

Job Descriptions for Effective Leadership

**Revised 11/14 by Chip Smith, State Missionary
Office of LeaderCare & Church Administration**

Job Descriptions for Effective Leadership

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BEFORE YOU USE THIS BOOK

IMPORTANT INFORMATION

1. These Job Descriptions are “Samples Only.” They are NOT intended to be used exactly as they are worded. They are reference materials and a starting point. Because there is overlapping and redundancy among the Job Descriptions, just use what is best for your needs. The best Job Descriptions are the ones written for YOUR church in particular, to meet the needs of YOUR specific church. If you have any problem with writing your church’s Job Descriptions, please free to call the Office of LeaderCare and Church administration.
2. For the purposes of this book, the Pastor is the assumed staff leader and bears the responsibility for the proper guidance of the church. Therefore, the job positions are under his ultimate supervision even though his title may not be listed in every Job Description. In churches with large staff positions to supervise, the Pastor may delegate the supervision to another staff member or group.

Developing Job Descriptions

The Church determines who is responsible for developing Job Descriptions.

The [Senior] Pastor and/or Personnel Committee will usually begin the process. A Sub-Committee of 3 or 5 members is then formed including:

- The [Senior] Pastor or Church Business Administrator
- One or two Personnel Committee members
- One or two additional staff members

The Sub-Committee then performs the following:

1. Prepare a questionnaire for the staff to complete.
2. Conduct a conference with the staff:
3. In smaller churches the staff should meet as a group.
4. Larger churches may meet separately with each classification of employees:
 - Ministerial
 - Clerical
 - Maintenance
 - Child Care
 - Instrumentalists
5. Explain the purpose of the project to the group
6. Distribute questionnaires to each staff member.
7. Read each question aloud to the group and clarify the meaning.
8. Encourage questions from the staff.
9. Instruct each staff member to answer the questions on the form and return the form to his or her supervisor.
10. Allow each staff member to fill out a questionnaire, including the following:
11. Keep a time study for one month.
 - Answer questions on the form.
 - List any quarterly or annual duties.
 - List any irregular or non-scheduled duties (request for letter, baptism, etc.).
 - The Personnel Committee or the [Senior] Pastor then interviews each staff member to gain additional insight.
 - Each staff member's questionnaire is then reviewed by his/her supervisor and forwarded to the Sub-Committee.

Gain input from other sources; Gather the Information.

1. Determine the present procedure for changing Job Descriptions.
2. Secure sample Job Descriptions from other churches.
3. Secure examples and guidelines from the Office of LeaderCare/Church Administration at the Alabama Baptist State Board of Missions.

Determine an initial plan for the staff structure.

The Sub-Committee determines the current staff structure as follows:

- Create a chart showing all staff relationships.
- Create a second chart showing all relationships (show all ministries, programs, committees and groups, e.g. every choir, all music councils, etc.).
- Revise this chart to show the desired arrangement.
- The Sub-Committee then summarizes the duties of each position. Summarize skills and requirements of each position.

Write the Job Descriptions

1. List the position title
2. List supervisor
3. Summarize responsibilities
4. List duties:
 - Be direct. Be specific. Be terse.
 - Convey definite meaning.
 - Use specific action verbs (e.g. operate, type, maintain, supervise).
 - Use the present tense.
 - Do not include dedication, relationship, credit rating, or morals statements.
 - Refer to individuals by title and not by name.
5. Avoid slanting policies toward individuals.
6. Omit any specific salaries or wage increases.
7. Omit annuity rates.

Recommended Suggestions

- Simple is better than complex.
- Brief is better than wordy.
- General is better than detailed.

Review the Job Descriptions

Present the proposed Job Descriptions to the entire Personnel Committee:

- Review each Job Description.
- Revise as needed.

The Sub-Committee meets with each staff member individually to discuss the new Job Description (especially any revisions) noting any needed changes.

Present the proposed Job Descriptions to the entire Personnel Committee:

- Revise, including any changes needed after the interview.
- Revise as needed.

Approve the Job Descriptions

The full Personnel Committee presents the Job Descriptions to the Church Leadership Team (formerly known as the Church Council) for approval.

The Personnel Committee and the Church Leadership Team (formerly known as the Church Council) present the Job Descriptions to the Church for approval.

Come to a consensus:

- Distribute copies to all church members.
- Encourage questions.
- Conduct at least two question and answer meetings.
- Revise if needed.
- Vote on the Job Descriptions.

The Personnel Committee follows through:

The [Senior] Pastor and the Personnel Committee each maintain a file of Job Descriptions. The Personnel Committee conducts a review of all Job Descriptions at least annually and recommends changes as needed. Reviews of individual Job Descriptions are also conducted by the Personnel Committee as follows:

- When a staff member leaves the employ of the Church.
- When a new staff member enters the employ of the Church.
- When requested by any staff member.
- When requested by any supervisor .
- When requested by the Church Business Administrator (if other than the [Senior] Pastor).
- When requested by time Pastor.
- When requested by the Personnel Committee.

Job Descriptions

**Ministerial
Positions**

Pastor

Principal Function:

The Pastor is responsible to the Church for providing administrative and spiritual leadership for the congregation and the Church Staff; for leading the organizations, and the Church Staff to perform their assigned tasks; and for using his skills in proclamation and Pastoral care in meeting the needs of persons in the Church and community.

Responsibilities:

1. Serve as spiritual leader and overseer of the congregation.
2. Provide administrative leadership for the total church ministry.
3. Serve as chairman of the Church Leadership Team/Church Council, or delegate and share the leadership with other staff members as he may, from time to time, designate.
4. Proclaim the Gospel and lead the Church in proclaiming the Gospel to the Church and community.
5. Lead the staff and the Church in a caring ministry for persons in the Church and the community.
6. Lead or delegate the leadership of the congregational services. Plan, coordinate and evaluate congregational services.
7. Preach at all worship services that include preaching or arrange for someone else to perform this function.
8. Serve as moderator of the Church.
9. Recommend and advise on the selection of all staff members. Recommend and advise and in determining their duties.
10. Give supervision to other members of the Church Staff according to the staff organization set forth in the Church Organizational Chart.
11. Plan for and provide leadership in the observance of the Church ordinances.
12. Conduct funeral services and wedding ceremonies as feasible, sharing and delegating to others on the staff responsibilities in this area.
13. Appoint committees and/or ministry teams as set forth in the Bylaws and other such special committees or task forces as the Church may request or the [Senior] Pastor may deem advisable from time to time.
14. Counsel with and assist in training Deacons for their responsibilities.
15. Perform other duties as assigned by the Church.

Senior Pastor

Principal Function:

The Senior Pastor is responsible to the Church for providing administrative and spiritual leadership for the congregation and the Church Staff; for leading the organizations, and the Church Staff to perform their assigned tasks; and for using his skills in proclamation and Pastoral care in meeting the needs of persons in the Church and community.

Responsibilities:

1. Serve as spiritual leader and overseer of the congregation.
2. Provide administrative leadership for the total church ministry.
3. Serve as chairman of, or delegate and share the leadership of, the Church Leadership Team/Church Council with other staff members as he may, from time to time, designate.
4. Proclaim the Gospel and lead the Church in proclaiming the Gospel to the Church and community.
5. Lead the staff and the Church in a caring ministry for persons in the Church and the community.
6. Lead or delegate the leadership of the congregational services. Plan, coordinate and evaluate congregational services.
7. Preach at all worship services that include preaching or arrange for someone else to perform this function.
8. Serve as moderator of the Church.
9. Recommend and advise on the selection of all staff members. Recommend and advise and in determining their duties.
10. Give supervision to other members of the Church Staff according to the staff organization set forth in the Church Organizational Chart.
11. Plan for and provide leadership in the observance of the Church ordinances.
12. Conduct funeral services and wedding ceremonies as feasible, sharing and delegating to others on the staff responsibilities in this area.
13. Appoint committees and/or ministry teams as set forth in the Bylaws and other such special committees and/or task forces as the Church may request or the [Senior] Pastor may deem advisable from time to time.
14. Counsel with and assist in training Deacons for their responsibilities.
15. Perform other duties as assigned by the Church.

Associate Pastor

Principal Function:

The Associate Pastor is responsible to the [Senior] Pastor for providing leadership in administration, proclamation and Pastoral care as the Church may require.

Responsibilities:

1. Assist the [Senior] Pastor in all areas of the [Senior] Pastor's work, as requested.
2. Proclaim the Gospel and assist the [Senior] Pastor in leading the Church in proclaiming the Gospel to the Church and community.
3. Assist the [Senior] Pastor in leading the staff and the Church in a caring ministry for persons in the Church and the community.
4. Lead congregational services as directed. Help the [Senior] Pastor plan, coordinate and evaluate congregational services.
5. Preach at worship services as directed by the [Senior] Pastor.
6. Conduct funeral services and wedding ceremonies as requested, subject to the [Senior] Pastors direction.
7. Counsel with and assist in training Deacons for their responsibilities.
8. Plan and participate in a continuous visitation ministry to senior adult members, particularly those in hospitals, nursing homes, and homebound.
9. Perform other duties as assigned by the [Senior] Pastor.

Assistant Pastor

Principal Function:

The Assistant Pastor is responsible to the Pastor for providing support and assistance in areas of Pastoral Duties and Care as the Pastor and/or the church may require.

Responsibilities:

1. Assist the Pastor in all areas of the Pastor's work, as requested.
2. Proclaim the Gospel and assist the Pastor in leading the Church's proclamation of the Gospel.
3. Assist the Pastor in Support Staff leadership and assist the Pastor and Church in a caring ministry for persons in the church and community.
4. Assist in worship leadership as directed.
5. Full the pulpit as requested and directed by the Pastor.
6. Assist the Pastor, if requested, with funeral and wedding services.
7. Assist in Deacon Training, as directed by the Pastor.
8. Assist in the planning and participate in the visitation ministry to senior adults, particularly those in the hospitals, nursing homes and homebound.
9. Perform any other assignments given by the Pastor.

SUGGESTED MINISTRY RESPONSIBILITIES OF A BI-VOCATIONAL PASTOR

QUALIFICATIONS

He should:

- Demonstrate a deep sense of God's calling and commission to the Gospel Ministry
- Possess an effective preaching ability
- Be sound in Southern Baptist doctrine and polity
- Be a supporter of Southern Baptist life and programs
- Be temperate, sensible, friendly, dignified, hospitable, gentle, honest, reliable and exemplary in his conduct
- Have a good reputation in the community
- Be financially responsible

DUTIES AND RESPONSIBILITIES

He should:

- Proclaim the Gospel and lead the church membership in reaching out to its community
- Be responsible for planning and coordinating the worship services and filling the pulpit except in emergencies. In such cases, that responsibility should be placed upon those assigned by the church
- Care for people in the church and community and lead the church to care for each other and those in its community
- Minister to the needs of the people in the church and community as much as his schedule will allow. The church should be sensitive to his limited time and availability due to outside employment and secular work responsibilities.
- Oversee the total program of the church and delegate tasks to others as necessary
- Serve as the chairman of the Church Council/Leadership Team and work with it to plan the church's ministry
- Serve as ex-officio member of all church committees
- Supervise any paid staff and work closely with the deacons in fulfilling the church's ministry

WHEN A CHURCH CALLS A BI-VOCATIONAL PASTOR, THERE ARE SOME SPECIAL CONSIDERATIONS THAT SHOULD BE UNDERSTOOD. THE CHURCH SHOULD EXERCISE TOLERANCE AND BE WILLING TO ASSIST THE BI-VOCATIONAL PASTOR IN THE PERFORMANCE OF MINISTERIAL DUTIES, RECOGNIZING THE LIMITATIONS PLACED UPON HIM BY HIS HAVING TO ENGAGE EMPLOYMENT OTHER THAN THE CHURCH. THESE UNDERSTANDINGS SHOULD BE PLACED IN WRITING WITH BOTH PARTIES GIVING SIGNATURE APPROVAL BEFORE THE PASTORAL MINISTRY BEGINS ON THE CHURCH FIELD.

Administrative/ Executive Pastor

Principal Function:

The Administrative/Executive Pastor is responsible to the [Senior] Pastor and Church for providing administrative leadership for the Church Staff; for leading the Church Staff to perform their assigned tasks; for using his skills in leadership, and meeting the needs of persons in the Church and community.

Responsibilities:

1. Coordinate and supervise all ministers and employees other than the [Senior] Pastor.
2. Lead the Church in planning, conducting and evaluating a comprehensive ministry to the Church and the community.
3. Coordinate and unify the various ministries to avoid conflict, duplications and overlapping.
4. Serve as coordinator, resource person and advisor to the committees and/or ministry teams of the Church. Coordinate and unify the various committees and/or ministry teams to avoid conflict, duplications and overlapping.
5. Maintain an adequate system of records.
6. Lead the Church in planning, conducting, and evaluating a comprehensive plan of business operation for the Church.
7. Give general direction to the week-day operation of the Church Office;
8. Supervise ministry assistants, administrative assistants and others secretarial- clerical workers as assigned.
9. Direct the maintenance program of the Church; work with the appropriate committee and/or ministry team to establish a maintenance schedule and a housekeeping schedule.
10. Direct the food service ministry of the Church; supervise the Manager of Food Service and Church Hostess.
11. Work with the Stewardship Committee in promoting the annual stewardship emphasis of the Church. Promote a year round stewardship emphasis.
12. Establish a financial record system for the Church and direct its operation.
13. Work with Property and Space Committee and architects on projecting and evaluating need for additional buildings.
14. Formulate an annual budget in consultation with the Stewardship Committee.
15. Evaluate periodically the insurance needs of the Church, in cooperation with the insurance committee/team.
16. Maintain an inventory of church property and equipment.
17. Periodically review wage and salary structures, personnel practices and benefits, and make recommendations to the Personnel Committee.
18. Plan and produce general church publicity and promotion materials.
19. Perform other duties as assigned by the [Senior] Pastor.

Minister of Education

Principal Function:

The Minister of Education is responsible to the [Senior] Pastor for assisting the Church educational ministry organizations in planning, conducting and evaluating comprehensive educational ministries.

Responsibilities:

1. Lead the Church in planning, conducting and evaluating a comprehensive ministry of Christian education.
2. Serve as educational resource person and advisor to the leaders of the following church ministry and service organizations; Sunday School, Discipleship Training, W.M.U., Men's Ministry, and Church Library Ministry Coordinate and unify the various organizations to avoid conflict, duplications and overlapping.
3. Serve as coordinator, resource person and advisor to the committees and/ or ministry teams of the Church. Coordinate and unify the various committees and/or ministry teams to avoid conflict, duplications and overlapping.
4. Develop special training and education projects such as camps, retreats, and study seminars for various age groups within the congregation.
5. Lead the Church to be aware of the educational and curriculum materials available and lead the Church to choose the most suitable.
6. Guide in the selection, enlistment, training of workers.
7. Recommend suitable educational building space and equipment.
8. Develop and administer a Sunday School outreach ministry.
9. Maintain an adequate system of records.
10. Direct and promote weekly workers' meetings.
11. Give general direction to the week-day operation of the Church Office; supervise secretarial-clerical workers as assigned.
12. Formulate an annual budget in consultation with the leaders of the Church ministry and service organizations to be recommended to the Stewardship Committee.
13. Perform other duties as assigned by the [Senior] Pastor.

Minister of Music

Principal Function:

The Minister of Music is responsible to the [Senior] Pastor for assisting the Church in planning, conducting, and evaluating a comprehensive music ministry.

Responsibilities:

1. Direct the planning, coordination, operation, and evaluation of a comprehensive music ministry.
2. Coordinate the Church music ministry with the calendar and emphases of the Church.
3. Work with the worship committee/team in determining music ministry goals, organization, leadership, facilities, finances and administration process for the music ministry.
4. Assist the [Senior] Pastor in planning congregational services of the Church; be responsible for the selection of the music.
5. Counsel families for weddings and funerals to be held in the Church. Arrange and provide music when requested. Arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
6. Direct music groups and congregational singing or arrange for someone else to do so.
7. Direct the enlisting and training of leaders for the Church music ministry in cooperation with the Church Nominating Committee.
8. Supervise the work of all music leaders in the music ministry .
9. Work in cooperation with the appropriate persons including the Nominating Committee in selecting, enlisting, training, and counseling with song leaders, accompanists, and other musicians who serve in church ministry organizations.
10. Coordinate the performance schedule of music groups and individuals in the functions of the Church.
11. Give direction to a music ministry plan of outreach and enlistment.
12. Supervise maintenance of and additions to the music library and equipment; provide musical materials, supplies, instruments, and other music equipment for use in the Church's ministry.
13. Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.
14. Coordinate the training and use of instrumentalists and vocalist in groups or as individuals.
15. Prepare an annual budget to be recommended to the Stewardship Committee.
16. Perform other duties as assigned by the [Senior] Pastor.

Worship Leader

Principal Function:

The Worship Leader is responsible to the [Senior] Pastor for assisting the Church in planning, conducting, and evaluating worship.

Responsibilities:

1. Direct the planning, coordination, operation, and evaluation of a comprehensive music ministry.
2. Coordinate the Church music ministry with the calendar and emphases of the Church.
3. Lead the Worship Committee/Team in determining music ministry goals, organization, leadership, facilities, finances and administration process for the music ministry .
4. Assist the [Senior] Pastor in planning congregational services of the Church; be responsible for the selection of the music.
5. Counsel families for weddings and funerals to be held in the Church. Arrange and provide music when requested. Arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
6. Direct music groups and congregational singing or arrange for someone else to do so.
7. Direct the enlisting and training of leaders for the Church music ministry in cooperation with the Church Nominating Committee.
8. Supervise the work of all music leaders in the music ministry.
9. Work in cooperation with the appropriate persons including the Nominating Committee in selecting, enlisting, training, and counseling with song leaders, accompanists, and other musicians who serve in church ministry organizations.
10. Coordinate the performance schedule of music groups and individuals in the functions of the Church.
11. Give direction to a music ministry plan of outreach and enlistment.
12. Supervise maintenance of and additions to the music library and equipment; provide musical materials, supplies, instruments, and other music equipment for use in the Church's ministry.
13. Keep informed on current worship and music methods, materials, promotion and administration, utilizing them where appropriate.
14. Coordinate the training and use of instrumentalists and vocalist in groups or as individuals.
15. Prepare an annual budget to be recommended to the Stewardship Committee.
16. Perform other duties as assigned by the [Senior] Pastor.

Church Business Administrator

Principal Function:

The Church Business Administrator is responsible to the [Senior] Pastor for providing leadership in administration and business practices, as the Church may require

Responsibilities:

1. Lead the Church in planning, conducting, and evaluating a comprehensive plan of business operation for the Church.
2. Serve as purchasing agent for the Church.
3. Give general direction to the week-day operation of the Church Office; supervise ministry assistants, administrative assistants and others secretarial- clerical workers as assigned.
4. Direct the maintenance program of the Church; work with the appropriate committee/team to establish a maintenance schedule and a housekeeping schedule.
5. Direct the food service ministry of the Church; supervise the Manager of Food Service and Church Hostess.
6. Work with the Stewardship Committee in promoting the annual stewardship emphasis of the congregation. Promote a year round stewardship emphasis.
7. Establish a financial record system for the Church and direct its operation.
8. Work with the Minister of Education, the Property and Space Committee and architects on projecting and evaluating need for additional buildings.
9. Work with the leaders of church organizations and age divisions to assign classrooms and church facilities for special activities.
10. Evaluate periodically the insurance needs of the Church, in cooperation with the insurance committee/team.
11. Maintain an inventory of church property and equipment.
12. Periodically review wage and salary structures, personnel practices and benefits, and make recommendations to the Personnel Committee.
13. Plan and produce general church publicity and promotion materials.
14. Perform other duties as assigned by the [Senior] Pastor.

Minister of Youth

Principal Function:

The Minister of Youth is responsible to the Minister of Education for assisting church ministry organizations to develop a comprehensive educational ministry for youth in grades 7-12.

Responsibilities:

1. Enlist and train all department directors in the youth division; assist in enlisting and training teachers.
2. Give guidance and coordination through enlistment, education, and motivation of the key leadership of youth work.
3. Advise in the use of ministry materials, equipment, supplies, and space for youth groups in all church ministry organizations.
4. Maintain an active ministry of personal witnessing and ministry.
5. Promote a regular ministry of outreach for the youth division in cooperation with the Church's plan of outreach.
6. Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to youth; plan and conducting special projects (such as camps and retreats) for youth ministry organization groups.
7. Provide appropriate activities and training for parents of youth.
8. Work with the director of library services in providing resource materials for youth and youth workers.
9. Prepare an annual budget for needs of the youth division for recommendation to the Stewardship Committee; administer the approved budget according to policy.
10. Keep informed on the latest materials and methods related to youth work.
11. Perform other duties as requested by the Minister of Education.

Minister of Students

Principal Function:

The Minister of Students is responsible to church ministry organizations to develop students in grades 7-12 and college.

Responsibilities:

1. Enlist and train all department directors in the youth division; assist in enlisting and training teachers.
2. Give guidance and coordination through enlistment, education, and motivation of the key leadership of youth work.
3. Advise in the use of ministry materials, equipment, supplies, and space for youth groups in all church ministry organizations.
4. Maintain an active ministry of personal witnessing and ministry.
5. Promote a regular ministry of outreach for the youth division in cooperation with the Church's plan of outreach.
6. Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to youth; plan and conducting special projects (such as camps and retreats) for youth ministry organization groups.
7. Provide appropriate activities and training for parents of youth.
8. Work with the director of library services in providing resource materials for youth and youth workers.
9. Prepare an annual budget for needs of the youth division for recommendation to the Stewardship Committee; administer the approved budget according to policy.
10. Keep informed on the latest materials and methods related to youth work.
11. Perform other duties as requested by the Minister of Education.

Youth Pastor

Principal Function:

The Youth Pastor is responsible to the Minister of Education for assisting church ministry organizations to develop a comprehensive educational ministry for grades 7-12.

Responsibilities:

1. Enlist and train all department directors in the youth division; assist in enlisting and training teachers.
2. Give guidance and coordination through enlistment, education, and motivation of the key leadership of youth work.
3. Advise in the use of ministry materials, equipment, supplies, and space for youth groups in all church ministry organizations.
4. Maintain an active ministry of personal witnessing and ministry.
5. Promote a regular ministry of outreach for the youth division in cooperation with the Church's plan of outreach.
6. Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to youth; plan and conducting special projects (such as camps and retreats) for youth ministry organization groups.
7. Provide appropriate activities and training for parents of youth.
8. Work with the director of library services in providing resource materials for youth and youth workers.
9. Prepare an annual budget for needs of the youth division for recommendation to the Stewardship Committee; administer the approved budget according to policy.
10. Keep informed on the latest materials and methods related to youth work.
11. Perform other duties as requested by the Minister of Education.

JOB DESCRIPTION

Youth/Student Ministry Intern or Interim Assistant

This position has a specified job tenure set by the church. The person must be teachable and accept that he/she is on staff to learn from the experience of hands-on ministry under the guidance of seasoned ministers as a preparation for future ministry. The person's purpose is to aid in development of the Youth/Student (Y/S) Ministry by providing vision, support and participation. He/she is supervised by and answerable to the Pastor and Y/S Minister.

Responsibilities:

1. Y/S Visitation and support of age oriented activities
2. Teaching of Junior High and Senior High School age Y/S
3. Aid in curriculum development for Y/S Ministry
4. Event Planning and execution
5. Involvement with Y/S Committee and Parents of Y/S
6. Participate in supervised hospital visitation of Y/S
7. Attend and lead (as requested) in worship services
8. Sit in on Staff Meetings as deemed appropriate by the Pastor
9. Be a "peacemaker" in conflict resolution for Y/S Ministry and church unity

Pastor to College Students & Young Adults

Purpose: To oversee, care for and facilitate all aspects of the college age and young adult ministry. The successful candidate should meet the following requirements:

1. Attained a degree in Bible and Theology or be self taught, knowledgeable and competent in understanding the Christian worldview.
2. Able to demonstrate the priority of and practices for personal growth-spiritually, mentally, emotionally, physically, and relationally.
3. Lead, support and be a member of the established college ministry team.
4. Develop and support a student leadership team.
5. Be able to model and demonstrate unconditional love in practical ways to the diversity of students who attend the church.
6. Be willing and able to counsel young people who struggle with a variety of serious issues including identity issues, gender identification, substance abuse, mental illness, sex, broken families, hurting souls, an alternative lifestyles.
7. Be involved in the process of mentoring and discipling students who don't fit into other campus ministries, to support them in unique ways, and encourage them in their faith.
8. Be willing to enter into the unique living environment and culture of students.
9. Invite and encourage students to enter into the church life and to become active participants.
10. Be able to clearly communicate and teach the Bible and Theology on Sunday mornings during the college fellowship time and represent Christ with intellectual integrity.
11. Be willing to work with and partner with the college ministry.

In addition to the duties implied by the requirements presented above, the duties of the College and Young Adult Pastor also will include the following, at a minimum:

1. Be responsible for teaching the college group on Sundays.
2. Facilitate community-building activities for college age students.
3. Facilitate community-building and develop leadership among young adults, including young families.
4. Provide Bible studies for off-campus students.
5. Participate on the Pastoral Team and perform pastoral duties such as preaching, hospital visits, performing weddings and funerals, and such.
6. Participate and contribute, as a member of the Extended Leadership Team (Pastoral staff, deacons, administration), in the shaping and direction of overall congregational life.

Minister of Children

Principal Function

The Minister of Children is responsible to the Minister of Education for planning coordinating, directing and evaluating the children's educational ministry of the Church.

Responsibilities

1. Enlist and train all department directors in the children's division; assist in enlisting and training department workers.
2. Give guidance and coordination through enlistment, education, and motivation of the key leadership of children's work.
3. Advise in the use of ministry materials, equipment, supplies, and space for children groups in all church ministry organizations.
4. Maintain an active ministry of personal witnessing and ministry .
5. Promote a regular ministry of outreach for the children's division in cooperation with the Church's plan of outreach.
6. Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to children.
7. Provide appropriate activities and training for parents.
8. Work with the director of library services in providing resource materials for children's workers.
9. Prepare an annual budget for needs of the children's division for recommendation to the Stewardship Committee; administer the approved budget according to policy.
10. Keep informed on the latest materials and methods related to children's work.
11. Perform other duties as requested by the Minister of Education.

Minister of Preschoolers

Principal Function

The Minister of Preschoolers is responsible to the Minister of Education for planning, coordinating, directing and evaluating the preschool educational ministry of the Church.

Responsibilities

1. Enlist and train all department directors in the preschool division; assist in enlisting and training department workers.
2. Give guidance and coordination through enlistment, education, and motivation of the key leadership of preschool work.
3. Advise in the use of ministry materials, equipment, supplies, and space for preschool groups in all church ministry organizations.
4. Maintain an active ministry of personal witnessing and ministry.
5. Promote a regular ministry of outreach for the preschool division in cooperation with the Church's plan of outreach.
6. Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to preschoolers.
7. Provide appropriate activities and training for parents.
8. Work with the director of library services in providing resource materials for preschool workers.
9. Prepare an annual budget for needs of the preschool division for recommendation to the Stewardship Committee; administer the approved budget according to policy.
10. Keep informed on the latest materials and methods related to preschool work.
11. Perform other duties as requested by the Minister of Education.

Minister of Senior Adults

Principal Function

The Minister of Senior Adults is responsible to the Minister of Education for assisting church ministry leaders in planning, coordination, operation, and evaluation of a total ministry of education, activities and ministry with senior adults.

Responsibilities

1. Survey the needs and determine the areas of concern to be included in a ministry to senior adults.
2. Keep church informed of senior adult needs and ministry plans through all appropriate channels.
3. Work with Nominating Committee and education staff to secure leadership for the ministry .
4. Plan and participate in a continuous visitation ministry of senior adult members, particularly those in hospitals, nursing homes, and homebound shut- ins.
5. Plan trips and special events for senior adults.
6. Enlist and supervise senior adults to do volunteer work in the ministries of church.
7. Formulate a budget for the senior adult ministry for recommendation to the Stewardship Committee; administer the approved budget according to policy.
8. Perform other duties as assigned by the Minister of Education.

Minister of Single Adults

Principal Function

The Minister of Single Adults is responsible to the Minister of Education for assisting church ministry leaders in planning, coordination, operation, and evaluation of a total ministry of education, activities and ministry with single adults.

Responsibilities

1. Survey the needs and consider realistically the area of concern to be included in a ministry to single adults.
2. Keep church informed of single adult needs and ministry plans through all appropriate channels.
3. Work with Nominating Committee and education staff to secure leadership for the ministry .Guide ministry organizational leaders in the selection, enlistment, training of workers for single adult ministry.
4. Plan trips and special events for single adults.
5. Formulate a budget for the single adult ministry for recommendation to the Stewardship Committee; administer the approved budget according to policy.
6. Advise in the use of ministry materials, equipment, supplies, and space by single adults in all church ministry organizations.
7. Coordinate outreach for single adults, and lead workers to contact prospects and absentees.
8. Perform other duties as assigned by the Minister of Education.

Minister of Recreation

Principal Function

The Minister of Recreation is responsible to the Pastor for carrying out the work assigned to the recreation ministry.

Responsibilities

1. Directs the planning, coordination, operation, and evaluation of recreation activities based on the work assigned to the recreation ministry.
2. Represents the recreation ministry on the Church Leadership Team/Church Council; coordinates the recreation activities with the calendar and emphases of the church.
3. Works with the Church Nominating Committee to select the recreation staff, leads in maintaining the recreation staff, plans for training the recreation staff, schedules the times and places of all recreation staff meetings.
4. Meets with individual members of the recreation staff as often as necessary to help plan; conduct, and evaluate each area of assignment.
5. Leads recreation staff in setting goals for the coming year.
6. Sees that the recreation staff carries out its stated responsibilities and has necessary equipment and supplies to do the job.
7. Leads in determining overall recreation training needs and in planning and directing training activities for the recreation ministry.
8. Promotes a church study of one recreation book annually.
9. Keeps records of the recreation ministry and makes monthly reports to the church.
10. Supervises the preparation of budget request for recreation ministry needs.
11. Supervises the purchase, inventory, care, repair, and storage of supplies and equipment.
12. Provides and promotes the use of recommended recreation leadership resources by every recreation staff member or every church leader who needs them.
13. Keeps informed about and promotes attendance at all recreation training opportunities at the Association, State and national Convention assemblies which may affect either members of the recreation staff or other church organization recreation leaders.
14. Maintains a liaison between the Church and the Association in the area of recreation.
15. Promotes the use of church recreation magazines; sees that the Church provides individual copies for each recreation staff member and Leadership Team/Church Council member, if so desired; makes available copies for all appropriate leaders in the various church organizations; provides guidance in the effective use of the magazine.
16. Counsels with youth in areas of vocational guidance and social life.
17. Publicizes the program of the Church Recreation Ministry regularly through the church channels of communication.
18. Magnifies Christ in every phase of the recreation program.
19. Performs other duties as directed by the Pastor.

These additional duties would be added where a Church owns and operates a recreation facility (gymnasium).

20. Supervises building, church recreation budget, and workers (paid and volunteer).
21. Supervises proper maintenance of the facility and all equipment. Sees that the facility is serviceable at all scheduled times.

Minister of Activities/Recreation

Principal Function

The Minister of Activities/Recreation is responsible to the Minister of Education for leading the Church in planning, conducting and evaluating a ministry of Christian recreation and activities for all age groups.

Responsibilities

1. Direct the planning, coordination, conducting and evaluation of recreational activities of the Church for all ages.
2. Coordinate and administer activities in the Christian Life Center .
3. Plan and coordinate activities with all ministry organizations of the Church so as to complement, and not conflict with, their ministries.
4. Work with the Church Nominating Committee to enlist and train volunteer workers to assist in the Christian Life Center.
5. Serve as recreation resource person and advisor to organizations of the Church as requested.
6. Supervise all ministry personnel in the Christian Life Center .
7. Maintain inventory, care, repair and storage of all recreation equipment and supplies.
8. Provide representation for the Church in planning, conducting, and evaluating recreation activities that involve other churches and groups.
9. Formulate a budget for the recreation ministry for recommendation to the Stewardship Committee; administer the approved budget according to policy.
10. Prepare reports necessary for keeping the Church fully informed on the church activities/recreation ministry .
11. Work as a part of the total staff team effort in outreach and reaching people for Christ and church membership.
12. Program the activities of the Christian Life Center to meet the overall needs of the Church to develop fellowship, Christian personal growth and evangelistic outreach.
13. Work with senior adult leaders in planning and conducting their activities.
14. Perform other duties as assigned by the Minister of Education.

Minister of Outreach

Principal Function:

The Minister of Outreach is responsible to the [Senior] Pastor for leading the Church to reach out to people for participation and membership; and to share Christ.

Responsibilities:

1. Lead the Church in planning, conducting and evaluating a comprehensive program of outreach.
2. Serve as a resource person and advisor to the leaders of church programs, ministries and service organizations. Coordinate and unify the outreach efforts of the various organizations.
3. Develop special education and training projects for various age groups within the congregation.
4. Guide in the selection, enlistment, and training of personal witnesses.
5. Develop and administer a Sunday School visitation program.
6. Maintain an adequate system of records.
7. Formulate an annual outreach budget to be recommended to the Stewardship Committee.
8. Perform other duties as assigned by the [Senior] Pastor.

Minister of Community Missions

Principal Function

The Minister of Community Missions is responsible for giving specialized guidance to the social work ministry of the church.

Responsibilities

1. Lead the church in planning, conducting, and evaluating its community missions ministry.
2. Plan and coordinate the church's weekday program and other activities which may be a part of the community missions ministry.
3. Enlist volunteers to serve in the various areas of the community missions ministry.
4. Plan and direct special training sessions for volunteer workers in community missions projects in proper relationship to the church training program.
5. Counsel and advise with mission action groups of the WMU and Men's Ministry about projects they might perform in the community.
6. Consult with the community missions committee in recommending a budget for the community missions ministry.
7. Lead the church in planning, conducting, and supervising its ministry of professional counseling services.
8. Perform other duties as assigned by designated supervisor.

Minister of Evangelism

Principal Function:

The Minister of Evangelism is responsible to the [Senior] Pastor for leading the Church Evangelism Council in fulfilling its objective to develop in church members an understanding of and commitment to the biblical concepts of lifestyle witnessing and corporate evangelism through sensitizing the Church to the lost and their needs

Responsibilities:

1. Develop, carry out, and evaluate plans to fulfill objectives adopted by the Church Evangelism Council and the Church.
2. Lead the Church Staff in the area of evangelism.
3. Serve as a model of lifestyle witnessing by being equipped and engaging in personal evangelism.
4. Serve as a member of the Church Council and work with church program leaders in including evangelism materials in their program areas.
5. Distribute appropriate materials to leaders for study and use.
6. Schedule and preside at the Church Evangelism council meetings.
7. Study evangelism resources and concepts to stay informed.
8. Serve as a resource person to all church program areas in implementing plans of the Church Evangelism Council.
9. Develop church members toward biblical individual lifestyle witnessing and corporate evangelism through sensitizing the Church to the lost and their needs throughout the year.
10. Present evangelism council recommendations to the Church.
11. Coordinate the total evangelism calendar planning for the Church.
12. Perform other duties as assigned by the [Senior] Pastor.

Job Descriptions

Combination

Ministerial

Positions

CONSIDERATIONS FOR CHURCHES SEEKING TO FILL COMBINATION POSITIONS

If your church seeks to fill a combination position, it is important that you are aware of the following:

1. Each minister may or may not have equal expertise or seminary academic training in the areas you have specified.
2. The only way to insure competency is to discuss both practical experience and academic training with each candidate and his/her references.
3. While not reflected on their resumes, candidates may or may not be open to consideration of serving in a combination position.
4. Music/Youth is, by far, the combination position most requested. The supply of individuals willing to serve in this area is extremely limited. The best time to request resumes for ministers of music and youth is early in the school semester. You may also want to consider alternatives such as: 1) two part-time individuals, 2) full-time youth & education minister and part-time music minister, 3) full-time music & education minister (or other music combination) and part-time minister of youth.
5. Normally the Office of LeaderCare/Church Administration (LCCA) has a low number of resumes for candidates willing to be considered for particular combination positions. Contacting the LCCA office close to graduation periods may be the best times of finding more resumes available for combination positions.

Developed by
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Minister of Education and Music

Principal Function

The Minister of Education and Music is responsible to the [Senior] Pastor for the development and promotion of the educational and music ministries of the Church

Responsibilities

1. Direct the planning, coordinating, conducting, and evaluating of comprehensive educational and music ministries based on ministry tasks.
2. Supervise the work of assigned paid staff members.
3. Serve as a member of the Church Council.
4. Lead in enlisting and training volunteer workers in cooperation with the Church Nominating Committee.
5. Organize and direct a church-wide outreach ministry.
6. Assist the [Senior] Pastor in planning all services of worship; arrange and provide music for weddings, funerals, special projects, ministries and other church related activities upon request.
7. Maintain personnel records of all paid staff workers; maintain music library, materials, supplies, musical instruments and other equipment.
8. Serve as the purchasing agent for the Church as assigned.
9. Develop projects such as mission trips, festivals, youth camps, retreats; plan activities for senior adults.
10. Edit church publications as assigned.
11. Assist the chairman of the various committees/teams; serve as the ex officio member of church committees and/or teams.
12. Prepare an annual ministry budget for approval; administer the approved budget according to policy.
13. Keep informed on educational and music methods, materials, promotions and administration.
14. Cooperate with association and state leaders in promoting activities of mutual interest.
15. Perform other duties as assigned by the [Senior] Pastor.

Minister of Music and Youth

Principal Function

The Minister of Music and Youth is responsible to the [Senior] Pastor for assisting the Church in planning, conducting, and evaluating a comprehensive music ministry and for assisting church ministry organizations to develop a comprehensive educational ministry for youth.

Responsibilities in Music

1. Direct the planning, coordination, operation, and evaluation of a comprehensive music ministry.
2. Coordinate the Church music ministry with the calendar and emphases of the Church.
3. Work with the worship committee/team in determining music ministry goals, organization, leadership, facilities, finances and administration process.
4. Assist the [Senior] Pastor in planning congregational services of the Church; be responsible for the selection of the music.
5. Counsel families when requested for weddings and funerals to be held in the Church; arrange and provide music. Arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
6. Direct music groups and congregational singing or arrange for someone else to perform this function.
7. Direct the enlisting and training of leaders for the Church music ministry in cooperation with the Church Nominating Committee.
8. Supervise the work of all music leaders in the music ministry .
9. Coordinate the training and performance schedule of music groups, as well as instrumentalists and vocalist in groups or as individuals in the functions of the Church.
10. Give direction to a music ministry plan of outreach and enlistment.
11. Supervise maintenance of and additions to music library and equipment; provide musical materials, supplies, instruments, and other music equipment for use in the Church's music ministry.
12. Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.
13. Prepare an annual budget for music ministry to be recommended to the Stewardship Committee.

Responsibilities with Youth

1. Enlist and train all department directors in the youth division; assist in enlisting and training department workers.
2. Give guidance and coordination through enlistment, education, and motivation of the key leadership of youth work.
3. Advise in the use of ministry materials, equipment, supplies, and space for youth groups in all church ministry organizations.
4. Maintain an active ministry of personal witnessing and ministry.
5. Promote a regular ministry of outreach for the youth division in cooperation with the Church's plan of outreach.
6. Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to youth; plan and conducting special projects (such as camps and retreats) for youth ministry organization groups.
7. Provide appropriate activities and training for parents.
8. Work with the director of library services in providing resource materials for, youth and youth workers.
9. Prepare an annual budget for needs of the youth division for recommendation to the Stewardship Committee; administer the approved budget according to policy.
10. Keep informed on the latest materials and methods related to youth work.
11. Perform other duties as assigned by the [Senior] Pastor.

Minister of Education and Administration

Principal Function:

The Minister of Education and Administration is responsible to the [Senior] Pastor for assisting the Church educational ministry organizations in planning, conducting and evaluating comprehensive educational ministries and providing leadership in administration, as the Church may require.

Responsibilities

1. Lead the Church in planning, conducting and evaluating a comprehensive ministry of Christian education.
2. Serve as educational resource person and advisor to the leaders of the following church ministry and service organizations; Sunday School, Discipleship Training, W.M.U., Men's Ministries and Church Media Library Services. Coordinate and unify the various organizations to avoid conflict, duplications and overlapping.
3. Serve as coordinator, resource person and advisor to the committees and/ or ministry teams of the Church. Coordinate and unify the various committees and/or ministry teams to avoid conflict, duplications and overlapping.
4. Develop special training and education projects such as camps, retreats, and study seminars for various age groups within the congregation.
5. Lead the Church to be aware of the educational and curriculum materials available and lead the Church to choose the most suitable.
6. Guide in the selection, enlistment, training of workers.
7. Develop and administer a Sunday School outreach ministry .
8. Maintain an adequate system of records.
9. Direct and promote weekly workers' meetings.
10. Lead the Church in planning, conducting, and evaluating a comprehensive plan of business operation for the Church.
11. Serve as purchasing agent for the Church.
12. Give general direction to the week-day operation of the Church Office;
13. Supervise ministry assistants, administrative assistants and others secretarial- clerical workers as assigned.
14. Direct the maintenance program of the Church; work with the appropriate committee/team to establish a maintenance schedule and a housekeeping schedule.
15. Direct the food service ministry of the Church; supervise the Manager of Food Service and Church Hostess.
16. Work with the Stewardship Committee in promoting the annual stewardship emphasis of the congregation. Promote a year round stewardship emphasis.
17. Establish a financial record system for the Church and direct its operation.
18. Work with Property and Space Committee and architects on projecting and evaluating need for additional buildings.
19. Formulate an annual budget in consultation with the Stewardship Committee.

20. Work with the leaders of church organizations and age divisions to recommend suitable educational building space and equipment and to assign classrooms and church facilities for special activities.
21. Evaluate periodically the insurance needs of the Church, in cooperation with the insurance committee/team.
22. Maintain an inventory of church property and equipment.
23. Periodically review wage and salary structures, personnel practices and benefits, and make recommendations to the Personnel Committee.
24. Plan and produce general church publicity and promotion materials.
25. Perform other duties as assigned by the [Senior] Pastor.

Minister of Education and Youth

Principal Function

The Minister of Education and Youth is responsible to the [Senior] Pastor for the development and promotion of the educational and youth ministries of the Church

Responsibilities in Education

1. Direct the planning, coordinating, conducting, and evaluating of comprehensive educational and youth ministries based on ministry tasks.
2. Serve as educational resource person and advisor to the leaders of the following church ministry and service organizations; Sunday School, Discipleship Training, W.M.U., Men's Ministry, and Church Library Ministry Coordinate and unify the various organizations to avoid conflict, duplications and overlapping.
3. Supervise the work of assigned paid staff members.
4. Give general direction to the week-day operation of the Church Office; supervise secretarial-clerical workers as assigned.
5. Serve as a member of the Church Leadership Team /Church Council.
6. Lead in selection, enlisting and training of volunteer workers in cooperation with the Church Nominating Committee.
7. Organize and direct a church-wide outreach ministry.
8. Develop special training and education projects such as camps, retreats, and study seminars for various age groups within the congregation.
9. Plan activities for senior adults.
10. Edit church publications as assigned.
11. Lead the Church to be aware of the educational and curriculum materials available and lead the Church to choose the most suitable.
12. Serve as coordinator, resource person and advisor to the committees and/or ministry teams of the Church. Coordinate and unify the various committees and/or ministry teams to avoid conflict, duplications and overlapping; serve as ex officio member of church committee and/or team.
13. Formulate an annual budget in consultation with the leaders of the Church ministry and service organizations to be recommended to the Stewardship Committee.
14. Maintain an adequate system of records.
15. Keep informed on educational methods, materials, promotions, and administration.
16. Recommend suitable educational building space and equipment.
17. Cooperate with association and state leaders in promoting activities of mutual interest.

Responsibilities with Youth

1. Enlist and train all department directors in the youth division; assist in enlisting and training department workers.
2. Give guidance and coordination through enlistment, education, and motivation
3. of the key leadership of youth work.
4. Advise in the use of ministry materials, equipment, supplies, and space for youth groups in all church ministry organizations.
5. Maintain an active ministry of personal witnessing and ministry.
6. Promote a regular ministry of outreach for the youth division in cooperation with the Church's plan of outreach.
7. Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to youth; plan and conducting special projects (such as camps and retreats) for youth ministry organization groups.
8. Provide appropriate activities and training for parents.
9. Work with the director of library services in providing resource materials for youth and youth workers.
10. Prepare an annual budget for needs of the youth division for recommendation to the Stewardship Committee; administer the approved budget according to policy.
11. Keep informed on the latest materials and methods related to youth work.
12. Perform other duties as assigned by the [Senior] Pastor.

Job Descriptions

**Ministry Support
Positions**

Pastor's Secretary/Ministry Assistant

Principal Function

The [Senior] Pastor's Secretary/Ministry Assistant is responsible to the [Senior] Pastor for performing secretarial duties related to the [Senior] Pastor's ministries.

Responsibilities

1. Act as receptionist to [Senior] Pastor, make appointments and receive visitors.
2. Take [Senior] Pastor's telephone calls.
3. Make and keep up to date record of [Senior] Pastor's calendar and schedule.
4. Transcribe and prepare sermons for printing.
5. Transcribe dictation.
6. File correspondence, sermon materials and miscellaneous materials for the [Senior] Pastor. File other materials as assigned.
7. Serve as secretary to the Church Leadership Team/Church Council.
8. Coordinate baptismal services making sure notices are sent to the candidates who are to be baptized.
9. Inform the [Senior] Pastor as to deaths, illness and other crises of the membership.
10. Prepare and send in weekly newspaper ad.
11. Serve the Chairman of Deacons and deacon officers for secretarial needs.
12. Perform other duties as assigned by the [Senior] Pastor.

Financial Secretary/Ministry Assistant

Principal Function

The Financial Secretary/Ministry Assistant is responsible to the Church Business Administrator for maintaining the Church financial records and for preparing periodical financial reports.

Responsibilities

1. Receive, supervise counting and deposit all church offerings according to church policy.
2. Post receipts and disbursements of all accounts according to financial systems.
3. Post offerings weekly to individual accounts; file envelopes.
4. Prepare bank reconciliation statements monthly.
5. Prepare financial reports for the Stewardship Committee and church conference (business meetings), prepare monthly and annual financial statements.
6. Make monthly, quarterly and annual government reports.
7. Check and total all invoices when approved; inform responsible persons of their budget expenditures.
8. Receive and answer queries concerning financial matters; maintain file of invoices, correspondence, and reports.
9. Prepare and issue checks in accordance to church policy.
10. Distribute pledge cards and envelopes to new members.
11. Check and compute weekly time cards of hourly paid workers and issue weekly checks. Issue checks to salaried workers semi-monthly.
12. Perform other duties as assigned by the Church Business Administrator.

Education Secretary/Ministry Assistant

Principal Function

The Education Secretary/Ministry Assistant is responsible to the Minister of Education for serving as secretary and caring for all the secretarial needs related to the educational ministries.

Responsibilities

1. Maintain Sunday School, Discipleship Training, Woman's Missionary Union and Men's Ministry records and files; compile and type reports as requested.
2. Maintain accurate weekly attendance records of all members.
3. Type all correspondence for the Minister of Education.
4. Edit the Church paper, special programs, and other matters of promotion and publicity.
5. Perform secretarial work for the educational staff and ministry.
6. Maintain master educational files.
7. Maintain prospect and outreach file for Sunday School.
8. Maintain training files for Discipleship Training ministry.
9. Compile literature orders: open, check and prepare literature for distribution.
10. Train and supervise volunteer clerical workers, as needed.
11. Perform other duties as assigned by the Minister of Education.

Music Secretary/Ministry Assistant

Principal Function

The Music Secretary/Ministry Assistant is responsible to Minister of Music for serving as secretary and caring for all the secretarial needs related to the music ministry.

Responsibilities

1. Maintain accurate weekly attendance records of all members.
2. Type all correspondence for the Minister of Music.
3. Type weekly music material for the Church paper, special programs, and other matters of promotion and publicity.
4. Help keep choir room, robe room, and choir offices in order.
5. Assist in planning all choir performances.
6. Keep file of all music materials, number all music, maintain file of single copies and assist in keeping all music and materials put away.
7. Assist with music in educational ministry as requested and time permits.
8. Maintain music library and music equipment inventories.
9. Prepare workbooks and study materials for the graded choirs as assigned.
10. Work with choirs, ensembles, and soloists in regular and special rehearsals and performances as assigned.
11. Prepare weekly orders of worship for printing.
12. Perform other duties as assigned by the Minister of Music.

Receptionist

Principal Function

The Receptionist is responsible to the Church Business Administrator for receiving all telephone calls, visitors, mail and deliveries to Church Office.

Responsibilities

1. Sort and classify mail.
2. Answer and process all telephone calls and messages.
3. Receive all visitors to the Church Office.
4. Maintain church calendar.
5. Write letters to all new church members.
6. Take reservations for meals at the Church.
7. Maintain a neat outer office and reception office.
8. Type lists of visitors at Sunday services.
9. Prepare mail for mailing and see that it is taken to the mailbox each day.
10. Type miscellaneous items as directed.
11. Notify all church committee/teams, councils and Deacons concerning meetings
12. Perform other duties as assigned by the Church Business Administrator.

Activities Secretary/Ministry Assistant

Principal Function

The Activities Secretary/Ministry Assistant is responsible to the Minister of Activities/Recreation for performing secretarial duties related to the activities/recreation ministry.

Responsibilities

1. Maintain all activities ministries records and files; compile and type reports as requested.
2. Perform stenographic work for the activities staff and ministry.
3. Maintain file of volunteer workers in the activities ministry .
4. Serve as receptionist for the activities building and be responsible for receiving persons who come into the building and receiving all telephone calls for the building.
5. In case of emergency, serve in the activities building in whatever capacity assigned.
6. Perform other duties as assigned by Minister of Activities/Recreation.

Records Secretary/Ministry Assistant

Principal Function

The Records Secretary/Ministry Assistant is responsible to the Church Business Administrator for maintaining and distributing general church records and periodical mailing lists.

Responsibilities

1. Notify Deacons of regular and called meetings and the responsibilities for offerings, Lord's Supper, security monitors, greeters, etc.
2. Type all church and Deacons' minutes in permanent record book after approval
3. Duplicate the Deacons' and church minutes for distribution prior to regular meeting.
4. Notify the state paper, Home Missions, and Commission magazines of additions, deletions, changes of address in their mailing lists.
5. Assist in maintaining Sunday School records and files as needed.
6. Request and forward church letters, compile and type lists of members lettered out for monthly business meeting.
7. Maintain church rolls, keeping all vital information up to date. All such information to be entered in the computer and mailed to the envelope service weekly.
8. Perform other duties as assigned by the Church Business Administrator.

Secretary/Ministry Assistant

Principal Function

The Secretary/Ministry Assistant is responsible to the Church Business Administrator for performing general office work in relieving the supervisor of minor executive and clerical duties.

Responsibilities

1. Take and transcribe dictation; type sermons.
2. Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports.
3. Review, open, digest, and distribute mail; prepare routine answers without direction, for approval and signature; answer routine letters in absence of the supervisor.
4. Act, as required, during supervisor's absence, in making decisions or taking any necessary action not requiring supervisory approval.
5. Exercise tact, courtesy, and diplomacy in receiving callers, personal or telephone; keep calendar of appointments.
6. Notify committee/team members of meeting dates.

Other Responsibilities

1. Edit and prepare bulletin copy for printer.
2. Order literature and office supplies.
3. Assist in training new office workers.
4. Perform other duties as assigned by the Church Business Administrator

Church Secretary/Ministry Assistant

Principal Function

The Church Secretary/Ministry Assistant is responsible to the [Senior] Pastor for performing secretarial duties related to the ministries of the Church.

Responsibilities

1. Transcribe and prepare sermons for printing.
2. File correspondence, sermon materials and other assigned materials.
3. Serve as secretary to the Church Council. Maintain the Church calendar.
4. Coordinate baptismal services: notify the Baptism Committee/team, send notices to the candidates, and prepare certificates.
5. Inform the [Senior] Pastor as to deaths, illness and other crises of the membership.
6. Assist the Chairman of Deacons and deacon officers with secretarial needs.
7. Make and keep up to date record of Pastor's calendar and schedule.
8. Schedule and arrange for weddings, funerals and other special events as directed by the [Senior] Pastor.
9. Maintain Sunday School and Discipleship Training, Woman's Missionary Union and Brotherhood records and files: compile and type reports as requested.
10. Maintain accurate Church membership files.
11. Compile literature orders: open, check and prepare literature for distribution.
12. Train and supervise volunteer clerical workers, as needed.
13. Receive, supervise counting and deposit all church offerings according to church policy.
14. Post receipts and disbursements of all accounts according to financial systems
15. Post offerings weekly to individual accounts; file envelopes.
16. Prepare bank reconciliation statements monthly.
17. Prepare financial reports for the Stewardship Committee and church conference (business meetings), prepare monthly and annual financial statements.
18. Make monthly, quarterly and annual government reports.
19. Check and total all invoices when approved; inform responsible persons of their budget expenditures.
20. Receive and answer queries concerning financial matters; maintain file of invoices, correspondence, and reports.
21. Prepare and issue checks in accordance to church policy.
22. Distribute pledge cards and envelopes to new members.
23. Perform other duties as assigned by the [Senior] Pastor.

Librarian/Media Center Director

Principal Function

The Librarian/Media Center Director is responsible to the Minister of Education and is to promote the Church Library/Media Center and see that it is well stocked and pleasantly presentable.

Responsibilities

1. Select and procure appropriate books and periodicals.
2. Select and procure appropriate audio-visual programs and equipment.
3. Solicit donations for the Library/Media Center.
4. Process materials for circulation.
5. Provide efficient operation of the Library/Media Center.
6. Promote the circulation of materials among the church membership.
7. Promote the full use of the Library/Media Center among the various Church organizations.
8. With the Library/Media Center Committee, establish policies for the use of the Library/Media Center.
9. With the Library/Media Center Committee, recommend to the Stewardship Committee adequate financial support.
10. Provide upkeep and maintenance of all Library/Media Center space and equipment (The Director is free to request assistance from the church committees/teams and staff as required).

Preschool Extended Care Coordinator

Principal Function

The Preschool Extended Care Coordinator is responsible to the Minister of Education for planning, coordinating, directing and evaluating the preschool extended care ministry of the Church.

Responsibilities

1. Enlist and train all workers in the preschool extended care ministry.
2. Give guidance and coordination through enlistment, education, and motivation of the key leadership of the preschool extended care ministry of the Church.
3. Advise in the use of ministry materials, equipment, supplies, and space for preschool groups in the preschool extended care ministry of the Church.
4. Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to preschoolers.
5. Prepare an annual budget for needs of the preschool extended care ministry of the Church for recommendation to the Stewardship Committee; administer the approved budget according to policy.
6. Keep informed on the latest materials and methods related to preschool work.
7. Perform other duties as requested by the Minister of Education.

Childcare Teacher/Worker

Principal Function

The “paid” Childcare Teacher/ Worker is responsible to the Minister of Education for teaching preschoolers when requested.

Regular Responsibilities

1. Study curriculum materials for the age group being taught and to plan activities so appropriate religious education can take place when boys and girls attend church.
2. Show love, understanding, and acceptance for all boys and girls with whom you work.
3. Accept children only after two teachers are present.
4. Greet children as they arrive with a bright smile and warm words.
5. Teach children about God from the moment the first child arrives until the moment the last child leaves.
6. Sit on a child size chair or on the floor. Too much moving around can be disturbing to young children.
7. Serve snacks on Sunday and Wednesday during extended session.
8. Clean all toys used during the session.
9. Put away materials at the end of each session (such as books, puzzles, blocks, pictures and leftover art materials).

Other Responsibilities

1. Read the recommended Church Study Course books.
2. Take advantage of all training opportunities sponsored by the Church and association.
3. Perform other duties as assigned by the Minister of Education.

Building Superintendent/Facilities Manager

Principal Function

The Building Superintendent/Facilities Manager is responsible to the Church Business Administrator for directing the maintenance program of the Church.

Regular Responsibilities

1. Work with the appropriate committee/team to establish a maintenance schedule and a housekeeping schedule.
2. Supervise all assigned custodians, maids, and grounds keepers.
3. Request cleaning and maintenance supplies and equipment as needed.
4. Operate heating and cooling equipment according to schedule and instructions.
5. Prepare baptistery for use as directed and clean following use.
6. Open and close building daily as scheduled.
7. Check with Church Office or supervisor daily for special assignments.
8. Move furniture, set up tables and chairs for suppers, banquets and other similar occasions; set up assembly and classroom areas for regular activities.

Other Responsibilities

1. Make or arrange with contractors the minor electrical, plumbing, and equipment repairs as requested.
2. Paint walls, furniture, and equipment.
3. Perform other duties as assigned by the Church Business Administrator.

Custodian

Principal Function

The Custodian is responsible to the Building Superintendent/Facilities Manager for maintaining clean buildings and grounds ready for use for church activities; making minor repairs.

Regular Responsibilities

1. Sweep, mop, buff, clean, and wax floors according to schedule; dust furniture and equipment; wash walls and windows and vacuum carpets as scheduled.
2. Maintain clean rest rooms; replenish tissues and towels; empty waste cans.
3. Request cleaning and maintenance supplies and equipment as needed.
4. Operate heating and cooling equipment according to schedule and instructions.
5. Prepare baptistery for use as directed and clean following use.
6. Open and close building daily as scheduled.
7. Mow grass; trim shrubbery; maintain clean church entrance, sidewalk and parking areas.
8. Check with Church Office or supervisor daily for special assignments.
9. Move furniture, set up tables and chairs for suppers, banquets and other similar occasions; set up assembly and classroom areas for regular activities.

Other Responsibilities

1. Make minor electrical, plumbing, and equipment repairs as requested
2. Paint walls, furniture, and equipment.
3. Perform other duties as assigned by the Building Superintendent/Facilities Manager.

Custodians and Maids

Principal Function

The Custodians and Maids are responsible to the Building Superintendent/Facilities Manager for maintaining clean buildings and grounds ready for use for church activities.

Responsibilities

1. Maintain floors according to schedule; dust furniture and equipment; wash walls and windows, and vacuum carpets as scheduled.
2. Maintain clean restrooms and replenish supplies.
3. Make request to Building Superintendent/Facilities Manager for cleaning and maintenance supplies and equipment as needed.
4. Operate heating and cooling equipment according to schedule.
5. Prepare baptistery for use as directed and clean following use.
6. Open and close building daily as scheduled.
7. Mow grass; trim shrubbery, maintain clean church entrance, sidewalk and parking areas.
8. Check with Building Superintendent/Facilities Manager daily for special assignments.
9. Move furniture, set up tables and chairs for suppers, banquets, and other similar occasions; and, set up assembly and classroom areas for regular activities.
10. Prepare facilities for special use as requested by Building Superintendent/Facilities Manager.
11. Assist when facilities and arrangements are needed for weddings. (Extra remuneration according to church policy).
12. Perform other responsibilities, as assigned by the Building Superintendent/Facilities Manager

Grounds Keeper

Principal Function

The Grounds Keeper is responsible to Building Superintendent/Facilities Manager for maintaining clean grounds; and making minor repairs.

Regular Responsibilities

1. Request cleaning and maintenance supplies and equipment as needed
2. Open and close building daily as scheduled.
3. Mow and edge grass.
4. Fertilize and spray grass, shrubs and flowers.
5. Water grass and plants as needed.
6. Trim shrubbery
7. Maintain clean church entrance, side walk and parking areas.
8. Check with Church Office or supervisor daily for special assignments

Other Responsibilities

1. Make minor electrical, plumbing, and equipment repairs as requested
2. Paint walls, furniture, and equipment.
3. Perform other duties as assigned by the Building Superintendent/Facilities Manager.

Manager of Food Services

Principal Function

The Manager of Food Services is responsible to the Church Business Administrator for supervising and operating the Church kitchen and dining room(s).

Responsibilities

1. Requisition and purchase food for all scheduled meals and social functions.
2. Prepare and serve food for all meals in the Church dining room(s).
3. Plan all menus for meals in the Church dining room(s).
4. Assist church hostess by purchasing food for receptions, fellowships, etc.
5. Plan any refreshments to be served at the Church as requested.
6. Plan any other church meals served away from the Church building such as picnics, etc.
7. Work with the building superintendent on table and room arrangements for all meals and social functions.
8. Maintain high standards of cleanliness.
9. Maintain accurate records on cost and operation of the kitchen and submit proper cost reports to the financial secretary .
10. Select and supervise all food service personnel.
11. Maintain the equipment needed to carry out the designated responsibilities.
12. Keep informed of the Church calendar of activities.
13. Be responsible for day-to-day freezer inventory.
14. Be responsible for an end-of-year inventory to be used for balancing the budget.
15. Be responsible for the care of all church linens (dining room and Lord's Supper).
16. Perform other duties as assigned by the Church Business Administrator.

Church Wedding Coordinator

Principle Function

To serve as a liaison between the pastor, wedding couple, the church, and facilities.

Responsibilities

1. Operate under the church wedding policies.
2. Schedule the wedding date and time to coordinate with other church calendar activities.
3. See that all deposits are paid and on time.
4. Arrange a joint meeting with the coordinator, pastor and wedding couple to discuss the wedding.
5. Relate to the wedding couple the church's customs and the do's and don'ts.
6. Work with the pastor and couple in scheduling the initial interview and counseling dates.
7. Tour the building with the bride or the wedding couple to locate dressing areas, and view reception facilities, and worship center.
8. Provide and review with the wedding couple a packet of information, including church wedding policy, application for church facility usage, schedule of applicable fees, etc.
9. Develop a resource list of recommended outside service providers, including florists, printers, photographers/video, caterers, and musicians, to share upon request.
10. Supervise musicians, sound/lighting technicians, photographers and florists.
11. Open and close the church facilities for the rehearsal and wedding.
12. Attend and supervise the wedding rehearsal and, if requested, conduct it.
13. Attend the wedding and, if requested, direct it, including proper clean-up.
14. Supervise the reception, if at the church, including proper clean-up.
15. Work closely with the pastor and staff, committees, officers and leaders to coordinate the weddings for the church.
16. Cooperate with the pastor by performing any other duties when asked to do so.

Church Hostess

Principal Function

The Church Hostess is responsible to the Church Business Administrator for supervising and operating the Church kitchen and dining room(s) for all food services.

Regular Responsibilities

1. Plan meals; purchase, prepare, and serve food for all scheduled meals and snacks and for social functions as requested.
2. Supervise assigned personnel; enlist and direct volunteer workers; train workers in proper food preparation and service.
3. Maintain high standards of sanitation in cleanliness of cooking utensils, dishes, glasses, flatware, and in food handling, preparation, service, and storage to assure compliance with local health and sanitation laws; maintain clean work areas, storage bins, etc.
4. Maintain accurate records in cost and operation.
5. Maintain up-to-date inventory of food supplies.
6. Arrange for servicing, repairing, and replacing equipment in the kitchen as needed.
7. Work with the supervisor on table and room arrangements for all meals and social functions.
8. Assist as requested in other food services.
9. Perform other duties as assigned by the Church Business Administrator.

Church Pianist

Principal Function

The Church Pianist is responsible to the Minister of Music for playing for congregational services and special services as assigned.

Responsibilities:

1. Play for services of the church as assigned.
2. Assist in planning congregational services, choir rehearsals, and special music events as requested.
3. Maintain a regular schedule of piano practice and self-improvement.
4. Assist in training pianists for church organizations.
5. Plan, maintain, and use a complete list of music for church soloists.
6. Serve as accompanist for choirs, ensembles, and soloists as assigned.

Church Organist

Principal Function

The Church Organist is responsible to the Minister of Music for playing for congregational services, weddings, funerals, and serving as accompanist for the church choir.

Responsibilities

1. Play for all services of the church.
2. Assist in planning congregational services, choir rehearsal, and special music events.
3. Maintain a regular schedule of organ practice, special studies, reading, and self improvement.
4. Supervise the use of the church organ by persons other than the organist.
5. Provide for proper maintenance of the organ.
6. Plan, maintain, and use a complete list of music for preludes, offertories, and postludes in the congregational services.
7. Serve as accompanist for choirs, ensembles, and soloists in regular and special rehearsals and services.
8. Serve as accompanist for soloists and groups for appearances outside the church.

Handbell Coordinator

Principal Function

The Handbell Coordinator is responsible to the minister of music for planning and leading the handbell music group of the Music Ministry.

Responsibilities

1. Administer, plan, conduct, and evaluate the work of handbell ensembles.
2. Plan and conduct specific training for future handbell choir directors and prospective handbell choir members.
3. Lead in determining organization, leadership, curriculum, and schedules for handbell work within the framework of the church and the Music Ministry.
4. Make recommendations concerning space, equipment, materials, literature, and other resources.
5. Recommend and assist in enlistment of leaders for handbell choirs.
6. Assist the minister of music in providing music and musicians for church worship services and other meetings as requested.
7. Serve as a member of the Church Music Council.

Instrumentalist

Principal Function

The Instrumentalist/Pianist/Organist is responsible to the Minister of Music for serving as a musical instrumentalist in the services and activities of the Church.

Responsibilities

1. Play for all services of the Church, both regular and special as directed by the Minister of Music.
2. Play for special meetings within the Church such as evangelistic conference, weddings and funerals, when requested.
3. Accompany choir rehearsals as directed by the Minister of Music.
4. Maintain an accurate account of instrument needs and maintenance and notify the Minister of Music.
5. Perform other duties as assigned by the Minister of Music.

Instrumentalist and Music Assistant

Principal Function

The Instrumentalist and Music Assistant is responsible to the Minister of Music for serving as an instrumentalist of the Church and assisting in the music ministry.

Responsibilities

1. Play for all services of the Church, both regular and special.
2. Serve as accompanist for choirs, ensembles, and soloists in regular and special rehearsals and performances, as assigned.
3. Play for weddings and funerals, as requested, and with the approval of the Minister of Music.
4. Assist in planning worship services, choir rehearsals, and special music events.
5. Plan and give direction to a training ministry designed for developing organists and pianists in the Church.
6. Maintain a regular schedule of organ practices and study.
7. Serve as secretary to the Minister of Music; take and transcribe dictation; and maintain music ministry files, library and equipment inventories.
8. Prepare workbooks and study materials for the graded choirs, as assigned.
9. Perform other related responsibilities, as assigned by the Minister of Music.

Church Music Librarian

Principal Function:

The Church Music Librarian is responsible to the Minister of Music for setting up and maintaining the Music Library.

Responsibilities

1. Maintain an up-to-date card index file of all music and equipment available in the Music Library.
2. Obtain music supplies and equipment for the Music Ministry as authorized by the Minister of Music.
3. Provide the music leaders of the church with a regular listing of all music, supplies, and equipment.
4. Catalog and file music and equipment.
5. Repair and reorder music, supplies and equipment as needed.
6. Work with the Church Library in properly relating materials of the two libraries.

Public Relations Coordinator

Principal Function:

The Public Relations Coordinator will oversee church publications and advertising and will offer suggestions for improving and maintaining the church's image in the community.

Responsibilities/Duties

1. Coordinate and oversee development of advertisements, flyers, public relations pieces, news releases and newsletters for the church.
2. Meet with public relations assistants to brainstorm and delegate tasks and special projects.
3. Contact photographer regarding photography needs.
4. Coordinate and insure completion and delivery of special mailings, neighborhood canvasses, etc.
5. Keep a file of all the church's printed advertisements, newsletters, etc.
6. Accountable to the executive pastor.
7. This position is volunteer and may be filled by a church member who has the gift of Administration and is experienced in publishing, advertising or public relations and is organized as well as a good communicator.
8. Must be friendly, professional, and a dependable leader.
9. Must have a passion for promoting good communication within the church and presenting a positive image of the church in the community.
10. Will be available for a one year commitment, minimum.

Anticipated Time Commitments

1. Doing ministry/preparing for ministry: one hour a week (more during special events).
2. Participating in meetings/training: one hour a month.

Job Descriptions

Church

Weekday

Education

(CWE)

Positions

Church Weekday Education (CWE) Director

Principal Function

The CWE Director will be responsible to the Minister of Childhood Education (the Minister of Education, the Church Business Administrator, or the [Senior] Pastor) and will serve as an ex officio member of the CWE Committee and work with them in the formulation of policies and in making reports to the Church and is responsible to supervise the overall operation of the weekday education ministry

Responsibilities

1. Plan with the supervisor, teachers, and the CWE Committee a program of education and care suited to the needs and the ages of the children enrolled.
2. Supervise teachers in carrying out the daily program and lead in regular evaluation of the program.
3. Provide and encourage the use of teachers' aides for all groups as needed through volunteers or professional workers.
4. Meet with other church ministry leaders who use the same facilities to coordinate the effective use of equipment and resources.
5. Recommend new staff to the CWE Committee and/or the Personnel Committee.
6. Secure substitutes as necessary from a list approved by the CWE Committee.
7. Conduct regular staff meetings for planning and evaluating the ministry.
8. Attend professional conferences and workshops; encourage teachers to do so.
9. Coordinate the work of the teachers and the custodial staff to leave rooms in order each day.
10. Plan for health and safety, seeing that staff members have proper medical examinations, keeping health records on all children enrolled, and scheduling activities to teach safety to the staff and children.
11. Prepare the ministry budget in consultation with the CWE Committee.
12. Administer the ministry within the limits of the budget, consulting regularly with the supervisor and or the weekday education committee.
13. Maintain an adequate system for proper accounting of petty cash.
14. Develop personal information files on each child, including medical and other data that will enable the teacher to confer with the parents on a regularly scheduled basis in both general and private meetings
15. Enlist the help of a responsible replacement in the absence of the director during all times when children are present.
16. Confer with the dietitian on menus for each week and give notice to special needs and diets.
17. Maintain a spiritual ministry through the weekday education ministry in keeping with the Church's purpose and goals for the ministry.
18. Perform other duties as assigned by the designated supervisor.

Church Weekday Education (CWE) Teacher

Principal Function

The teacher is responsible to the CWE Director and to assist the CWE Director in the ongoing activities of the ministry and serve as a teacher in keeping with the policies established by the CWE Committee.

Responsibilities

1. Maintain a Christian environment and provide activities that will promote children's physical, emotional, mental, social, and spiritual growth.
2. Work according to the schedule outlined by the director and to maintain prompt hours.
3. Plan, supervise, and implement a daily teaching program in accordance with the policies and philosophy of the weekday ministry.
4. Give each child the attention needed to assure his best welfare (includes needs related to learning experiences, eating, toileting, sleeping, playing, working, health care, and safety).
5. Make home visits to establish relationships with each child's family, in cooperation with the director.
6. Maintain progress records of each child's growth and development, and to place the information in the child's personal file.
7. Attend classes, workshops, and other training opportunities for personal and professional growth.
8. Work with maintenance and cleaning personnel to assure a clean and orderly room each day.
9. Plan with other teachers using the same room to assure maximum benefit of facilities. Do this in cooperation with the director,
10. Attend all parent and staff meetings.
11. Inform the director of needed supplies, repairs, and materials as far in advance as possible.
12. Enrich daily programs in a variety of ways, using the best methods of teaching and helps provided for the learning experience.
13. Perform other duties as assigned by the CWE Director.

CWE Assistant Teacher/CWE Teacher's Aide

Principal Function

The CWE Assistant Teacher/CWE Teacher's Aide is responsible to the CWE Director and to assist the Director or the Teacher in providing appropriate learning experiences for the children.

Responsibilities

1. Confer with the Teacher about definite responsibilities and schedules.
2. Become acquainted with all children, aware of their needs, and knowledgeable of their family backgrounds and home environments.
3. Cooperate in maintaining a happy atmosphere in which each child may come to know his freedom and his limitations.
4. Treat each child consistently and kindly in the patterns established by the teacher.
5. Seek to be a helper, not a mother image for the children.
6. Be consistently mindful of the goals of the weekday education ministry and work for daily realization of these goals.
7. Attend all parent meetings and staff meetings.
8. Help with the general housekeeping tasks.
9. Become acquainted with and abide by all policies of the weekday education ministry.
10. Make careful observations and written notations of significant behavior of children for whom you are responsible, and to share them with the lead teacher.
11. Assist in the planning process for each unit of study, and to carry out any responsibilities assigned.
12. Take advantage of in-service training, workshops, and other educational opportunities for professional growth.
13. Perform other duties as assigned by the designated supervisor.

Church Weekday Education (CWE) Cook

Principal Function

The CWE Cook is responsible to the CWE Director and is to prepare the food for children and staff. In some churches the Cook may serve in a dual position, also carrying the responsibilities as Church Host or Hostess. In such cases the Cook may be responsible to another church staff member, thus making coordination between the weekday director and other supervisors crucial.

Responsibilities

1. Work with the director in preparing menus for the weekday education ministry .
2. Prepare meals and snacks as prescribed by the menu, using methods that maintain food value and freshness.
3. Ensure that milk, juice and snacks are available for children.
4. Maintain an inventory of food on hand. Make lists of food requirements. Work with the director to make needed purchases, and supervise the storage of all food ordered.
5. Order emergency items in the absence of the director only from authorized merchants as previously determined with the director.
6. Supervise children who help set the table or arrange food and snacks.
7. Keep records of any special dietary needs and adjust menus accordingly.
8. Clean the stove, refrigerator, cabinets, and all parts of the kitchen and dining area according to a designated schedule: wash and sterilize dishes and all utensils according to directions.
9. Attend staff meetings when necessary.
10. Maintain neat and clean physical appearance; to keep health card up-to-date.
11. Perform other duties as assigned by the designated supervisor.

CWE Custodian/Housekeeper

Principle Function

The CWE Custodian/Housekeeper is responsible to the Director of the weekday education ministry and is to provide janitorial services and limited maintenance assistance under the direction of CWE Director or other church staff member if the Custodian/Housekeeper is responsible for other church cleaning.

Responsibilities

1. Clean and sanitize rest rooms daily, washing doors, mirrors, toilets, and lavatories.
2. Keep toilet tissue, paper towels, and soap dispensers adequately supplied.
3. Empty trash cans and garbage containers daily.
4. Mop and wax floors (or clean carpets) in classrooms, workrooms, and offices on a regular schedule.
5. Wash, dry, and fold clothes, sheets, and blankets.
6. Maintain linen closet in neat, clean condition
7. Wash windows, woodwork, and do general cleaning as instructed by the weekday director.
8. Do general maintenance of buildings, grounds, and equipment as required by the director.
9. Assist in setting up and putting away heavy equipment.
10. Perform other duties as assigned by the designated supervisor.

Three Keys to Effective Church Officer Work*

1. **Selection** relates to the work of the nominating committee in its church-assigned task of discovering and distributing the man power resources of the church.
2. **Election** relates to the authoritative responsibility of the church body in its administrative task of determining the need for persons and electing persons to fill the need.
3. **Direction** relates to the actual performance of the officer fulfilling his assigned task according to church approved guidelines.

The effective use of church officers saves meeting time of the congregation, utilizes special skills and knowledge of church members, provides opportunity to develop members, and moves the church forward in the accomplishment of its objectives.*

- Idus V. Owensby, *Helps for Church Officers* (Nashville: The Sunday School Board of the Southern Baptist Convention. 1973), p. 21

Church Treasurer

General Information

1. **Method of Election:** Recommended by the church nominating committee and elected by the church.
2. **Term of Office:** Three years. He may succeed himself. (Some churches choose to elect annually, but longer tenure may provide more stable leadership.)

Principle Function

The Church Treasurer shall assist in the receiving, accounting, and disbursing of all the church's monies.

Duties

1. Work with the Stewardship Committee to develop and recommend to the church such policies and procedures that relate to receiving and disbursing church monies.
2. Maintain adequate records of all church funds received and disbursed.
3. Maintain members records of contribution and provide quarterly (recommended) to members.
4. Examine supporting data for all church requests and issue checks.
5. Make monthly and annual reports to the Stewardship Committee and the church.
6. Serve on, or work in close cooperation with, the Stewardship Committee.

Work of the Moderator

Five Priorities of the Moderator's duties are:

- Maintain the fellowship
 - Conduct the business orderly
 - Move the meeting along in a timely manner
 - Clarify the motions/matters for which there will be a vote
 - Avoid trivialities
1. The Moderator in the performance of his work in the operation of church government contributes to the spiritual maturity Paul referred to in Ephesians 4:13: "*Unto a perfect man, unto the measure of the stature of the fullness of Christ.*" In guarding and maintaining the fellowship of the church, the primary goal of the Moderator must be to achieve unity in diversity. People will have different views, ideas, and convictions; but the Moderator is responsible in leading the congregation to see that the camaraderie of the church is stronger than the disagreements.
 2. Order in a church business meeting is essential for the accomplishment of the purpose of the meeting. One desiring to speak should rise and say: "Mr. Moderator, " then wait to be recognized by the Moderator before he/she proceeds with a question or comment. It is improper for the Moderator to limit discussion and/or to expect people to vote without an adequate opportunity for discussion.
 3. The Moderator should have a written agenda for the meeting for him to follow. An agenda provides an orderly guide for executing the business during the meeting. An agenda is a listing of the matters to be discussed in the order of priority. When all matters have been handled, the business session can be adjourned.
 4. Actions to be voted upon should be made clear so that the body understands before voting and the person or group assigned to carry out the action has no difficulty in understanding what is to be done. The Moderator may desire to check the clarity of the Church Clerk's minutes before they are typed and presented as the record of the business.

5. Trivial matters should be avoided in church business meetings. Ongoing activities related to the church program and the work of church officers and committees should be processed by the respective person(s) and reported on at the business meeting.

The Moderator must be familiar with rules of order and parliamentary procedure. Most churches have adopted the use of the latest edition of Robert's Rules of Order as their guide. Parliamentary procedure is viewed by some as being "common sense used in a gracious manner." But there is a contrasting view that "parliamentary procedure is the devil's democracy." Which one it becomes depends on the understanding and use (or abuse) of procedure by both the moderator and the members.

Church Clerk

Principal Function

The Church Clerk shall be responsible for recording and processing all records of church business meetings. The Clerk will be responsible for all official church communications. Some responsibilities may be assigned to church staff members.

Duties and Responsibilities

1. Record minutes of church business meetings. The clerk or his assistant must be present in all regular and special church meetings to record what happens. In regular meetings he records information on applicants for church membership and other decisions of those attending. In church business meetings he records all actions voted by the church and follows through on necessary correspondence related to the actions. Minutes of a meeting may be made in pencil or ink on numbered pages or in a bound notebook. Minutes are not to be entered in the permanent record book until they have been approved by the church. Such approval is usually the first order of business of the next meeting. As soon as possible after the meeting the clerk should send copies of the minutes to the pastor and the moderator (if different). When possible, it is preferred that minutes be typed in a final form and files in a loose-leaf binder that later may be permanently bound. When minutes are recorded in a bound ledger, it is necessary for the writing to be clear and legible. It is important to get the exact wording of a motion. If the clerk is in doubt, he should ask to have the motion repeated while he writes it down word for word. It is preferable to have the person making the motion to have it in writing and hand it to the clerk.

Additional Tips:

- ❖ Do not record lost motions unless so ordered by the congregation.
- ❖ Use blue or black ink for records written in longhand (no pencil or colored inks).
- ❖ Leave wide margins for brief reference notes.
- ❖ Number or put in separate paragraph each separate item.
- ❖ Keep a current copy of the Constitution/Articles of Incorporation and Bylaws and a copy of the Church Charter in the minute's book.

2. Preserve records for present and future use. The Clerk is responsible for gathering and maintaining correct records for the church. In addition to the keeping of minutes of business meetings, the Clerk will be responsible for the processing of members' records. He will assist the pastor in the worship service by helping new members complete their "application for membership" records. He will prepare and file the members' records in the master file and the chronological membership record. He will maintain all records related to church members, such as deaths, marriage, and dismissals. He is custodian

of records of former years, of church legal documents, such as deeds, titles of property, charter, and seal. Copies of all documents should be kept in a safe place in the church. Original legal documents should be placed in a safe or in a safety deposit box.

3. Correspond with other churches and church members. The Clerk is the church official responsible for correspondence related to the church. Examples of correspondence are requesting and forwarding of letters of membership to other churches; notifying members, officers, and other persons of church actions in which they are involved; providing copies of church records related to legal matters.
4. Provide information for church historical purposes. The Clerk will work with the History Committee or Church Historian by providing highlights of the church's activities. If a church does not have a committee or an elected historian, the church clerk will be responsible for maintaining historical information. Items that may be included are total budget, total church membership, enrollment, new members by baptism and letter, names of pastor and other church leaders, and outstanding events, such as addition of new staff members, start or completion of new buildings, remodeling of buildings, and anniversaries.
5. Prepare the Annual Church Profile to the Association. The clerk will gather information and compile the Annual Profile to the Association. He will present the profile information to the church for approval and forward copies to the designated offices.

CHURCH TRUSTEES

The responsibilities of trustees are normally located in the church's Articles of Incorporation and/or the Bylaws or the Church Constitution and Bylaws. In some churches the trustee group is treated as a committee and members serve on a rotating schedule.

Porter W. Routh states, "The office of a trustee is called into being by the relationship of the church to the state rather than by any scriptural injunction."* Therefore the trustees serve as legal officers for the church. If a church is incorporated (all churches should be incorporated), the Articles of Incorporation will state the duties of the Trustees. If a church is not incorporated, "it is necessary that the legal titles be conveyed to trustees who hold the property in trust for the society (church) as beneficiary."*A corporation normally has a Board of Directors with more expansive authority than that which is given to the Trustees in a Southern Baptist Church. Because of the limitations on their authority, and because of the traditional use of Trustees in churches prior to the days when most churches incorporated, the title of Trustee seems a more fitting term to describe the limited but important function Trustees provide in Southern Baptist Churches today. However, the method in which Trustees are established within the corporation is akin to a Board of Directors notwithstanding the more limited scope of authority they exercise.

Responsibilities:

- 1. Serve as legal representatives under the direction and on behalf of the church body.** Trustees act as directed by the church. If trustees act without church authority, they become personally liable for their actions. At the will of the body they shall have the power to buy, sell, mortgage, lease or transfer church property. They are the signatories for all legal documentation.
- 2. Preserve all legal documents.** The Trustees can be responsible for maintaining inventory of all church legal documents such as deeds, loans, contracts, etc. The Trustees should maintain a safe deposit box for such documents. If the church does not have an Insurance Committee, the Trustees can be the responsible party for church property insurance.
- 3. Advise the church body, church officers and church authorized leadership groups (committees, teams, and councils) regarding legal concerns.** The Trustees may be asked to secure and/or provide information and counsel to those in leadership positions. However, the Trustees have no authority for making decisions without the church's action.

*Porter Routh, "What Is a Trustee?" (Church Administration Department, Sunday School Board of the Southern Baptist Convention, 1969-70).

Job Descriptions for Effective Leadership

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BEFORE YOU USE THIS BOOK

IMPORTANT INFORMATION

1. These Job Descriptions are “Samples Only.” They are NOT intended to be used exactly as they are worded. They are reference materials and a starting point. Because there is overlapping and redundancy among the Job Descriptions, just use what is best for your needs. The best Job Descriptions are the ones written for YOUR church in particular, to meet the needs of YOUR specific church. If you have any problem with writing your church’s Job Descriptions, please free to call the Office of LeaderCare and Church administration.
2. For the purposes of this book, the Pastor is the assumed staff leader and bears the responsibility for the proper guidance of the church. Therefore, the job positions are under his ultimate supervision even though his title may not be listed in every Job Description. In churches with large staff positions to supervise, the Pastor may delegate the supervision to another staff member or group.

Developing Job Descriptions

The Church determines who is responsible for developing Job Descriptions.

The [Senior] Pastor and/or Personnel Committee will usually begin the process. A Sub-Committee of 3 or 5 members is then formed including:

- The [Senior] Pastor or Church Business Administrator
- One or two Personnel Committee members
- One or two additional staff members

The Sub-Committee then performs the following:

1. Prepare a questionnaire for the staff to complete.
2. Conduct a conference with the staff:
3. In smaller churches the staff should meet as a group.
4. Larger churches may meet separately with each classification of employees:
 - Ministerial
 - Clerical
 - Maintenance
 - Child Care
 - Instrumentalists
5. Explain the purpose of the project to the group
6. Distribute questionnaires to each staff member.
7. Read each question aloud to the group and clarify the meaning.
8. Encourage questions from the staff.
9. Instruct each staff member to answer the questions on the form and return the form to his or her supervisor.
10. Allow each staff member to fill out a questionnaire, including the following:
11. Keep a time study for one month.
 - Answer questions on the form.
 - List any quarterly or annual duties.
 - List any irregular or non-scheduled duties (request for letter, baptism, etc.).
 - The Personnel Committee or the [Senior] Pastor then interviews each staff member to gain additional insight.
 - Each staff member's questionnaire is then reviewed by his/her supervisor and forwarded to the Sub-Committee.

Gain input from other sources; Gather the Information.

1. Determine the present procedure for changing Job Descriptions.
2. Secure sample Job Descriptions from other churches.
3. Secure examples and guidelines from the Office of LeaderCare/Church Administration at the Alabama Baptist State Board of Missions.

Determine an initial plan for the staff structure.

The Sub-Committee determines the current staff structure as follows:

- Create a chart showing all staff relationships.
- Create a second chart showing all relationships (show all ministries, programs, committees and groups, e.g. every choir, all music councils, etc.).
- Revise this chart to show the desired arrangement.
- The Sub-Committee then summarizes the duties of each position. Summarize skills and requirements of each position.

Write the Job Descriptions

1. List the position title
2. List supervisor
3. Summarize responsibilities
4. List duties:
 - Be direct. Be specific. Be terse.
 - Convey definite meaning.
 - Use specific action verbs (e.g. operate, type, maintain, supervise).
 - Use the present tense.
 - Do not include dedication, relationship, credit rating, or morals statements.
 - Refer to individuals by title and not by name.
5. Avoid slanting policies toward individuals.
6. Omit any specific salaries or wage increases.
7. Omit annuity rates.

Recommended Suggestions

- Simple is better than complex.
- Brief is better than wordy.
- General is better than detailed.

Review the Job Descriptions

Present the proposed Job Descriptions to the entire Personnel Committee:

- Review each Job Description.
- Revise as needed.

The Sub-Committee meets with each staff member individually to discuss the new Job Description (especially any revisions) noting any needed changes.

Present the proposed Job Descriptions to the entire Personnel Committee:

- Revise, including any changes needed after the interview.
- Revise as needed.

Approve the Job Descriptions

The full Personnel Committee presents the Job Descriptions to the Church Leadership Team (formerly known as the Church Council) for approval.

The Personnel Committee and the Church Leadership Team (formerly known as the Church Council) present the Job Descriptions to the Church for approval.

Come to a consensus:

- Distribute copies to all church members.
- Encourage questions.
- Conduct at least two question and answer meetings.
- Revise if needed.
- Vote on the Job Descriptions.

The Personnel Committee follows through:

The [Senior] Pastor and the Personnel Committee each maintain a file of Job Descriptions. The Personnel Committee conducts a review of all Job Descriptions at least annually and recommends changes as needed. Reviews of individual Job Descriptions are also conducted by the Personnel Committee as follows:

- When a staff member leaves the employ of the Church.
- When a new staff member enters the employ of the Church.
- When requested by any staff member.
- When requested by any supervisor .
- When requested by the Church Business Administrator (if other than the [Senior] Pastor).
- When requested by time Pastor.
- When requested by the Personnel Committee.

Job Descriptions

**Ministerial
Positions**

Pastor

Principal Function:

The Pastor is responsible to the Church for providing administrative and spiritual leadership for the congregation and the Church Staff; for leading the organizations, and the Church Staff to perform their assigned tasks; and for using his skills in proclamation and Pastoral care in meeting the needs of persons in the Church and community.

Responsibilities:

1. Serve as spiritual leader and overseer of the congregation.
2. Provide administrative leadership for the total church ministry.
3. Serve as chairman of the Church Leadership Team/Church Council, or delegate and share the leadership with other staff members as he may, from time to time, designate.
4. Proclaim the Gospel and lead the Church in proclaiming the Gospel to the Church and community.
5. Lead the staff and the Church in a caring ministry for persons in the Church and the community.
6. Lead or delegate the leadership of the congregational services. Plan, coordinate and evaluate congregational services.
7. Preach at all worship services that include preaching or arrange for someone else to perform this function.
8. Serve as moderator of the Church.
9. Recommend and advise on the selection of all staff members. Recommend and advise and in determining their duties.
10. Give supervision to other members of the Church Staff according to the staff organization set forth in the Church Organizational Chart.
11. Plan for and provide leadership in the observance of the Church ordinances.
12. Conduct funeral services and wedding ceremonies as feasible, sharing and delegating to others on the staff responsibilities in this area.
13. Appoint committees and/or ministry teams as set forth in the Bylaws and other such special committees or task forces as the Church may request or the [Senior] Pastor may deem advisable from time to time.
14. Counsel with and assist in training Deacons for their responsibilities.
15. Perform other duties as assigned by the Church.

Senior Pastor

Principal Function:

The Senior Pastor is responsible to the Church for providing administrative and spiritual leadership for the congregation and the Church Staff; for leading the organizations, and the Church Staff to perform their assigned tasks; and for using his skills in proclamation and Pastoral care in meeting the needs of persons in the Church and community.

Responsibilities:

1. Serve as spiritual leader and overseer of the congregation.
2. Provide administrative leadership for the total church ministry.
3. Serve as chairman of, or delegate and share the leadership of, the Church Leadership Team/Church Council with other staff members as he may, from time to time, designate.
4. Proclaim the Gospel and lead the Church in proclaiming the Gospel to the Church and community.
5. Lead the staff and the Church in a caring ministry for persons in the Church and the community.
6. Lead or delegate the leadership of the congregational services. Plan, coordinate and evaluate congregational services.
7. Preach at all worship services that include preaching or arrange for someone else to perform this function.
8. Serve as moderator of the Church.
9. Recommend and advise on the selection of all staff members. Recommend and advise and in determining their duties.
10. Give supervision to other members of the Church Staff according to the staff organization set forth in the Church Organizational Chart.
11. Plan for and provide leadership in the observance of the Church ordinances.
12. Conduct funeral services and wedding ceremonies as feasible, sharing and delegating to others on the staff responsibilities in this area.
13. Appoint committees and/or ministry teams as set forth in the Bylaws and other such special committees and/or task forces as the Church may request or the [Senior] Pastor may deem advisable from time to time.
14. Counsel with and assist in training Deacons for their responsibilities.
15. Perform other duties as assigned by the Church.

Associate Pastor

Principal Function:

The Associate Pastor is responsible to the [Senior] Pastor for providing leadership in administration, proclamation and Pastoral care as the Church may require.

Responsibilities:

1. Assist the [Senior] Pastor in all areas of the [Senior] Pastor's work, as requested.
2. Proclaim the Gospel and assist the [Senior] Pastor in leading the Church in proclaiming the Gospel to the Church and community.
3. Assist the [Senior] Pastor in leading the staff and the Church in a caring ministry for persons in the Church and the community.
4. Lead congregational services as directed. Help the [Senior] Pastor plan, coordinate and evaluate congregational services.
5. Preach at worship services as directed by the [Senior] Pastor.
6. Conduct funeral services and wedding ceremonies as requested, subject to the [Senior] Pastors direction.
7. Counsel with and assist in training Deacons for their responsibilities.
8. Plan and participate in a continuous visitation ministry to senior adult members, particularly those in hospitals, nursing homes, and homebound.
9. Perform other duties as assigned by the [Senior] Pastor.

Assistant Pastor

Principal Function:

The Assistant Pastor is responsible to the Pastor for providing support and assistance in areas of Pastoral Duties and Care as the Pastor and/or the church may require.

Responsibilities:

1. Assist the Pastor in all areas of the Pastor's work, as requested.
2. Proclaim the Gospel and assist the Pastor in leading the Church's proclamation of the Gospel.
3. Assist the Pastor in Support Staff leadership and assist the Pastor and Church in a caring ministry for persons in the church and community.
4. Assist in worship leadership as directed.
5. Full the pulpit as requested and directed by the Pastor.
6. Assist the Pastor, if requested, with funeral and wedding services.
7. Assist in Deacon Training, as directed by the Pastor.
8. Assist in the planning and participate in the visitation ministry to senior adults, particularly those in the hospitals, nursing homes and homebound.
9. Perform any other assignments given by the Pastor.

SUGGESTED MINISTRY RESPONSIBILITIES OF A BI-VOCATIONAL PASTOR

QUALIFICATIONS

He should:

- Demonstrate a deep sense of God's calling and commission to the Gospel Ministry
- Possess an effective preaching ability
- Be sound in Southern Baptist doctrine and polity
- Be a supporter of Southern Baptist life and programs
- Be temperate, sensible, friendly, dignified, hospitable, gentle, honest, reliable and exemplary in his conduct
- Have a good reputation in the community
- Be financially responsible

DUTIES AND RESPONSIBILITIES

He should:

- Proclaim the Gospel and lead the church membership in reaching out to its community
- Be responsible for planning and coordinating the worship services and filling the pulpit except in emergencies. In such cases, that responsibility should be placed upon those assigned by the church
- Care for people in the church and community and lead the church to care for each other and those in its community
- Minister to the needs of the people in the church and community as much as his schedule will allow. The church should be sensitive to his limited time and availability due to outside employment and secular work responsibilities.
- Oversee the total program of the church and delegate tasks to others as necessary
- Serve as the chairman of the Church Council/Leadership Team and work with it to plan the church's ministry
- Serve as ex-officio member of all church committees
- Supervise any paid staff and work closely with the deacons in fulfilling the church's ministry

WHEN A CHURCH CALLS A BI-VOCATIONAL PASTOR, THERE ARE SOME SPECIAL CONSIDERATIONS THAT SHOULD BE UNDERSTOOD. THE CHURCH SHOULD EXERCISE TOLERANCE AND BE WILLING TO ASSIST THE BI-VOCATIONAL PASTOR IN THE PERFORMANCE OF MINISTERIAL DUTIES, RECOGNIZING THE LIMITATIONS PLACED UPON HIM BY HIS HAVING TO ENGAGE EMPLOYMENT OTHER THAN THE CHURCH. THESE UNDERSTANDINGS SHOULD BE PLACED IN WRITING WITH BOTH PARTIES GIVING SIGNATURE APPROVAL BEFORE THE PASTORAL MINISTRY BEGINS ON THE CHURCH FIELD.

Administrative/ Executive Pastor

Principal Function:

The Administrative/Executive Pastor is responsible to the [Senior] Pastor and Church for providing administrative leadership for the Church Staff; for leading the Church Staff to perform their assigned tasks; for using his skills in leadership, and meeting the needs of persons in the Church and community.

Responsibilities:

1. Coordinate and supervise all ministers and employees other than the [Senior] Pastor.
2. Lead the Church in planning, conducting and evaluating a comprehensive ministry to the Church and the community.
3. Coordinate and unify the various ministries to avoid conflict, duplications and overlapping.
4. Serve as coordinator, resource person and advisor to the committees and/or ministry teams of the Church. Coordinate and unify the various committees and/or ministry teams to avoid conflict, duplications and overlapping.
5. Maintain an adequate system of records.
6. Lead the Church in planning, conducting, and evaluating a comprehensive plan of business operation for the Church.
7. Give general direction to the week-day operation of the Church Office;
8. Supervise ministry assistants, administrative assistants and others secretarial- clerical workers as assigned.
9. Direct the maintenance program of the Church; work with the appropriate committee and/or ministry team to establish a maintenance schedule and a housekeeping schedule.
10. Direct the food service ministry of the Church; supervise the Manager of Food Service and Church Hostess.
11. Work with the Stewardship Committee in promoting the annual stewardship emphasis of the Church. Promote a year round stewardship emphasis.
12. Establish a financial record system for the Church and direct its operation.
13. Work with Property and Space Committee and architects on projecting and evaluating need for additional buildings.
14. Formulate an annual budget in consultation with the Stewardship Committee.
15. Evaluate periodically the insurance needs of the Church, in cooperation with the insurance committee/team.
16. Maintain an inventory of church property and equipment.
17. Periodically review wage and salary structures, personnel practices and benefits, and make recommendations to the Personnel Committee.
18. Plan and produce general church publicity and promotion materials.
19. Perform other duties as assigned by the [Senior] Pastor.

Minister of Education

Principal Function:

The Minister of Education is responsible to the [Senior] Pastor for assisting the Church educational ministry organizations in planning, conducting and evaluating comprehensive educational ministries.

Responsibilities:

1. Lead the Church in planning, conducting and evaluating a comprehensive ministry of Christian education.
2. Serve as educational resource person and advisor to the leaders of the following church ministry and service organizations; Sunday School, Discipleship Training, W.M.U., Men's Ministry, and Church Library Ministry Coordinate and unify the various organizations to avoid conflict, duplications and overlapping.
3. Serve as coordinator, resource person and advisor to the committees and/ or ministry teams of the Church. Coordinate and unify the various committees and/or ministry teams to avoid conflict, duplications and overlapping.
4. Develop special training and education projects such as camps, retreats, and study seminars for various age groups within the congregation.
5. Lead the Church to be aware of the educational and curriculum materials available and lead the Church to choose the most suitable.
6. Guide in the selection, enlistment, training of workers.
7. Recommend suitable educational building space and equipment.
8. Develop and administer a Sunday School outreach ministry.
9. Maintain an adequate system of records.
10. Direct and promote weekly workers' meetings.
11. Give general direction to the week-day operation of the Church Office; supervise secretarial-clerical workers as assigned.
12. Formulate an annual budget in consultation with the leaders of the Church ministry and service organizations to be recommended to the Stewardship Committee.
13. Perform other duties as assigned by the [Senior] Pastor.

Minister of Music

Principal Function:

The Minister of Music is responsible to the [Senior] Pastor for assisting the Church in planning, conducting, and evaluating a comprehensive music ministry.

Responsibilities:

1. Direct the planning, coordination, operation, and evaluation of a comprehensive music ministry.
2. Coordinate the Church music ministry with the calendar and emphases of the Church.
3. Work with the worship committee/team in determining music ministry goals, organization, leadership, facilities, finances and administration process for the music ministry.
4. Assist the [Senior] Pastor in planning congregational services of the Church; be responsible for the selection of the music.
5. Counsel families for weddings and funerals to be held in the Church. Arrange and provide music when requested. Arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
6. Direct music groups and congregational singing or arrange for someone else to do so.
7. Direct the enlisting and training of leaders for the Church music ministry in cooperation with the Church Nominating Committee.
8. Supervise the work of all music leaders in the music ministry .
9. Work in cooperation with the appropriate persons including the Nominating Committee in selecting, enlisting, training, and counseling with song leaders, accompanists, and other musicians who serve in church ministry organizations.
10. Coordinate the performance schedule of music groups and individuals in the functions of the Church.
11. Give direction to a music ministry plan of outreach and enlistment.
12. Supervise maintenance of and additions to the music library and equipment; provide musical materials, supplies, instruments, and other music equipment for use in the Church's ministry.
13. Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.
14. Coordinate the training and use of instrumentalists and vocalist in groups or as individuals.
15. Prepare an annual budget to be recommended to the Stewardship Committee.
16. Perform other duties as assigned by the [Senior] Pastor.

Worship Leader

Principal Function:

The Worship Leader is responsible to the [Senior] Pastor for assisting the Church in planning, conducting, and evaluating worship.

Responsibilities:

1. Direct the planning, coordination, operation, and evaluation of a comprehensive music ministry.
2. Coordinate the Church music ministry with the calendar and emphases of the Church.
3. Lead the Worship Committee/Team in determining music ministry goals, organization, leadership, facilities, finances and administration process for the music ministry .
4. Assist the [Senior] Pastor in planning congregational services of the Church; be responsible for the selection of the music.
5. Counsel families for weddings and funerals to be held in the Church. Arrange and provide music when requested. Arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
6. Direct music groups and congregational singing or arrange for someone else to do so.
7. Direct the enlisting and training of leaders for the Church music ministry in cooperation with the Church Nominating Committee.
8. Supervise the work of all music leaders in the music ministry.
9. Work in cooperation with the appropriate persons including the Nominating Committee in selecting, enlisting, training, and counseling with song leaders, accompanists, and other musicians who serve in church ministry organizations.
10. Coordinate the performance schedule of music groups and individuals in the functions of the Church.
11. Give direction to a music ministry plan of outreach and enlistment.
12. Supervise maintenance of and additions to the music library and equipment; provide musical materials, supplies, instruments, and other music equipment for use in the Church's ministry.
13. Keep informed on current worship and music methods, materials, promotion and administration, utilizing them where appropriate.
14. Coordinate the training and use of instrumentalists and vocalist in groups or as individuals.
15. Prepare an annual budget to be recommended to the Stewardship Committee.
16. Perform other duties as assigned by the [Senior] Pastor.

Church Business Administrator

Principal Function:

The Church Business Administrator is responsible to the [Senior] Pastor for providing leadership in administration and business practices, as the Church may require

Responsibilities:

1. Lead the Church in planning, conducting, and evaluating a comprehensive plan of business operation for the Church.
2. Serve as purchasing agent for the Church.
3. Give general direction to the week-day operation of the Church Office; supervise ministry assistants, administrative assistants and others secretarial- clerical workers as assigned.
4. Direct the maintenance program of the Church; work with the appropriate committee/team to establish a maintenance schedule and a housekeeping schedule.
5. Direct the food service ministry of the Church; supervise the Manager of Food Service and Church Hostess.
6. Work with the Stewardship Committee in promoting the annual stewardship emphasis of the congregation. Promote a year round stewardship emphasis.
7. Establish a financial record system for the Church and direct its operation.
8. Work with the Minister of Education, the Property and Space Committee and architects on projecting and evaluating need for additional buildings.
9. Work with the leaders of church organizations and age divisions to assign classrooms and church facilities for special activities.
10. Evaluate periodically the insurance needs of the Church, in cooperation with the insurance committee/team.
11. Maintain an inventory of church property and equipment.
12. Periodically review wage and salary structures, personnel practices and benefits, and make recommendations to the Personnel Committee.
13. Plan and produce general church publicity and promotion materials.
14. Perform other duties as assigned by the [Senior] Pastor.

Minister of Youth

Principal Function:

The Minister of Youth is responsible to the Minister of Education for assisting church ministry organizations to develop a comprehensive educational ministry for youth in grades 7-12.

Responsibilities:

1. Enlist and train all department directors in the youth division; assist in enlisting and training teachers.
2. Give guidance and coordination through enlistment, education, and motivation of the key leadership of youth work.
3. Advise in the use of ministry materials, equipment, supplies, and space for youth groups in all church ministry organizations.
4. Maintain an active ministry of personal witnessing and ministry.
5. Promote a regular ministry of outreach for the youth division in cooperation with the Church's plan of outreach.
6. Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to youth; plan and conducting special projects (such as camps and retreats) for youth ministry organization groups.
7. Provide appropriate activities and training for parents of youth.
8. Work with the director of library services in providing resource materials for youth and youth workers.
9. Prepare an annual budget for needs of the youth division for recommendation to the Stewardship Committee; administer the approved budget according to policy.
10. Keep informed on the latest materials and methods related to youth work.
11. Perform other duties as requested by the Minister of Education.

Minister of Students

Principal Function:

The Minister of Students is responsible to church ministry organizations to develop students in grades 7-12 and college.

Responsibilities:

1. Enlist and train all department directors in the youth division; assist in enlisting and training teachers.
2. Give guidance and coordination through enlistment, education, and motivation of the key leadership of youth work.
3. Advise in the use of ministry materials, equipment, supplies, and space for youth groups in all church ministry organizations.
4. Maintain an active ministry of personal witnessing and ministry.
5. Promote a regular ministry of outreach for the youth division in cooperation with the Church's plan of outreach.
6. Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to youth; plan and conducting special projects (such as camps and retreats) for youth ministry organization groups.
7. Provide appropriate activities and training for parents of youth.
8. Work with the director of library services in providing resource materials for youth and youth workers.
9. Prepare an annual budget for needs of the youth division for recommendation to the Stewardship Committee; administer the approved budget according to policy.
10. Keep informed on the latest materials and methods related to youth work.
11. Perform other duties as requested by the Minister of Education.

Youth Pastor

Principal Function:

The Youth Pastor is responsible to the Minister of Education for assisting church ministry organizations to develop a comprehensive educational ministry for grades 7-12.

Responsibilities:

1. Enlist and train all department directors in the youth division; assist in enlisting and training teachers.
2. Give guidance and coordination through enlistment, education, and motivation of the key leadership of youth work.
3. Advise in the use of ministry materials, equipment, supplies, and space for youth groups in all church ministry organizations.
4. Maintain an active ministry of personal witnessing and ministry.
5. Promote a regular ministry of outreach for the youth division in cooperation with the Church's plan of outreach.
6. Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to youth; plan and conducting special projects (such as camps and retreats) for youth ministry organization groups.
7. Provide appropriate activities and training for parents of youth.
8. Work with the director of library services in providing resource materials for youth and youth workers.
9. Prepare an annual budget for needs of the youth division for recommendation to the Stewardship Committee; administer the approved budget according to policy.
10. Keep informed on the latest materials and methods related to youth work.
11. Perform other duties as requested by the Minister of Education.

JOB DESCRIPTION

Youth/Student Ministry Intern or Interim Assistant

This position has a specified job tenure set by the church. The person must be teachable and accept that he/she is on staff to learn from the experience of hands-on ministry under the guidance of seasoned ministers as a preparation for future ministry. The person's purpose is to aid in development of the Youth/Student (Y/S) Ministry by providing vision, support and participation. He/she is supervised by and answerable to the Pastor and Y/S Minister.

Responsibilities:

1. Y/S Visitation and support of age oriented activities
2. Teaching of Junior High and Senior High School age Y/S
3. Aid in curriculum development for Y/S Ministry
4. Event Planning and execution
5. Involvement with Y/S Committee and Parents of Y/S
6. Participate in supervised hospital visitation of Y/S
7. Attend and lead (as requested) in worship services
8. Sit in on Staff Meetings as deemed appropriate by the Pastor
9. Be a "peacemaker" in conflict resolution for Y/S Ministry and church unity

Pastor to College Students & Young Adults

Purpose: To oversee, care for and facilitate all aspects of the college age and young adult ministry. The successful candidate should meet the following requirements:

1. Attained a degree in Bible and Theology or be self taught, knowledgeable and competent in understanding the Christian worldview.
2. Able to demonstrate the priority of and practices for personal growth-spiritually, mentally, emotionally, physically, and relationally.
3. Lead, support and be a member of the established college ministry team.
4. Develop and support a student leadership team.
5. Be able to model and demonstrate unconditional love in practical ways to the diversity of students who attend the church.
6. Be willing and able to counsel young people who struggle with a variety of serious issues including identity issues, gender identification, substance abuse, mental illness, sex, broken families, hurting souls, an alternative lifestyles.
7. Be involved in the process of mentoring and discipling students who don't fit into other campus ministries, to support them in unique ways, and encourage them in their faith.
8. Be willing to enter into the unique living environment and culture of students.
9. Invite and encourage students to enter into the church life and to become active participants.
10. Be able to clearly communicate and teach the Bible and Theology on Sunday mornings during the college fellowship time and represent Christ with intellectual integrity.
11. Be willing to work with and partner with the college ministry.

In addition to the duties implied by the requirements presented above, the duties of the College and Young Adult Pastor also will include the following, at a minimum:

1. Be responsible for teaching the college group on Sundays.
2. Facilitate community-building activities for college age students.
3. Facilitate community-building and develop leadership among young adults, including young families.
4. Provide Bible studies for off-campus students.
5. Participate on the Pastoral Team and perform pastoral duties such as preaching, hospital visits, performing weddings and funerals, and such.
6. Participate and contribute, as a member of the Extended Leadership Team (Pastoral staff, deacons, administration), in the shaping and direction of overall congregational life.

Minister of Children

Principal Function

The Minister of Children is responsible to the Minister of Education for planning coordinating, directing and evaluating the children's educational ministry of the Church.

Responsibilities

1. Enlist and train all department directors in the children's division; assist in enlisting and training department workers.
2. Give guidance and coordination through enlistment, education, and motivation of the key leadership of children's work.
3. Advise in the use of ministry materials, equipment, supplies, and space for children groups in all church ministry organizations.
4. Maintain an active ministry of personal witnessing and ministry .
5. Promote a regular ministry of outreach for the children's division in cooperation with the Church's plan of outreach.
6. Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to children.
7. Provide appropriate activities and training for parents.
8. Work with the director of library services in providing resource materials for children's workers.
9. Prepare an annual budget for needs of the children's division for recommendation to the Stewardship Committee; administer the approved budget according to policy.
10. Keep informed on the latest materials and methods related to children's work.
11. Perform other duties as requested by the Minister of Education.

Minister of Preschoolers

Principal Function

The Minister of Preschoolers is responsible to the Minister of Education for planning, coordinating, directing and evaluating the preschool educational ministry of the Church.

Responsibilities

1. Enlist and train all department directors in the preschool division; assist in enlisting and training department workers.
2. Give guidance and coordination through enlistment, education, and motivation of the key leadership of preschool work.
3. Advise in the use of ministry materials, equipment, supplies, and space for preschool groups in all church ministry organizations.
4. Maintain an active ministry of personal witnessing and ministry.
5. Promote a regular ministry of outreach for the preschool division in cooperation with the Church's plan of outreach.
6. Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to preschoolers.
7. Provide appropriate activities and training for parents.
8. Work with the director of library services in providing resource materials for preschool workers.
9. Prepare an annual budget for needs of the preschool division for recommendation to the Stewardship Committee; administer the approved budget according to policy.
10. Keep informed on the latest materials and methods related to preschool work.
11. Perform other duties as requested by the Minister of Education.

Minister of Senior Adults

Principal Function

The Minister of Senior Adults is responsible to the Minister of Education for assisting church ministry leaders in planning, coordination, operation, and evaluation of a total ministry of education, activities and ministry with senior adults.

Responsibilities

1. Survey the needs and determine the areas of concern to be included in a ministry to senior adults.
2. Keep church informed of senior adult needs and ministry plans through all appropriate channels.
3. Work with Nominating Committee and education staff to secure leadership for the ministry .
4. Plan and participate in a continuous visitation ministry of senior adult members, particularly those in hospitals, nursing homes, and homebound shut- ins.
5. Plan trips and special events for senior adults.
6. Enlist and supervise senior adults to do volunteer work in the ministries of church.
7. Formulate a budget for the senior adult ministry for recommendation to the Stewardship Committee; administer the approved budget according to policy.
8. Perform other duties as assigned by the Minister of Education.

Minister of Single Adults

Principal Function

The Minister of Single Adults is responsible to the Minister of Education for assisting church ministry leaders in planning, coordination, operation, and evaluation of a total ministry of education, activities and ministry with single adults.

Responsibilities

1. Survey the needs and consider realistically the area of concern to be included in a ministry to single adults.
2. Keep church informed of single adult needs and ministry plans through all appropriate channels.
3. Work with Nominating Committee and education staff to secure leadership for the ministry .Guide ministry organizational leaders in the selection, enlistment, training of workers for single adult ministry.
4. Plan trips and special events for single adults.
5. Formulate a budget for the single adult ministry for recommendation to the Stewardship Committee; administer the approved budget according to policy.
6. Advise in the use of ministry materials, equipment, supplies, and space by single adults in all church ministry organizations.
7. Coordinate outreach for single adults, and lead workers to contact prospects and absentees.
8. Perform other duties as assigned by the Minister of Education.

Minister of Recreation

Principal Function

The Minister of Recreation is responsible to the Pastor for carrying out the work assigned to the recreation ministry.

Responsibilities

1. Directs the planning, coordination, operation, and evaluation of recreation activities based on the work assigned to the recreation ministry.
2. Represents the recreation ministry on the Church Leadership Team/Church Council; coordinates the recreation activities with the calendar and emphases of the church.
3. Works with the Church Nominating Committee to select the recreation staff, leads in maintaining the recreation staff, plans for training the recreation staff, schedules the times and places of all recreation staff meetings.
4. Meets with individual members of the recreation staff as often as necessary to help plan; conduct, and evaluate each area of assignment.
5. Leads recreation staff in setting goals for the coming year.
6. Sees that the recreation staff carries out its stated responsibilities and has necessary equipment and supplies to do the job.
7. Leads in determining overall recreation training needs and in planning and directing training activities for the recreation ministry.
8. Promotes a church study of one recreation book annually.
9. Keeps records of the recreation ministry and makes monthly reports to the church.
10. Supervises the preparation of budget request for recreation ministry needs.
11. Supervises the purchase, inventory, care, repair, and storage of supplies and equipment.
12. Provides and promotes the use of recommended recreation leadership resources by every recreation staff member or every church leader who needs them.
13. Keeps informed about and promotes attendance at all recreation training opportunities at the Association, State and national Convention assemblies which may affect either members of the recreation staff or other church organization recreation leaders.
14. Maintains a liaison between the Church and the Association in the area of recreation.
15. Promotes the use of church recreation magazines; sees that the Church provides individual copies for each recreation staff member and Leadership Team/Church Council member, if so desired; makes available copies for all appropriate leaders in the various church organizations; provides guidance in the effective use of the magazine.
16. Counsels with youth in areas of vocational guidance and social life.
17. Publicizes the program of the Church Recreation Ministry regularly through the church channels of communication.
18. Magnifies Christ in every phase of the recreation program.
19. Performs other duties as directed by the Pastor.

These additional duties would be added where a Church owns and operates a recreation facility (gymnasium).

20. Supervises building, church recreation budget, and workers (paid and volunteer).
21. Supervises proper maintenance of the facility and all equipment. Sees that the facility is serviceable at all scheduled times.

Minister of Activities/Recreation

Principal Function

The Minister of Activities/Recreation is responsible to the Minister of Education for leading the Church in planning, conducting and evaluating a ministry of Christian recreation and activities for all age groups.

Responsibilities

1. Direct the planning, coordination, conducting and evaluation of recreational activities of the Church for all ages.
2. Coordinate and administer activities in the Christian Life Center .
3. Plan and coordinate activities with all ministry organizations of the Church so as to complement, and not conflict with, their ministries.
4. Work with the Church Nominating Committee to enlist and train volunteer workers to assist in the Christian Life Center.
5. Serve as recreation resource person and advisor to organizations of the Church as requested.
6. Supervise all ministry personnel in the Christian Life Center .
7. Maintain inventory, care, repair and storage of all recreation equipment and supplies.
8. Provide representation for the Church in planning, conducting, and evaluating recreation activities that involve other churches and groups.
9. Formulate a budget for the recreation ministry for recommendation to the Stewardship Committee; administer the approved budget according to policy.
10. Prepare reports necessary for keeping the Church fully informed on the church activities/recreation ministry .
11. Work as a part of the total staff team effort in outreach and reaching people for Christ and church membership.
12. Program the activities of the Christian Life Center to meet the overall needs of the Church to develop fellowship, Christian personal growth and evangelistic outreach.
13. Work with senior adult leaders in planning and conducting their activities.
14. Perform other duties as assigned by the Minister of Education.

Minister of Outreach

Principal Function:

The Minister of Outreach is responsible to the [Senior] Pastor for leading the Church to reach out to people for participation and membership; and to share Christ.

Responsibilities:

1. Lead the Church in planning, conducting and evaluating a comprehensive program of outreach.
2. Serve as a resource person and advisor to the leaders of church programs, ministries and service organizations. Coordinate and unify the outreach efforts of the various organizations.
3. Develop special education and training projects for various age groups within the congregation.
4. Guide in the selection, enlistment, and training of personal witnesses.
5. Develop and administer a Sunday School visitation program.
6. Maintain an adequate system of records.
7. Formulate an annual outreach budget to be recommended to the Stewardship Committee.
8. Perform other duties as assigned by the [Senior] Pastor.

Minister of Community Missions

Principal Function

The Minister of Community Missions is responsible for giving specialized guidance to the social work ministry of the church.

Responsibilities

1. Lead the church in planning, conducting, and evaluating its community missions ministry.
2. Plan and coordinate the church's weekday program and other activities which may be a part of the community missions ministry.
3. Enlist volunteers to serve in the various areas of the community missions ministry.
4. Plan and direct special training sessions for volunteer workers in community missions projects in proper relationship to the church training program.
5. Counsel and advise with mission action groups of the WMU and Men's Ministry about projects they might perform in the community.
6. Consult with the community missions committee in recommending a budget for the community missions ministry.
7. Lead the church in planning, conducting, and supervising its ministry of professional counseling services.
8. Perform other duties as assigned by designated supervisor.

Minister of Evangelism

Principal Function:

The Minister of Evangelism is responsible to the [Senior] Pastor for leading the Church Evangelism Council in fulfilling its objective to develop in church members an understanding of and commitment to the biblical concepts of lifestyle witnessing and corporate evangelism through sensitizing the Church to the lost and their needs

Responsibilities:

1. Develop, carry out, and evaluate plans to fulfill objectives adopted by the Church Evangelism Council and the Church.
2. Lead the Church Staff in the area of evangelism.
3. Serve as a model of lifestyle witnessing by being equipped and engaging in personal evangelism.
4. Serve as a member of the Church Council and work with church program leaders in including evangelism materials in their program areas.
5. Distribute appropriate materials to leaders for study and use.
6. Schedule and preside at the Church Evangelism council meetings.
7. Study evangelism resources and concepts to stay informed.
8. Serve as a resource person to all church program areas in implementing plans of the Church Evangelism Council.
9. Develop church members toward biblical individual lifestyle witnessing and corporate evangelism through sensitizing the Church to the lost and their needs throughout the year.
10. Present evangelism council recommendations to the Church.
11. Coordinate the total evangelism calendar planning for the Church.
12. Perform other duties as assigned by the [Senior] Pastor.

Job Descriptions

Combination

Ministerial

Positions

CONSIDERATIONS FOR CHURCHES SEEKING TO FILL COMBINATION POSITIONS

If your church seeks to fill a combination position, it is important that you are aware of the following:

1. Each minister may or may not have equal expertise or seminary academic training in the areas you have specified.
2. The only way to insure competency is to discuss both practical experience and academic training with each candidate and his/her references.
3. While not reflected on their resumes, candidates may or may not be open to consideration of serving in a combination position.
4. Music/Youth is, by far, the combination position most requested. The supply of individuals willing to serve in this area is extremely limited. The best time to request resumes for ministers of music and youth is early in the school semester. You may also want to consider alternatives such as: 1) two part-time individuals, 2) full-time youth & education minister and part-time music minister, 3) full-time music & education minister (or other music combination) and part-time minister of youth.
5. Normally the Office of LeaderCare/Church Administration (LCCA) has a low number of resumes for candidates willing to be considered for particular combination positions. Contacting the LCCA office close to graduation periods may be the best times of finding more resumes available for combination positions.

Developed by
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Minister of Education and Music

Principal Function

The Minister of Education and Music is responsible to the [Senior] Pastor for the development and promotion of the educational and music ministries of the Church

Responsibilities

1. Direct the planning, coordinating, conducting, and evaluating of comprehensive educational and music ministries based on ministry tasks.
2. Supervise the work of assigned paid staff members.
3. Serve as a member of the Church Council.
4. Lead in enlisting and training volunteer workers in cooperation with the Church Nominating Committee.
5. Organize and direct a church-wide outreach ministry.
6. Assist the [Senior] Pastor in planning all services of worship; arrange and provide music for weddings, funerals, special projects, ministries and other church related activities upon request.
7. Maintain personnel records of all paid staff workers; maintain music library, materials, supplies, musical instruments and other equipment.
8. Serve as the purchasing agent for the Church as assigned.
9. Develop projects such as mission trips, festivals, youth camps, retreats; plan activities for senior adults.
10. Edit church publications as assigned.
11. Assist the chairman of the various committees/teams; serve as the ex officio member of church committees and/or teams.
12. Prepare an annual ministry budget for approval; administer the approved budget according to policy.
13. Keep informed on educational and music methods, materials, promotions and administration.
14. Cooperate with association and state leaders in promoting activities of mutual interest.
15. Perform other duties as assigned by the [Senior] Pastor.

Minister of Music and Youth

Principal Function

The Minister of Music and Youth is responsible to the [Senior] Pastor for assisting the Church in planning, conducting, and evaluating a comprehensive music ministry and for assisting church ministry organizations to develop a comprehensive educational ministry for youth.

Responsibilities in Music

1. Direct the planning, coordination, operation, and evaluation of a comprehensive music ministry.
2. Coordinate the Church music ministry with the calendar and emphases of the Church.
3. Work with the worship committee/team in determining music ministry goals, organization, leadership, facilities, finances and administration process.
4. Assist the [Senior] Pastor in planning congregational services of the Church; be responsible for the selection of the music.
5. Counsel families when requested for weddings and funerals to be held in the Church; arrange and provide music. Arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
6. Direct music groups and congregational singing or arrange for someone else to perform this function.
7. Direct the enlisting and training of leaders for the Church music ministry in cooperation with the Church Nominating Committee.
8. Supervise the work of all music leaders in the music ministry .
9. Coordinate the training and performance schedule of music groups, as well as instrumentalists and vocalist in groups or as individuals in the functions of the Church.
10. Give direction to a music ministry plan of outreach and enlistment.
11. Supervise maintenance of and additions to music library and equipment; provide musical materials, supplies, instruments, and other music equipment for use in the Church's music ministry.
12. Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.
13. Prepare an annual budget for music ministry to be recommended to the Stewardship Committee.

Responsibilities with Youth

1. Enlist and train all department directors in the youth division; assist in enlisting and training department workers.
2. Give guidance and coordination through enlistment, education, and motivation of the key leadership of youth work.
3. Advise in the use of ministry materials, equipment, supplies, and space for youth groups in all church ministry organizations.
4. Maintain an active ministry of personal witnessing and ministry.
5. Promote a regular ministry of outreach for the youth division in cooperation with the Church's plan of outreach.
6. Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to youth; plan and conducting special projects (such as camps and retreats) for youth ministry organization groups.
7. Provide appropriate activities and training for parents.
8. Work with the director of library services in providing resource materials for, youth and youth workers.
9. Prepare an annual budget for needs of the youth division for recommendation to the Stewardship Committee; administer the approved budget according to policy.
10. Keep informed on the latest materials and methods related to youth work.
11. Perform other duties as assigned by the [Senior] Pastor.

Minister of Education and Administration

Principal Function:

The Minister of Education and Administration is responsible to the [Senior] Pastor for assisting the Church educational ministry organizations in planning, conducting and evaluating comprehensive educational ministries and providing leadership in administration, as the Church may require.

Responsibilities

1. Lead the Church in planning, conducting and evaluating a comprehensive ministry of Christian education.
2. Serve as educational resource person and advisor to the leaders of the following church ministry and service organizations; Sunday School, Discipleship Training, W.M.U., Men's Ministries and Church Media Library Services. Coordinate and unify the various organizations to avoid conflict, duplications and overlapping.
3. Serve as coordinator, resource person and advisor to the committees and/ or ministry teams of the Church. Coordinate and unify the various committees and/or ministry teams to avoid conflict, duplications and overlapping.
4. Develop special training and education projects such as camps, retreats, and study seminars for various age groups within the congregation.
5. Lead the Church to be aware of the educational and curriculum materials available and lead the Church to choose the most suitable.
6. Guide in the selection, enlistment, training of workers.
7. Develop and administer a Sunday School outreach ministry .
8. Maintain an adequate system of records.
9. Direct and promote weekly workers' meetings.
10. Lead the Church in planning, conducting, and evaluating a comprehensive plan of business operation for the Church.
11. Serve as purchasing agent for the Church.
12. Give general direction to the week-day operation of the Church Office;
13. Supervise ministry assistants, administrative assistants and others secretarial- clerical workers as assigned.
14. Direct the maintenance program of the Church; work with the appropriate committee/team to establish a maintenance schedule and a housekeeping schedule.
15. Direct the food service ministry of the Church; supervise the Manager of Food Service and Church Hostess.
16. Work with the Stewardship Committee in promoting the annual stewardship emphasis of the congregation. Promote a year round stewardship emphasis.
17. Establish a financial record system for the Church and direct its operation.
18. Work with Property and Space Committee and architects on projecting and evaluating need for additional buildings.
19. Formulate an annual budget in consultation with the Stewardship Committee.

20. Work with the leaders of church organizations and age divisions to recommend suitable educational building space and equipment and to assign classrooms and church facilities for special activities.
21. Evaluate periodically the insurance needs of the Church, in cooperation with the insurance committee/team.
22. Maintain an inventory of church property and equipment.
23. Periodically review wage and salary structures, personnel practices and benefits, and make recommendations to the Personnel Committee.
24. Plan and produce general church publicity and promotion materials.
25. Perform other duties as assigned by the [Senior] Pastor.

Minister of Education and Youth

Principal Function

The Minister of Education and Youth is responsible to the [Senior] Pastor for the development and promotion of the educational and youth ministries of the Church

Responsibilities in Education

1. Direct the planning, coordinating, conducting, and evaluating of comprehensive educational and youth ministries based on ministry tasks.
2. Serve as educational resource person and advisor to the leaders of the following church ministry and service organizations; Sunday School, Discipleship Training, W.M.U., Men's Ministry, and Church Library Ministry Coordinate and unify the various organizations to avoid conflict, duplications and overlapping.
3. Supervise the work of assigned paid staff members.
4. Give general direction to the week-day operation of the Church Office; supervise secretarial-clerical workers as assigned.
5. Serve as a member of the Church Leadership Team /Church Council.
6. Lead in selection, enlisting and training of volunteer workers in cooperation with the Church Nominating Committee.
7. Organize and direct a church-wide outreach ministry.
8. Develop special training and education projects such as camps, retreats, and study seminars for various age groups within the congregation.
9. Plan activities for senior adults.
10. Edit church publications as assigned.
11. Lead the Church to be aware of the educational and curriculum materials available and lead the Church to choose the most suitable.
12. Serve as coordinator, resource person and advisor to the committees and/or ministry teams of the Church. Coordinate and unify the various committees and/or ministry teams to avoid conflict, duplications and overlapping; serve as ex officio member of church committee and/or team.
13. Formulate an annual budget in consultation with the leaders of the Church ministry and service organizations to be recommended to the Stewardship Committee.
14. Maintain an adequate system of records.
15. Keep informed on educational methods, materials, promotions, and administration.
16. Recommend suitable educational building space and equipment.
17. Cooperate with association and state leaders in promoting activities of mutual interest.

Responsibilities with Youth

1. Enlist and train all department directors in the youth division; assist in enlisting and training department workers.
2. Give guidance and coordination through enlistment, education, and motivation
3. of the key leadership of youth work.
4. Advise in the use of ministry materials, equipment, supplies, and space for youth groups in all church ministry organizations.
5. Maintain an active ministry of personal witnessing and ministry.
6. Promote a regular ministry of outreach for the youth division in cooperation with the Church's plan of outreach.
7. Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to youth; plan and conducting special projects (such as camps and retreats) for youth ministry organization groups.
8. Provide appropriate activities and training for parents.
9. Work with the director of library services in providing resource materials for youth and youth workers.
10. Prepare an annual budget for needs of the youth division for recommendation to the Stewardship Committee; administer the approved budget according to policy.
11. Keep informed on the latest materials and methods related to youth work.
12. Perform other duties as assigned by the [Senior] Pastor.

Job Descriptions

**Ministry Support
Positions**

Pastor's Secretary/Ministry Assistant

Principal Function

The [Senior] Pastor's Secretary/Ministry Assistant is responsible to the [Senior] Pastor for performing secretarial duties related to the [Senior] Pastor's ministries.

Responsibilities

1. Act as receptionist to [Senior] Pastor, make appointments and receive visitors.
2. Take [Senior] Pastor's telephone calls.
3. Make and keep up to date record of [Senior] Pastor's calendar and schedule.
4. Transcribe and prepare sermons for printing.
5. Transcribe dictation.
6. File correspondence, sermon materials and miscellaneous materials for the [Senior] Pastor. File other materials as assigned.
7. Serve as secretary to the Church Leadership Team/Church Council.
8. Coordinate baptismal services making sure notices are sent to the candidates who are to be baptized.
9. Inform the [Senior] Pastor as to deaths, illness and other crises of the membership.
10. Prepare and send in weekly newspaper ad.
11. Serve the Chairman of Deacons and deacon officers for secretarial needs.
12. Perform other duties as assigned by the [Senior] Pastor.

Financial Secretary/Ministry Assistant

Principal Function

The Financial Secretary/Ministry Assistant is responsible to the Church Business Administrator for maintaining the Church financial records and for preparing periodical financial reports.

Responsibilities

1. Receive, supervise counting and deposit all church offerings according to church policy.
2. Post receipts and disbursements of all accounts according to financial systems.
3. Post offerings weekly to individual accounts; file envelopes.
4. Prepare bank reconciliation statements monthly.
5. Prepare financial reports for the Stewardship Committee and church conference (business meetings), prepare monthly and annual financial statements.
6. Make monthly, quarterly and annual government reports.
7. Check and total all invoices when approved; inform responsible persons of their budget expenditures.
8. Receive and answer queries concerning financial matters; maintain file of invoices, correspondence, and reports.
9. Prepare and issue checks in accordance to church policy.
10. Distribute pledge cards and envelopes to new members.
11. Check and compute weekly time cards of hourly paid workers and issue weekly checks. Issue checks to salaried workers semi-monthly.
12. Perform other duties as assigned by the Church Business Administrator.

Education Secretary/Ministry Assistant

Principal Function

The Education Secretary/Ministry Assistant is responsible to the Minister of Education for serving as secretary and caring for all the secretarial needs related to the educational ministries.

Responsibilities

1. Maintain Sunday School, Discipleship Training, Woman's Missionary Union and Men's Ministry records and files; compile and type reports as requested.
2. Maintain accurate weekly attendance records of all members.
3. Type all correspondence for the Minister of Education.
4. Edit the Church paper, special programs, and other matters of promotion and publicity.
5. Perform secretarial work for the educational staff and ministry.
6. Maintain master educational files.
7. Maintain prospect and outreach file for Sunday School.
8. Maintain training files for Discipleship Training ministry.
9. Compile literature orders: open, check and prepare literature for distribution.
10. Train and supervise volunteer clerical workers, as needed.
11. Perform other duties as assigned by the Minister of Education.

Music Secretary/Ministry Assistant

Principal Function

The Music Secretary/Ministry Assistant is responsible to Minister of Music for serving as secretary and caring for all the secretarial needs related to the music ministry.

Responsibilities

1. Maintain accurate weekly attendance records of all members.
2. Type all correspondence for the Minister of Music.
3. Type weekly music material for the Church paper, special programs, and other matters of promotion and publicity.
4. Help keep choir room, robe room, and choir offices in order.
5. Assist in planning all choir performances.
6. Keep file of all music materials, number all music, maintain file of single copies and assist in keeping all music and materials put away.
7. Assist with music in educational ministry as requested and time permits.
8. Maintain music library and music equipment inventories.
9. Prepare workbooks and study materials for the graded choirs as assigned.
10. Work with choirs, ensembles, and soloists in regular and special rehearsals and performances as assigned.
11. Prepare weekly orders of worship for printing.
12. Perform other duties as assigned by the Minister of Music.

Receptionist

Principal Function

The Receptionist is responsible to the Church Business Administrator for receiving all telephone calls, visitors, mail and deliveries to Church Office.

Responsibilities

1. Sort and classify mail.
2. Answer and process all telephone calls and messages.
3. Receive all visitors to the Church Office.
4. Maintain church calendar.
5. Write letters to all new church members.
6. Take reservations for meals at the Church.
7. Maintain a neat outer office and reception office.
8. Type lists of visitors at Sunday services.
9. Prepare mail for mailing and see that it is taken to the mailbox each day.
10. Type miscellaneous items as directed.
11. Notify all church committee/teams, councils and Deacons concerning meetings
12. Perform other duties as assigned by the Church Business Administrator.

Activities Secretary/Ministry Assistant

Principal Function

The Activities Secretary/Ministry Assistant is responsible to the Minister of Activities/Recreation for performing secretarial duties related to the activities/recreation ministry.

Responsibilities

1. Maintain all activities ministries records and files; compile and type reports as requested.
2. Perform stenographic work for the activities staff and ministry.
3. Maintain file of volunteer workers in the activities ministry .
4. Serve as receptionist for the activities building and be responsible for receiving persons who come into the building and receiving all telephone calls for the building.
5. In case of emergency, serve in the activities building in whatever capacity assigned.
6. Perform other duties as assigned by Minister of Activities/Recreation.

Records Secretary/Ministry Assistant

Principal Function

The Records Secretary/Ministry Assistant is responsible to the Church Business Administrator for maintaining and distributing general church records and periodical mailing lists.

Responsibilities

1. Notify Deacons of regular and called meetings and the responsibilities for offerings, Lord's Supper, security monitors, greeters, etc.
2. Type all church and Deacons' minutes in permanent record book after approval
3. Duplicate the Deacons' and church minutes for distribution prior to regular meeting.
4. Notify the state paper, Home Missions, and Commission magazines of additions, deletions, changes of address in their mailing lists.
5. Assist in maintaining Sunday School records and files as needed.
6. Request and forward church letters, compile and type lists of members lettered out for monthly business meeting.
7. Maintain church rolls, keeping all vital information up to date. All such information to be entered in the computer and mailed to the envelope service weekly.
8. Perform other duties as assigned by the Church Business Administrator.

Secretary/Ministry Assistant

Principal Function

The Secretary/Ministry Assistant is responsible to the Church Business Administrator for performing general office work in relieving the supervisor of minor executive and clerical duties.

Responsibilities

1. Take and transcribe dictation; type sermons.
2. Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports.
3. Review, open, digest, and distribute mail; prepare routine answers without direction, for approval and signature; answer routine letters in absence of the supervisor.
4. Act, as required, during supervisor's absence, in making decisions or taking any necessary action not requiring supervisory approval.
5. Exercise tact, courtesy, and diplomacy in receiving callers, personal or telephone; keep calendar of appointments.
6. Notify committee/team members of meeting dates.

Other Responsibilities

1. Edit and prepare bulletin copy for printer.
2. Order literature and office supplies.
3. Assist in training new office workers.
4. Perform other duties as assigned by the Church Business Administrator

Church Secretary/Ministry Assistant

Principal Function

The Church Secretary/Ministry Assistant is responsible to the [Senior] Pastor for performing secretarial duties related to the ministries of the Church.

Responsibilities

1. Transcribe and prepare sermons for printing.
2. File correspondence, sermon materials and other assigned materials.
3. Serve as secretary to the Church Council. Maintain the Church calendar.
4. Coordinate baptismal services: notify the Baptism Committee/team, send notices to the candidates, and prepare certificates.
5. Inform the [Senior] Pastor as to deaths, illness and other crises of the membership.
6. Assist the Chairman of Deacons and deacon officers with secretarial needs.
7. Make and keep up to date record of Pastor's calendar and schedule.
8. Schedule and arrange for weddings, funerals and other special events as directed by the [Senior] Pastor.
9. Maintain Sunday School and Discipleship Training, Woman's Missionary Union and Brotherhood records and files: compile and type reports as requested.
10. Maintain accurate Church membership files.
11. Compile literature orders: open, check and prepare literature for distribution.
12. Train and supervise volunteer clerical workers, as needed.
13. Receive, supervise counting and deposit all church offerings according to church policy.
14. Post receipts and disbursements of all accounts according to financial systems
15. Post offerings weekly to individual accounts; file envelopes.
16. Prepare bank reconciliation statements monthly.
17. Prepare financial reports for the Stewardship Committee and church conference (business meetings), prepare monthly and annual financial statements.
18. Make monthly, quarterly and annual government reports.
19. Check and total all invoices when approved; inform responsible persons of their budget expenditures.
20. Receive and answer queries concerning financial matters; maintain file of invoices, correspondence, and reports.
21. Prepare and issue checks in accordance to church policy.
22. Distribute pledge cards and envelopes to new members.
23. Perform other duties as assigned by the [Senior] Pastor.

Librarian/Media Center Director

Principal Function

The Librarian/Media Center Director is responsible to the Minister of Education and is to promote the Church Library/Media Center and see that it is well stocked and pleasantly presentable.

Responsibilities

1. Select and procure appropriate books and periodicals.
2. Select and procure appropriate audio-visual programs and equipment.
3. Solicit donations for the Library/Media Center.
4. Process materials for circulation.
5. Provide efficient operation of the Library/Media Center.
6. Promote the circulation of materials among the church membership.
7. Promote the full use of the Library/Media Center among the various Church organizations.
8. With the Library/Media Center Committee, establish policies for the use of the Library/Media Center.
9. With the Library/Media Center Committee, recommend to the Stewardship Committee adequate financial support.
10. Provide upkeep and maintenance of all Library/Media Center space and equipment (The Director is free to request assistance from the church committees/teams and staff as required).

Preschool Extended Care Coordinator

Principal Function

The Preschool Extended Care Coordinator is responsible to the Minister of Education for planning, coordinating, directing and evaluating the preschool extended care ministry of the Church.

Responsibilities

1. Enlist and train all workers in the preschool extended care ministry.
2. Give guidance and coordination through enlistment, education, and motivation of the key leadership of the preschool extended care ministry of the Church.
3. Advise in the use of ministry materials, equipment, supplies, and space for preschool groups in the preschool extended care ministry of the Church.
4. Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to preschoolers.
5. Prepare an annual budget for needs of the preschool extended care ministry of the Church for recommendation to the Stewardship Committee; administer the approved budget according to policy.
6. Keep informed on the latest materials and methods related to preschool work.
7. Perform other duties as requested by the Minister of Education.

Childcare Teacher/Worker

Principal Function

The “paid” Childcare Teacher/ Worker is responsible to the Minister of Education for teaching preschoolers when requested.

Regular Responsibilities

1. Study curriculum materials for the age group being taught and to plan activities so appropriate religious education can take place when boys and girls attend church.
2. Show love, understanding, and acceptance for all boys and girls with whom you work.
3. Accept children only after two teachers are present.
4. Greet children as they arrive with a bright smile and warm words.
5. Teach children about God from the moment the first child arrives until the moment the last child leaves.
6. Sit on a child size chair or on the floor. Too much moving around can be disturbing to young children.
7. Serve snacks on Sunday and Wednesday during extended session.
8. Clean all toys used during the session.
9. Put away materials at the end of each session (such as books, puzzles, blocks, pictures and leftover art materials).

Other Responsibilities

1. Read the recommended Church Study Course books.
2. Take advantage of all training opportunities sponsored by the Church and association.
3. Perform other duties as assigned by the Minister of Education.

Building Superintendent/Facilities Manager

Principal Function

The Building Superintendent/Facilities Manager is responsible to the Church Business Administrator for directing the maintenance program of the Church.

Regular Responsibilities

1. Work with the appropriate committee/team to establish a maintenance schedule and a housekeeping schedule.
2. Supervise all assigned custodians, maids, and grounds keepers.
3. Request cleaning and maintenance supplies and equipment as needed.
4. Operate heating and cooling equipment according to schedule and instructions.
5. Prepare baptistery for use as directed and clean following use.
6. Open and close building daily as scheduled.
7. Check with Church Office or supervisor daily for special assignments.
8. Move furniture, set up tables and chairs for suppers, banquets and other similar occasions; set up assembly and classroom areas for regular activities.

Other Responsibilities

1. Make or arrange with contractors the minor electrical, plumbing, and equipment repairs as requested.
2. Paint walls, furniture, and equipment.
3. Perform other duties as assigned by the Church Business Administrator.

Custodian

Principal Function

The Custodian is responsible to the Building Superintendent/Facilities Manager for maintaining clean buildings and grounds ready for use for church activities; making minor repairs.

Regular Responsibilities

1. Sweep, mop, buff, clean, and wax floors according to schedule; dust furniture and equipment; wash walls and windows and vacuum carpets as scheduled.
2. Maintain clean rest rooms; replenish tissues and towels; empty waste cans.
3. Request cleaning and maintenance supplies and equipment as needed.
4. Operate heating and cooling equipment according to schedule and instructions.
5. Prepare baptistery for use as directed and clean following use.
6. Open and close building daily as scheduled.
7. Mow grass; trim shrubbery; maintain clean church entrance, sidewalk and parking areas.
8. Check with Church Office or supervisor daily for special assignments.
9. Move furniture, set up tables and chairs for suppers, banquets and other similar occasions; set up assembly and classroom areas for regular activities.

Other Responsibilities

1. Make minor electrical, plumbing, and equipment repairs as requested
2. Paint walls, furniture, and equipment.
3. Perform other duties as assigned by the Building Superintendent/Facilities Manager.

Custodians and Maids

Principal Function

The Custodians and Maids are responsible to the Building Superintendent/Facilities Manager for maintaining clean buildings and grounds ready for use for church activities.

Responsibilities

1. Maintain floors according to schedule; dust furniture and equipment; wash walls and windows, and vacuum carpets as scheduled.
2. Maintain clean restrooms and replenish supplies.
3. Make request to Building Superintendent/Facilities Manager for cleaning and maintenance supplies and equipment as needed.
4. Operate heating and cooling equipment according to schedule.
5. Prepare baptistery for use as directed and clean following use.
6. Open and close building daily as scheduled.
7. Mow grass; trim shrubbery, maintain clean church entrance, sidewalk and parking areas.
8. Check with Building Superintendent/Facilities Manager daily for special assignments.
9. Move furniture, set up tables and chairs for suppers, banquets, and other similar occasions; and, set up assembly and classroom areas for regular activities.
10. Prepare facilities for special use as requested by Building Superintendent/Facilities Manager.
11. Assist when facilities and arrangements are needed for weddings. (Extra remuneration according to church policy).
12. Perform other responsibilities, as assigned by the Building Superintendent/Facilities Manager

Grounds Keeper

Principal Function

The Grounds Keeper is responsible to Building Superintendent/Facilities Manager for maintaining clean grounds; and making minor repairs.

Regular Responsibilities

1. Request cleaning and maintenance supplies and equipment as needed
2. Open and close building daily as scheduled.
3. Mow and edge grass.
4. Fertilize and spray grass, shrubs and flowers.
5. Water grass and plants as needed.
6. Trim shrubbery
7. Maintain clean church entrance, side walk and parking areas.
8. Check with Church Office or supervisor daily for special assignments

Other Responsibilities

1. Make minor electrical, plumbing, and equipment repairs as requested
2. Paint walls, furniture, and equipment.
3. Perform other duties as assigned by the Building Superintendent/Facilities Manager.

Manager of Food Services

Principal Function

The Manager of Food Services is responsible to the Church Business Administrator for supervising and operating the Church kitchen and dining room(s).

Responsibilities

1. Requisition and purchase food for all scheduled meals and social functions.
2. Prepare and serve food for all meals in the Church dining room(s).
3. Plan all menus for meals in the Church dining room(s).
4. Assist church hostess by purchasing food for receptions, fellowships, etc.
5. Plan any refreshments to be served at the Church as requested.
6. Plan any other church meals served away from the Church building such as picnics, etc.
7. Work with the building superintendent on table and room arrangements for all meals and social functions.
8. Maintain high standards of cleanliness.
9. Maintain accurate records on cost and operation of the kitchen and submit proper cost reports to the financial secretary .
10. Select and supervise all food service personnel.
11. Maintain the equipment needed to carry out the designated responsibilities.
12. Keep informed of the Church calendar of activities.
13. Be responsible for day-to-day freezer inventory.
14. Be responsible for an end-of-year inventory to be used for balancing the budget.
15. Be responsible for the care of all church linens (dining room and Lord's Supper).
16. Perform other duties as assigned by the Church Business Administrator.

Church Wedding Coordinator

Principle Function

To serve as a liaison between the pastor, wedding couple, the church, and facilities.

Responsibilities

1. Operate under the church wedding policies.
2. Schedule the wedding date and time to coordinate with other church calendar activities.
3. See that all deposits are paid and on time.
4. Arrange a joint meeting with the coordinator, pastor and wedding couple to discuss the wedding.
5. Relate to the wedding couple the church's customs and the do's and don'ts.
6. Work with the pastor and couple in scheduling the initial interview and counseling dates.
7. Tour the building with the bride or the wedding couple to locate dressing areas, and view reception facilities, and worship center.
8. Provide and review with the wedding couple a packet of information, including church wedding policy, application for church facility usage, schedule of applicable fees, etc.
9. Develop a resource list of recommended outside service providers, including florists, printers, photographers/video, caterers, and musicians, to share upon request.
10. Supervise musicians, sound/lighting technicians, photographers and florists.
11. Open and close the church facilities for the rehearsal and wedding.
12. Attend and supervise the wedding rehearsal and, if requested, conduct it.
13. Attend the wedding and, if requested, direct it, including proper clean-up.
14. Supervise the reception, if at the church, including proper clean-up.
15. Work closely with the pastor and staff, committees, officers and leaders to coordinate the weddings for the church.
16. Cooperate with the pastor by performing any other duties when asked to do so.

Church Hostess

Principal Function

The Church Hostess is responsible to the Church Business Administrator for supervising and operating the Church kitchen and dining room(s) for all food services.

Regular Responsibilities

1. Plan meals; purchase, prepare, and serve food for all scheduled meals and snacks and for social functions as requested.
2. Supervise assigned personnel; enlist and direct volunteer workers; train workers in proper food preparation and service.
3. Maintain high standards of sanitation in cleanliness of cooking utensils, dishes, glasses, flatware, and in food handling, preparation, service, and storage to assure compliance with local health and sanitation laws; maintain clean work areas, storage bins, etc.
4. Maintain accurate records in cost and operation.
5. Maintain up-to-date inventory of food supplies.
6. Arrange for servicing, repairing, and replacing equipment in the kitchen as needed.
7. Work with the supervisor on table and room arrangements for all meals and social functions.
8. Assist as requested in other food services.
9. Perform other duties as assigned by the Church Business Administrator.

Church Pianist

Principal Function

The Church Pianist is responsible to the Minister of Music for playing for congregational services and special services as assigned.

Responsibilities:

1. Play for services of the church as assigned.
2. Assist in planning congregational services, choir rehearsals, and special music events as requested.
3. Maintain a regular schedule of piano practice and self-improvement.
4. Assist in training pianists for church organizations.
5. Plan, maintain, and use a complete list of music for church soloists.
6. Serve as accompanist for choirs, ensembles, and soloists as assigned.

Church Organist

Principal Function

The Church Organist is responsible to the Minister of Music for playing for congregational services, weddings, funerals, and serving as accompanist for the church choir.

Responsibilities

1. Play for all services of the church.
2. Assist in planning congregational services, choir rehearsal, and special music events.
3. Maintain a regular schedule of organ practice, special studies, reading, and self improvement.
4. Supervise the use of the church organ by persons other than the organist.
5. Provide for proper maintenance of the organ.
6. Plan, maintain, and use a complete list of music for preludes, offertories, and postludes in the congregational services.
7. Serve as accompanist for choirs, ensembles, and soloists in regular and special rehearsals and services.
8. Serve as accompanist for soloists and groups for appearances outside the church.

Handbell Coordinator

Principal Function

The Handbell Coordinator is responsible to the minister of music for planning and leading the handbell music group of the Music Ministry.

Responsibilities

1. Administer, plan, conduct, and evaluate the work of handbell ensembles.
2. Plan and conduct specific training for future handbell choir directors and prospective handbell choir members.
3. Lead in determining organization, leadership, curriculum, and schedules for handbell work within the framework of the church and the Music Ministry.
4. Make recommendations concerning space, equipment, materials, literature, and other resources.
5. Recommend and assist in enlistment of leaders for handbell choirs.
6. Assist the minister of music in providing music and musicians for church worship services and other meetings as requested.
7. Serve as a member of the Church Music Council.

Instrumentalist

Principal Function

The Instrumentalist/Pianist/Organist is responsible to the Minister of Music for serving as a musical instrumentalist in the services and activities of the Church.

Responsibilities

1. Play for all services of the Church, both regular and special as directed by the Minister of Music.
2. Play for special meetings within the Church such as evangelistic conference, weddings and funerals, when requested.
3. Accompany choir rehearsals as directed by the Minister of Music.
4. Maintain an accurate account of instrument needs and maintenance and notify the Minister of Music.
5. Perform other duties as assigned by the Minister of Music.

Instrumentalist and Music Assistant

Principal Function

The Instrumentalist and Music Assistant is responsible to the Minister of Music for serving as an instrumentalist of the Church and assisting in the music ministry.

Responsibilities

1. Play for all services of the Church, both regular and special.
2. Serve as accompanist for choirs, ensembles, and soloists in regular and special rehearsals and performances, as assigned.
3. Play for weddings and funerals, as requested, and with the approval of the Minister of Music.
4. Assist in planning worship services, choir rehearsals, and special music events.
5. Plan and give direction to a training ministry designed for developing organists and pianists in the Church.
6. Maintain a regular schedule of organ practices and study.
7. Serve as secretary to the Minister of Music; take and transcribe dictation; and maintain music ministry files, library and equipment inventories.
8. Prepare workbooks and study materials for the graded choirs, as assigned.
9. Perform other related responsibilities, as assigned by the Minister of Music.

Church Music Librarian

Principal Function:

The Church Music Librarian is responsible to the Minister of Music for setting up and maintaining the Music Library.

Responsibilities

1. Maintain an up-to-date card index file of all music and equipment available in the Music Library.
2. Obtain music supplies and equipment for the Music Ministry as authorized by the Minister of Music.
3. Provide the music leaders of the church with a regular listing of all music, supplies, and equipment.
4. Catalog and file music and equipment.
5. Repair and reorder music, supplies and equipment as needed.
6. Work with the Church Library in properly relating materials of the two libraries.

Public Relations Coordinator

Principal Function:

The Public Relations Coordinator will oversee church publications and advertising and will offer suggestions for improving and maintaining the church's image in the community.

Responsibilities/Duties

1. Coordinate and oversee development of advertisements, flyers, public relations pieces, news releases and newsletters for the church.
2. Meet with public relations assistants to brainstorm and delegate tasks and special projects.
3. Contact photographer regarding photography needs.
4. Coordinate and insure completion and delivery of special mailings, neighborhood canvasses, etc.
5. Keep a file of all the church's printed advertisements, newsletters, etc.
6. Accountable to the executive pastor.
7. This position is volunteer and may be filled by a church member who has the gift of Administration and is experienced in publishing, advertising or public relations and is organized as well as a good communicator.
8. Must be friendly, professional, and a dependable leader.
9. Must have a passion for promoting good communication within the church and presenting a positive image of the church in the community.
10. Will be available for a one year commitment, minimum.

Anticipated Time Commitments

1. Doing ministry/preparing for ministry: one hour a week (more during special events).
2. Participating in meetings/training: one hour a month.

Job Descriptions

Church

Weekday

Education

(CWE)

Positions

Church Weekday Education (CWE) Director

Principal Function

The CWE Director will be responsible to the Minister of Childhood Education (the Minister of Education, the Church Business Administrator, or the [Senior] Pastor) and will serve as an ex officio member of the CWE Committee and work with them in the formulation of policies and in making reports to the Church and is responsible to supervise the overall operation of the weekday education ministry

Responsibilities

1. Plan with the supervisor, teachers, and the CWE Committee a program of education and care suited to the needs and the ages of the children enrolled.
2. Supervise teachers in carrying out the daily program and lead in regular evaluation of the program.
3. Provide and encourage the use of teachers' aides for all groups as needed through volunteers or professional workers.
4. Meet with other church ministry leaders who use the same facilities to coordinate the effective use of equipment and resources.
5. Recommend new staff to the CWE Committee and/or the Personnel Committee.
6. Secure substitutes as necessary from a list approved by the CWE Committee.
7. Conduct regular staff meetings for planning and evaluating the ministry.
8. Attend professional conferences and workshops; encourage teachers to do so.
9. Coordinate the work of the teachers and the custodial staff to leave rooms in order each day.
10. Plan for health and safety, seeing that staff members have proper medical examinations, keeping health records on all children enrolled, and scheduling activities to teach safety to the staff and children.
11. Prepare the ministry budget in consultation with the CWE Committee.
12. Administer the ministry within the limits of the budget, consulting regularly with the supervisor and or the weekday education committee.
13. Maintain an adequate system for proper accounting of petty cash.
14. Develop personal information files on each child, including medical and other data that will enable the teacher to confer with the parents on a regularly scheduled basis in both general and private meetings
15. Enlist the help of a responsible replacement in the absence of the director during all times when children are present.
16. Confer with the dietitian on menus for each week and give notice to special needs and diets.
17. Maintain a spiritual ministry through the weekday education ministry in keeping with the Church's purpose and goals for the ministry.
18. Perform other duties as assigned by the designated supervisor.

Church Weekday Education (CWE) Teacher

Principal Function

The teacher is responsible to the CWE Director and to assist the CWE Director in the ongoing activities of the ministry and serve as a teacher in keeping with the policies established by the CWE Committee.

Responsibilities

1. Maintain a Christian environment and provide activities that will promote children's physical, emotional, mental, social, and spiritual growth.
2. Work according to the schedule outlined by the director and to maintain prompt hours.
3. Plan, supervise, and implement a daily teaching program in accordance with the policies and philosophy of the weekday ministry.
4. Give each child the attention needed to assure his best welfare (includes needs related to learning experiences, eating, toileting, sleeping, playing, working, health care, and safety).
5. Make home visits to establish relationships with each child's family, in cooperation with the director.
6. Maintain progress records of each child's growth and development, and to place the information in the child's personal file.
7. Attend classes, workshops, and other training opportunities for personal and professional growth.
8. Work with maintenance and cleaning personnel to assure a clean and orderly room each day.
9. Plan with other teachers using the same room to assure maximum benefit of facilities. Do this in cooperation with the director,
10. Attend all parent and staff meetings.
11. Inform the director of needed supplies, repairs, and materials as far in advance as possible.
12. Enrich daily programs in a variety of ways, using the best methods of teaching and helps provided for the learning experience.
13. Perform other duties as assigned by the CWE Director.

CWE Assistant Teacher/CWE Teacher's Aide

Principal Function

The CWE Assistant Teacher/CWE Teacher's Aide is responsible to the CWE Director and to assist the Director or the Teacher in providing appropriate learning experiences for the children.

Responsibilities

1. Confer with the Teacher about definite responsibilities and schedules.
2. Become acquainted with all children, aware of their needs, and knowledgeable of their family backgrounds and home environments.
3. Cooperate in maintaining a happy atmosphere in which each child may come to know his freedom and his limitations.
4. Treat each child consistently and kindly in the patterns established by the teacher.
5. Seek to be a helper, not a mother image for the children.
6. Be consistently mindful of the goals of the weekday education ministry and work for daily realization of these goals.
7. Attend all parent meetings and staff meetings.
8. Help with the general housekeeping tasks.
9. Become acquainted with and abide by all policies of the weekday education ministry.
10. Make careful observations and written notations of significant behavior of children for whom you are responsible, and to share them with the lead teacher.
11. Assist in the planning process for each unit of study, and to carry out any responsibilities assigned.
12. Take advantage of in-service training, workshops, and other educational opportunities for professional growth.
13. Perform other duties as assigned by the designated supervisor.

Church Weekday Education (CWE) Cook

Principal Function

The CWE Cook is responsible to the CWE Director and is to prepare the food for children and staff. In some churches the Cook may serve in a dual position, also carrying the responsibilities as Church Host or Hostess. In such cases the Cook may be responsible to another church staff member, thus making coordination between the weekday director and other supervisors crucial.

Responsibilities

1. Work with the director in preparing menus for the weekday education ministry .
2. Prepare meals and snacks as prescribed by the menu, using methods that maintain food value and freshness.
3. Ensure that milk, juice and snacks are available for children.
4. Maintain an inventory of food on hand. Make lists of food requirements. Work with the director to make needed purchases, and supervise the storage of all food ordered.
5. Order emergency items in the absence of the director only from authorized merchants as previously determined with the director.
6. Supervise children who help set the table or arrange food and snacks.
7. Keep records of any special dietary needs and adjust menus accordingly.
8. Clean the stove, refrigerator, cabinets, and all parts of the kitchen and dining area according to a designated schedule: wash and sterilize dishes and all utensils according to directions.
9. Attend staff meetings when necessary.
10. Maintain neat and clean physical appearance; to keep health card up-to-date.
11. Perform other duties as assigned by the designated supervisor.

CWE Custodian/Housekeeper

Principle Function

The CWE Custodian/Housekeeper is responsible to the Director of the weekday education ministry and is to provide janitorial services and limited maintenance assistance under the direction of CWE Director or other church staff member if the Custodian/Housekeeper is responsible for other church cleaning.

Responsibilities

1. Clean and sanitize rest rooms daily, washing doors, mirrors, toilets, and lavatories.
2. Keep toilet tissue, paper towels, and soap dispensers adequately supplied.
3. Empty trash cans and garbage containers daily.
4. Mop and wax floors (or clean carpets) in classrooms, workrooms, and offices on a regular schedule.
5. Wash, dry, and fold clothes, sheets, and blankets.
6. Maintain linen closet in neat, clean condition
7. Wash windows, woodwork, and do general cleaning as instructed by the weekday director.
8. Do general maintenance of buildings, grounds, and equipment as required by the director.
9. Assist in setting up and putting away heavy equipment.
10. Perform other duties as assigned by the designated supervisor.

Three Keys to Effective Church Officer Work*

1. **Selection** relates to the work of the nominating committee in its church-assigned task of discovering and distributing the man power resources of the church.
2. **Election** relates to the authoritative responsibility of the church body in its administrative task of determining the need for persons and electing persons to fill the need.
3. **Direction** relates to the actual performance of the officer fulfilling his assigned task according to church approved guidelines.

The effective use of church officers saves meeting time of the congregation, utilizes special skills and knowledge of church members, provides opportunity to develop members, and moves the church forward in the accomplishment of its objectives.*

- Idus V. Owensby, *Helps for Church Officers* (Nashville: The Sunday School Board of the Southern Baptist Convention. 1973), p. 21

Church Treasurer

General Information

1. **Method of Election:** Recommended by the church nominating committee and elected by the church.
2. **Term of Office:** Three years. He may succeed himself. (Some churches choose to elect annually, but longer tenure may provide more stable leadership.)

Principle Function

The Church Treasurer shall assist in the receiving, accounting, and disbursing of all the church's monies.

Duties

1. Work with the Stewardship Committee to develop and recommend to the church such policies and procedures that relate to receiving and disbursing church monies.
2. Maintain adequate records of all church funds received and disbursed.
3. Maintain members records of contribution and provide quarterly (recommended) to members.
4. Examine supporting data for all church requests and issue checks.
5. Make monthly and annual reports to the Stewardship Committee and the church.
6. Serve on, or work in close cooperation with, the Stewardship Committee.

Work of the Moderator

Five Priorities of the Moderator's duties are:

- Maintain the fellowship
 - Conduct the business orderly
 - Move the meeting along in a timely manner
 - Clarify the motions/matters for which there will be a vote
 - Avoid trivialities
1. The Moderator in the performance of his work in the operation of church government contributes to the spiritual maturity Paul referred to in Ephesians 4:13: "*Unto a perfect man, unto the measure of the stature of the fullness of Christ.*" In guarding and maintaining the fellowship of the church, the primary goal of the Moderator must be to achieve unity in diversity. People will have different views, ideas, and convictions; but the Moderator is responsible in leading the congregation to see that the camaraderie of the church is stronger than the disagreements.
 2. Order in a church business meeting is essential for the accomplishment of the purpose of the meeting. One desiring to speak should rise and say: "Mr. Moderator, " then wait to be recognized by the Moderator before he/she proceeds with a question or comment. It is improper for the Moderator to limit discussion and/or to expect people to vote without an adequate opportunity for discussion.
 3. The Moderator should have a written agenda for the meeting for him to follow. An agenda provides an orderly guide for executing the business during the meeting. An agenda is a listing of the matters to be discussed in the order of priority. When all matters have been handled, the business session can be adjourned.
 4. Actions to be voted upon should be made clear so that the body understands before voting and the person or group assigned to carry out the action has no difficulty in understanding what is to be done. The Moderator may desire to check the clarity of the Church Clerk's minutes before they are typed and presented as the record of the business.

5. Trivial matters should be avoided in church business meetings. Ongoing activities related to the church program and the work of church officers and committees should be processed by the respective person(s) and reported on at the business meeting.

The Moderator must be familiar with rules of order and parliamentary procedure. Most churches have adopted the use of the latest edition of Robert's Rules of Order as their guide. Parliamentary procedure is viewed by some as being "common sense used in a gracious manner." But there is a contrasting view that "parliamentary procedure is the devil's democracy." Which one it becomes depends on the understanding and use (or abuse) of procedure by both the moderator and the members.

Church Clerk

Principal Function

The Church Clerk shall be responsible for recording and processing all records of church business meetings. The Clerk will be responsible for all official church communications. Some responsibilities may be assigned to church staff members.

Duties and Responsibilities

1. Record minutes of church business meetings. The clerk or his assistant must be present in all regular and special church meetings to record what happens. In regular meetings he records information on applicants for church membership and other decisions of those attending. In church business meetings he records all actions voted by the church and follows through on necessary correspondence related to the actions. Minutes of a meeting may be made in pencil or ink on numbered pages or in a bound notebook. Minutes are not to be entered in the permanent record book until they have been approved by the church. Such approval is usually the first order of business of the next meeting. As soon as possible after the meeting the clerk should send copies of the minutes to the pastor and the moderator (if different). When possible, it is preferred that minutes be typed in a final form and files in a loose-leaf binder that later may be permanently bound. When minutes are recorded in a bound ledger, it is necessary for the writing to be clear and legible. It is important to get the exact wording of a motion. If the clerk is in doubt, he should ask to have the motion repeated while he writes it down word for word. It is preferable to have the person making the motion to have it in writing and hand it to the clerk.

Additional Tips:

- ❖ Do not record lost motions unless so ordered by the congregation.
- ❖ Use blue or black ink for records written in longhand (no pencil or colored inks).
- ❖ Leave wide margins for brief reference notes.
- ❖ Number or put in separate paragraph each separate item.
- ❖ Keep a current copy of the Constitution/Articles of Incorporation and Bylaws and a copy of the Church Charter in the minute's book.

2. Preserve records for present and future use. The Clerk is responsible for gathering and maintaining correct records for the church. In addition to the keeping of minutes of business meetings, the Clerk will be responsible for the processing of members' records. He will assist the pastor in the worship service by helping new members complete their "application for membership" records. He will prepare and file the members' records in the master file and the chronological membership record. He will maintain all records related to church members, such as deaths, marriage, and dismissals. He is custodian

of records of former years, of church legal documents, such as deeds, titles of property, charter, and seal. Copies of all documents should be kept in a safe place in the church. Original legal documents should be placed in a safe or in a safety deposit box.

3. Correspond with other churches and church members. The Clerk is the church official responsible for correspondence related to the church. Examples of correspondence are requesting and forwarding of letters of membership to other churches; notifying members, officers, and other persons of church actions in which they are involved; providing copies of church records related to legal matters.
4. Provide information for church historical purposes. The Clerk will work with the History Committee or Church Historian by providing highlights of the church's activities. If a church does not have a committee or an elected historian, the church clerk will be responsible for maintaining historical information. Items that may be included are total budget, total church membership, enrollment, new members by baptism and letter, names of pastor and other church leaders, and outstanding events, such as addition of new staff members, start or completion of new buildings, remodeling of buildings, and anniversaries.
5. Prepare the Annual Church Profile to the Association. The clerk will gather information and compile the Annual Profile to the Association. He will present the profile information to the church for approval and forward copies to the designated offices.

CHURCH TRUSTEES

The responsibilities of trustees are normally located in the church's Articles of Incorporation and/or the Bylaws or the Church Constitution and Bylaws. In some churches the trustee group is treated as a committee and members serve on a rotating schedule.

Porter W. Routh states, "The office of a trustee is called into being by the relationship of the church to the state rather than by any scriptural injunction."* Therefore the trustees serve as legal officers for the church. If a church is incorporated (all churches should be incorporated), the Articles of Incorporation will state the duties of the Trustees. If a church is not incorporated, "it is necessary that the legal titles be conveyed to trustees who hold the property in trust for the society (church) as beneficiary."*A corporation normally has a Board of Directors with more expansive authority than that which is given to the Trustees in a Southern Baptist Church. Because of the limitations on their authority, and because of the traditional use of Trustees in churches prior to the days when most churches incorporated, the title of Trustee seems a more fitting term to describe the limited but important function Trustees provide in Southern Baptist Churches today. However, the method in which Trustees are established within the corporation is akin to a Board of Directors notwithstanding the more limited scope of authority they exercise.

Responsibilities:

- 1. Serve as legal representatives under the direction and on behalf of the church body.** Trustees act as directed by the church. If trustees act without church authority, they become personally liable for their actions. At the will of the body they shall have the power to buy, sell, mortgage, lease or transfer church property. They are the signatories for all legal documentation.
- 2. Preserve all legal documents.** The Trustees can be responsible for maintaining inventory of all church legal documents such as deeds, loans, contracts, etc. The Trustees should maintain a safe deposit box for such documents. If the church does not have an Insurance Committee, the Trustees can be the responsible party for church property insurance.
- 3. Advise the church body, church officers and church authorized leadership groups (committees, teams, and councils) regarding legal concerns.** The Trustees may be asked to secure and/or provide information and counsel to those in leadership positions. However, the Trustees have no authority for making decisions without the church's action.

*Porter Routh, "What Is a Trustee?" (Church Administration Department, Sunday School Board of the Southern Baptist Convention, 1969-70).

