focus on equipping and nurturing small group leaders. Growing churches develop functional structures and strategies to promote the ongoing development of their leadership core. Although it's a blast from the past, you can find helpful resources in my unpublished *Shepherding Notebook* [Mid-County Church, 1998].

<sup>2</sup> Grady King offers a helpful approach and rubric for reaching consensus within an elder group in the chapter entitled, "When Leaders Are Stuck: A Guide for Communal Discernment," (pp. 131-142) of his book, *Navigating the Storm* [Hope Network Ministries, 2017].

Michael Bungay Stanier's, *Do More Great Work*, provides a variety of exercises that I've found helpful for team collaboration and direction-setting [Workman Publishing, 2010, ISBN: 978-0-7611-5644-4].

<sup>3</sup> The Ministry Action Plan (MAP) is a useful tool for these purposes.

Michael Bungay Stanier's book, *The Coaching Habit*, is an easy read (difficult to master) that I've found quite useful in coaching staff members [*The Coaching Habit: Say Less, Ask More & Change the Way You Lead Forever*, Box of Crayons Press, 2016. ISBN: 978-0-9784407-4-9].

<sup>4</sup> Our staff benefited from reading Brené Brown's book *Dare to Lead*. Processing the book together enabled us work through some team dysfunction and better understand one another [Random House, 2018. ISBN: 978-0-3995-9252-2].

<sup>5</sup> Andrew Root blames consumeristic influences within secularism for the decline of the American church and argues for the need, in Jesus' words "to lose our life, in order that we might find it" [*Churches and the Crisis of Decline*. Baker Academic, 2022. ISBN: 978-1-5409-6533-2].

<sup>6</sup> According to the latest data published in "The Unstuck Church Report," Q1, 2022.

<sup>7</sup> Those who find themselves in the crucible of ministry (ministers and elders) would be greatly encouraged and empowered by Ruth Haley Barton's, *Strengthening the Soul of Your Leadership*, InterVarsity Press, 2008 [ISBN: 978-0-8308-3513-3].

I also highly recommend her book, *Pursuing God's Will Together*, InterVarsity Press, 2012, [ISBN: 978-0-8308-3566-9]. Barton offers a practical approach to spiritual leadership (as opposed to secular models) that focuses on the responsibility of helping the community of faith be more attentive to God, to oneself, and each other.

## Jeff (and Becky's) Areas to Be Covered in Addition to Preaching (August 2024)

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1. Vision – Upcoming Church Theme/ Focus / Priorities for 2024 and 2025.
  - a. For instance: Next Gen, Ministry Fair, Intergenerational Focus, 7 Values, Discipleship, Outreach, Connect Groups...(Looking Up, Jubilee Vision, Head, Hands, and Heart, Pray & Go)
2. **Yearly Calendar of Events** Fall 2024 through August 2025 in conjunction with staff, coordinated with Next Gen, ACTS, and CFS.
  - a. October Staff Planning Session for 1<sup>st</sup> 6 Months of 2025.
  - b. Church in the Park
  - c. Children / Parent Dedication
  - d. Fall Food Drive
  - e. Advent
  - f. Pancake Breakfast
  - g. Christmas Series
  - h. Resurrection Sunday
  - i. Family Camp at Ne-O-Tez
  - j. Block Party or Equivalent
  - k. 5<sup>th</sup> Sunday Planning
3. **Worship.**
  - a. Guidance, input, and feedback regarding Sunday Worship in conjunction with Kaylynn. “Putting a good foot forward.”
  - b. Determine what and how event communication, announcements, and special communication takes place on Sunday morning.
  - c. Inform Sunday Shepherd of pastoral needs and special announcements.
  - d. Oversee timely communication via Email, Website, TVs, Banners, Church App.
  - e. Make decisions on outside people that would like to speak or preach.
4. **Staff.**
  - a. Oversee Office Staff.
  - b. Weekly Staff Meeting and Next Gen Meeting.
  - c. Elder / Staff Communication, particularly to Elizabeth and Kaylynn.
  - d. Oversee congregational communications (weekly email, banners, bulletin boards, social media, TVs, Live-Stream, and Sunday announcements, etc.).
  - e. Provide Annual Staff Reviews.
5. **Communication and Empowerment of Ministry Leaders.**
  - a. Worship (Kaylynn)
  - b. Next Gen (Nathan and Jeff) Next Gen Implementation and Integration into larger church, especially 5<sup>th</sup> Sunday of Month Next Gen Sundays.
  - c. Office Administration (Elizabeth)
  - d. Building (Tom and Bret)
  - e. Food Pantry (Barb)
  - f. Fellowship (Kari) – Provide oversight for Church in the Park
  - g. Connect groups (Dale) - Kick-off, update Connect and Huddle groups, and make recommendations for Fall Connect Groups.
  - h. Next Steps (Steve and Gwen)

## Jeff (and Becky's) Areas to Be Covered in Addition to Preaching (August 2024)

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- i. Pastoral Team (Collins) - Supply Pastoral Team with people needs and updated information.
- j. Tech (Brian)
- k. Christian Formation (Betty)
- l. Children (Jeff M.)
- m. ACTS (Katie)
- n. Safety (Bret)
- o. Urban Outreach (Dave)
- p. Beautify the Building (Kara)
- q. Women's Ministry (Betty)
- r. Circle of Friends (Judy)
- s. Greeters (Joyce)
- t. Women's Ministry
- u. Worship Team (Kaylynn)
- v. Young Adult Ministry (Carrie S, Jayson)
- w. Unity in Diversity (Todd)
- x. Library (Larry)
- y. Prayer Ministry (Dave W)
- z. Youth Ministry (Nathan)
- aa. Finance Budget (Dave and Brad)
- bb. Missions (Jeff M)
- cc. Benevolence (Dave)
- dd. CFS (Eric)
- ee. Coffee (Becky)
- ff. Faith-in-Action (Steve A. and Don F.)
- gg. Hospitality (funerals, receptions, showers, Good-Bye Wind Chimes, etc.) – Baby shower upcoming.
- hh. Pickleball Ministry.
- ii. Vision Elders (Steve W. and Steve A.)

### 6. Christian Formation Group.

- a. Guidance on Bible Reading Plans, Adult Classes, Marriage Classes, Parenting Classes, and Fellowship Events.
- b. Fellowship Event planned during No Class Date, Dec 29.
- c. Make decisions on which dates to not have Adult and/ or Children's Bible Class.

### 7. Next Steps Ministry.

- a. Visitor follow-up letters.
- b. Reception, Class, and / or 1-1 Follow-up with potential new members.
- c. Update and provide materials.
- d. People:
  - i. Mark and Lindsey Minton
  - ii. Steve and Lisa Schock
  - iii. Mack
  - iv. Olivia and Greg Walton
  - v. Nina
  - vi. Virginia Pierce
  - vii. Chazara

## Jeff (and Becky's) Areas to Be Covered in Addition to Preaching (August 2024)

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- viii. Amy Cunningham
  - ix. Angela Wren
  - x. Ryan and Leslie Cornelius
  - xi. Jackson Osebrah
8. Shepherding (current needs)
- a. Tom and Maria Holmes
  - b. Susan Blain
  - c. Cas (and Hannah)
  - d. Patty Lacoss-Arnold
  - e. Mary Ann Nicholson
  - f. Jerry Mickey
  - g. Jon and Angie Earnhart
  - h. David Richardson
9. Funerals / Weddings.
10. Community Outreach (Pray and Go, Church at Ivory Crockett, Block Party).
- 11. Help people find a place to serve.**
12. Attend to building and parking lot on Sunday mornings for **worship readiness.**
- a. Oversee Standards (building cleanliness, tables / chairs in right places, attention to flyers and posters, TVs, classroom set-up, timely update of display tables / bulletin boards, mats cleaned and straightened, and walkways cleaned, cobwebs, bugs, dirty glass doors, windows, auditorium, kitchen needing deep clean, walk parking lot, lights, heat / cool, doors locked and unlocked.
13. **Manage budget areas** (Outreach, Worship, Men's, Women's Ministry, Adult Education).

### **Oversee and / or Upcoming**

- 1. Website updates.
- 2. Church Center updates.
- 3. Directory updates.
- 4. Database strategy.
- 5. Leadership Development.
- 6. Men's Ministry.

# Senior Minister

## General Information

1. Job Title – Senior Minister
2. Job Relationship – Supervised by Elders
3. Position Summary – To lead and serve the church family in preaching, teaching, strategic planning, and in supporting and developing staff, ministries, and members.

### 1. Proclaim the Word of God.

- a. Maintain a discipline of personal growth in prayer and the Word of God.
- b. Deliver quality Biblical messages that are inspiring and applicable to daily life.
- c. Oversee and plan worship in coordination with the Worship Team.
- d. Oversee Spiritual Formation Team, teaching classes as needed.

### 2. Provide Leadership.

- a. Consistently champion the church's mission, vision, and values.
- b. Cast vision for community outreach, events, and programs to strengthen the church.
- c. Offer strategic planning and support to on-going and new Ministry Leaders and Ministry Teams.
- d. Encourage and model discipleship relationships and a growing devotion to God.
- e. Meet regularly with church elders.

### 3. Supervise Ministry and Administrative Staff.

- a. Coordinate and oversee Ministry Staff to carry out the church's vision, ensuring team cohesion, alignment, and execution of roles and tasks.
- b. Coordinate and facilitate staff meetings to nurture staff, respond to needs in church body, implement administrative tasks, and coordinate staff, ministry, and congregational calendars.
- c. Oversee congregational communications (email, banners, social media, Live-Stream, and Sunday announcements, etc.)
- d. Assist with technology initiatives that support the staff, ministries and congregational life.

### 4. Provide Spiritual and Pastoral Care.

- a. Offer and coordinate pastoral care and guidance to church members and others, including the sick and shut-ins.
- b. Be on call for pastoral emergencies.
- c. Coordinate pastoral care for funerals, weddings, and other special requests and events.