April 26, 2020

Dear Applicant:

Thank you for your interest in the Pulpit Ministry position at our congregation. Central has been blessed in the past with good men who have serve the congregation well in this position and we are looking forward to finding the right man to continue this tradition. Attached you will find the Job Announcement and a detailed Job Description.

If you have not done so, please submit a resume, a video link or a video of one or two of your sermons (preferably two) and a list of references. Once these have been received our Search Committee will then review your application and will make their recommendation to the elders after which the elders will contact you.

At anytime during this process if you have a question or questions, please e-mail these to centralministersearch@gmail.com. If you would need to speak with us, our Search Committee contact is Bob Stephens. Bob may be reached at 405.388.6218.

Again, thank you for your interest.

Sincerely,

[Signature]

Steve Kelly
For the Central Elders
JOB ANNOUNCEMENT

The Central Church of Christ elders in Shawnee, Oklahoma are seeking to hire a Pulpit Minister. Recently, our preacher for the last seven years has left Central to work with a new congregation. His departure was on good terms but leaves the Central congregation in need of finding the right man to work with us in the ministries of this congregation.

Community and Congregation:
The Central congregation is located in Shawnee, Oklahoma. Shawnee is on the eastern edge of Central Oklahoma and lies 30 minutes east of the Greater OKC Metro. Shawnee has a population of around 36,000 people and enjoys a downhome kind of atmosphere.

Central is an active congregation composed of young families and seasoned saints with a number of families in between that love God and enjoy fellowship with one another. Our worship attendance runs between 130 to 140. Currently, we meet just north of the downtown area at the corner of 10th and Bell Streets but have property at the north end of town where we hope to build in the future. Although diverse in age, our members share a love for the Truth. Five elders and six deacons serve this congregation.

The Position to be Filled:
The Central congregation is searching for a Full Time Pulpit Minister with responsibilities in preaching, teaching, visitation, in home hospitality and counseling. We are seeking a mature family man with excellent teaching and preaching skills, who proclaims the truth in confidence guided by a spirit of humility and love. He must handle aright the word of God - clearly and logically sharing God’s truth. He must be one who is committed to self-growth. He must have a degree (preferably in Bible) or be a graduate from one of our schools of preaching (applicants without a degree who have successful ministry experience may be considered). He must be a self-starter who requires minimal direction and yet be one who, with diligence, works to fulfill all duties assigned. He must be an effective communicator - keeping the leadership and members informed of activities and developments within the congregation and community and one who is competent in organizing and leading assigned activities. He must be one who has a passion for keeping the saved saved and for reaching the lost. Below under “Job Description” is a more detailed description of job qualifications.

If you believe that this opportunity is one that you would like to fill, please send a resume, a video link or a video of two (preferably two) of your sermons and a list of references to centralministersearch@gmail.com by June 30, 2020. If more information is needed contact Bob Stephens, 405.388.6218.
PULPIT MINISTER – JOB DESCRIPTION
SHAWNEE CENTRAL CHURCH OF CHRIST

The job to be filled is that of a full-time ministerial work that will involve preaching, teaching, counseling and administrative duties with the intent that the congregation may grow spiritually and numerically. This position will require one who is mature, a self-starter, a good student, a good communicator, and a servant to name just a few of the traits necessary for a healthy and productive ministry. Although a number of areas are listed below, each in their own right important, the primary area of responsibility is the edification of members through Biblical teaching and preaching. The ultimate goal of all we do is that God be glorified.

Below is a listing of the qualities, responsibilities, and traits/attitudes for which we believe are important for a successful ministry-

Qualifications:
- Be a member of the Church of Christ.
- Have a strong faith and commitment to serving the Lord’s Church as a pulpit minister.
- Be a self-starter who is able to work and accomplish goals without a great deal of supervision or guidance.
- Possess excellent interpersonal skills (both verbal and written) as well as demonstrate ability to lead Bible studies, organize activities, communicate ideas, and use time effectively.
- Be able to work with and relate to younger adults as well as older adults.
- Have a bachelor’s degree with a Bible major preferred (applicants without a degree who have successful ministry experience may be considered).

Primary Responsibilities:
- Preaching the Truth in love but without compromise:
  - Delivering effective sermons at the Sunday morning and evening worship.
- Provide encouraging devotional Wednesday evening services.
- Teaching Sound Doctrine from the Bible:
  - Teach Sunday morning Bible Class and Wednesday evening Bible Class.
- Provide Spiritual-Based Guidance and Counseling:
  - Offer pre-marital counseling and encourage further help for those who desire it.
  - Make appropriate referrals and encourage further help for those who need it.
- Visiting Members and Visitors:
  - Visiting the sick at home or in the hospital, shut-ins, nursing home residents, and visitors.
  - Coordinating visitation efforts with other members of the leadership team.
- Providing status reports to the elders concerning contacts, activities, issues, concerns, and needs.
- Remaining available for special circumstances (funerals, weddings, emergencies, etc...) as needed.
- Being accountable to the elders.
Administrative Duties:
- Serving as day-to-day office manager to coordinate office procedure, supervision for secretary, and other items related to running an efficient church office.
- Writing articles, editing, and ensuring the quality of our weekly bulletin.
- Maintaining availability by phone or text and scheduling regular office hours and days off.

Structure:
- The Central congregation is committed to the restoration plea of fundamental New Testament authority and the unity of all believers.
- Demographically, Central is an older congregation, but has a strong nucleus of young families and a solid group of active members between the two.
- The pulpit minister will work under the oversight of the eldership and in collaboration with the deacons.

Expectations:
- Remaining doctrinally sound and refraining from being identified with extreme elements in the church.
- Spending time each day in Bible study and prayer for personal growth.
- Ensuring his family participates as a family unit within the church.
- Advising the elders of any special problems, issues, and/or conflicts within the congregation.
- Having self-improvement/career goals for the year and reviewing them with the elders.
- Attending all scheduled church services and fellowships
- Developing sermons/themes for preaching consistent with the direction of the elders.
- Working with the various ministries of the congregation
- Participating in an annual performance evaluation with the eldership.