

Auburn Church of Christ

Senior Minister (Full-Time)

Position Description

June 17, 2025

Position Overview

The Senior Minister at Auburn Church of Christ works alongside the elders as the primary developer and communicator of the church's mission and vision. This individual provides Biblical teaching and preaching, and shares in the areas of evangelism and discipleship, pastoral care, and mission and vision. Additional duties include staff management, organizational administration, and participation in outreach and community engagement.

Church and Staff Culture

ACC celebrated its 50th anniversary in 2022. We are a debt-free congregation with strong attendance and giving. Our property is located in a residential area in the heart of Auburn, Indiana, a growing community just north of Fort Wayne. Our staff team is young, gifted, and motivated. We maintain a cooperative and collaborative spirit as we work together to pursue ACC's mission. We have recently accomplished a number of building upgrades and renovations, and are in the middle of implementing a three year Strategic Plan.

ACC is led by a team of elders who work closely with the Senior Minister, generally regarding him as a fellow elder "who work(s) hard at both preaching and teaching" (I Timothy 5:17). The relationship among the elders and Senior Minister is collegial and mutually accountable. Much of the church's work is done through our ministry teams, led by Servant Leaders (both men and women).

Character Requirements

1. An immersed believer of Jesus Christ
2. The Biblical qualifications of an elder as set forth in I Timothy 3, Titus 1, and I Peter 5
3. A cooperative and collaborative spirit
4. A genuine love for people as shown through communication, cooperation, and personal relationships
5. A servant's heart, demonstrated by adapting to the needs of our congregation and serving outside areas of responsibility when necessary
6. Along with the elders, an example to the congregation and community of holy living

Position Responsibilities

Biblical Teaching & Preaching

1. Prepare and deliver Biblically sound, practical, engaging, and spirit-led sermons.
2. Plan a yearly preaching calendar consistent with the church's mission, vision, and strategy. Recruit guest preachers as needed and coordinate with the Missions Committee in welcoming missions representatives into Sunday morning worship services.

3. Prepare and deliver weekly Bible Study lessons for the Thursday morning Bible Study.
4. Prepare and deliver weekly Bible Study lessons for the Wednesday evening Men's Bible Study (August-May). (This responsibility may be shared with other qualified men in the congregation.)
5. Prepare and deliver Biblical preaching and teaching at special worship services (Christmas Eve, Good Friday, etc.)

Evangelism and Discipleship

1. Meet people new to ACC, determine where they are spiritually, and share the Gospel with them if they are not already believers. Work with the elders and others to develop and implement a follow-up plan for each person/family
2. Provide leadership in training members of the congregation to evangelize and serve.
3. Support a vital program of Bible and doctrinal education.

Pastoral Care

1. Provide leadership for the Pastoral Care Team and actively participate in hospital and nursing home visits as needed.
2. Respond to pastoral needs as they arise and delegate when appropriate.
3. Provide Biblical counseling within the scope of your abilities, and develop relationships with Christian counselors in the area for referrals when necessary.

Mission & Vision

1. Along with the elders and staff, provide spiritual and strategic leadership for the church.
2. Consistently and clearly communicate the mission, vision, and strategy of the church.

Staff Management

1. Coordinate with the Office Administrator to lead a weekly staff meeting by creating agendas and providing deadlines for assigned tasks.
2. Conduct regular (monthly) check-in meetings with each staff member.
3. Coordinate with the Office Administrator to conduct an annual calendar planning day to populate the church calendar with events, programs, and services in alignment with the church's mission, vision, and strategy.
4. Conduct annual performance reviews with each staff member to ensure accomplishment of their goals and their professional development.
5. Maintain a positive and collaborative working environment through clear communication and lead with grace in conflict.
6. Offer practical support and encouragement for each staff member.
7. Coordinate with staff members to ensure adequate office and phone coverage throughout the week.

Organizational Administration

1. Consult with the elders to maintain adherence to the ACC Bylaws, Policy Manual, and Staff Handbook, and to prioritize and assign an ongoing list of tasks, projects, and initiatives.

2. Lead a monthly leadership meeting by creating agendas and distributing monthly financial reports, clearly communicating all of the church's upcoming events and providing opportunity for necessary collaboration.
3. Oversee the process of quarterly reporting from all ministry leaders.
4. Contribute to a positive and collaborative working environment by maintaining clear communication and leading with grace through conflict.
5. Offer practical support and encouragement for each servant leader.

Outreach and Community Engagement

1. Coordinate with the elders, staff, and servant leaders to create local outreach events and programs.
2. Participate in regional (Fort Wayne Area Ministers Meeting) and local (DeKalb County Ministerial Association) ministerial groups when possible.

Miscellaneous Responsibilities

1. Officiate weddings and funerals as needed.
2. Create applicable annual budget proposals.
3. Assist with other ministry opportunities as needed based on spiritual gifting and experience.

Qualifications

1. Bible College/University Graduate
2. Experience in preaching ministry preferred
3. Become an active member of ACC. If married, your wife will also become an active member of ACC

Reports To:

Auburn Church of Christ elders

How to Apply

Kindly send your resume along with any audio or video files of teaching or preaching to:

Email: office@auburnchurchofchrist.org

Mailing Address:

Auburn Church of Christ
1103 S. Jackson Street
Auburn, IN 46706
Attention: Search Committee

Auburn Church of Christ
208 W. 18th Street | Auburn, IN 46706
auburnchurchofchrist.org