



## First Congregational Church

2410 Creech Road  
Raleigh, NC 27610

### Greetings to Applicants,

On behalf of the Pastoral Search Committee, I am delighted to announce First Congregational Church (FCC) is now accepting applications for the position of Pastor.

Are you a passionate and innovative spiritual leader seeking a new challenge? Do you thrive in a collaborative environment and have a knack for building strong relationships? First Congregational Church (FCC) in Raleigh, NC is seeking a dynamic individual to join our church family as Pastor. In this results-oriented role, we pray that you have a calling on your life to:

- develop and implement a strategic vision to lead FCC into the future, fostering growth and engagement,
- provide inspirational leadership, motivating, and guiding our team and congregation towards achieving shared goals,
- champion key programs such as education, healthy living, financial wellness, and engaging youth initiatives,
- foster a welcoming environment that celebrates ethnicity and builds bridges within the community, and
- demonstrate exceptional communication skills to connect with members, staff, and the broader community.

We offer a competitive compensation and benefits package, along with the opportunity to make a positive impact in the lives of others. If you are a passionate leader with a vision for growth, we encourage you to apply! Please submit your resume and cover letter.

**About Us:** First Congregational Church of Raleigh, NC, has celebrated 157 years of unwavering faith and community impact. Founded in 1867 by a dedicated group of thirty-five members, the church has grown from humble beginnings to become a cornerstone of the Raleigh community. With deep roots in South Raleigh, the church has served as a beacon of hope, providing spiritual guidance, educational support, and social activism. Under the leadership of influential pastors and other leaders, the congregation made significant contributions to the city. In addition to a place of worship and spiritual growth, the church serves as a place of educational enlightenment and reinforcement through emphasis on scholarship funding for its members desiring to attend institutions of higher learning. First Congregational Church continues to exist and thrive on Believing God's

[www.fccraleigh.org](http://www.fccraleigh.org)

919.532.4704

Word, Living God's Word, and Trusting God's Word. We praise God for the many years that he has blessed us.

Join us at First Congregational Church and be a part of a community dedicated to living out the teachings of Christ and making a meaningful impact in the world. We look forward to exploring how God might be calling you to this pivotal role in FCC's journey.

Thank you for your consideration.

Blessings in the name of Jesus,

A handwritten signature in black ink, appearing to read 'LaMonte Jones', with a long horizontal stroke extending to the right.

Deacon LaMonte Jones  
Pastoral Search Committee Chairperson

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## Pastor Job Description, Part-Time

**TITLE: Pastor**

**PURPOSE OF THE POSITION:** The Pastor serves under the supervision of the Deacon Board. The pastor provides spiritual and pastoral leadership to the church's membership. The Pastor will serve as the chief spiritual leader of the congregation to fulfill the mission and purpose of the body of Christ.

**Qualifications:**

- A Master of Divinity degree is preferred. Others may be considered if licensed and ordained ministers with experience commensurate to having the M.Div.
- Demonstrate authentic understanding and theological practices in alignment with the qualifications of a pastor as listed in 1Timothy 3:1-7, and Titus 1:5-9.
- Proven ability to manage multiple projects effectively and prioritize tasks.
- Strong interpersonal and public speaking skills.
- A commitment to ethical conduct and confidentiality.

**Hours:** The Pastor maintains regular business hours to facilitate contact with members and regular communication with the church staff. Must have flexible working hours to include availability on evenings and weekends when required.

The pastor will work a minimum of 20 hours and no more than a maximum of 29 hours per week. Working on Sunday is mandatory.

**JOB DUTIES INCLUDED BUT ARE NOT LIMITED TO:**

- Manages and oversees all areas of the congregation's ministry in consultation with the Church Council and appropriate boards, committees and staff;
- Confers with candidates for church membership. Introduces candidates for Church membership.
- Conducts confirmation classes for new members.
- Conducts the Communion Service.
- Conducts weekly Bible Study.
- Conducts regularly scheduled and special church worship services, including sermon delivery.

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- Acts as a liaison between service agencies, the poor and elderly in providing assistance from the church.
- Stimulates groups within the Church to provide a ministry to senior citizens and families needing physical assistance.
- Coordinates innovative outreach activities to reach new members for the Church
- Makes visits and/or phone calls to the membership of the Church to encourage spiritual growth.
- Makes appropriate referrals when necessary and responds to crisis situations which may arise in the congregation in a timely manner.
- Conducts special services of the Church as required to include baptisms, weddings, funerals, etc.
- Serves as the chief liaison between the Church and the local community.
- Assists bereaved families in making funeral arrangements, if requested.
- Attends Council and other Church meetings to make written reports on Pastoral activities.
- Serves as an ex-officio member on all Council Committees, Church Boards and Auxiliaries.
- Performs or delegates other duties as may be assigned by the Council and/or Church membership within agreement with the Church By-Laws, Policies and Procedures of the Church.

## **PASTORAL AND ADMINISTRATIVE FUNCTIONS**

### **1. Sermon Preparation and Teaching**

- Sunday Sermons
- Bible Study
- Special Services
- Funeral Services
- Revivals
- Installations
- Workshops
- Seminars

### **2. Counseling**

- Personal
- Marriage
- Family
- Youth
- Beyond FCC Members

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### **3. Visitations**

- Sick and Shut Ins
- Death
- Newborn
- Families in Crisis
- Other duties as required

### **4. Administrative**

Supervision of:

- Part time Church Secretary
- Music Department
- Associate Ministers

Collaboration with:

- Church Council, Deacon Board, Deaconess Board, Trustee Board
- Auxiliaries, Fellowships, Ministries, Committees and Choirs

Coordination of Activities of:

- Associate Ministers
- Pulpit Assistance - Leader of Worship
- Special Committees
- Emergency Fund
- Reports
- Correspondence
- Interaction with Outside Groups, Agencies
  - City, State
  - Educational, Social
- Local Church
  - Articles
  - Proposals
  - Correspondence
- Serving on Committees, Commissions and Boards

### **5. Church Development and Growth**

- New Ministry Proposals
- Confirmation/New Member Classes
- Baptism Classes
- Outreach Ministries
- Meeting with Prospective Members
- Infant Dedication

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- o Weddings
- o Prayer Ministry
- o Local Ministerial Alliance
- o Professional Workshops or Seminars

**EXPECTATIONS:**

- Self-starter with strong leadership skills.
- Always exercise discernment and wise judgment.
- Maintain a respectful relationship with the congregation.
- Some travel required, as needed.
- Physical effort required in the performance of duties will require consistent talking, walking, standing, some lifting (a minimum of 25 lbs.), operating office equipment and computer terminal.

**EVALUATION /REVIEW:**

- It is the responsibility of the Chairman of the Deacon Board to conduct an interim evaluation within 90 days after employment begins, and yearly thereafter during the designated timeline, with input from the full Deacon Board.
- The annual review will be conducted between October 15 and November 15 of each year and a new work plan will be created for the next calendar year.
- To maintain fairness in the evaluation process, while simultaneously representing the interests of the church congregation, the Personnel Committee will serve as an independent body to review the evaluation results should a conflict arise, if requested, by either the Pastor or Chairman of the Deacon Board. The recommendation and/or evaluation results provided by the Personnel Committee will be final.
- If needed, a developmental plan will be created to address areas of improvement with timelines.

***Background check statement.***

1. *Any offer of employment to the successful candidate will be contingent upon the Church's receipt of a satisfactory criminal and credit background report;*
2. *Employment verification.*
3. *Education verification.*
4. *Personal reference checks.*

*Documentation of identity and employability of the applicant will be required before the hiring process is finalized.*

**Salary Range:** Negotiable

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## HOW TO APPLY

All qualified persons must submit the following documents and items to the Pastoral Search Committee by October 16, 2024

- A statement of faith
- A resume, cover letter, and a recent picture
- Completed application
- Copies of ministerial license and certificate of ordination
- Videos, flash drives, or weblinks of recordings of recent sermons and/or teachings
  
- Verification of completion of undergrad or graduate degrees from an accredited college or university
- Verification of theological training or degrees.
- Copies of degree with official (sealed) transcript from postsecondary institution

## REQUIRED OF ALL APPLICANTS

- Background and credit review checks will be required from each applicant.
- References will be required from all applicants: two (2) from religious leaders, one (1) from peers who ministered with you, and one (1) from someone you ministered to.

***APPLICATION PACKETS MUST HAVE INCLUDED ALL OF THE REQUIRED ITEMS TO BE CONSIDERED. ALL APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY October 16, 2024***

Church Mailing Addresses:

First Congregational Church or [fccral@bellsouth.net](mailto:fccral@bellsouth.net)  
Pastoral Search Committee  
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Raleigh, NC 27610

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