

Community of Christ

Council Bluffs Central Congregation Pastor Position Description Version: 2018.1

Job Title:	Pastor	Responsible To:	CBC Congregational Board
ROLE			
<p>The Pastor facilitates the making of Christian Disciples by leading the gift-based ministries of the Council Bluffs Central Congregation (CBC). He/she directs the activities of the congregation's priesthood, officers, membership, and friends toward accomplishing the mission of the congregation in harmony with Community of Christ initiatives. The Pastor coordinates CBC activities with those of the Prairie Bluffs Mission Center (PBMC).</p>			
RESPONSIBILITIES			
1. Worship Life			
<ul style="list-style-type: none">• Preach on a regular monthly basis on Sunday mornings (1-2 x a month)• Lead the congregation in creating vibrant worship services utilizing multiple elements, including audio/visual technology• Create an ongoing training program to improve the public ministry skills of worship leaders and participants			
2. Pastoral Care/Shepherding			
<ul style="list-style-type: none">• Develop, implement, and personally lead an ongoing PRIESTHOOD visiting program for membership:<ol style="list-style-type: none">1) Home2) Hospital3) Nursing institutions4) Written contact with college students, shut-ins, newly inactive• Be visible at congregational activities expressing hospitality by:<ol style="list-style-type: none">1) Warm and personal welcome for visitors and children at worship services2) Occasionally visit children/youth/adult church school classes3) Actively greet the people who attend church school and worship services4) Participate regularly in the worship services5) Attend as many other congregational activities as possible• Recruit and support leaders for special interest groups such as:<ol style="list-style-type: none">1) Youth2) Children3) Young Adult4) Senior Adult5) Middle Age6) Women7) Men8) Singles• Support priesthood ministry by:<ol style="list-style-type: none">1) Communication with individual priesthood members2) Priesthood worship and training gatherings3) Discernment of new priesthood calls			

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3. Communication

- Keep the congregational membership/friends informed of upcoming church activities, program and prayer needs, financial and facility issues using multiple communication channels
- Advertise and promote in every way you can
- Conduct business meetings by:
 - 1) Establishing need
 - 2) Advertising at least two weeks in advance
 - 3) Encouraging participation by all members
- Be a personal example of an effective communicator, through “active” listening skills, conflict resolution skills, etc.

4. Program Management

- Support congregational programs and leaders ensuring their success
- Assess current programs and develop/initiate new programs based upon the needs and interests of the congregation
- Work with the Facilities Manager who reports to the congregational board
- Work with the Congregational Financial Officer who is elected by the congregation
- Supervise the Youth Ministry Team Leader (the youth ministry team leader functions in place of a paid Youth Minister)

5. Missionary/Community Outreach

- Without divergence from the mission of the Community of Christ, form community partnerships with organizations and other local churches that will enhance the ministry of CBC.
- Ensure that friends of the church feel welcomed at all church activities. Not only by welcoming them personally and introducing them to others but by assisting the congregation to create better systems for welcoming visitors

QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. Have a clear testimony of Jesus Christ
2. Be a member of the Community of Christ Melchisedec Priesthood
3. Be a licensed youth worker with the Community of Christ
4. Possess the desire and skills to enthusiastically support/encourage congregation/community activities
5. Have a thorough knowledge of Community of Christ beliefs, history, scriptures, and theology
6. Be a strong oral and written communicator; be effective from the pulpit in public ministerial endeavors
7. Be an “active” listener
8. Have a neat appearance
9. Be a good role-model in all aspects of life, leading an ethical, Christian lifestyle

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PREFERRED SKILLS

1. Have a four year degree
2. Knowledge/experience of:
 - Community Relations
 - Volunteerism
 - Financial Budgeting and Management
 - Fund Raising
 - Church Expansion, Evangelism, and Outreach
 - Counseling and Referral Procedures
 - Hospital and Bereavement Ministry
 - Home Visiting
 - Reconciliation and Peacemaking
 - Team Building and Visioning
3. Basic computer and related software skills
4. A self-starter requiring minimal supervision
5. Reside within 15-20 minutes of the church

ADDITIONAL NOTES

Mission Statement: We proclaim Jesus Christ and promote communities of joy, hope, love, and peace.

The Pastor is expected to pursue continuing education relevant to this position.

The Pastor's performance will be reviewed twice a year by the Congregational Board.

The Administrative Assistant is appointed by the congregational board and sustained by the congregation through the budget approval process.

The Youth Ministry Team Leader is an unpaid staff person appointed by the pastor and sustained by the congregation.

Reviewed By:	CBC Congregational Board	Date:	September 24, 2018
Approved By:	CBC Congregation	Date:	Click here to enter a date.
Submitted By:	Jim Newcom, CBC Pastor Search	Date:	September 24, 2018

Other Information about Position:

1. Council Bluffs Central Congregation (Council Bluffs, IA) is a multi-generational congregation, with an average Sunday attendance of 120. The congregation has a very large multi-purpose facility (large sanctuary, multiple classrooms, large gymnasium – with mens/womens shower facilities, two kitchens, small chapel, fellowship hall, large foyer, office space), and is actively involved in the ministry at the Community of Christ Thrift Store/Food Pantry (located one block from the church facility).
2. The full-time Pastor position has a salary range of \$40,000 - \$55,000, with benefits (Health Insurance, Retirement, etc.).
3. If interested in the position, contact Jim Newcom (Search Committee Chair) at jmnewcom@hotmail.com or 402-990-4590.