

- . Can miss 4 Sundays a year due to other preaching engagements, vacation etc... Give at least 2 week's notice of the Sundays that you will be gone.**
- . Attend 1 lectureship a year (expenses paid by the church).**
- 1. Keep a written log of all activities and work that you do for the church. Submit to elders once a month to be reviewed. This will include the hours put in at the office and outside the office Tuesday-Friday**
- 4. Must keep office hours of 9:00 AM- 5:00 PM, Tuesday through Friday. Need to be in the office 8 hours a day except when visiting or doing other church related business outside the office.**
- 5. Be on call for emergency situations that may arise.**
- 6. Days off: Saturdays and Mondays**
- 7. Must visit sick in the hospital, call the members of congregation that are sick at home, and visit if appropriate.**
- 8. Make a bulletin for each Sunday.**
- 9. Prepare and preach lessons Sunday morning, Sunday evening, and teach classes when assigned.**
- 10. Be prepared to fill in for Wednesday night invitation, teach class, and preach when the man assigned is not present.**
- 11. Organize 5th Sunday service**
- 12. Keep all tracks ordered and available.**
- 13. Make a point to contact all visitors with a letter. Contact by phone local visitors also.**
- 14. Set up as many home Bible studies as possible.**

15. Make copies of Gospel Meeting tapes to distribute to members or visitors.
16. Order all material needed for Sunday morning and Wednesday night Bible classes.
17. Be attentive to the building, if something is wrong let the appropriate people know as soon as possible such as: light bulbs, paint, carpet. Anything that you can do to help take care of the building would be appreciated.
18. Above all keep a proper attitude, have patience with all people, and be a positive example as the Church of Christ preacher.

As preacher of the _____ Church Of Christ, I accept the salary and benefits that have been offered me. I also agree to follow and be responsible for the job description spelled out in this contract.

X _____

19. Attend at least 1 missionary trip each year, if possible.
20. Elders may make adjustments to job description as they feel that is needed.