

Leadership Team Scope of Ministry



Descriptions of ministries led by the Leadership Team at The Gathering

Caregiving

responsible for providing physical & emotional support

Communication

- Prayer Requests
- Birthday Cards
- Get Well & Bereavement Cards
- Wellness Checks
- Personal Contact for needs
- Call those who have been absent

Visitation

- Home or Hospital
- Nursing Homes
- Shut-ins

Sickness – Accident – Physical Limitation

- Short-term help for light weight needs
- Set up a short-term meal train
- Grocery shopping for shut-ins

Transportation

- Rides to church on Sunday
- Ride to doctor's appointment

Children & Youth

responsible for spiritual growth of children & youth
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Resources

- Find, purchase and prepare age-appropriate Sunday morning curriculum
- Restock resources and supplies as needed

Special Events

- Schedule special events such as “Summer Splash” water party
- Christmas events, special holidays, etc.
- Recruit volunteers to help facilitate events

Teachers/Aids

- Recruit and train teachers/aids to volunteer for Sunday Mornings
- Initiate background checks
- Schedule teachers/aids
- Weekly communication email to all volunteers and parents
- Make sure all Sunday morning documents (sign in sheets, parent release forms, etc) are available and filled out as needed

Church Connections

responsible to connect the members of the church family one to another

Communications

- Constant Contact
- Electronic Communications
 - Weekly and special emails/surveys
 - Texts
 - Voicemail
- Graphic Design
- Shelby Directory
- Social Media
- Website

Greeters

- Recruit, Encourage and Train Greeters

Hospitality

- Recruit & Encourage Hospitality Workers
- and Equipment & appliances
- Sunday & Special events
- Supplies
 - Beverages
 - Communion elements
 - Food
 - Paper goods

Conflict Resolution

- Connect the person with the question/comment to the appropriate Leadership Team member
- If needed, be present for the conversation between the congregant and leadership team member
- If the issue can't be handled between the leadership team member and the person bringing the issue, create a time for the person to bring their issue to the leadership team during a regular meeting or a closed session, depending on the concern
- Follow-up with those who leave the church

Church Operations

responsible for facilities and use

Facilities & Use

- Organize volunteers for weekly cleaning of the parking lot and children's play area
- Install sail awnings Spring and removed in the Fall
- Ensure Waste Management trash containers are placed curbside each Tuesday morning before 10 AM, and returned that evening
- Ensure timely inspections, maintenance and repairs with community vendors and contractors
- Process Facility Use Request forms from members and non-members, ensuring availability on the Gathering calendar and enter data
- Resolve scheduling conflicts
- Organize volunteers for weekly vacuuming of all carpeted areas, mopping all other floors, cleaning all sinks and toilets, replacing all paper products, and emptying all trash.
- Maintain list of facility access key and access code holders.

Discipleship

responsible for spiritual growth of adults

Men's and Women's Ministries

- *Recruit leaders for men's and women's ministries*
- *Develop Bible/book studies for both ministries*
- *Plan for spiritual retreats with both ministries*
- *Plan for mixed activities with both ministries*

Discipleship of Church Adults

- *Encourage involvement in men's or women's small group*
- *Prayer with individuals after church services (LAST)*
- *Emphasize relationship building and mentoring*
- *Provide daily devotional guides and Bible reading plans*
- *Model the action of disciple-building by supporting newer church members' faith-walk*
- *Recruit church members to host/facilitate discussion sessions, outside of church services, with topics of interest to enhance spiritual growth and development*

Discipleship Activities

- *Survey the church regarding small group interest and development*
- *Host baptisms twice a year or as requested*
- *Encourage continuing church-wide prayer, Bible reading and meditation*

Finance and Stewardship Ministry

responsible for business administration & fiscal health

Budget

- Recommend and prepare an annual budget for the church using prior years data for trendlines and best possible forecast
- Present budget before the Leadership Team and The Gathering for final approval
- Update monthly budgets for leadership team meetings and present for approval

Budget Entry

- Make entries into budget worksheets (using excel) and the Oak Valley Bank website
- Verify all deposits from the website have been entered into Shelby
- Reconcile worksheet balances to Oak Valley Bank website
- Monitor tithing and spending
- Forecast remaining months based on actuals and burn rate

Other

- Check mail at Post Office Box weekly
- Checkbook managed by Greg Dumas
- Balance checkbook monthly
- Pay bills and write checks for reimbursements

Communication

- Approve requests for reimbursements and forward to team member for payment
- Prepare monthly budget updates and email to the Leadership Team prior to leadership meetings
- Discuss with Leadership Team any concerns about current financial outlook

Outreach

responsible to provide opportunities of service locally & globally

Communication

- Schedule Team meetings via Zoom to discuss Closed for Service (CFS) projects
- and team member's responsibilities for project
- Contact and arrange projects with outside venues/people
- Place notices in eNewsletter about Closed For Service activities
- Prepare handouts regarding CFS projects with directions for some events
- Publicize on Sunday mornings either directly or via person giving announcements
- The Friday before a CFS Sunday, have signs hung on doors after CR informing
- people that we are at a CFS project giving them date and location (CR staff have been kind about hanging signs outdoors)

Closed for Service Planning

- Think through all details needed for a Closed for Service project and either assign team members different tasks or do them yourself (tags, gift wrapping, drinks/food, supplies, decorations, handouts, liability waivers, the list goes on, etc)
- Contact activity point person the week before
- Circulate around during CFS project to ensure everyone is able to participate in some part of the project

Missionaries and Support Organization

- Arrange with missionaries and Worship Leader for Sunday morning
- speakers—and arrange a lunch or time to meet with interested parties and missionaries
- Yearly the Team determines who and in what amount each person or organization will receive of the Missions allocated funds and then directs the Finance Team Leader to dispense funds
- Act as liaison between the church and parachurch organization and individuals either directly or via Outreach Team members (examples: Celebrate Recovery, Interfaith, Foothill Pregnancy Center)

International Trips

- Determine interest, location, timing and plan meetings to make it happen

Worship Ministries

responsible for the Sunday morning experience

Worship

- Recruit & Support Volunteers
 - Instrumentalists
 - Teaching Leaders
 - Teaching series
 - Support & training
 - Series orientation
 - Prayer Leaders
 - Techs
 - Sound
 - Lights
 - Projection
 - Vocalists
- Planning & Scheduling
 - Create & maintain email distribution groups
 - Series master schedules
 - Volunteer availability
 - Weekly service orders
- Equipment & Supplies
- Facility
 - Set-up
 - Seasonal Decor

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