

**TASKS FOR THE SENIOR MINISTER
FIRST CHRISTIAN CHURCH
SEBRING, FLORIDA**



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1. The position of the Senior Pastor is classified as a permanent part-time position of 20 hours per week. Included is a four-week paid vacation (not more than two consecutive Sundays) and liberal time off without pay all coordinated with office and personnel.

a. Pastor will normally be in the office two days per week. This is usually from 9 AM until noon. He will publish those dates in the bulletin and newsletter as accurate as feasible. The exception is when there is few or no tasks to accomplish. It will be announced prior and often would include one day per week in the office. Further, minister may see it advantageous to be at the church Saturday morning or another morning or afternoon to best serve the congregational program.

b. This time will usually include presence at the church, making calls, doing congregational business, attending local or district clergy meetings, and providing support to the region. Furthermore, it will include sermon and program preparation time which may be at a home office.



c. Ample use of video-teleconferencing may be used where appropriate to attend meetings. This would include Facetime Live, Zoom, or other appropriate media. (The Pastor has attended elders and committee meetings via Zoom.)

d. The Pastor is encouraged to use an appropriate amount of time to support the church at large, i.e., General Church, Regional Church, District Clergy. (Currently the pastor attends District Clergy every other time and is coordinating the Florida Regional Pastoral Support Team (PST). He periodically attends Regional Leadership Council and coordinates quarterly PST meetings.)

2. Duties for the pastor are as follows;

- a. Serve as the worship leader for Sunday morning services.
- b. Usually preach at the worship service but may provide or coordinate for a speaker for the sermon.
- c. Coordinate with the Organist and Office Angels for the scripture and sermon to be published on the bulletin board and in the bulletin.
- d. Conduct personal and group counseling when requested, required, or appropriate.
- e. Assist the program chairs in their duties and responsibilities and expression of ministry within the congregation.
- f. Support other programs with occasional presence, publicity, and coordination. This may or may not include attendance at such events.
- g. Conduct weekly prayer which is currently published on Facebook on Wednesday Morning for the lonely, sick, and distraught.
- h. Conduct weddings and funerals when requested and appropriate.
- i. Annually arranged calls to church members and others.
- j. Monitor and manage the church website and Facebook pages for appropriate materials.
- k. Publish the sermon video on the website as often as feasible which has been every week.

l. Contact snowbirds if there is a pastoral occasion to do so. Often mail notes once and call once (not all but many) while North for the Summer.

m. Respond to telephone messages, text messages, or emails in a timely matter, usually within 48 hours (or actually a few minutes in some cases when available.)

n. Make or arrange for pastoral calls when parishioners are in the hospital, rehabilitation facilities, or like medical/personal care facilities. This is often done in coordination and consultation with the elders/deacons as well as personal visits.

o. Manage the pastor's contingency fund which includes not only helping non-member individuals but also hosting first time guests to lunch after service on Sunday or at another appropriate time.

p. Perform special and routine administrative and correspondence task as needed.

q. Train parishioners to do tasks such as calling, web site, audio-video, clerical, etc.

r. Be a resource and available for all administrative, programming, and systemic functionings within the congregation, district, and region.

