

Dear Brother in Christ,

Thank you for your interest in our congregation. We are located in the small town of Claude, Texas, which is about 25 minutes from Amarillo. Claude is a community of about 1,300 friendly people. We have good access to two hospital systems, two community colleges, one university, restaurants, and shopping, all from a family-friendly community with excellent, award-winning schools.

Our average Sunday morning attendance is 55 to 60, and has been for several years. We have recently begun a new young, married couples class and have a growing Sunday school program. We are very involved in outreach by conducting Sunday morning services at the local nursing home, Sunday afternoon services at the local assisted living center, through our Monday Night for the Master program, and other visitation programs. We also support several mission programs, children's homes, and directly sponsor several youth at the Tipton Home.

Our current minister has been with us almost three years, and will be retiring in April. Our previous minister was here for twelve years. We do not currently have elders or deacons, but have a good group of men who conduct the business of the church through monthly business meetings.

Our parsonage is a three-bedroom, two-bathroom brick home with garage and finished basement. It is on a large lot and has a fenced yard. It has recently been updated and is considered to be a very nice home.

As you read through the job summary, qualifications, duties, and contract, you will see that we have provided an exhaustive description of the ideal candidate and their responsibilities. Please do not be discouraged by the detail of the descriptions. We realize that the best man for our congregation at this time may not fit every line item, although some items are not negotiable. If you feel like you could be an asset to the church and community here in Claude, we would encourage you to send us your resume, personal description, and examples of your preaching (either DVD's or online links).

We appreciate your time and interest in our work here. We look forward to hearing from you very soon.

Sincerely,

Bill Forbes

Scott Pepper

Lee Whitaker

Preacher Search Committee, Claude church of Christ

## Job Summary

- 1) Offer scripturally sound preaching & teaching
- 2) Relate effectively to and be involved with members (current, past, & future), especially young families
- 3) Be involved with the community (activities, service & evangelism)
- 4) Use technology for effective teaching and communication
- 5) Stimulate the church to increase in love for God and one another
- 6) Motivate us toward deeper devotion and worship to God

## Job Qualifications

### 1) Preaching & Teaching

- a) Preaching experience and religion degree preferred, but not required
- b) Must have knowledge of scriptures and be sound in teaching, gained through education, study, and experience in the use of God's word
- c) Must have a desire to study and grow spiritually
- d) Must be in love with God, his church, and the lost
- e) Must have a positive attitude toward evangelism, especially the local community

### 2) Family

- a) Must be married, and
- b) Be a loving leader of his household
- c) Wife must be supportive and active in church & community
- d) Has children in the home

### 3) Personal Attributes

- a) Must be an appealing speaker and have a good personality
- b) Capable of expressing the messages interestingly and boldly, with meekness and respect
- c) Outgoing
  - i) Enjoys attending school functions
  - ii) Eager to become active in local organizations and community functions
- d) Energetic
- e) Optimistic
- f) Encouraging

### 4) Skills

- a) Capable of leading singing
- b) Able to use technology (email, Facebook, PowerPoint, etc.)
- c) Able to organize/coordinate special events (VBS, Senior Supper, Ladies Valentine Dinner, etc.)

## Job Duties

- 1) Office hours
  - a. 3 hours per day, 4 days per week with 2 days off
  - b. Exceptions
    - i. Emergencies, Funerals, etc.
    - ii. Days off may vary
- 2) Evangelism
  - a. Widows
  - b. Jail (weekly)
  - c. Hospital
  - d. Personal visitation (all members in their homes at least yearly)
  - e. Monday Night For The Master, Newcomers, etc.
- 3) Business Meetings
  - a. Required to attend business meetings
- 4) Preaching and Teaching
  - a. Preach two lessons on Sunday
  - b. Teach assigned classes (Sunday and Wednesday)
    - i. Wife willing & capable to teach children's classes
  - c. Present an abbreviated lesson at Palo Duro Home services Sunday morning
  - d. Present an abbreviated lesson at Hudson House services Sunday evening
  - e. Lead singing as needed
- 5) Bulletin
  - a. Prepare weekly bulletin
- 6) Special Events
  - a. Plan, coordinate and participate in Special Events
    - i. Vacation Bible School
    - ii. High School Senior Supper
    - iii. Ladies Valentine Dinner
    - iv. Other outreach programs

Proposed Job Contract

- 1) Vacation time
  - a. 14 days of vacation per year
    - i. May not be accumulated (must be taken or lost)
    - ii. May be split into several smaller breaks
- 2) Training time (separate from vacation time)
  - a. One week for meetings
  - b. One week for seminars, lectureships, and workshops
- 3) Sick leave
  - a. As needed, up to 12 days per year
  - b. May not be accumulated
- 4) Holidays
  - a. Major holidays – New Years Day, Memorial Day, July Fourth, Labor Day, Thanksgiving, Christmas (except when they fall on Sunday)
- 5) Any school age children must attend local public schools.
- 6) Salary & Benefits
  - a. Salary range - \$30,000 to \$45,000 per year
    - i. To be negotiated upon hiring
  - b. House will be provided
    - i. Including taxes, insurance & upkeep
    - ii. Preacher will be responsible for
      1. Utilities
      2. Telephone
      3. Good care of house & yard
    - iii. No indoor pets
  - c. Reimbursement for visitation related mileage at IRS rate
  - d. Reimbursement for out of pocket expense for fellowship/evangelism events at parsonage
- 7) Due to the current absence of elders and deacons, preacher will be responsible to the men’s business meeting.
- 8) Either party can terminate this agreement only by giving 30 days written notice.
- 9) This agreement is in effect for one year from the effective date below. It may be extended as-is or renegotiated for another one year term upon the anniversary date by mutual agreement of both parties.

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Date	Representative Claude church of Christ	Date
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