



MT ZION MISSIONARY BAPTIST CHURCH

**824 8th Street Southeast
Cedar Rapids, Iowa 52401
(319) 364-6592**

JOB DESCRIPTION

Position Title: Pastor

Position Summary: Mt. Zion Missionary Baptist Church of Cedar Rapids, Iowa is seeking a full-time Pastor who will provide Christian leadership and maintain the spiritual welfare of the congregation. The Pastor shall preach the word of God, have charge of all services of public worship and attend to the pastoral duties that are outlined below. The Pastor's position has nine primary areas of responsibilities: 1) Leadership; 2) Teaching; 3) Preaching; 4) Spiritual Growth; 5) Communication; 6) Vision ; 7) Counseling; 8) Community Visibility; 9) Administration and Ceremonial Management.

Qualifications/Expectations:

- Have a strong commitment to Jesus Christ as Lord and Savior, and a calling by God to this ministry.
- Model a personal Christian lifestyle which demonstrates the gifts of spiritual commitment based on the Bible and empowered by the Holy Spirit.
- Tithe and promote tithing.
- Must adhere to and practice the Baptist Doctrine.
- Be ordained (ordination preferred by the National Baptist Convention USA, Inc.).
- Education: Minimum of a 4 year degree Seminary, Arts or Sciences.
- Pastoral Experience and/or Ministry Positions; 3 to 5 years minimum with one congregation.
- Demonstrate ongoing continuing education in ministry and participation in the major Baptist conventions.
- Possesses demonstrated gifts and talents of administration, leadership, preaching, teaching and service.
- Previous experience with Family Ministries and commitment to strengthening the Family.
- Previous experience with Youth Ministries and commitment to strengthening the Youth Ministry.
- Be able to manage time and stress effectively.
- Possess effective listening and communication skills.
- Be sensitive to historical, cross-generational, and cultural diversity.
- Have ability to build and nurture positive relationships.
- Typically the Pastor will invest a minimum of 40 hours per week in church ministries with a minimum of 24 hours on-site per week (which includes established office hours). The Pastor will provide a pager or cell phone number to the church so that he can be contacted.

Accountability:

- Responsible to the congregation at large.
- Upon employment a six-month Performance Plan and Evaluation (PPE) will be conducted followed by an annual PPE thereafter.

"The Church of Salt, Light & Love"

Duties/Responsibilities:

- Preach Biblically centered sermons that are relevant, inspiring, and will improve the spiritual growth of the church.
- Administer the ordinances of the Church (Baptism and Holy Communion).
- Lead worship services; officiating as needed at weddings, funerals, and other publicly held events at the church.
- Oversee and/or teach Bible Study class(es).
- Maintain spiritual oversight in the Church by working with leadership to develop and achieve the stated goals and mission of the Church.
- Develop and implement strategies to achieve goals, through analysis of problems, opportunities, impediments, and resources.
- Coordinate with governing bodies and leadership the preparation and management of all budgets.
- Assign specific duties and responsibilities to staff members and insure that all staff have an annual written evaluation.
- Oversee and provide training classes for deacons, associate ministers, trustees, auxiliary leaders, and other volunteers who hold positions of responsibility in the church.
- Oversee and/or provide visitation and counseling to members in need of pastoral care.
- Oversee and/or implement strategies aimed at evangelism and outreach to the community.
- Oversee and/or implement strategic plan to attract, strengthen, and maintain a vibrant family and family ministry.
- Oversee and/or implement strategic plans to attract, strengthen, and maintain a vibrant youth and children's ministry.
- Recommend to the Leadership of the church policies and procedures that need to be developed and/or updated.
- Meet on a regular basis with the governing bodies and leadership of the church.
- Oversee and insure the integrity of the church's web page and/or site.
- Maintain regular and posted office hours for counseling and/or other pastoral care concerns of members of the congregation.
- Act as a representative of Mt. Zion Missionary Baptist Church, as appropriate, in local, state and national affairs.
- Maintains regular attendance for Sunday morning preaching duties (as coordinated with the Deacon Board).

Relationships/Communications:

- Keep the church membership informed of important issues and updates on a regular basis.
- Address needs/concerns of the congregation, its community, city, and state.
- Encourage a philosophy of inclusiveness within the fellowship.
- Meet regularly with Board of Deacons, the Board of Trustees, the Joint Board and quarterly business meetings.
- Ability to develop an environment in which open and honest communication as well as accessibility is valued and honored.
- Promote unity within the church with a diverse congregation.



MT. ZION MISSIONARY BAPTIST CHURCH AT A GLANCE

History

Founded in 1914; Incorporated as a Missionary Baptist Church in 1958; built the current church building in 1959, Educational Wing was added 1979 and new pastor's Office in 1985. Pastors over the past 40 years: Dr. Leroy White 12 years, Rev. Charles Glover 11 years, and Rev. Lonnie Jordan, III 17 years. Churches spur off: Redemption Baptist Church; Fellowship Baptist Church; and Oak-Hill Jackson Christian Fellowship.

Affiliations

- National Baptist Convention USA, Inc.
- Iowa Baptist State Convention

Leadership Structure

			Christ				
			Pastor				
Deacon Board	Deaconess & Mothers Board	Trustees Board	Associate Minister	Minister of Music	Education Superintendent	Church Clerk	
Family Ministry		Treasurer & Assistant	Youth Minister	Music Ministry	Sunday School Superintendent	Church Staff	

Christ, Pastor, Deacon Board, Deaconess and Mothers Board, Trustees Board, Treasurer and Assistant, Church Clerk, Minister of Music, Youth Minister, Education Superintendent, Associate Ministers.

Mission Scope

- Foreign Mission Board (International)
- Adopted a child in Nigeria
- National "Home Mission"
- Local: Mission Department; 2 Circles; Laymen
- Outreach: Needs Response Team; Prison, School Supplies, Health Fair

Christian Educational Ministry

- Sunday School
- Adult Bible Study
- Youth Bible Study Classes
- New Members' Class
- Vacation Bible School

Youth Department

- Red Circle Girls
- Boyz to Men
- Scholarships
- Tutoring

Music Ministry

- Children's Choir
- Judah Praise choir (Adolescents)
- Voices of Zion Choir
- Men's Chorus

Ushers' Ministry

- Youth Usher Board
- Adult Usher Board

Membership

Active Members = 250; Average Attendance Morning Worship = 195

Budget

Annual Budget \$272,000
Tithers = 68%

Paid Staff

Pastor, Secretary, Custodian, Musicians, Minister of Music

MT. ZION MISSIONARY BAPTIST CHURCH



Contact Person

Mrs. Linda Sanders
Corresponding Secretary
Pastor Search Committee
Mt. Zion Missionary Baptist Church
824 Eighth Street SE
Cedar Rapids, IA 52401
Home: 319 393-7334
Cell: 319 329-2691
E-mail Address: blair75@mchsi.com