

PART TIME PASTOR JOB DESCRIPTION  
Collins New Life Church  
5524 E Darland St, Columbia City, IN

**Job Title:** Part time Pastor for a small non-denominational Church

**Salary Range:** \$16,000 - \$22,000

**Benefits:** Non-commuting travel allowance for milage reimbursement each month;  
housing allowance \$10,000 of the total salary

**Vacation:** To be determined and at least 2 weeks

**Position Overview:**

The Pastor is responsible for being the spiritual leader of the Church and have a strong faith in the works and teachings of Jesus Christ. They must also have a strong desire to help others and guide them to a life filled with the love of the Lord. They will prepare and preach sermons weekly to the congregation; Officiate weddings and lead funeral services; Provide support and conduct house/hospital visits to the homebound, elderly, sick, injured and provide comfort and counseling for those in need. They will also help the church with the business of the Church including guiding committees in their work and helping establish meaningful programs within the Church.

**Responsibilities:**

- Works with church board to develop a strategy to fulfill the church's mission and vision.
- Works with the church leaders to develop annual church goals and the operational budget.
- Prepare and deliver sermons at weekly church services.
- Officiate at special occasions in the lives of the congregation, such as confirmations, baptism, communion, weddings and funerals.
- Conduct personal and premarital counseling services.
- Assist with implementation of programs and events in alignment with the Church's mission.
- Conduct house visits to shut-ins, sick, or injured congregants and their families to pray with them and provide support.
- Other duties as discussed and agreed upon as outlined/governed within our By-laws.

**Qualifications:**

- Must be licensed or ordained in their faith or equivalent experience is preferred.
- Must be a confessing, saved believer.
- Must hold to the authority, inspiration, and inerrancy of Scripture.
- Should have completed reasonable pastoral & theological training.
- Should possess good written and verbal communication skills.
- Should have exceptional problem solving and conflict resolutions skills.
- Should possess strong speaking and presentation skills.
- Should have good active listening and willingness to help others.
- Must undergo a background check.
- Must retain confidentiality in all situations.