

Circleville First Baptist Church

Ministry Job Descriptions

ASSOCIATIONAL BOARD REPRESENTATIVES

PURPOSE

To represent Circleville First Baptist Church at the Associational Board meetings in Columbus, Ohio.

LENGTH OF SERVICE

Annually elected by church

TEAM REPORTS TO

Circleville First Baptist Church business meetings.

DUTIES

To attend all Associational Board meetings as much as possible and give reports to the church as representatives of the church.

BACKPACK MISSIONS – PRESCHOOLERS

PURPOSE

To provide an overall knowledge of missions based on Acts 1:8 and our church covenant through Bible study, focused lesson plans, mission projects and related activities.

LENGTH OF SERVICE

Reviewed every year.

This team reports to the WMU director, the pastor, and the church body.

DUTIES

1. Provide biblical and lesson materials to support missions focus.
2. Organize missions-related events to involve the children in missions focused projects in the church, community, state, nation and internationally.
3. Organize and attend church camp/trips with children.
4. Report activities to the Leadership Team for business meetings.
5. Evaluate materials, events used annually with WMU director, Leadership Team, the pastor and the church body.

BAPTISMAL MINISTRY TEAM

PURPOSE

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

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, launder, 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.

PROJECTS OF THE MINISTRY

To provide an orientation conference for all ministry members elected by the church.

- a) Discuss the duties and make necessary assignments.
- b) Invite the pastor to discuss how the ministry can be of better assistance to him.

CARE & GRIEF MINISTRY TEAM

PURPOSE

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

LENGTH OF SERVICE

Three years

This team reports to the Leadership Team, the pastor, and the church body.

DUTIES

1. Provide flowers and a dinner or meat tray at the church or home in the event of the death of a member or a member's mother, father or child.
2. Provide a fruit basket or flower planter for church members in the event of the death of a grandparent.
3. Provide a gift card either for a restaurant or for gasoline when death involves extended travel.

Helpful Hint: For dinners at the church – each Sunday School class provides a different item – salads, desserts, vegetables, side dishes. The budget allows for the purchase of meat and rolls.

CELEBRATE RECOVERY TEAM LEADER

REPORTS TO

Pastor

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.

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. Someone who has completed the recovery process.
2. Desire to help people overcome hurts, pains, addictions, and hang-ups.
3. Support our church values and strategy.
4. Team player.

CHILDREN'S CHOIR

PURPOSE

To provide an overall knowledge of music and a praise/worship experience through music and drama through weekly classes and performances.

LENGTH OF SERVICE

Reviewed annually.

The team consist of a director, music director, drama director and as many volunteers as is needed to make performances/dramas successful.

This team reports to the Children's Choir director, worship leader, the pastor, and the church body.

DUTIES

1. Provides music/drama-related materials with emphasis on music education and praise/worship training and experience.
2. Determine/schedule performances and dramas with worship leader and music media ministry team.
3. Organize and implement performances and dramas including all aspects require (i.e., costumes, stage design/direction, practices, rehearsals, media requirements, materials, etc.).

CHILDREN'S CHURCH DIRECTOR

PURPOSE

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

LENGTH OF SERVICE

Annually

TEAM REPORTS TO

Jan Fullerton and Lisa Ridley

DUTIES

1. Train new teachers and assistant volunteers in curriculum, children's church 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 Children's Church when scheduled (once a month).
6. Provide updates to teachers and assistant volunteers.
7. Update the children's church ministry periodically to be effective, in achieving the purpose and discerning the Lord's will.

CHRIST FOLLOWERS – GRADES 1-6

PURPOSE

To provide an overall knowledge of missions based on Acts 1:8 and our church covenant through Bible study, focused lesson plans, missions projects and related activities.

LENGTH OF SERVICE

Reviewed every year.

This team reports to the WMU director, the pastor, and the church body.

DUTIES

1. Provide biblical and lesson materials to support missions focus.
2. Organize missions-related events to involve the children in missions focused projects in the church, community, state, nation and internationally.
3. Organize and attend church camps/trips with children.
4. Report activities to the leadership team for business meetings.
5. Evaluate materials/events used annually with WMU director, leadership team, the pastor and the church body.

CHURCH CLERK

PURPOSE

The church shall elect annually a clerk as its clerical officer. The church clerk will be recommended to the church by the Ministry Placement Team.

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.

The clerk may delegate some of the clerical responsibilities to a church secretary who will assist the elected clerk. All church records are church property and shall be kept in the church office.

CHURCH REVIEW MINISTRY TEAM

PURPOSE

Review all applications submitted to the church for use of the facilities.

DUTIES

1. Review each application.
2. Make sure the applicant agrees that the activities conform to the goals and programs of the General Rules for Use of Facilities adopted in October of 2007 (on file in church office).

CHURCH TREASURER

PURPOSE

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

LENGTH OF SERVICE

This is a hired support staff position for an indefinite period of time.

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.
2. Record individual contributions to the church and provide annual statements.
3. Sign checks in accordance with church policies and procedures. Examine supporting data for all check requests.
4. Make monthly and annual financial reports to the church.
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 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.

CONSTITUTION MINISTRY TEAM

PURPOSE

To keep the Constitution & By-laws of the church current according to the church organization.

DUTIES

1. Have thorough working knowledge of the church constitution and by-laws.
2. Review by-laws annually as to need for updating.
3. Formulate any recommended changes.
4. Present changes to the church for approval.
5. Keep current the policies of the administration.

DISCIPLESHIP TRAINING DIRECTOR

PURPOSE

Provide 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.

QUALIFICATIONS

1. In full agreement with the church strategy and values.
2. Is a loyal and cooperative team player.
3. A mature Christian and church member.

DRAMA TEAM

PURPOSE

Supports the pastor by performing programs, sketches and monologue readings to the congregation.

MEMBERSHIP

The Drama Director, Assistant Director, volunteers of the church members, with expansion to include the Youth. The Youth will have a director that will be supervised by the Team Director and the Assistant Director.

DUTIES

To provide drama presentations at least two per quarter as well as the major holidays.

RESOURCES

The Lillenas Drama Service, lights, drama, worship series, and online sketches – all to be approved by the pastor prior to the practice for the performance.

Members of the team must be committed to practice once weekly, when assigned a sketch.

The Director and the Assistant Director will provide support to the team members as needed, to ensure that the presentations are well prepared.

FINANCE MINISTRY TEAM

PURPOSE

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

MEMBERSHIP

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. In addition, the treasurer is an ex officio member of the team.

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.

FLOWER MINISTRY TEAM

DUTIES

1. Provide altar flowers weekly.
2. Provide low arrangements for church banquet tables, if requested to do so.
3. Update arrangements and clean flowers, as necessary.
4. Purchase silk altar flowers for each season of the year.
5. Promote flowers for Christmas and Easter three to four weeks in advance for funds to purchase them. Check various flower shops for best prices.
6. Purchase a Mother's Day corsage and present to oldest mother.
7. Recommend budget annually to the Finance Team.
8. Anyone wishing to borrow flowers should check with the Flower Ministry Team chair.

FREEDOM SUPPORTERS MINISTRY TEAM

PURPOSE

To help the church support military members and their families through encouragement, prayers and moral support via organized congregation involvement.

MEMBERSHIP

This team will be comprised of at least four members. The term of each member is three years.

DUTIES

1. Gather list of all military church members or military family of church members, names and contact information. (Limited to immediate family members.)
2. Develop a budget for the purpose of funding postage and shipping costs.
3. Organized donations of: money for calling cards, supply items to send, stamps, disposable cameras, etc.
4. Organize letter-writing schedules for each Sunday School class (per month).
5. Send calling cards for birthdays and Christmas gifts.
6. Organize supply and sending of gift boxes for Christmas.
7. Post military board of pictures of members and display of items needed.

GREETER TEAM

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

Annual commitment

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 name tag so guests will know your name.

QUALIFICATIONS

1. Support our church strategy and vision.
2. Have a passion for making people feel welcome.
3. Sensitive to needs and feelings of others.
4. Comfortable talking to and greeting guests.

G.R.O.W. (Outreach Ministry)

PURPOSE

To make contact through phone or visitation with all guests and visitors. Participants will be elected annually.

DUTIES

1. Meet and greet guests before or after worship services.
2. Encourage guests to complete a communication card.
3. Visit and/or call all first time guests.
4. Inform guests about our church ministries and answer questions for them.
5. Visit other church members as needed.
6. Encourage guests to connect with an appropriate small group.

HOSTESS MINISTRY TEAM

PURPOSE

To assist the church in all church functions that involves food serving such as dinners and lunches.

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 staples (ordering them when necessary).
5. Be responsible for the making of the drink and preparing the bread necessary at dinners.
6. Present to the Finance Team any needs of the kitchen including purchase of new equipment.

PROJECTS

1. The ministry should meet and decide areas of service each member would prefer working.
2. Ministry can delegate areas of work to those outside of ministry for separate occasions.
3. Ministry should set schedule for members to be responsible for certain months, quarter, etc.
4. Outline duties to those coming in just to assist on separate occasions.

KIDS FEST DIRECTOR

PURPOSE

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

LENGTH OF SERVICE

Annually

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.

KIDS FEST ASSISTANT DIRECTOR

PURPOSE

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

LENGTH OF SERVICE

Annually

TEAM REPORTS TO

Kids FEST director

DUTIES

Assist Kids FEST director with duties as needed.

MEDIA MINISTRY TEAM

PURPOSE

To properly maintain and operate the sound system for all primary church functions.

DUTIES

1. Maintain sound system equipment to ensure reliable operation.
2. Secure all necessary repairs for system.
3. Continuously evaluate system equipment and supplement or replace components as necessary.
4. Records weekly Sunday A.M. services and provides copies as necessary.
5. Record special services as appropriate.
6. Work with music department in presentation of special programs/services.

PROJECTS

Provide tape ministry program to adult seniors who take extended winter vacations.

MEN'S MINISTRY LEADER

REPORTS TO

Pastor

RESPONSIBILITIES

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.

QUALIFICATIONS

1. Be a member of our church.
2. Support our church strategy and values.
3. Be teachable.
4. Have a passion to reach men and see them grow in Christ.

MINISTRY PLACEMENT TEAM

This ministry should be a wide base of representation from the church membership. It should include men and women, young adults, and older adults.

DUTIES

1. Review ministry responsibilities and develop and recommend a clear and concise statement of responsibility for each ministry.
2. Involve as many different members of the church as possible on the team.
3. Encourage individual members to serve on only one ministry.
4. Develop a three year rotation system for ministry members. (first year task)
5. Make ministry recommendations no later than September business meeting.
6. Set one evening a month prior to taking office for a Ministry Organization night and also to elect a chair.
7. Strive to fill the following decision-making ministries with one family member per ministry:
 - Ministry Placement Team
 - Personnel
 - Trustees
 - Finance
 - Audit
 - Church Review

MODERATOR

PURPOSE

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

DUTIES

The moderator shall become familiar with the rules and procedures of parliamentary authority in the provisions of these by-laws, and in all matters of parliamentary law governing deliberation of the assembly, the rules of the procedure set forth in Roberts' Rules of Order, Revised, shall govern.

NURSERY MINISTRY TEAM

PURPOSE

1. To ensure the safety and well-being of each child left in the care of the church nursery.
2. To work with the Nursery Coordinator to establish and enforce appropriate nursery rules.
3. To work with the Nursery Coordinator to ensure the cleanliness of the nurseries at all times.
4. To work with the Nursery Coordinator to inventory and purchase necessary items.
5. To assist and support the Nursery Coordinator as needed.

DUTIES

1. Nursery workers will be ready to receive children 15 minutes prior to each service.
2. No one except nursery workers and the children under their care are permitted in the nursery at any time.
3. No person under eighteen years of age will be allowed to work with Bed Babies. No one under twelve years of age will be allowed to help with Toddlers.
4. Parents will be notified if a child cries continually.
5. Diaper bags are to contain a card with baby's name, feeding instructions, etc.
6. Children will not necessarily be transferred from Bed Babies to Toddlers on their birthdays, but according to the needs of each child (depending on how well the child walks, etc.)
7. Parents are requested to come after children and not send older brothers and sisters. Nursery workers are to be notified if someone other than the parent will pick up the child.
8. PLEASE do not linger after service is over. Pick up your child at the nursery as soon as possible.
9. Nursery facilities will be made available for the adult fellowships held at the church, for no more than 3 hours. Nursery Coordinator should be notified no less than one week in advance of the date, time, and how many children will be in the nursery. (The adult classes will have to provide arrangements for the older children.)
10. Nursery, Bed Babies to age 3 will be provided for total functions held at the church, such as the Stewardship Banquet, Valentine Banquet, etc.

*Individuals coming to church for extra work on their own are not to send their children to the Nursery. An unsupervised child is never a good idea. This is for cleanliness sake, also.

PERSONNEL MINISTRY TEAM

PURPOSE

To assist the church in matters related to employee personnel administration.

DUTIES

1. Survey the need for additional church staff positions.
2. Prepare and update as necessary job descriptions for ALL personnel.
3. Recruit, 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 salaries schedule and benefits plan for employed personnel, annually.

The responsibilities for management and suggestions related to salaries are that of the personnel ministry. The finance ministry is to manage the budget once accepted by the church. The personnel ministry can take much of the burden from the pastor, finance officer, or whoever usually makes the decisions about salaries.

The length of service for the Personnel Team is 3 years. A rotation of no less than five rotating members, with one-third members rotating off each year.

PRAYER COORDINATOR

PURPOSE

1. To raise awareness of the need for a comprehensive Great Commission Prayer strategy in every class, program, and ministry of the church.
2. To help individuals reclaim or renew a personal passion to pray unceasingly (1 Thess. 5:17).
3. To help reclaim or renew the congregation as a house of prayer with a passion for the lost (Matt. 21:13, Luke 19:10).
4. To link believers in prayer for evangelism and awakening (Matt. 28:16-20, 2 Chron. 7:14).
5. To facilitate training opportunities to help them accomplish these four goals.

QUALIFICATIONS

1. Be identified as called of God to the ministry of prayer.
2. Understand biblical prayer and be able to communicate it.
3. Recognize that God makes a difference through prayer in lives, situations, and nations.
4. Be able to work cooperatively with church leadership.
5. Be committed to the total church program and be a member of the Leadership Team.
6. Have skills in planning, organizing, and delegating with a servant leadership style.
7. Be willing to attend Prayer Coordinator training.

ACCOUNTABILITY

1. To God first
2. Then the pastor
3. Then the church, especially the prayer coordinators in each class, program and ministry area.

DUTIES

1. Pray and lead others to pray
2. Work closely with the pastor and other church leadership to develop a Great Commission Prayer strategy.
3. Set up and manage prayer activities, events, and small group prayers.
4. Create and maintain a relationship with the Associational prayer coordinator and church prayer coordinators in other churches.
5. Participate in the church newsletter to share prayer requests and answers to pray, promote awareness, and communicate kingdom needs.
6. Facilitate local training conferences for church members.
7. Participate in the budget planning process.
8. Calendar all prayer events and training during the yearly planning process.
9. Stay current on state, national and international prayer needs and opportunities through NAMB (1-800-554-pray) and IMB (1-800-395-PRAY) prayer lines.

PUBLIC RELATIONS MINISTRY TEAM

PURPOSE

To communicate the church's work to church members and to the community.

DUTIES

1. Take pictures of all activities of the church social functions, etc., to give to the church Historian for the scrapbook.
2. Be responsible for publicizing all special events, promotions in Sunday School, Discipleship Training, Stewardship, Revivals, etc., in newspaper, newsletters, flyers, etc.
3. Promote all revivals with advertising:
 - a) signs
 - b) bulletins
 - c) newsletter
 - d) newspaper
4. Be responsible for making up a pictorial directory.
5. Promote special nights for all revivals, if needed.
6. Promote all special events that might improve church public relations.
7. Church secretary serves in this ministry.

PROJECTS

1. Assign members of the ministry to evaluate what is being done and what could be better done in promoting special events.
2. Explore new ways to communicate these events.
3. Work with the church organizations as to the effectiveness and usability of media within the community.
4. Explore all public relations possibilities.
 - a) Prepare written publicity plans for all events well in advance to give to the church secretary for newsletter.
 - b) Prepare written news items well in advance for revivals, etc.

SERVANT EVANGELISM

PURPOSE

Equip Christ followers to live the Jesus-style life of noticing and responding to those around us with kindness, love and generosity and provide opportunities to display those characteristics.

LENGTH OF SERVICE

Annual – participate in at least two individual or team service events/opportunities every year. Minimum of one team event/opportunity per quarter will be provided.

TEAM REPORTS TO

Shalisha Brode and Sherri Camden

DUTIES

1. Provide an informational and training meeting for team members.
2. Assist in creating a list of potential SE ideas for each year.
3. Coordinate a minimum of four team service events/opportunities in Pickaway County (generally one per quarter.)
4. Assist CFBC mission teams with training and supplies for SE outreach while on mission in our local community and other communities while on mission trips.
5. Promote SE events within the congregation and the community in cooperation with the Public Relations team.
6. Coordinate a Faith In Action campaign (a day of service projects involving the entire congregation.)

SHUT-IN MINISTRY

LEADER

LaVerne Wills

PURPOSE

To bring the hope of our Savior to those not able to enjoy church services with their believer brethren of the CFBC.

To pray and share scriptures with them.

To be able to encourage them in the Lord Jesus.

To have these people feel free to call on us when needs arise.

TEAM REPORTS TO

Deacons at the Deacon meetings and to the pastor.

LENGTH OF SERVICE

Willing to carry this out until Deacons deem a change or until we feel we no longer can do it.

SUNDAY SCHOOL DIRECTOR

The Sunday School Director serves as the general administrative leader of the church's Sunday School. This person is responsible for coordinating the work of all Sunday School classes, departments and other Bible Study groups toward the objectives of the Sunday School. The director leads in the planning, organizing, enlisting and equipping leaders.

DUTIES

1. Lead in developing an effective organization that facilitates spiritual transformation.
2. Lead in planning and administering the total work of the department.
3. Lead members into service, enlisting, and developing new workers.
4. Communicate goals and actions to teachers and evaluate progress.
5. Evaluate needs related to space, budget, Bible study curriculum, supplies and other resources – and recommend actions to needs.
6. Set a positive example.

ASSISTANT SUNDAY SCHOOL DIRECTOR

The Assistant Sunday School Director works with the Sunday School Director in coordinating the work of the church's Sunday School.

DUTIES

1. Maintain attendance records.
2. Help lead in planning and administering the total work of the Sunday School Department.
3. Evaluate needs related to space, budget, Bible study curriculum, supplies and other resources and recommend actions related to needs.

SUNDAY SCHOOL TEACHER

TASKS

1. Understand and use the principles for effective teaching and learning.
2. Prepare for each week's lesson.
3. Accept personal responsibility for witnessing and ministering.
4. Lead class to fulfill all five New Testament purposes: worship, discipleship, ministry, fellowship and outreach.

ESSENTIAL SKILLS

1. Be a team player.
2. Ability to communicate effectively.
3. Ability to engage in personal outreach and ministry.
4. Leadership

RESOURCES

Various curriculum resources

TIME COMMITMENTS

1. Be in your classroom 15 minutes early.
2. Attend training meetings.
3. Be involved in the life of your small group.

LENGTH OF SERVICE

September 1 – August 31

REPORTS TO

Sunday School Director. You are a part of the Sunday School team.

CLASS GOALS

Each class will set goals for enrollment, attendance, fellowships, and conversions.

TRUSTEES MINISTRY TEAM

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.

MEMBERSHIP

The church shall elect six members to serve as trustees. Trustees will be recommended to the church by the Ministry Placement Team. The term of office shall be three years, one-third of the number being elected at each annual meeting to fill the vacancy of the individual(s) whose term of office shall expire. The term of office shall begin September 1 in keeping with the church calendar year.

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.

USHERS MINISTRY TEAM

PURPOSE

To provide a welcome to people, information and guidance for newcomers and present an overall welcome to people coming in to the worship service.

DUTIES

1. Enlist and instruct ushers and greeters to serve at all services of the church.
2. Assure that the auditorium is in comfortable physical order before each service.
3. Check to make sure offering plates, church programs/bulletins and other needed aids and supplies are in their proper place.
4. Greet people and provide each person with a church program/bulletin.
5. Create an atmosphere of genuine welcome and concern for all attending the services.
6. Seat people according to their wishes or as seats are available.
7. Provide communication cards to visitors as requested.
8. Be attentive to the needs of persons during the service.
9. Give direction and answer questions as needed.
10. Greet the people at the close of the service. Introduce visitors to leaders and members nearby.
11. Should arrive at least twenty minutes before the service and open doors.
12. Inspect the building and parking lot to make sure that all is ready for the people when they begin to arrive. Open windows if needed.
13. Check the heat to make sure it is at 70 degrees during the winter.
14. Greet the people as they arrive. Learn and call them by their names. Smile and make them feel welcome. Give a bulletin to each person or family. Give priority to visitors!
15. Ushers should begin greeting people 15 minutes before a service begins and continue until 15 minutes after it begins.
16. Know the layout of our building.
17. Handle all emergencies or disruptions.
18. Take up the offering in a serious, worshipful manner. Make sure to pass the plate to every individual.
19. Greet people as they exit the service.
20. Take a count of worship attendance (including the nursery).
21. Inspect the building again before leaving. Make sure all lights are out and doors are locked. See that building is ready for the next service.
22. Turn out lights in all unused classrooms before the service begins.
23. Remove snow from entrances before services begin.
24. Children who leave the service should learn that wandering is not permissible. They 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 worship center throughout the entire service.
25. Lock all doors except main rear entrance.
26. An usher should check parking areas and our entire building three or four times during worship.

USHERS MINISTRY TEAM cont'd.

PROJECTS

1. Determine new ways of making visitors welcome into our services.
2. Initiate greeters and instruct them about the way they can make visitors and members feel more welcome.
 - a) Must come early to greet those unaware of the church or Sunday School hour.
 - b) Instruct them to direct latecomers to the Sunday School class of their age.
 - c) Determine better ways of the ushers at each service in taking the offering.

WMU DIRECTOR

PURPOSE

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

Every three years

REPORTS TO

Pastor and the church body.

DUTIES

1. Provide mission-related materials with emphasis on education, training and experiences.
2. Determine/schedule presentations and events with the pastor and media ministry team.
3. Gather/report statistical and event information from all missions' classes for business meetings.
4. Provides supervision of:
 - Women On Mission
 - Children's programs – Christ Followers
 - Backpack Missions
5. Serves on Leadership and Ministry Placement teams
6. Promotes special mission offerings.

WOMEN'S MINISTRY

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

TEAM REPORTS TO

Cheryl Burton

DUTIES

1. Lead a monthly meeting to keep the women informed of needs within the church and women who may need help outside the church.
2. Provide fellowship, devotions, minutes, update on upcoming events or plan them with the team members present at each meeting.
3. Calendar all social activities, conferences and events. Also evaluate each of them to make improvements.
4. Update the women's ministry periodically to be effective in achieving the purpose and discerning the Lord's will.
5. Plan projects that help members of the church (like shut-ins) send birthday and get well cards. Support other ministries (Elizabeth's Hope Resource Center Fall Banquet, etc., and other organizations.)
6. Plan Bible studies for women on Wednesday nights to build character, self-esteem, and empowerment.

YOUTH MINISTRY LEADER/TEAM

Here is a trustworthy saying.

If anyone sets his heart on being an overseer, he desires a noble task. 1 Timothy 3:1

PURPOSE

To be responsible for the development and oversee ministries for youth of the church and to help guide youth to become devoted followers of Jesus Christ.

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. Provides 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.

PROJECTS

1. Leads and organizes effective youth programs implementing fellowship, worship, biblical teaching, discipleship, evangelism, and ministry opportunities.
2. Involve all youth in activities of the church:
 - Youth-led services
 - Associational activities

EXPECTATIONS

1. Grow youth ministry in meaningful ways.
2. Attend worship services and Leadership Team meetings.
3. Present annual ministry updates and goals for the coming year to the pastor.
4. Present a yearly youth budget proposal.
5. Stay current with youth ministry practices by reading, attending youth leadership conferences, etc.

VACATION BIBLE SCHOOL DIRECTOR

LENGTH OF SERVICE

Elected annually by the church.

REPORTS TO

Responsible to the pastor or assigned staff member.

MINISTRY SUMMARY

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

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 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. Cooperative team player.
2. Demonstrates a passion for children's ministries.
3. Loyal and supportive to the church values and strategy.