

# Interim Minister – Transition Consultant Job Description and Contract

Between Jerrie W. Barber and  
\_\_\_\_\_ church of Christ

Function: Interim Preacher and Consultant

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

## Responsibilities

### Pulpit Preaching:

- 1) Preach at most Sunday morning and evening services.
- 2) Spiritually feed the flock with challenging yet practical applications.
- 3) Relationship building messages that promote enthusiasm.
- 4) Communicate transition plans, ideas, processes, etc.
- 5) Help us continue our focus on serving Jesus and others.

### Teaching:

- 1) Teach class Sunday morning and Wednesday evening.
- 2) Rotate classes to reach all age groups.
- 3) Lead special studies, such as *Learning to Love my Friend(s)* for elders and staff and spouses and others if they desire.
- 4) Facilitate a leadership class, *God's Great Servants*, for elders, deacons, and those interested in becoming leaders.

### Staff:

- 1) Help build teamwork and unity among all staff.
- 2) Lead staff meetings.
- 3) Challenge them to grow spiritually.
- 4) Work with minister(s), keeping them involved, informed and part of the solution.

### Elders:

- 1) Aid to build relationship and trust between elders and the congregation.
- 2) Help with communication to congregation, keeping them informed and updated.
- 3) Assist with formation and administration of a search committee.
- 4) Serve as a consultant and trainer for the Preacher Search Committee and Transition Monitoring Team.
- 5) Meet with the elders, at regularly scheduled monthly meetings or at times otherwise requested, to serve as a consultant and resource person.
- 6) Share thoughts, ideas, suggestions and new possibilities, all with the understanding that the wastebasket exists.
- 7) Have an open, honest, responsible, respectful relationship with the elders.
- 8) Provide evaluation of relationship, giving both strong points and those needing improvement.

Other:

- 1) Organize and facilitate a self-study to learn who we are, who we would like to be, and what we expect in the next preacher at this church.
- 2) Serve as a connector between elders, deacons, ministers, and congregation.
- 3) Be available during day with office hours.
- 4) If requested, perform weddings and conduct funerals.
- 5) Interact with many in the congregation, both individually and in groups, to make this time of transition in the church an occasion for individuals and groups to learn about change in their lives and see opportunities for growth.
- 6) Generally assist with the keeping of set goals and objectives.
- 7) Be open to suggestions and comments.
- 8) Any criticism of Jerrie Barber will be directed to Jerrie Barber and it will be welcomed. Jerrie Barber does not accept anonymous criticism.
- 9) Additional responsibilities and assignments as mutually agreed upon with elders.

### Preacher – Church Contract

- 1) The salary will be \$00,000.00 per year, paid once a month.
- 2) A truck to move bed and other household items will be furnished.
- 3) Jerrie will be allowed one week off each month to hold meetings or workshops or for vacation time.
- 4) He will have two days off per week to use as he desires.
- 5) Jerrie will use the preacher’s office while he is working at LaVergne.
- 6) Jerrie will do some of his study at home. However, he will be in contact with the office and will be available during regular workdays. He will leave contact information on days off as well.
- 7) The length of our work together will be six to eighteen months. It could be shorter if the elders find a preacher before that time. Because of the situation, more time may be needed. A six-month extension could be discussed, if needed.
- 8) Either party will give a ninety-day notice for terminating this agreement. The ninety days start from the Sunday the new minister is announced.
- 9) It is understood that under no circumstances will Jerrie W. Barber consider or be considered as the next full-time preacher for this congregation.
- 10) Any changes in these agreements will be made only after discussion of all parties involved.

Elders:

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Xxxx Xxxxx

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Xxxxx XXXXXXX

Preacher

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Jerrie W. Barber