

Bethel Christian Reformed Church

PO Box 10

Shiprock, New Mexico 87420

Minister of the Word Job Description

Reviewed and adopted by Bethel CRC of Shiprock, New Mexico by the Council in July 2025

GENERAL RESPONSIBILITIES:

The Minister of the Word is to serve God and the church by providing Biblical, spiritual, pastoral and visionary leadership within the framework of the church's overall vision, mission and purpose, promoting the spiritual health, growth and well-being of the congregation through preaching, teaching, prayer and administration of the sacraments.

PERSONAL QUALIFICATIONS:

1. Be a committed Christian, speaking freely about a personal relationship with the Lord.
2. Be a person of prayer, a student of the Bible and committed to personal spiritual growth and learning, convinced of the doctrines of the Reformed faith.
3. Model a life of discipleship and outreach.
4. Be gifted in building relationships and fostering the building of relationships among others.
5. Demonstrate a personal lifestyle which serves as a model for the congregation, balancing commitments to church, self and family.

PROFESSIONAL QUALIFICATIONS:

1. Possess excellent communications skills with a love for communicating God's Word through preaching, teaching, discipling, and outreach.
2. Possess strong pastoral care skills, trained in the art of listening and spiritual counsel.
3. Have a strong conviction, combined with training, to help the church reach the lost for Christ.

4. Possess time management **skill as well** as skills in cooperative leadership.
5. Possess the education and **academic** training required of Christian Reformed ministers to serve in the **denomination**.

SPECIFIC RESPONSIBILITIES:

WORSHIP

1. Prepare Biblical, Reformed, Christ centered, and practical sermons for all ages that teach and convict those who are searching and challenge the spiritually mature.
2. Reserve sufficient time for study, reflection, and prayer in the preparation of sermons.
3. In conjunction with the worship committee plan and lead weekly morning worship services as well as special services incorporating material and liturgies provided by CRC agencies.
4. Administer the sacraments.
5. When needed arrange pulpit exchanges with the approval of the council.

PASTORAL CARE AND COUNSELLING

1. Be the primary contact responsible for pastoral care.
2. Delegate and share pastoral care work with the district elders, deacons and others.
3. Make routine hospital visits (especially in emergencies and crisis visits), periodic visits to seniors and the shut-ins, visit for special occasions as needed.
4. Visit parents blessed with a new-born child to celebrate with them, discuss the meaning and purpose of baptism, and establish a date for baptism.
5. Notify the congregation of pastoral needs through church call, text messaging, email links, and church bulletin.
6. Inform district elders of any needs or concerns regarding members in his/her district and may request the elders' assistance at any time.
7. Promote caregiving, prayer ministry, and membership ministries consistent with the goals of the church.
8. Secure marriage preparation sessions for engaged couples and make recommendations for marriage to council.
9. Provide pastoral counselling, conflict resolution, and referrals as needed.

LEADERSHIP AND DISCIPLESHIP

1. Work in partnership with the council and oversee the work of various committees.
2. Support and assist the worship planners, committees, and volunteers in their responsibilities.
3. Meet with the council to discuss and plan visioning strategy.
4. Be available to council for suggestions, advice and critical evaluation of the church's goals, needs, strengths, and weaknesses.
5. Encourage members with leadership potential to use their gifts in church ministry.
6. Promote an inclusive and participatory model of ministry, with a goal of developing lay leadership.
7. Support and disciple members in their relationships with unbelievers, and in the ability to lead a person to saving faith in Jesus.
8. Engage in visioning, provide direction and new ideas for all church ministries, disciple congregation members to share and grow in their faith, encourage new outreach ministries, and promote faithful stewardship and financial giving.
9. Provide or arrange for leadership development and training.

EDUCATION AND TEACHING

1. Promote the spiritual development of our youth through educational and relational ministries that lead us to love, learn, seek and serve, leading to public profession of faith.
2. Work closely with the council and worship committee, providing direction to plan and evaluate the teaching programs of the church.
3. Provide direction and support to volunteers in fulfilling goals and objectives.
4. Teach Catechism classes and new member classes as needed.
5. Offer Profession of Faith classes annually to those desiring to become full member of the church.
6. Through sermons, preach from the Catechism as appropriate.
7. Assist elders and deacons in understanding the Church Order as needed.

OUTREACH

1. Promote a vision for outreach and serves as a role model for witnessing for Jesus Christ.
2. Challenge the congregation in the pursuit of fulfilling Christ's mission in this world.

3. Serve as a resource and disciple congregation members to effectively lead in local and global outreach.
4. Lead and encourage all members to make guests and strangers feel welcome in worship, ministry programs and fellowship.
5. Visit with new families or individuals who have been attending, encourage the reception of newcomers.

OTHER RESPONSIBILITIES:

1. Regularly attend and participate at council, consistory, deacon and elder meetings to advise and discuss as a non-voting member.
2. Provide leadership for weddings and funerals for church members as requested.
3. Participate in the local ministerial if applicable.
4. For professional development, attend continuing education courses, workshops, seminars, retreats etc. as approved by council.
5. Attend Classis meeting as requested by council.
6. Fulfill all obligations and responsibilities to Classis Red Mesa as requested and determined by Classis.

ACCOUNTABILITY:

1. Serve under the supervision of council for administrative, financial matters and consistory for spiritual and pastoral care matters.
2. Develop a monthly work plan for review by council so that goals for the church can be regularly reviewed and progress evaluated.
3. Provide oral and written reports for all visits and meetings for each council meeting.
4. This job description may be reviewed at the request of the Minister of the Word or Council.

WORKING CONDITIONS:

1. The position requires considerable flexibility in hours available for work including evenings and weekends.
2. Take one consistent day off per week.
3. Vacation time will be discussed with and determined by the council annually.
4. Emergency leave will be brought to the council's attention with length of leave days required and council will approve or disapprove accordingly.

The Council of Bethel Christian Reformed Church in Shiprock, New Mexico has approved the Job Description for Minister of the Word.

Marilyn Rodriguez-Bowman

December 1, 2025

President of Council with Date

Keith M. Phelps

December 1, 2025

Vice-President of Council with Date

EBG

February 2026
December 04/2026

Bethel Christian Reformed Church, Counselor with Date