

# **ENGLISH MINISTER JOB DESCRIPTION**

## **Heartland Church of Christ Kansas City, Missouri**

Please submit resumes and a link to a current sermon to:  
[jobs@heartlandchurch.us](mailto:jobs@heartlandchurch.us)

The primary responsibility of the minister is to serve as the English Pulpit Minister, teach and develop adult Bible classes and provide pastoral care. The minister reports directly to the Elders and works closely with the Elders and other church leaders. The primary goal is to equip and encourage the English-speaking congregation to serve Jesus and share the gospel, mature in faith, and bring as many people as possible into a relationship with Him. The minister is committed to living out the greatest commandments—to love God and love others—and supports the [Simple Church Model](#) currently in practice. The English Minister shall assist in this goal by fulfilling the following responsibilities:

### **Required Experience and Education**

- A. Bachelor's degree preferably in Bible, Ministry, Theology, or a related field from an accredited institution; Master's degree is preferred. Individuals currently enrolled and pursuing one of these degrees may also be considered.
- B. Demonstrates effectiveness in preaching, teaching, and pastoral care within a Church of Christ.
- C. Experience in teaching adult Bible classes and developing class content that supports the spiritual formation of the congregation.
- D. Experience working collaboratively with Elders, ministry staff, and volunteers, fostering unity and equipping others for service.
- E. Experience with pastoral care including conducting weddings, funerals, and providing spiritual support to members in various life situations.

## **Roles and Responsibilities**

### **I. Pulpit Preaching**

- A. Preaches from the pulpit most Sunday mornings with exceptions for vacation, illness, educational leave, and periodic preaching by others for specific purposes. There is an opportunity for sabbaticals subject to the approval of the Elders.
- B. Plans sermon topics in alignment with the church's mission.
- C. Regularly share proposed plans with the Elders for input and collaboration.

## **II. Adult Education Ministry**

- A. Responsible for the English Adult Education Ministry.
- B. Plays a key role in facilitating Sunday morning Bible class by teaching regularly and collaborating with other teachers to ensure coverage and continuity.
- C. Responsible for creating class topics that align with an overall spiritual plan for the congregation, coordinated with the Elders.

## **III. Community Engagement, Outreach, and Cultural Landscape**

- A. Help the congregation build relationships with other organizations or churches to find opportunities for outreach.
- B. Encourage and build Volunteer engagement under the Simple Church Model is preferred.
- C. Guide congregation in navigating cultural differences whether about specific religious practice, politics, or ethnic diversity that threaten from the outside, by focusing on unity within the church.

## **IV. Personal Growth and Development**

- A. Engages in regular practices of prayer, Bible study, and meditation.  
Regularly reflects on personal spiritual health, seeking God's guidance to grow in areas of weakness and maintain integrity.
- B. Commitment to ongoing spiritual and professional development through continued education, mentoring relationships, and participation in workshops or conferences.

## **V. Management and Administration**

- A. Facilitates regular meetings with the ministry staff and keeps the Elders informed of any actions taken, as well as any issues or concerns that may need their attention.
- B. The English Minister values transparency in leadership and maintains open, honest communication with both staff and Elders.
- C. Plan worship services in conjunction with ministry staff.
- D. Proficiency with church computer systems.

## **VI. Member Counseling and Encouragement**

- A. Conducts weddings and funerals.
- B. Provides pre-marital counseling or other counseling needs for those who desire it. If appropriate, offer referral options to members that would be better served by a specialized, licensed, or professional counselor.
- C. Assists the Elders in visitation of members who are hospitalized, shut in, in need of encouragement.
- D. Maintains member confidentiality.
- E. Collaborates with the Spanish-speaking ministry.

## **VII. Joint Coordination Activities with Elders**

- A. Embrace and implement ministries, missions, and activities that support the vision, mission, and goals of the Heartland Church of Christ.
- B. Identify current issues facing the congregation and develop methods and strategies for addressing them.
- C. Meets with the Elders on a pre-scheduled basis as defined by the Elders.

### **Contact Information:**

Website: <https://www.heartlandchurch.us/>

Address: 6120 NW Prairie View Rd Kansas City, MO 64151

Phone Number: (816) 457-6900

Email: [jobs@heartlandchurch.us](mailto:jobs@heartlandchurch.us)