

# Circleville First Baptist Church

## Ministry Job Descriptions

Updated 3/13/17

## **ASSOCIATIONAL BOARD REPRESENTATIVES (Updated 1/2017)**

### **PURPOSE**

To represent Circleville First Baptist Church at the Associational Board meetings for Metro Columbus Baptist Association.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Circleville First Baptist Church

### **DUTIES**

1. Attend all Associational Board meetings.
2. Represent our church at all Associational meetings.
3. Give reports to our church about the work of our Association.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.

## **BAPTISMAL MINISTRY TEAM (Updated 1/2017)**

### **PURPOSE**

To assist the pastor and deacons in preparing for and administering the ordinance of baptism.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Members report to team leader and team leader reports to pastor.

### **DUTIES**

1. Pastor and secretary coordinate list to be baptized and notify each one well in advance of the date and time.
2. Church office to advise custodian, and baptismal chair, of dates and time of baptism.
3. Custodian to make sure baptistery is clean, filled and emptied.
4. See that all necessary baptismal clothing and towels are available and in order prior to each baptismal service.
5. Recommend to the church if new or additional supplies are needed.
6. Meet the candidates at the appointed time and show them to their dressing rooms. Answer questions that may arise and see that each candidate has proper robe, towel, handkerchief, etc.
7. Assist the candidates into and out of the pool and to their dressing rooms. Seek to give each candidate as much privacy as possible.
8. Remain until all candidates are dressed and ready to leave for the worship service or for home if the service is held at the close of the worship hour.
9. Take home wet towels and clothing, launders, and return to church. Keep a supply of small garbage bags on hand for wet clothes.
10. Appoint one male member of the ministry to assist the pastor before and following the ordinance to assure a minimum of time needed for dressing.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.

## **CARE & GRIEF MINISTRY TEAM (Updated 1/2017)**

### **PURPOSE**

To care for our church family in their time of grief.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

This team reports to the Team Leader and the Team Leader reports to the pastor.

### **DUTIES**

1. Coordinate with church secretary who will order flowers for funerals.
2. Provide a dinner or meat tray at the church or the home in the event of the death of a member or a member's spouse, children, mother or father.
3. Provide a gift card for travel expenses when death involves extended travel.
4. Coordinate with S.S. classes to help provide meals during times of grief.
5. Submit a line item request in the church budget for this ministry.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.

## **CELEBRATE RECOVERY TEAM LEADER (Updated 1/2017)**

### **PURPOSE**

To fellowship and celebrate God's healing power in people's lives through eight recovery principles and the Christ-centered 12 steps. This experience allows people to be changed. We open the door by sharing our experiences, strengths, and hopes with one another. In addition, we become willing to accept God's grace in solving our life problems.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Pastor

### **DUTIES**

1. Recruit and train volunteers
2. Lead the recovery meetings
3. Report to the church how the ministry is operating
4. Create the ministry budget
5. Train and assist other sites to develop a Celebrate Recovery group
6. Maintain and order curriculum
7. Recruit and organize childcare as needed
8. Maintain ministry page on church web site.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Desire to help people overcome hurts, pains, addictions, and hang-ups.
5. Someone who has completed the Recovery Process.

## **CELEBRATE RECOVERY SMALL GROUP TEAM LEADER (Updated 1/2017)**

### **PURPOSE**

To fellowship and celebrate God's healing power in people's lives through 8 recovery principles and the Christ-centered 12 steps. This experience allows people to be changed. We open the door by sharing our experiences, strengths, and hopes with one another. In addition, we become willing to accept God's grace in solving our life problems.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Celebrate Recovery Team leader

### **DUTIES**

1. Lead a confidential Celebrate Recovery small group.
2. Enforce the Celebrate Recovery guidelines.
3. Help lead participants through the Celebrate Recovery curriculum.
4. Outreach to members of their small group.
5. Be available to be a sponsor.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Someone who has completed the recovery process.
5. Desire to help people overcome hurts, pains, addictions, and hang-ups.

## **CELEBRATION STATION TEAM LEADER (Updated 1/2017)**

### **PURPOSE**

To give kids the hope for all the amazing things God has in store for them. Truths that help them overcome life challenges by learning to lean on Jesus.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Reports to Celebrate Recovery Leader

### **DUTIES**

1. Recruit and train volunteers
2. Lead meetings
3. Maintain and order supplies
4. Follow up and communication with kids

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Desire to help kids overcome hurts, pains and hang-ups.
5. Communicator
6. Security approval.
7. Shall meet all the expectations as listed in the CFBC Leadership Expectations.
8. Satisfactorily completed childcare training and background check.

## **CHURCH CLERK (Updated 1/2017)**

### **PURPOSE**

To maintain accurate and timely documentation of all church business meetings, membership, and business transactions.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

The pastor and the church

### **DUTIES**

1. Responsible for keeping a suitable record of all official actions of the church, except as otherwise provided.
2. Responsible for keeping a register of names of members with dates of admission, dismissal, death, or erasure, together with a record of baptism.
3. Issue letters of dismissal voted by the church.
4. Preserve on file all communications and written official reports.
5. Give required notice of all meetings, where notice is necessary, as indicated in the by-laws.
6. Preparing the annual letter of the church to the Association.
7. The clerk may delegate some of the clerical responsibilities to the church secretary who will assist the elected clerk. All church records are church property and shall be kept in the church office.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Competency in record keeping and written communication.



## **CHURCH REVIEW MINISTRY TEAM (Updated 1/2017)**

### **PURPOSE**

Review and approve or disapprove all applications submitted to the church for use of the facilities.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Members report to the team leader and team leader reports to pastor.

### **DUTIES**

1. Any person interested in using our facility beyond regular church programming, should first contact the church secretary in order to complete the necessary application. This completed application is then returned to the church secretary who then contacts the Church Review Team for their approval/disapproval.
2. Review each application, make a decision and inform the church secretary of their decision.
3. Make sure the applicant agrees that the activities conform to "General Rules for Use of Facilities" (on file in church office and online).

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.

## **CHURCH TREASURER (Revised 10/25/16)** (This is a staff position.)

### **PURPOSE**

The church treasurer is responsible for receiving, accounting, disbursing, and reporting all the monies and gifts of the church.

### **LENGTH OF SERVICE**

This position is a paid support staff position for an indefinite period of time. (May be served as ministry or paid an honorarium)

### **REPORTS TO**

The treasurer is considered support staff and reports directly to the pastor as well as the full church body.

### **DUTIES**

1. Maintain adequate records of all church funds received and disbursed.
  - A. Includes storage and destruction of documents in accordance with practices and laws.
  - B. Record deposits and disbursements in Quick Books software.
  - C. Print checks from Quick Books software.
2. Record individual contributions to the church and provide annual statements to each contributor.
  - A. Post contributions in Quick Books software.
  - B. Confirm bank deposits match recorded contributions.
3. Examine supporting data for all check requests. (Confirm requests are complete with required signatures.)
4. Make monthly and annual financial reports to the church. (Utilize Excel software to summarize Quick Books data.)
5. Serve as assigned or ex officio member of the Finance Team and serve on the Leadership Team.
6. Recommend policies and procedures to the appropriate church ministry teams and organizations for receiving, accounting, disbursing, and reporting church monies.
7. Assist in the supervision of an accounting system that provides adequate internal controls to protect all funds and workers.
8. Assist with any outside evaluation of our church financial records.
9. Prepare annual tax forms (W2, 1099 etc.) for all church employees and paid support people/businesses as required by law.
10. Attend financial training for churches as needed.
11. Finance Team will provide some form of annual accountability.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Shall meet all the expectations as listed in the CFBC Leadership Expectations.

## **DISCIPLESHIP TRAINING DIRECTOR (Updated 1/2017)**

### **PURPOSE**

Provide training for spiritual growth, teach a skill-set, fill a felt need, or a combination.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Reports to and consults with the pastor to determine and meet training needs.

### **DUTIES**

1. Has a solid understanding of Christian Discipleship. This includes new member training, member training, and leadership training.
2. Examines and evaluates discipleship health and needs in the church body.
3. Designs, implements, and maintains a ministry that meets those needs – that is, a program that encourages the members of the church body to become more like Christ. This program can consist of courses, one-time classes or ongoing small groups that may be held in or out of the church building. These discipleship small groups should be planned for maximum impact in attendance and spiritual growth of the participants.
4. Responsible for procuring and reserving a proper classroom in the church for all current small groups.
5. Responsible for recruiting and encouraging quality teachers/leaders for small groups.
6. Aware of current trends in discipleship material as well as obtaining the material for both leaders and participants in current small groups.
7. Sets a line item in the church budget and is responsible for staying within the yearly budgeted amount.
8. Serves on Leadership Team.
9. Gives a report to the church body during the business meeting.
10. Make sure proper records are maintained.
11. Serves on the Ministry Placement Team.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. A mature Christian and church member.
5. Meets our Leadership Expectations per the most recently adopted document.

## **FINANCE MINISTRY TEAM (Updated 1/2017)**

### **PURPOSE**

To help the church plan and support church ministries through budget development, administration, promotion, and commitment to its ministry plan.

### **LENGTH OF SERVICE**

This team will be comprised of six members. The term of each member is 3 years. Two members will rotate off the team each year. This team is elected by the church. In addition, the treasurer is an ex officio member of the team.

### **REPORTS TO**

Members report to team leader and team leader reports to pastor.

### **DUTIES**

1. Will be available to co-sign checks.
2. Will be added to the rotating offering counter schedule.
3. Estimate anticipated income based on previous year's church income, prevailing economic conditions, past year's giving record of membership, and anticipated plans for its growth.
4. Prior to a budget-planning meeting, request church leaders and organizations to submit an itemized list of budget needs for the year.
5. After evaluation and necessary adjustments are made, prepare budget for presentation to the church.
6. Present the recommended budget to the church for approval at the November business meeting.
7. Secure and study the latest materials on pledging the church budget.
8. Consider all requests for expenditures for budget items when money is not currently available in any given section.
9. Hear requests for extra-budgeting financial expenditures and budget revisions and make recommendations as necessary to the church.
10. Advise the church on financial undertakings as to soundness and effect on financial structure and credit standing of the church.
11. Consider all requests to receive additional special offerings and make the recommendations.
12. Promote stewardship education to the church body.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Committed to biblical stewardship personally and to the church vision of making disciples.
5. Able to see connection between church strategy and budget priorities.
6. Must be a member of the church for at least one year.

## **FLOWER MINISTRY TEAM (Updated 1/2017)**

### **PURPOSE**

Display flower arrangements and seasonal décor for the worship center and foyer area.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Reports to Pastor

### **DUTIES**

1. Update arrangements and décor for each season.
2. Clean and store flower arrangements and decorations in the Flower Ministry storage room.
3. Promote altar flowers for Christmas (poinsettias) and Easter (lilies) 3-4 weeks in advance for funds to purchase them. Check various flower shops for best prices.
4. Submit budget annually to the Finance Team.
5. Anyone wishing to borrow flowers should check with the Flower Ministry Team Leader.
6. Schedule volunteers to help decorate and take down decorations for Christmas.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Demonstrates leadership qualities.
4. Is a good team player.

## **GREETER TEAM (Updated 1/2017)**

### **PURPOSE**

Ensure that every person attending our church is greeted warmly and that their needs are met so that each person feels welcome and important.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Members report to team leader and team leader reports to pastor.

### **DUTIES**

1. Arrive 15 minutes before the service or event.
2. Inspect the building and make sure that all is ready for people to arrive. Prepare refreshments and clean up refreshments after worship.
3. Know the layout of the building so you can guide people where they need to go.
4. Have a good attitude. Be optimistic, positive, pleasant and outgoing. Take the initiative in greeting people. You are people's first impression of our church. Our goal is to have greeters at each entrance.
5. When you greet guests, introduce yourself. Learn their names, shake their hands and make sure that you greet the whole family, including the children.
6. Give guests a bulletin; ask them to do you a favor by filling out the communication card with name and address. Ask them to place it in the offering plate during the service. Meet their needs, such as showing them the nursery and introducing them to their teacher.
7. Introduce guests to someone else in our church, preferably someone in their age group.
8. Our goal is for first time guests to be warmly greeted immediately upon arrival.
9. Handle emergencies and interruptions.
10. Each greeter is responsible for getting a replacement when you will miss an assignment.
11. Wear nametag so guests will know your name.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Have a passion for making people feel welcome.
5. Sensitive to needs and feelings of others.
6. Comfortable talking to and greeting guests.

## **HOSTESS MINISTRY TEAM (Updated 1/2017)**

### **PURPOSE**

To assist the church in hospitality at all church events where serving food is needed.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Members report to team leader and team leader reports to pastor.

### **DUTIES**

1. Decide the type of food that is to be provided for the particular occasion.
2. Prepare the serving tables for the special occasion, decorate and put food on tables for serving.
3. Maintain clean kitchen and food facilities.
4. Be responsible for providing the kitchen with necessary supplies (ordering them when necessary).
5. Present to the Finance Team any needs of the kitchen including purchase of new equipment.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Must enjoy the ministry and gift of hospitality and serving others.

## **KIDS FEST DIRECTOR (Updated 1/2017)**

### **PURPOSE**

Teach children in the church during worship time on Sunday mornings to know Jesus and to grow in their relationship with the Lord.

### **LENGTH OF SERVICE**

Annually elected by the church

### **DIRECTOR REPORTS TO**

Pastor

### **DUTIES**

1. Train new teachers and assistant volunteers in curriculum, Kids FEST schedules and expectations of the ministry.
2. Coordinate ordering of curriculum.
3. Copy and distribute curriculum to teachers every three months.
4. Be available to teachers and volunteers when needs or questions arise.
5. Teach Kids FEST when scheduled.
6. Provide updates to teachers, small group leaders, and assistant volunteers.
7. Purchase snacks, drinks, and materials needed for lessons.
8. Create teacher and worker schedules.
9. Update the children's church ministry periodically to be effective, in achieving the purpose and discerning the Lord's will.
10. Serve according to church leadership expectations and Kids FEST ministry expectations.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Have a passion for working with children and sharing God's Word with them.
5. Able to keep children engaged, on-task, and redirect behavior when necessary.
6. Satisfactorily completed childcare training and background check.



## **KIDS FEST ASSISTANT DIRECTOR (Updated 1/2017)**

### **PURPOSE**

Teach children in the church during worship time on Sunday mornings to know Jesus and to grow in their relationship with the Lord.

### **LENGTH OF SERVICE**

Annually elected by the church

### **TEAM REPORTS TO**

Kids FEST director

### **DUTIES**

Assist Kids FEST director with their duties as needed.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Have a passion for working with children and sharing God's Word with them.
5. Able to keep children engaged, on-task, and redirect behavior when necessary.
6. Satisfactorily completed childcare training and background check.

## **KIDS FEST LEAD TEACHER (Updated 1/2017)**

### **PURPOSE**

Teach children in the church during worship time on Sunday mornings to know Jesus and to grow in their relationship with the Lord.

### **LENGTH OF SERVICE**

Annually elected by the church

### **TEAM REPORTS TO**

KidsFest Director and KidsFest assistant director

### **DUTIES**

1. Serve on assigned Sundays. Find another KidsFest lead teacher as a replacement if unable to serve assigned Sunday.
2. Prepare and teach whole group lesson and small group lessons using provided curriculum.
3. Lead a small group during small group activity time.
4. Provide instructions to small group leaders for facilitating small group activities.
5. Ensure all small group children are released to parent/guardian with matching identification sticker.
6. Serve according to KidsFest ministry expectations.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Have a passion for working with children and sharing God's Word with them.
5. Able to keep children engaged, on-task, and redirect behavior when necessary.
6. Satisfactorily completed childcare training and background check.

## **KIDS FEST SMALL GROUP LEADER (ADULT HELPER) (Updated 1/2017)**

### **PURPOSE**

Facilitate activities with children in the church during worship time on Sunday mornings to know Jesus and to grow in their relationship with the Lord.

### **LENGTH OF SERVICE**

Annually elected by the church

### **TEAM REPORTS TO**

Team's lead teacher

### **DUTIES**

1. Serve on assigned Sundays. Find another KidsFest small group leader as a replacement if unable to serve assigned Sunday.
2. Verify each child has an identification sticker and provide children with an identification sticker if needed.
3. Facilitate a small group using instructions provided by the team's lead teacher.
4. Redirect disruptive behavior when necessary.
5. Ensure all small group children are released to parent/guardian with matching identification sticker.
6. Assist with clean up following KidsFest.
7. Serve according to KidsFest ministry expectations.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith and Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Have a passion for working with children and sharing God's Word with them.
5. Comfortable interacting with children and redirecting behavior when necessary.
6. Satisfactorily completed childcare training and background check.

## **KIDS FEST VOLUNTEER ASSISTANT (YOUTH HELPER) (Updated 1/2017)**

### **PURPOSE**

Assist children in the church during worship time on Sunday mornings to know Jesus and to grow in their relationship with the Lord.

### **LENGTH OF SERVICE**

Annually elected by the church

### **TEAM REPORTS TO**

Team's lead teacher

### **DUTIES**

1. Serve on assigned Sundays. Find another KidsFest volunteer assistant as a replacement if unable to serve assigned Sunday.
2. Record attendance of children in KidsFest.
3. Assist lead teacher or small group leader as necessary.
4. Redirect disruptive behavior when necessary.
5. Assist with cleanup following KidsFest.
6. Serve according to KidsFest ministry expectations.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith and Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Have a passion for working with children and sharing God's Word with them.
5. Comfortable interacting with children and redirecting behavior when necessary.
6. Satisfactorily completed childcare training and background check.

## **LEADERSHIP TEAM (Updated 1/2017)**

### **PURPOSE**

This team shall meet as often as necessary to coordinate the work of the church and to lead the church forward according to its strategy.

### **LENGTH OF SERVICE**

As long as team members serve in their leadership positions as explained in the Church By-Laws.

### **REPORTS TO**

Team members report to the pastor and the whole team reports to the church.

### **DUTIES**

1. Lead the church to accomplish its mission and to coordinate the ministries of the church according to the priorities of the church's strategy and mission.
2. Lead the church to prioritize events on the church calendar according to our mission and strategy.
3. Lead the church to evaluate progress and use of resources.
4. Make regular reports to the church.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Meets our Leadership Expectations per the most recently adopted document.

## **MEDIA MINISTRY TEAM (Updated 1/2017)**

### **PURPOSE**

To provide audio and visual services to the pastor and the church body through the various resources available to the team and the church.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Team member reports to the team leader who reports to the worship leader and pastor.

### **DUTIES**

1. Provide audio and video support for worship service and rehearsals and are guided by the pastor and the worship leader as to the various needs for the worship service. Meet the needs and schedule for the worship leader for practices and service.
2. Provide training for various equipment used throughout the church for all ministries.
3. The team will periodically test, maintain, and improve the equipment to ensure the proper operation not only for the main worship area but for all other areas as well.
4. Will coordinate with other ministries to ensure their audio and video needs are addressed with the proper notice.
5. Will provide audio and video services to the various ministries (videos and audio files).
6. Prepare a line item in the church budget annually and oversee all media expenditures in our church.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Meet the Leadership Expectations per our latest document.
5. Willing to be trained in operating audio and video equipment.

## **MEN'S MINISTRY DIRECTOR (Updated 1/2017)**

### **PURPOSE**

To support the church effort in spiritually growing its men, leading them to fellowship and using the men's ministry in the evangelistic mission of the church.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Pastor

### **DUTIES**

1. Develop and coordinate men's small group Bible studies.
2. Recruit, train and motivate leaders and teachers for men's ministries.
3. Mentor and disciple men of the church, helping them to grow spiritually.
4. Develop and coordinate programs for men of the church.
5. Plan and coordinate men's events such as conferences, prayer breakfasts, golf tournaments, service projects and trips.
6. Administer the work of men's ministries by encouraging teamwork and mutual support.
7. Establish team goals and objectives by prioritizing related programs, planning an appropriate budget, delegating tasks and evaluating progress regularly.
8. Work with appropriate teams, officers and leaders to carry out the ministry of the church.
9. Attend regular Leadership Team meetings.
10. Make sure the men's ministry web page is kept current.
11. Write a ministry covenant with pastor.
12. Serves on the Ministry Placement Team.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Be teachable.
5. Have a passion to reach men and see them grow in Christ.
6. Meet the Leadership Expectations per our latest document.

## **MINISTRY PLACEMENT TEAM (Updated 1/2017)**

### **PURPOSE**

It is the responsibility of this team to lead the church in the recruitment, training, election, and evaluation of all volunteers in ministry.

### **LENGTH OF SERVICE**

At-large members will serve for three years on a rotation basis. Pastor, Deacon Chairman, Sunday School Director, Discipleship Training Director, WMU Director, Women's Ministry Leader, Men's Ministry Director and Worship Leader will serve on this team also as long as they serve in those positions.

### **REPORTS TO**

Members report to the pastor and the entire team reports to the church.

### **DUTIES**

1. Write and maintain job descriptions for every ministry position.
2. Lead the church to enlist, train, support, elect, and evaluate all church volunteers.
3. Present volunteer nominations for annual church election by the August business meeting.
4. Recruit team leaders to do recruiting of volunteers for their teams as supervised by this team.
5. Nominate for church election at the April business meeting directors of Sunday School, Discipleship Training, WMU, Men's Ministry, and Women's Ministry.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Meet the Leadership Expectations per our latest document.



## **MODERATOR (Updated 1/2017)**

### **PURPOSE**

The deacon chair or his appointee from within the deacon body shall preside at all church business meetings. In the absence of the above, the pastor or clerk will call the church to order and a moderator pro-tem will be elected.

### **LENGTH OF SERVICE**

The moderator shall serve as long as he is the Deacon Chairman.

### **REPORTS TO:**

He reports to the church body.

### **DUTIES**

1. Work with the pastor and other ministry leaders to develop an agenda for business meetings.
2. Maintain church harmony and unity.
3. Conduct church business in an orderly fashion according to Roberts Rules of Order.
4. Conduct church business in a timely fashion.
5. Keep all business meetings on agenda.
6. The Moderator is neutral and does not voice personal opinions during meetings.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports the church strategy and vision.
3. Is a good team player.
4. Meet the Leadership Expectations per our latest document.
5. Able to maintain fairness and composure.

## **NURSERY MINISTRY TEAM (Updated 1/2017)**

### **PURPOSE**

To ensure a safe learning environment and teaching Christ-likeness to each child left in the care of the church nursery from birth to before Kindergarten, during our worship service and special events.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Nursery Team Leader, leader reports to Pastor

### **DUTIES**

1. Work with the nursery team leader to establish and enforce appropriate nursery rules and policies.
2. Work with the nursery team leader to ensure cleanliness of the nursery at all times.
3. To work with the nursery team leader to inventory and purchase necessary items.
4. To assist and support the nursery team leader as needed.
5. Select curriculum on lessons needed each week.
6. Team is responsible for recruiting nursery workers and training according to our expectations.
7. Team is responsible for submitting an annual line item request for nursery items such as diapers, wipes, nametags, etc.
8. Team is responsible for showing appreciation to the volunteers.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports the church strategy and vision.
3. Is a good team player.
4. Loves to care for the children and babies.
5. Satisfactorily completed childcare training and background check.

## **PERSONNEL MINISTRY TEAM (Updated 1/2017)**

### **PURPOSE**

To assist the church in matters related to employee personnel administration, working in conjunction with the pastor and according to our church constitution.

### **LENGTH OF SERVICE**

The term of each member is 3 years. This team is elected by the church. Two members will rotate off the team each year.

### **REPORTS TO**

Members report to team leader and team reports to the church.

### **DUTIES**

1. Study and understand the need for additional church staff positions.
2. Prepare and update as necessary job descriptions for all personnel.
3. Recruit or discharge, in conjunction with the pastor, interview, and recommend to the church new employed personnel according to established church policy and staff criteria.
4. Develop and recommend a salary schedule, benefit plans, and personnel policies for employed personnel and submit to the Finance Team annually.
5. Support the pastor in the annual staff personnel evaluation process and with any problem resolution.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Meets our church Leadership Expectations per the most recently adopted document.
5. Must be a member of the church for at least one year.

## **PRAYER MINISTRY TEAM (Updated 1/2017)**

### **PURPOSE**

Have a heart for prayerful intercession for the needs of our members, church, country and others and to lead our church in developing a prayer strategy.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Prayer Leader, and Leader reports to Pastor

### **DUTIES**

1. Pray and lead others to pray.
2. Meet with team on Sunday morning at 9:00 am to pray for services and other needs.
3. Pray for those on intercessory prayer list this week.
4. Praise God for answered prayer.
5. Pray for lost people in worship service.
6. Lead the church in training for prayer.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Be called of God to the ministry of prayer.
5. Recognize that God makes a difference through prayer in lives, situations and nations.
6. Be able to work cooperatively with church leadership.

## **PUBLIC RELATIONS MINISTRY TEAM (Updated 1/2017)**

### **PURPOSE**

Communicates the church's work to church members and to the community.

### **LENGTH OF SERVICE**

Annually elected by the church.

### **REPORTS**

Team reports to Team Leader who reports to the pastor

### **DUTIES**

1. Maintain church website.
2. Maintain the church pictorial directory online.
3. Church secretary serves in this ministry.
4. Leads the church to have an effective social media ministry.
5. Assist team leaders in publicizing and advertising church events.
6. Lead the church to have an effective marketing outreach strategy.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Marketing and public relation skills would be helpful.

## **SECURITY TEAM (Updated 1/2017)**

### **PURPOSE**

Serving as a Security Team Member helps to ensure the church provides the safest possible environment for children and adults attending and serving during Sunday services and special events.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Members report to the team leader and the team leader reports to the pastor.

### **DUTIES**

1. Arrive 15 minutes before the service or event.
2. On duty during Sunday School and worship services, as well as during special events (when needed).
3. Maintain a watchful eye while making rounds, ensuring assigned area within church building is properly patrolled and monitored. Make two rounds of front and rear parking lots during worship service.
4. Stay in walkie-talkie communication with other team members as well as ushers.
5. Respond to medical and other emergencies. Confront and address incidents in an effective manner that minimizes disruption and harm to persons or property.
6. Be of assistance when needed by a nursery worker, children's teacher and adult worship leader.
7. Manage traffic flow for special events (when needed).

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Satisfactorily complete a background check and childcare training.
5. Complete periodic training on church security procedures.

## **SUNDAY SCHOOL DIRECTOR (Updated 1/2017)**

### **PURPOSE**

Oversee Bible study groups that meet during the Sunday School hour. Provide encouragement and training to the Sunday School Teachers as they guide class members to become more Christ-like and share the gospel with unbelievers.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Reports to Pastor

### **DUTIES**

1. Plan Sunday School strategy, goals and annual schedule; evaluate progress.
2. Plan and submit annual Sunday School budget to Finance Team.
3. Coordinate curriculum needs with teachers, order curriculum in a timely manner and distribute before the new quarter begins.
4. Be available during the Sunday School hour to assist teachers as needed.
5. Plan and conduct periodic training sessions to equip Sunday School Teachers.
6. Contact each Sunday School Teacher outside of Sunday School/church at least once each month to encourage, check progress, discover needs, etc.
7. Work with Sunday School teachers to identify their class members' potential for serving in the church.
8. Identify, enlist and recruit Sunday School Teachers and Assistant Teachers.
9. Emphasize the importance of the Great Commission and plan ways to encourage outreach in the small groups.
10. Review prospects identified from church services/events and assign to Sunday School classes for follow-up. Monitor the status of these prospects.
11. Monitor class size and plan new classes' teachers, members and classroom space.
12. Serves on Leadership and Ministry Placement teams.

### **QUALIFICATIONS**

1. Must be a church member, has read and is in full agreement with the Baptist Faith and Message.
2. Fully supports our church strategy and vision.
3. Demonstrates leadership qualities.
4. Is a good team player.
5. Communicates effectively.
6. Has compassion to see believers grow in Christ and unbelievers accept Christ.
7. Satisfactorily completed childcare training and background check.

## **SUNDAY SCHOOL ASSISTANT DIRECTOR (Updated 1/2017)**

### **PURPOSE**

Assist the Sunday School Director in overseeing Bible study groups that meet during the Sunday School hour. Assist in providing encouragement and training to the Sunday School Teachers as they guide class members to become more Christ-like and share the gospel with unbelievers.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Reports to Sunday School Director who reports to Pastor

### **DUTIES**

1. Assist in planning Sunday School strategy, goals and annual schedule and in evaluating progress.
2. Provide input for the annual Sunday School budget.
3. Assist with order and distribution of curriculum.
4. Be available during the Sunday School hour to assist teachers as needed.
5. Attend and assist with periodic training sessions for Sunday School Teachers.
6. Encourage Sunday School Teachers through words and actions.
7. Identify, enlist and recruit Sunday School Teachers and Assistant Teachers.
8. Support the Great Commission and help plan ways to encourage outreach in the small groups.
9. Assist in monitoring the status of outreach prospects.
10. Assist in monitoring class sizes and planning new classes' teachers, members and classroom space.

### **QUALIFICATIONS**

1. Must be a church member, has read and is in full agreement with the Baptist Faith and Message.
2. Fully supports our church strategy and vision.
3. Demonstrates leadership qualities.
4. Is a good team player.
5. Communicates effectively.
6. Has compassion to see believers grow in Christ and unbelievers accept Christ.
7. Satisfactorily completed childcare training and background check.



## **SUNDAY SCHOOL SECRETARY (Updated 1/2017)**

### **PURPOSE**

Process weekly Sunday School attendance and other reports.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Reports to Sunday School Director who reports to Pastor

### **DUTIES**

1. Arrive 15 minutes before Sunday School begins.
2. Know the layout of all Sunday School classes.
3. Attend Sunday School Teacher training sessions.
4. Ensure each class maintains a record of individual attendance.
5. Collect and record weekly Sunday School class attendance.
6. Compile reports for church business meeting as requested.

### **QUALIFICATIONS**

1. Must be a church member, has read and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Demonstrates leadership qualities.
4. Is a good team player.
5. Communicates effectively.
6. Has compassion to see believers grow in Christ and unbelievers accept Christ.
7. Satisfactorily completed childcare training and background check.

## **SUNDAY SCHOOL TEACHER for Adults & Youth (Updated 1/2017)**

### **PURPOSE**

Lead a Bible study group that guides members to discover and apply the truths of God's Word, encourages them to reach others with the Gospel of Christ, and connects class members through fellowship and ministry.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Reports to Sunday School Director who reports to Pastor

### **DUTIES**

1. Prepare and present knowledgeable Bible lessons to encourage class members to become more Christ-like and to share the gospel with unbelievers.
2. Be in classroom 15 minutes early to greet class members and visitors.
3. Ensure weekly attendance is recorded.
4. Appoint and oversee class members to manage class needs, e.g., outreach and ministry.
5. Lead class in encouraging and meeting the needs of class members, e.g., visiting, sending cards and providing meals.
6. Lead class in obedience to the Great Commission, witnessing as individuals throughout the year, inviting the unchurched to class and church events, and continually contacting class prospects.
7. Guide class in planning social activities outside normal class time.
8. Encourage and give guidance to class members to use their skills in serving within the class and in the church.
9. Attend Sunday School Teacher training sessions.
10. Train Assistant Teacher in the above responsibilities and schedule opportunities for Assistant to teach/lead class.

### **QUALIFICATIONS**

1. Must be a church member, has read and is in full agreement with the Baptist Faith and Message.
2. Fully supports our church strategy and vision.
3. Demonstrates leadership qualities.
4. Is a good team player.
5. Communicates effectively.
6. Satisfactorily completed childcare training and background check.
7. Has compassion to see believers grow in Christ and unbelievers accept Christ.

## **SUNDAY SCHOOL ASSISTANT TEACHER for Adults & Youth (Updated 1/2017)**

### **PURPOSE**

Assist the Sunday School (SS) Teacher in leading a Bible study group that guides members to discover and apply the truths of God's Word, encourages them to reach others with the Gospel of Christ, and connects class members through fellowship and ministry.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Reports to SS Teacher, who reports to SS Director who reports to Pastor

### **DUTIES**

1. As directed by SS Teacher, assist in presenting knowledgeable Bible lessons to encourage class members to become more Christ-like and to share the gospel with unbelievers.
2. Be in classroom 15 minutes early to greet class members and visitors.
3. As a class member, prepare for weekly lessons and participate in class discussions.
4. Be active in encouraging and meeting the needs of class members, e.g., visiting, sending cards and providing meals.
5. Be an active participant in the Great Commission, witnessing as individuals throughout the year, inviting the unchurched to class and church events, and continually contacting class prospects.
6. Support the SS Teacher in encouraging class members to use their skills in serving within the class and in the church.
7. Participate in class social activities outside normal class time.
8. Assist SS Teacher as needed.

### **QUALIFICATIONS**

1. Must be a church member, has read and is in full agreement with the Baptist Faith and Message.
2. Fully supports our church strategy and vision.
3. Demonstrates leadership qualities.
4. Is a good team player.
5. Communicates effectively.
6. Satisfactorily completed childcare training and background check.
7. Has compassion to see believers grow in Christ and unbelievers receive Christ.

## **SUNDAY SCHOOL TEACHER for Children (5<sup>th</sup> grade and under)** **(Updated 1/2017)**

### **PURPOSE**

Demonstrate the love of God and increase the children's understanding of Jesus and the Bible.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Reports to Sunday School Director who reports to Pastor

### **DUTIES**

1. Prepare and present Bible lessons to help the children grow in their knowledge and understanding of God, Jesus, the Holy Spirit and the Bible.
2. Be in classroom 15 minutes early to greet parents and children.
3. Place nametag with a number code on each child and give parent corresponding tab.
4. Communicate with parents, encouraging them and responding to their concerns.
5. Maintain order for the children's safety and for effective teaching.
6. Mail cards as appropriate for absentees, birthdays, prospects, etc.
7. Teach class members the joy of serving by giving them tasks to help during class.
8. Demonstrate prayer and encourage participation.
9. Learn and apply age-appropriate witnessing techniques.
10. Maintain weekly attendance records.
11. Plan social activities outside normal class time. Encourage members to invite unchurched friends.
12. Attend Sunday School Teacher training sessions.
13. Train Assistant Teacher in above responsibilities.

### **QUALIFICATIONS**

1. Must be a church member, has read and is in full agreement with the Baptist Faith and Message.
2. Fully supports our church strategy and vision.
3. Demonstrates leadership qualities.
4. Is a good team player.
5. Communicates effectively.
6. Satisfactorily completed childcare training and background check.
7. Has compassion to see believers grow in Christ and unbelievers accept Christ.

## **SUNDAY SCHOOL ASSISTANT TEACHER for Children (5<sup>th</sup> Grade and under)** **(Updated 1/2017)**

### **PURPOSE**

Demonstrate the love of God and increase the children's understanding of Jesus and the Bible.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Reports to SS Teacher, who reports to Sunday School Director who reports to Pastor

### **DUTIES**

1. As directed by Sunday School (SS) Teacher, assist in presenting Bible lessons to help the children grow in their knowledge and understanding of God, Jesus, the Holy Spirit and the Bible.
2. Be in classroom 15 minutes early to greet parents and children.
3. Communicate with parents, encouraging them and responding to their concerns.
4. Learn and apply age-appropriate witnessing techniques.
5. As directed, assist SS Teacher including the following:
  - Place sticker on each child and give parent corresponding tab
  - Maintain order for the children's safety and for effective teaching
  - Mail cards as appropriate for absentees, birthdays, prospects, etc.
  - Teach class members the joy of serving by giving them tasks to help during class
  - Demonstrate prayer and encourage participation
  - Maintain weekly attendance records
  - Plan social activities outside normal class time. Encourage members to invite unchurched friends.

### **QUALIFICATIONS**

1. Must be a church member, has read and is in full agreement with the Baptist Faith and Message.
2. Fully supports our church strategy and vision.
3. Demonstrates leadership qualities.
4. Is a good team player.
5. Communicates effectively.
6. Satisfactorily completed childcare training and background check.
7. Has compassion to see believers grow in Christ and unbelievers accept Christ.

## **TRUSTEES MINISTRY TEAM (Updated 1/2017)**

### **PURPOSE**

To assist the church in the care of all properties and buildings; to study and recommend the use of space and furnishings as it relates to church programs and activities.

### **LENGTH OF SERVICE**

The term of each member is 3 years. This team is elected by the church. Two members will rotate off the team each year.

### **REPORTS TO**

Members report to the team leader and the team leader reports to the pastor; the whole team reports to the church.

### **DUTIES**

1. Inspect all church property and equipment periodically and maintain an annual inventory.
2. Conduct evaluations, with program leaders, of space allocations to determine areas needing adjustment and enlargement.
3. Recommend rearranging for maximum use of education and activity space.
4. Develop and recommend policies and procedures about maintenance, insurance, and use of buildings, properties and space.
5. Prepare recommendations for Finance Ministry.
6. Assist church in determining need, acquiring property, arranging, equipping and administering parking space.
7. The trustees shall, as provided by law and the action of the church, represent the church in all matters of legal responsibility regarding the purchase and disposal of church property and physical equipment. They shall execute all legal papers relating to the church and to the community as the church may direct. They shall have no power to buy, sell, mortgage, lease, negotiate for sale or purchase, transfer, and/or finance any real property of the church without a specific vote of the church authorizing such action.
8. Prepare ministry reports for the business meeting.

### **QUALIFICATIONS**

1. Must be a church member, has read and is in full agreement with the Baptist Faith and Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Meet the Leadership Expectations per our latest document.
5. Must be a member of the church for at least one year.

## **USHER (updated 1/2017)**

### **PURPOSE**

To provide a friendly welcome to all people; giving information and guidance for visitors and present an overall welcome to people coming in to the worship center.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Ushers report to the team leader and team leader reports to the pastor

### **DUTIES**

1. Be at the entrance to the worship center fifteen minutes (10:30 a.m.) prior to Sunday worship service.
2. Check to make sure offering plates and other needed aids are in their proper place.
3. Greet people as they enter the sanctuary and assist with seating, if needed.
4. Assist individuals with wheelchairs, walkers, etc.
5. When Sunday worship service begins, encourage people in foyer to go into the worship service.
6. Be attentive to needs of persons during the service.
7. Give direction and answer questions as needed.
8. Greet people at the close of the service.
9. Know layout of the building.
10. Handles emergencies and disruptions.
11. Take up the offering in a serious, worshipful manner. Make sure to pass the plate to every individual.
12. Usher #1 will remain in the back of the church during the entire service. Usher #2 is responsible for extra security in the foyer area after completion of offering collection.
13. Record worship attendance, which includes all congregation in attendance, pastor, praise team members, musicians, kids fest workers, nursery workers, infants, toddlers, ushers and security team members.
14. Remove snow from entrances before services begin.
15. Children under 18 should have an adult with them when they leave the service. Children leaving the service should be treated kindly but firmly so as not to disturb the service. This is a delicate problem, but they can learn to stay in the sanctuary throughout the service.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Satisfactorily complete a background check and childcare training.
5. Have a passion for making people feel welcome; is comfortable greeting guests.
6. Sensitive to needs and feelings of others.

## **VACATION BIBLE SCHOOL DIRECTOR (Updated 1/2017)**

### **PURPOSE**

Lead the church to implement our largest outreach and Bible teaching event each summer.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Responsible to the pastor or assigned staff member.

### **RESPONSIBILITIES**

1. Represent the VBS on the Leadership Team.
2. Leads the church to set a date and time for VBS.
3. Develop a budget request annually.
4. Select and order VBS curriculum.
5. Order all VBS supplies needed.
6. Recruit VBS workers.
7. Implement a program to train all VBS workers.
8. Lead the promotion of VBS in church and community.
9. Oversee all VBS activities.
10. Return the church facility to original arrangement after VBS is completed.
11. Lead the church to do follow up with all visitors in methods that include assigning visitors to Sunday School classes.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Demonstrates a passion for children's ministries.
5. Satisfactorily complete a background check and childcare training.



## **VACATION BIBLE SCHOOL TEAM LEADERS (Updated 1/2017)**

(Note: This includes all VBS teachers and leaders for teams including but not limited to missions, worship/music, preschool, crafts, elementary crafts, snacks, decorating, security, recreation, media team, social media/photography, and registration.)

### **PURPOSE**

Lead a small team to plan and carry out a portion of our annual Vacation Bible School program.

### **LENGTH OF SERVICE**

Recruited and assigned by the VBS Director each year.

### **REPORTS TO**

VBS Director

### **RESPONSIBILITIES**

1. Communicate with the VBS Director and pastor as the team representative.
2. Prepare any necessary materials in advance.
3. Help (along with the VBS Director) to recruit team members.
4. Communicate expectations and responsibilities to team members.
5. Provide team members with necessary training and materials in advance.
6. Supervise and manage team during VBS.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Demonstrates a passion for children's ministries.
5. Satisfactorily complete a background check and childcare training.

## **WMU DIRECTOR (Updated 1/2017)**

### **PURPOSE**

Our mission is to inform and inspire Christians to influence their world for Christ. To provide evangelistic, enrichment, and/or mission resources for individuals, groups and our church to strengthen our church and to support church growth through church, community, state, internationally missions education and activities.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Pastor and the church

### **DUTIES**

1. Works with "Women on Mission" group to carry out the Great Commission:
  - a. By being involved in and supportive of all their activities.
  - b. By praying specifically for our missionaries on their birthdays and other prayer requests mentioned in our monthly meetings.
  - c. Providing missions related material with emphasis on education, training, and experiences.
  - d. Keeping them advised of current and upcoming church events as decided in Leadership meetings.
  - e. Promoting State WMU events
2. Works with the pastor to promote special mission offerings: Annie Armstrong – NAMB, Ray Roberts – State missions, and Lottie Moon – IMB. Helps coordinate the annual Christmas/Missions banquet.
3. Report statistical and event information for business meetings
4. Serves on the Leadership Team and Ministry Placement Team
5. Makes recommendations to the Finance Team

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Meet the Leadership Expectations per our latest document.
5. Has a passion for spreading the Gospel of Jesus Christ and His birth, death, and resurrection to people who are lost and without hope, and bringing them into the Kingdom.

## **WOMEN'S MINISTRY (Updated 1/2017)**

### **PURPOSE**

To encourage women within the church body to grow in their relationship with the Lord and to reach out to other women outside the church who need to know Christ. To be a good role model and set examples for the next generation.

### **LENGTH OF SERVICE**

Annually elected by the church

### **TEAM REPORTS TO**

Members report to team leader and team leader reports to pastor.

### **DUTIES**

1. Lead quarterly meetings, but scheduling other meetings may be necessary to prepare for upcoming events for the ladies). Keep the ladies informed of needs in the church.
2. Keep ladies informed via e-mail/texting: minutes, rescheduling meetings, or events.
3. Provide fellowship, outreach events/retreats, and plan them with team members present at each meeting.
4. Calendar all social activities, conferences and events. Also, evaluate each of them to make improvements.
5. Encourage and enlist team members in necessary assignments to prepare for events and evangelistic goals.
6. Support the Circleville Community Soup Kitchen and other mission-minded projects.
7. Update the Women's Ministry periodically to be effective in achieving the purpose and discerning the Lord's will.
8. Plan Bible studies for women on Wednesday nights to build character, self-esteem and empowerment.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. An encourager desiring to help ladies connect with other ladies through fellowship and events.
5. Have a passion to help women grow in their relationship with Christ.
6. Meet the Leadership Expectations per our latest document.

## **WORSHIP NURSERY WORKERS (Updated 1/2017)**

### **PURPOSE**

To ensure a safe learning environment for each child left in the care of the church nursery from birth to 5 years old, teaching Christlikeness.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Nursery Team Leader

### **DUTIES**

1. Arrive at the nursery 15 minutes prior to the service or event.
2. No one except nursery workers and the children under their care are permitted in the nursery to ensure the safety of the children.
3. Notify parents if the child cries continuously.
4. Each child must receive a nametag with their child's name and the name/names of their guardian. Let the parent/guardian know that they must be present to pick up their child after the service. They cannot send another member of the family or sibling to pick up their child unless the nursery is notified prior.
5. Children will not necessarily be transferred from bed babies to toddlers on their birthdays, but according to the needs of the child (depending on how well the child walks, understands direction, etc.)
6. Please instruct parents to pick up their child immediately following the service.
7. Follow the classroom timeline to help keep the children in a weekly routine:
  - 10:30-10:45 – child check-in
  - 10:45-11:15 – free play
  - 11:15-11:25 – cleanup
  - 11:25-11:35 – restroom break (please hand wash)
  - 11:35-11:50 – lesson & craft
  - 11:50-12:05 – prayer & snack (video optional)

\*Individuals coming to church for extra work on their own are not to send their child to the nursery. An unsupervised child is never a good idea.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player.
4. Satisfactorily completed childcare training and background check.
5. Loves to care for the children and babies.

## **YOUTH MINISTRY LEADER(S)/TEAM (Updated 1/17)**

### **PURPOSE**

The leader is to be responsible for the development, direction and implementation of the youth ministries of the church. Guide youth to become devoted followers of Jesus Christ, bring new youth into the group, and lead them to a personal profession of faith.

### **LENGTH OF SERVICE**

Annually elected by the church

### **REPORTS TO**

Team reports to the leader and the leader reports to the pastor. Youth Team members are to support the youth leader(s) and serve beside the youth leader(s).

### **DUTIES**

1. Have interpersonal and relational skills with all ages of youth and have a visible presence in the life of the church.
2. Have a **love** for youth and a **desire** to see youth seek Christ as Lord and Savior and to be willing to serve God as He directs.
3. Provide counseling and spiritual direction to youth on an individual basis.
4. Supervise and provide chaperones, transportation and resources for youth events, as requested.
5. Plan, promote and publicize youth activities of the church.
6. Prepare a recommended budget for the Finance Team annually.
7. Maintains contacts with students and parents, keeping them informed of ongoing activities.
8. Team Leader is also a member of the Leadership Team and attends worship services on a regular basis.
9. Be a chaperone for youth activities.
10. Be willing to take on responsibilities of the group as requested by the leader(s).
11. Leads and organizes effective youth programs implementing fellowship, worship, biblical teaching, discipleship, evangelism, and ministry opportunities.
12. Encourage youth to be involved in activities of the church.
13. Present annual ministry updates and goals for the coming year to the pastor.
14. Grow youth ministry in meaningful ways.
15. Stay current with youth ministry practices by reading, attending youth leadership conferences, etc.
16. Work closely with the Youth S.S. teachers, promoting events and sharing information about individual youth as appropriate for each youth's spiritual growth.

### **QUALIFICATIONS**

1. Must be a church member, has read, and is in full agreement with the Baptist Faith & Message.
2. Fully supports our church strategy and vision.
3. Is a good team player and has met the expectations of our Leadership Expectations per our latest document.
4. Satisfactorily completed childcare training and background check.
5. Live a Christ-centered life, not posting or commenting on social media or in a public setting supporting activities that do not align with being a Christian and church beliefs.