

## MINISTER'S JOB DESCRIPTION

Church of Christ at Berry's Chapel  
Franklin, Tennessee

JOB: Pulpit Preacher

PURPOSE: To serve the congregation as a preacher and to work with the elders and other leaders in the congregation to *equip the saints for the work of ministry, for the edifying of the body of Christ.*

RESPONSIBILITIES:

1. Pulpit preaching.
  - a. Preach at Sunday A.M. service.
  - b. Preach at Sunday P.M. service.
  - c. Hold devotional at Wednesday P.M. service and/or train other men for this leadership.
2. Teaching.
  - a. Teach at least one class per week in Bible school.
  - b. Organize Ladies' Bible Class.
  - c. Conduct training courses for men and young men to encourage development of skills in personal Christian relationships, speaking, public worship, and leadership.
  - d. Assist with Bible school direction.
3. Management.
  - a. Serve as a team leader to coordinate office procedures, secretarial staff, and other items relating to providing the congregation with an efficient service center.
  - b. Schedule and lead staff meetings which will enhance and enable better relationships with God, with each staff member, and with the congregation.
  - c. Edit, write articles, and insure quality of weekly bulletin.
  - d. Jerrie Barber will not report to or give an account of ministerial duties to \_\_\_\_\_ or any other member of the congregation. He will report only to the elders.
4. Counseling.
  - a. Provide pre-marital counseling and other counseling to those who desire it.
  - b. Offer referral and encourage further help for those who need it.

PREACHER - CHURCH CONTRACT

1. The preacher will be allowed three weeks per year vacation time to use as he desires.
2. He will have two days off per week to use as he desires.
3. Five weeks per year are allowed to conduct meetings which involve a Sunday.
4. The maximum time allowable away from Berry's Chapel in any one month will be as follows:
  - a. One meeting, or
  - b. One workshop, or
  - c. One two-day youth rally, or
  - d. Two one-night speaking engagements.
5. Six additional one-night speaking engagements can be scheduled each year.
6. Two *Leadership Dynamics for Dynamic Leaders* workshops (Tuesday night through Thursday) will be conducted in addition to the above agreements. The secretary at Berry's Chapel will do correspondence for this workshop. Central church of Christ in Dalton, Georgia, will pay for supplies, postage, and Jerrie's expenses from the fees and contributions to the workshop.
7. Further time taken away from Berry's Chapel for meetings, workshops, and/or lectures shall be at the discretion/permission of the elders.
8. Neither party shall terminate this contract unilaterally without at least ninety (90) days notice.

SUPPLEMENT TO PREACHER - CHURCH CONTRACT

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1. The salary shall be \$000.00 per week, 52 weeks per year.
2. All Social Security will be paid by Berry's Chapel. This will be paid to the preacher the first Sundays in April, June, September, and January, figured at the current rate x the amount of salary paid until the maximum is satisfied.
3. All family medical insurance will be paid by Berry's Chapel.
4. A cost-of-living adjustment will be made each year.
5. A merit raise will be considered each year and discussed as to why it is being given or not given.
6. Expenses for professional training and development not to exceed \$0,000.00 per year, with the training and schedule approved by the elders.
7. All telephone calls relating to church business will be charged to the church phone.
8. All long-distance telephone calls that are personal will be charged to Jerrie Barber's home phone.

### OTHER AGREEMENTS

1. The elders and preacher agree to be able to disagree as well as agree and to deal with each other honestly, openly, responsibly, and with respect. This will include regular evaluation of our relationship, giving both strong points and weak points that need improvement.
2. Jerrie Barber will meet with the elders in their regular meetings to serve as a team member, consultant, and resource person. He will not have voting rights and responsibilities as an elder.
3. James A. Jones will serve as a consultant to the elders, staff, and others as deemed wise by the elders. He will be scheduled to conduct two workshops per year. Jerrie Barber will not be a co-leader in these workshops at Berry's Chapel but will be a member of the group. Therefore, he will not receive any compensation or expense reimbursement for these workshops.
4. A room for study will be provided in addition to the preacher's office.
5. Moving expenses will be paid by Berry's Chapel. This will include:
  - a. A professional mover.
  - b. Commission on the sale of Jerrie's house in Nashville.
  - c. Closing costs on Jerrie's house in the Berry's Chapel area.
  - d. Jerrie Barber will be reimbursed only for actual expenses, not to exceed \$0,000.00 (To be initialed after amount is filled in.)
6. Any changes in these agreements will be made only after discussion of all parties involved.

7. The execution of these agreements is contingent upon final approval of the elders of Berry's Chapel and Jerrie Barber after a workshop conducted by Jerrie Barber at Berry's Chapel. Jerrie Barber will be compensated for expenses plus an honorarium for this workshop.

ELDERS

_____	Date	_____	Date
Jim Hestle		Charlie Shipley	

_____	Date	_____	Date
Bill Thornton		Tom Vaughn	

_____	Date
Channing Workman	

PREACHER

_____	Date
Jerrie W. Barber	

For an article about contracts: [read here](#) .