

Below is a list of positions, that members are asked to serve in, for the year of September 2023 - August 2024. Circle the positions you feel led to serve in, sign and print your name at the bottom of the page and return ASAP . (No position is guaranteed)

Coordinators/ Leaders

Assoc. Executive Board Member	Nursery	Asst. Treasurer
Church Clerk	Prayer Coordinator	Trustees
Financial Secretary	Sunday School Superintendent	V.B.S. Leader
Men's Ministry	Asst. Sunday School Superintendent	Women's Ministry
Medical Supply	Sunday School Secretary	
Missions	Treasurer	

Teams

Audio & Video	Men's Ministry Assistant	Transportation Service
Budget & Finance	Media & Communications	VBS Helpers
Bldg. & Grounds	Missions	Welcome
Decorations	Nominating	Women Ministry Assistant
Event Planning	Nursery	
Fundraising	Personnel	
Hospitality	Security	

Sunday School Teachers

Adult Sunday School Teacher
Adult Sunday School Assistant

Wednesday Night

Children's Ministry Leader: Jerry Simien	Youth Ministry Leader: Bree Ahern	Wed. Night Meal Helpers
Children's Ministry Assistant	Youth Ministry Assistant	

Signature_____ Print Name_____

Audio and Video Team

1. Equipment Setup and Operation:
 - Set up and test audio and video equipment for church services, events, and rehearsals.
 - Operate audio mixing consoles, microphones, cameras, projectors, and other related equipment during services and events.
 - Ensure proper levels, sound quality, and visual presentation for optimal audience experience.
2. Sound Reinforcement:
 - Monitor and adjust audio levels, EQ settings, and microphone placements to ensure clear and balanced sound reinforcement.
 - Coordinate with worship leaders, musicians, and vocalists to understand their audio needs and provide appropriate support.
 - Troubleshoot and resolve audio-related issues in a timely manner.
3. Video Production and Live Streaming:
 - Assist with live streaming of services and events, including camera operation, video switching, and monitoring streaming platforms.
 - Collaborate with the Media Director to capture high-quality video footage of services and special events.
 - Run the Livestream making sure that the people watching online can have the best experience of the worship service.
 - Present the music lyrics slides during the worship services and events.
4. Equipment Maintenance:
 - Perform regular maintenance and troubleshooting of audio and video equipment, including cleaning, cable management, and firmware updates.
 - Identify and report any equipment malfunctions or repair needs to the Media Director/Producer.
 - Maintain an organized inventory of audiovisual equipment, ensuring it is properly stored and accounted for.
5. Training and Support:
 - Assist in training and providing technical support to volunteers and staff involved in audio and video production.
 - Offer guidance and suggestions for improving audiovisual experiences and exploring new technologies or techniques.
 - Collaborate with other volunteers and team members to ensure effective communication and cooperation.

Media and Communications Team

1. Photography and Videography:
 - Capture high-quality photographs and videos of church services, events, and activities.
 - Use professional equipment or personal cameras to document special moments and key moments during worship services.
 - Edit and retouch photos/videos as needed, ensuring consistent quality and style.
2. Graphic Design:
 - Assist in creating visually appealing graphics for social media, website, newsletters, and promotional materials.
 - Develop and modify templates for sermons, event announcements, and other visual assets.
 - Ensure visual consistency by adhering to established design guidelines and utilizing the church's visual identity elements.
3. Social Media and Website Management:
 - Help manage the church's social media platforms, including Facebook and YouTube.
 - Create engaging and relevant content, including posts, stories, and videos to promote upcoming events, sermons, and church news.
 - Monitor comments and messages, responding promptly and courteously.
 - Update the Website content if necessary
4. Content Creation and Curation:
 - Collaborate with the Media Director/Coordinator to plan and execute media campaigns and content calendars.
 - Research, curate, and share inspiring content, devotionals, and articles that resonate with the church's audience.
 - Assist in repurposing and repackaging existing content for various platforms and mediums.
5. Team Collaboration and Support:
 - Work closely with the Audio and Video team and other team members to coordinate media projects and tasks.
 - Attend media team meetings, contribute ideas, and provide feedback for continuous improvement.
 - Support other media-related tasks, such as video editing, audio mixing, or assisting during live streams, as needed.

Security Team

1. Surveillance:
 - Monitor security cameras, alarm systems, and other surveillance equipment.
 - Promptly report any security concerns or incidents to the Security Team Leader or appropriate authorities.
2. Access Control:
 - Monitor access points and ensure that only authorized individuals enter restricted areas.
 - Lock church facilities after each church service or event.
 - Greet and assist visitors, providing directions and information as needed.
 - Help implement and enforce church security policies.
3. Crowd Management:
 - Assist with crowd control during church services, events, and gatherings.
 - Help organize and manage traffic flow, parking, and entry/exit points as necessary.
 - Provide guidance and support in emergency evacuation procedures.
4. Emergency Response:
 - Be familiar with emergency response protocols and evacuation plans.
 - Respond promptly and appropriately to emergency situations, including medical emergencies, fires, or disruptive incidents.
 - Collaborate with emergency services personnel as needed and provide support to church members during crises.
5. Training and Communication:
 - Attend training sessions to enhance knowledge of security procedures, emergency response, and conflict resolution.
 - Communicate effectively with other team members and church leadership to coordinate security efforts and share relevant information.
 - Participate in regular security team meetings to discuss concerns, updates, and improvements.
6. Conflict Resolution:
 - Maintain a calm and professional demeanor when addressing conflicts or disruptions.
 - Use verbal de-escalation techniques to diffuse tense situations when necessary.
 - Seek assistance from the Security Team Leader or appropriate authorities if a situation escalates.

Event Planning Team

1. Event Planning and Coordination:
 - Collaborate with church leadership and/or other committees (i.e., Decorations Committee, Security Team, Media and Communications, etc.) to develop event concepts, themes, and objectives.
 - Create event timelines, budgets, and checklists to ensure all necessary tasks are completed.
 - Coordinate event logistics, including venue selection, contract negotiations, permits, and equipment rentals.
 - Communicate with vendors, suppliers, and volunteers to secure necessary resources and services.
2. Program Development and Execution:
 - Assist in the development of event programs, including schedules, activities, and guest speakers/performers.
 - Collaborate with relevant ministry leaders to incorporate their input and ensure alignment with church initiatives.
 - Coordinate program logistics, such as room setup, audiovisual requirements, and decoration design
3. Promotion:
 - Work with the Media and Communications Team to create event marketing materials, including flyers, posters, and social media content.
 - Collaborate with media contacts and local organizations to enhance event visibility and outreach.
4. Volunteer Recruitment and Management:
 - Recruit and coordinate volunteers for event-specific tasks, such as registration, greeters, ushers, and hospitality.
 - Provide clear instructions, training, and support to volunteers to ensure smooth event operations.

Fundraising Team

1. Fundraising Strategy and Planning:
 - Collaborate with the Fundraising Team Leader to develop and implement fundraising strategies aligned with the church's goals and vision.
 - Participate in brainstorming sessions and provide input on fundraising ideas, campaigns, and events.
 - Assist in creating detailed fundraising plans, including timelines, targets, and action steps.
2. Fundraising Events and Campaigns:
 - Support the planning, coordination, and execution of fundraising events and campaigns.
 - Work with other teams and/or committees with the planning of events (Audio and video, security, media, event planning, welcome team, hospitality, etc.)
3. Volunteer Engagement:
 - Recruit and coordinate volunteers to support fundraising activities, including event setup, registration, and setup.
 - Provide guidance and training to volunteers, ensuring they understand their roles and responsibilities.
 - Foster a positive and supportive team environment that values volunteer contributions.

Medical Supply Coordinator

1. Equipment Inventory Management:
 - Maintain an up-to-date inventory of medical equipment available in the room, including wheelchairs, crutches, walkers, canes, and other necessary items.
 - Regularly update inventory records, including equipment condition, availability, and maintenance history.
2. Equipment Distribution:
 - Collaborate with church staff and/or designated referral agencies to identify individuals in need of medical equipment.
 - Assess recipients' requirements and match them with appropriate equipment from the inventory.
 - Coordinate the loaning or borrowing process, including completing necessary paperwork and obtaining any required authorizations.
3. Equipment Maintenance and Repair:
 - Conduct regular inspections of the medical equipment to ensure proper functioning, cleanliness, and safety.
 - Arrange for repairs, maintenance, or replacement of damaged or worn-out equipment as needed.
 - Collaborate with external vendors or service providers for repairs beyond your scope.
4. Resource Management:
 - Develop and maintain a network of contacts within the local community, such as healthcare professionals, suppliers, and organizations that may provide support or donations for the medical equipment room.
 - Explore potential funding sources to support the acquisition and maintenance of the equipment.
5. Documentation and Reporting:
 - Maintain accurate records of equipment distribution and any associated paperwork.
 - Provide regular reports to the church or relevant committees, highlighting equipment usage, repairs, and any noteworthy incidents.

Welcome Team

1. Greeting and Hospitality:
 - Extend a warm and friendly welcome to all individuals entering the church premises, including attendees, visitors, and newcomers.
 - Introduce guests to the pastor and other church leadership, making sure to remember their names.
 - Provide information about church services, programs, events, and facilities in a courteous and helpful manner.
2. Assistance and Direction:
 - Offer guidance and assistance to individuals who may need directions to different areas within the church, such as worship spaces, classrooms, restrooms, or children's areas.
 - Answer general inquiries and provide basic information about church activities, schedules, and ministries.
 - Assist individuals with special needs, ensuring they have appropriate access and support.
3. Seating and Accommodation:
 - Help attendees find suitable seating within the worship spaces, taking into consideration their preferences, family arrangements, and any specific needs they may have.
 - Assist in accommodating large groups, families, or individuals with mobility challenges to ensure everyone is comfortable and included.
4. Newcomer Engagement:
 - Actively identify and engage with newcomers, extending a special welcome and offering information about how they can get involved in church life.
 - Provide newcomers with introductory materials, such as brochures, welcome packets, or information about upcoming events.
 - Connect newcomers with appropriate church staff, leaders, or ministry representatives based on their interests or needs.
5. Safety and Security:
 - Maintain a vigilant presence, observing and reporting any suspicious activities or concerns to Security Team or leadership.
6. Team Collaboration:
 - Collaborate with other Welcome Team members and church volunteers to ensure a seamless and coordinated welcoming experience.
 - Attend team meetings, training sessions, and any necessary briefings to stay updated on church activities, changes, and new procedures.

Hospitality

1. Refreshments and Food Service:
 - Prepare and serve refreshments, such as coffee, tea, snacks, or light meals, before, during, or after church events such as business meetings, funerals, weddings, and holiday events.
 - Set up and maintain clean and inviting refreshment areas, including tables, serving stations, and beverage stations.
 - Monitor and replenish supplies as needed and ensure proper storage and disposal of food items according to health and safety guidelines. (No expired food is allowed)
2. Event Coordination and Support:
 - Collaborate with the other teams, committees, and church staff to plan and organize special events, such as receptions, potlucks, community meals, or fellowship gatherings.
 - Assist in event setup, decoration, and arrangement of seating or dining areas.
 - Coordinate volunteers and ensure smooth execution of hospitality-related tasks during events.
3. Greeter and Usher Support:
 - Assist the Welcome Team by offering support in greeting and seating attendees during services or events.
 - Provide information about hospitality offerings, event schedules, and locations to individuals as they arrive.
4. Fellowship and Connection:
 - Foster a sense of community and connection among attendees by initiating conversations, offering a listening ear, and engaging in friendly interactions.
 - Encourage newcomers and regular attendees to connect with others and get involved in church activities, groups, or ministries.
 - Be attentive to individuals who may be in need of support, and offer assistance or referrals as appropriate.
5. Cleanliness and Setup:
 - Assist in maintaining cleanliness and orderliness of hospitality areas, including clearing tables, washing dishes, and tidying up after events.
 - Help set up and arrange furniture, decorations, and signage in designated hospitality spaces.
6. Team Collaboration:
 - Collaborate with other Hospitality Team members and church volunteers to ensure a coordinated and welcoming experience.
 - Attend team meetings, training sessions, and any necessary briefings to stay updated on church activities, changes, and new procedures.

Decorations

1. Design and Decoration:
 - Collaborate with the Decorations Team and church leadership to conceptualize and implement creative designs that align with the church's vision, themes, and seasons.
 - Select appropriate color schemes, materials, and decorative elements to create visually appealing arrangements for various spaces within the church, such as the sanctuary, foyer, fellowship hall, and event venues.
 - Incorporate meaningful symbols, artwork, or focal points to enhance the spiritual significance and reverence of the church environment.
2. Seasonal and Liturgical Decor:
 - Stay informed about upcoming liturgical seasons, holidays, and special events within the church calendar.
 - Plan and execute seasonal decorations, including but not limited to Advent, Christmas, Easter, and other significant occasions.
 - Coordinate with other church teams or committees to ensure cohesive decoration themes and a seamless transition between seasons.
3. Installation and Maintenance:
 - Assist in the installation and arrangement of decorations, such as banners, floral arrangements, altar pieces, draperies, lighting elements, and other embellishments.
 - Ensure that decorations are securely and safely installed.
 - Regularly inspect and maintain the condition of decorations, making necessary repairs or replacements as needed.
4. Team Collaboration:
 - Work closely with other members of the Decorations Team, as well as church staff, volunteers, and committees involved in planning worship services and events.
 - Attend team meetings, planning sessions, and rehearsals to contribute ideas and coordinate efforts.
 - Collaborate with other teams, such as Worship, Events, and Building and Grounds, to ensure a harmonious integration of decorations with other aspects of church programs.
5. Creativity and Resource Management:
 - Exercise creativity in utilizing available resources effectively, including repurposing existing decorations, exploring cost-effective options, or seeking donations from the congregation or local community.
 - Maintain inventory records of decorations, supplies, and materials, and collaborate with the team and church administration to manage budgetary considerations.

Building and Grounds

1. Facility Maintenance:
 - Perform routine inspections of the church buildings, grounds, and facilities to identify any maintenance or repair needs.
 - Conduct basic maintenance tasks, such as changing light bulbs, repairing minor plumbing issues, and addressing electrical problems (within your skill level and comfort zone).
 - Assist in coordinating and overseeing professional contractors or vendors for major repairs or projects.
2. Groundskeeping and Landscaping:
 - Oversee lawn care contractors to make sure the church surroundings are properly taken care of.
 - Ensure walkways, parking lots, and outdoor spaces are clear of debris and hazards.
3. Safety and Security:
 - Regularly inspect the church premises to identify potential safety hazards, such as loose handrails, damaged flooring, or malfunctioning equipment.
 - Report any safety concerns to the appropriate church staff or leadership and assist in implementing corrective measures.
 - Collaborate with the Security Team, if applicable, to ensure the safety and security of the church property.
4. Setup and Event Support:
 - Assist with the setup and teardown of chairs, tables, equipment, and decorations for church services, events, or activities.
 - Collaborate with other teams or volunteers to ensure a smooth and efficient coordination of logistics for events.
5. Team Collaboration:
 - Work closely with other Building and Grounds Team members, as well as church staff, volunteers, and committees involved in building and facility management.
 - Attend team meetings, training sessions, and any necessary briefings to stay updated on church activities, changes, and new procedures.

Transportation Services

1. **Transportation Services:**
 - Safely operate the church van to provide transportation for individuals to and from church services, events, meetings, and other designated locations.
 - Follow local traffic laws and regulations and maintain a clean driving record.
 - Adhere to church policies and procedures regarding passenger safety, including seat belt usage and appropriate vehicle occupancy limits.
2. **Passenger Assistance and Support:**
 - Assist passengers with boarding and disembarking the van, ensuring their comfort and safety.
 - Provide friendly and courteous assistance to passengers, including individuals with mobility challenges, elderly members, or families with young children.
 - Maintain a caring and patient demeanor, addressing any specific needs or concerns of the passengers.
3. **Van Maintenance and Safety:**
 - Regularly inspect the van for safety and maintenance issues, such as tire pressure, fluid levels, and general vehicle cleanliness.
 - Report any mechanical problems, damages, or safety concerns to the appropriate church personnel.
 - Coordinate with the church administration to schedule routine maintenance and repairs for the vans.
4. **Trip Planning and Coordination:**
 - Collaborate with the Van Team and church staff to plan transportation routes and schedules based on the needs of the passengers.
 - Communicate effectively with passengers, informing them of pickup and drop-off times and locations.
 - Coordinate with other church teams or committees to ensure transportation support for specific events or programs.
5. **Recordkeeping and Documentation:**
 - Maintain accurate records of transportation requests, passenger information, and trip details.
 - Complete required documentation, such as mileage logs, incident reports, and passenger sign-in sheets.
 - Ensure confidentiality and privacy of passenger information in compliance with applicable privacy laws.
6. **Team Collaboration:**
 - Work closely with other Van Team members, as well as church staff, volunteers, and committees involved in transportation and logistics.
 - Attend team meetings, training sessions, and any necessary briefings to stay updated on church activities, changes, and new procedures.

Nursery

1. **Childcare and Supervision:**
 - Provide attentive and nurturing care to infants and toddlers in the church nursery during scheduled services, events, and programs.
 - Maintain a safe and clean environment, ensuring that the nursery is free from hazards and age-appropriate toys and materials are available.
 - Attend to the needs of each child, including diaper changing, comforting, and engaging in age-appropriate activities.
2. **Safety and Security:**
 - Follow established procedures to ensure the safety and security of the children in your care.
 - Monitor the nursery area, ensuring that all exits and entrances are secure and that children are not left unattended.
 - Enforce child check-in and check-out procedures, verifying identification and maintaining accurate records.
3. **Parent/Guardian Communication:**
 - Establish and maintain open and respectful communication with parents/guardians, providing updates on their child's well-being and activities as appropriate.
 - Answer questions, address concerns, and offer assistance to parents/guardians when necessary.
 - Collaborate with parents/guardians to ensure a smooth transition and provide support during drop-off and pick-up times.
4. **Age-Appropriate Activities:**
 - Plan and facilitate age-appropriate activities, such as playtime, storytelling, crafts, and music, that are engaging and stimulating for the children.
 - Foster a positive and inclusive atmosphere, encouraging social interaction and cooperation among the children.
 - Incorporate basic biblical principles and values into activities, when appropriate and in alignment with church teachings.
5. **Cleanliness and Organization:**
 - Ensure the nursery area is clean, organized, and well-maintained, including sanitizing toys, surfaces, and equipment as needed.
 - Assist in restocking necessary supplies, such as diapers, wipes, and snacks, and inform appropriate church personnel when supplies are running low.
6. **Team Collaboration:**
 - Work closely with other Nursery Volunteers and church staff, participating in team meetings, training sessions, and any necessary briefings.
 - Collaborate with other church teams or committees involved in children's ministries to support integrated programming and events.

Nominating Committee

1. Identify Needs:
 - Collaborate with the Nominating Committee to understand the current and future leadership needs of the church.
 - Consult with church staff, committee members, and others to gather information about specific roles and responsibilities to be filled.
 - Consider the diversity of gifts, talents, and experiences needed to support the mission and vision of the church.
2. Candidate Selection:
 - Conduct a thorough review of potential candidates within the church community, taking into account their spiritual maturity, skills, and suitability for specific roles.
 - Engage in prayerful discernment and seek guidance from church leadership and the Holy Spirit during the selection process.
 - Interview and evaluate candidates to assess their qualifications, willingness to serve, and alignment with the church's core values and beliefs.
3. Recommendation and Approval Process:
 - Present recommended candidates to the church leadership or appropriate decision-making body for final approval.
 - Prepare and submit clear and concise written recommendations, including information about the candidate's qualifications, background, and reasons for the recommendation.
 - Collaborate with church staff or relevant committees to facilitate the onboarding and orientation process for newly appointed volunteers.
4. Confidentiality and Sensitivity:
 - Maintain strict confidentiality regarding the nominations process and the personal information shared by potential candidates.
 - Handle sensitive information with discretion and respect for the privacy of individuals involved.
 - Follow established protocols for handling and storing confidential documents and information.
5. Communication and Feedback:
 - Provide timely and clear communication to candidates throughout the nominations process, keeping them informed of their status and any updates.
 - Offer feedback and encouragement to candidates who are not selected, helping them explore alternative ways to serve and grow within the church community.
6. Evaluation and Review:
 - Periodically review and assess the effectiveness of appointed leaders in their respective roles.
 - Seek feedback from church members and leadership to ensure the ongoing development and improvement of the nominations process.
 - Collaborate with the Nominating Committee to reflect on successes and challenges and recommend potential adjustments to the process or criteria for future nominations.

Missions Committee

1. Missions Project Identification:
 - Stay informed about local, national, and international missions opportunities, including initiatives within the church denomination and partner organizations.
 - Collaborate with the committee to identify and evaluate potential mission projects aligned with the church's mission, vision, and values.
 - Research and gather information about the goals, impact, and feasibility of various mission projects.
2. Project Evaluation and Selection:
 - Assess mission project proposals based on their alignment with the church's mission priorities, resources, and capacity for impact.
 - Review project budgets, timelines, and implementation plans to ensure they are realistic and achievable.
 - Engage in discussions and deliberations within the committee to make informed recommendations regarding project selection.
3. Partnership Development:
 - Cultivate relationships with local organizations, churches, and ministries to explore potential partnerships and collaborative mission opportunities.
 - Foster ongoing communication and collaboration with existing mission partners to evaluate the effectiveness of current initiatives and explore areas for growth and improvement.
 - Work with the committee members to establish and maintain guidelines for partnership agreements and accountability.
4. Resource Allocation and Fundraising:
 - Collaborate with the committee to determine the financial and material resources required for selected mission projects.
 - Develop fundraising strategies, in collaboration with Fundraising Team, to generate financial support for mission projects.
 - Coordinate with the church's Budget and Finance committee to ensure proper allocation and management of mission funds.
5. Communication and Promotion:
 - Create and disseminate communication materials to raise awareness and engage the congregation in mission projects and opportunities.
 - Utilize various communication channels, such as newsletters, social media, and church bulletins, to share updates and stories of mission impact.
 - Organize and facilitate mission-focused events, including guest speakers, mission fairs, or mission trips information sessions.
6. Evaluation and Reporting:
 - Establish and implement evaluation criteria to assess the effectiveness and impact of mission projects.
 - Regularly report to the church leadership and congregation on the progress, accomplishments, and challenges of mission initiatives.
 - Provide comprehensive reports to the church leadership, detailing the outcomes and impact of completed mission projects.

Personnel Committee

1. **Personnel Policy Development:**
 - Review, update, and develop personnel policies and procedures in compliance with legal requirements and best practices.
 - Collaborate with committee members to ensure policies are fair, equitable, and aligned with the church's mission, values, and denominational guidelines.
 - Communicate personnel policies and changes to staff and volunteers, ensuring understanding and compliance.
2. **Recruitment and Selection Support:**
 - Assist in developing job descriptions, qualifications, and selection criteria for church staff and volunteer positions.
 - Collaborate with church leadership and relevant committees to identify recruitment needs and attract qualified candidates.
 - Participate in the interview and selection process for staff and volunteer positions as needed.
3. **Onboarding and Training:**
 - Develop and implement an effective onboarding process for new staff and volunteers, ensuring they receive necessary information, resources, and training.
 - Collaborate with relevant committees or departments to ensure new personnel are integrated smoothly into their roles and the church community.
 - Provide ongoing support and resources to help personnel thrive in their positions.
4. **Conflict Resolution and Mediation:**
 - Serve as a resource for personnel, offering guidance and support in resolving conflicts or addressing grievances.
 - Collaborate with church leadership and other committees to facilitate conflict resolution processes in a fair and respectful manner.
 - Maintain confidentiality and impartiality while promoting open communication and reconciliation.
5. **Personnel Recordkeeping and Compliance:**
 - Maintain accurate and confidential personnel records, including employment agreements, performance evaluations, and training documentation.
 - Ensure compliance with legal requirements, including employment laws, tax regulations, and safety standards.
 - Collaborate with the church's finance and administration departments to ensure proper payroll and benefits administration.
6. **Professional Development:**
 - Stay informed about current trends, best practices, and legal requirements related to human resources and personnel management in a church context.
 - Seek opportunities for professional development, such as attending workshops or conferences, to enhance knowledge and skills in personnel management.

Budget and Finance Committee

1. Budget Development and Monitoring:
 - Collaborate with committee members and church leadership to develop an annual budget aligned with the church's mission, goals, and priorities.
 - Review historical financial data, projected expenses, and income sources to inform budget planning.
 - Monitor budget performance throughout the year, track variances, and recommend adjustments as necessary.
 - Provide regular reports to the committee and church leadership regarding the financial status and adherence to the budget.
2. Financial Reporting and Analysis:
 - Prepare accurate and timely financial reports, including income statements, balance sheets, and cash flow statements.
 - Analyze financial data, trends, and ratios to provide insights and recommendations for financial decision-making.
 - Present financial reports and analysis to the committee and church leadership, providing explanations of key financial indicators and variances.
3. Financial Policies and Procedures:
 - Develop and review financial policies and procedures to ensure sound financial management and internal controls.
 - Collaborate with committee members and church leadership to establish guidelines for financial transactions, purchasing, and reimbursement processes.
 - Ensure compliance with applicable laws, regulations, and denominational financial guidelines.
4. Financial Planning and Forecasting:
 - Participate in long-term financial planning processes, including capital budgeting, debt management, and strategic financial goals.
 - Assess and evaluate the financial implications of proposed ministry initiatives and expansion projects.
 - Collaborate with committee members to develop financial forecasts and projections to support informed decision-making.
5. Communication:
 - Communicate financial information and updates to the congregation during the business meetings.
 - Respond to inquiries and provide financial guidance and support to church members.

VBS Helper

1. Program Support:
 - Assist the VBS team in setting up and preparing the VBS program area, including organizing materials, setting up decorations, and arranging seating.
 - Support the coordination and implementation of daily activities, including crafts, games, songs, lessons, and snack times.
 - Collaborate with other volunteers and VBS team members to ensure a smooth flow of activities and transitions throughout the program.
2. Child Supervision and Safety:
 - Provide direct supervision and guidance to children during VBS activities, ensuring their safety and well-being at all times.
 - Maintain an inclusive and welcoming environment, promoting positive behavior and resolving conflicts as needed.
 - Familiarize yourself with emergency procedures and protocols and be prepared to respond to any safety concerns or incidents.
3. Craft and Activity Assistance:
 - Assist children with crafts and projects, providing instructions, encouragement, and support as they engage in creative activities.
 - Help set up and organize craft stations, ensuring that all necessary supplies are available and easily accessible.
 - Assist in the cleanup and organization of craft materials and supplies after each activity.
4. Group Leadership:
 - Support the assigned group leader in guiding a small group of children throughout the VBS program.
 - Engage children in conversations, listen attentively to their thoughts and questions, and encourage their active participation.
 - Assist with group activities, discussions, and reflection times, fostering a nurturing and interactive learning environment.
5. Assistance with Special Events:
 - Collaborate with the VBS team in organizing and implementing special events, such as themed dress-up days, outdoor games, or performances.
 - Assist in managing registration, attendance, and distribution of materials or resources during special events.
6. Team Collaboration:
 - Work closely with other VBS volunteers, teachers, and leaders to ensure a cohesive and coordinated VBS experience.
 - Attend team meetings and training sessions to receive instructions, share ideas, and receive updates on program activities.
7. Relationship Building:
 - Foster positive relationships with children, parents, and fellow volunteers, providing a friendly and welcoming atmosphere.
 - Communicate with parents or guardians, sharing updates, and addressing any questions or concerns regarding their child's participation in VBS.

Sunday School Teacher

1. Lesson Planning and Preparation:
 - Plan and prepare well-structured and relevant lessons that cater to the needs and interests of students.
 - Select appropriate teaching materials, such as biblical texts, study guides, videos, or supplementary resources, to enhance learning and encourage deeper understanding.
 - Familiarize yourself with the lesson content, scripture passages, and theological concepts to ensure accurate and meaningful instruction.
2. Facilitation and Discussion:
 - Engage students in thoughtful discussions, allowing for open dialogue, exploration of faith-related questions, and personal application of biblical principles.
 - Create a safe and respectful environment where individuals feel comfortable sharing their thoughts, experiences, and perspectives.
 - Encourage active participation, critical thinking, and respectful listening among class participants.
3. Scriptural Teaching:
 - Present biblical truths, theological concepts, and practical applications in a clear, relevant, and relatable manner.
 - Guide class participants in studying and interpreting scripture, providing historical and cultural context as needed.
 - Help students connect scripture to their daily lives, encouraging them to apply biblical teachings to their personal faith journeys.
4. Spiritual Growth and Discipleship:
 - Foster an environment that promotes spiritual growth, discipleship, and a deeper relationship with Christ.
 - Facilitate opportunities for prayer, worship, and reflection to encourage personal encounters with God's presence.
 - Provide guidance and support as adults navigate challenges, seek wisdom, and pursue spiritual transformation.
5. Relationship Building:
 - Cultivate a sense of community and fellowship among class participants, fostering authentic relationships and care for one another.
 - Demonstrate genuine interest in the lives, concerns, and spiritual journeys of the adults in your class.
6. Collaboration and Teamwork:
 - Collaborate with other Sunday School teachers and church leaders to ensure alignment with overall church teaching and discipleship goals.
 - Share insights, ideas, and resources with fellow teachers to promote a collaborative and supportive teaching environment.
7. Personal Growth and Professional Development:
 - Continuously seek personal spiritual growth and deepening of biblical knowledge through personal study, prayer, and involvement in discipleship opportunities.
 - Stay informed about current theological trends, biblical scholarship, and resources related to adult Christian education.
 - Engage in ongoing professional development, such as attending seminars, conferences, or training programs focused on adult education and spiritual formation.

Youth Ministry Assistant

1. Program Support:
 - Assist the youth ministry team in planning, organizing, and implementing youth programs, events, and activities.
 - Collaborate with the youth ministry leader to develop age-appropriate and relevant content for youth gatherings, including Bible studies, discussions, retreats, and service projects.
 - Help set up and prepare the youth ministry space, ensuring it is welcoming, safe, and conducive to learning and fellowship.
2. Relationship Building:
 - Foster positive relationships with youth, building trust, and creating a safe and supportive environment.
 - Actively engage with youth, listen to their concerns, questions, and joys, and provide guidance and encouragement in their faith journey.
 - Serve as a role model by demonstrating a Christ-like lifestyle and sharing personal experiences of faith and discipleship.
3. Youth Engagement:
 - Facilitate and participate in group discussions, activities, and games that promote meaningful connections, personal growth, and spiritual development.
 - Encourage youth to explore and deepen their understanding of the Bible, Christian values, and relevant life topics.
4. Event Coordination:
 - Assist in organizing and coordinating youth events, including retreats, mission trips, camps, and social activities.
 - Support the youth ministry leaders in ensuring a safe and well-supervised environment during events.
5. Administrative Tasks:
 - Assist with administrative duties related to the youth ministry, such as record-keeping, attendance tracking, and communication with youth and parents/guardians.
6. Support and Encouragement:
 - Provide emotional and spiritual support to youth in times of personal challenges, crises, or spiritual doubts.
 - Collaborate with the youth ministry team to identify and address the specific needs of individual youth, providing appropriate resources and referrals when necessary.
 - Celebrate and acknowledge the accomplishments and milestones of youth, encouraging them in their faith journey.
7. Team Collaboration:
 - Work closely with the youth ministry leader and other volunteers, sharing ideas, resources, and responsibilities.
 - Attend regular team meetings, training sessions, and workshops to enhance personal and professional growth.
 - Collaborate with other church ministries to promote integration and participation of youth in the larger church community.

Children's Ministry Assistant

1. Program Support:
 - Assist the children's ministry team in planning, organizing, and implementing children's programs, including Sunday School, children's worship, Vacation Bible School, and special events.
 - Collaborate with the children's ministry leader to develop age-appropriate lesson plans, activities, crafts, and interactive experiences that engage children and facilitate their spiritual growth.
2. Relationship Building:
 - Foster positive relationships with children and their families, creating a sense of trust, care, and belonging.
 - Interact with children on a personal level, actively listening to their thoughts, concerns, and joys, and providing support and encouragement in their faith journey.
 - Collaborate with parents/guardians, communicating updates, addressing questions or concerns, and fostering a partnership in nurturing children's spiritual development.
3. Teaching and Facilitation:
 - Assist in leading Sunday School classes or small group sessions, delivering age-appropriate lessons and facilitating discussions that help children understand and apply biblical teachings.
 - Engage children in worship, prayer, and interactive activities that promote a love for God, a sense of awe, and a desire to grow in their faith.
 - Encourage children to ask questions, explore their faith, and actively participate in the learning process.
4. Event Coordination:
 - Support the planning and coordination of children's ministry events, such as seasonal celebrations, outreach initiatives, family activities, and community service projects.
 - Collaborate with the children's ministry leader and volunteers to ensure the smooth execution of events and activities.
5. Administrative Tasks:
 - Assist with administrative duties related to the children's ministry, such as record-keeping, attendance tracking, and communication with parents/guardians.
 - Support the coordination of volunteer schedules, ensuring adequate coverage for classes, events, and programs.
6. Safety and Well-being:
 - Prioritize the safety and well-being of children, following established child protection policies and procedures.
 - Ensure compliance with necessary background checks, training, and safety protocols for volunteers and staff working with children.
 - Respond appropriately to any child welfare concerns or emergencies, following established reporting and communication procedures.
7. Team Collaboration:
 - Work closely with the children's ministry leader and other volunteers, contributing ideas, resources, and support to enhance the ministry's effectiveness.
 - Attend regular team meetings, training sessions, and workshops to enhance personal and professional growth.
 - Collaborate with other church ministries to promote integration and participation of children and families in the larger church community.

Women's Ministry Assistant

1. Support for Women's Ministry Leaders:
 - Provide support to Women's Ministry leaders in their day-to-day tasks, including scheduling, travel arrangements, and correspondence.
 - Collaborate with leaders to plan and implement leadership development activities for women within the church or community.
 - Assist in research and gather relevant information on topics and resources related to women's issues, spirituality, and personal growth.
2. Relationship Building:
 - Build and maintain positive relationships with women participants, volunteers, and church members, fostering a sense of community and inclusivity.
 - Act as a bridge between Women's Ministry participants and leaders, addressing inquiries, concerns, and feedback with empathy and care.
 - Attend meetings, conferences, and networking events on behalf of the Women's Ministry, representing the church.

Men's Ministry Assistant

1. Support for Women's Ministry Leaders:
 - Provide support to Men's Ministry leaders in their day-to-day tasks, including scheduling, travel arrangements, and correspondence.
 - Collaborate with leaders to plan and implement leadership development activities for men within the church or community.
 - Assist in research and gather relevant information on topics and resources related to men's issues, spirituality, and personal growth.
2. Relationship Building:
 - Build and maintain positive relationships with men participants, volunteers, and church members, fostering a sense of community and inclusivity.
 - Act as a bridge between Men's Ministry participants and leaders, addressing inquiries, concerns, and feedback with empathy and care.
 - Attend meetings, conferences, and networking events on behalf of the Women's Ministry, representing the church.

Wednesday Night Meals Helper

1. Meal Planning and Preparation:
 - Prepare meals for youth and children on Wednesday nights, making sure that the food is ready at the scheduled time.
 - Collaborate with the ministry leaders to determine the menu, considering dietary restrictions, allergies, and preferences of the youth and children.
 - Plan and organize the purchase of ingredients, ensuring they are fresh, of good quality, and within budgetary guidelines.
 - Prepare meals in a timely manner, ensuring proper food handling, storage, and cooking techniques to maintain food safety standards.
2. Cooking and Food Presentation:
 - Utilize your culinary skills to cook a variety of meals, balancing nutritional value and taste preferences for youth and children.
 - Ensure that the meals are visually appealing, well-presented, and served at appropriate temperatures.
3. Kitchen Management:
 - Maintain a clean, organized, and well-equipped kitchen environment.
 - Adhere to food safety regulations, including proper food handling, storage, and sanitation practices.
 - Manage inventory, monitor stock levels, and replenish supplies as needed.
 - Maintain kitchen equipment, promptly reporting any maintenance or repair needs to the appropriate personnel.
4. Collaboration and Communication:
 - Coordinate with the ministry leaders and volunteers to determine meal quantities and specific dietary requirements for each event.
 - Communicate effectively with the youth, children, and their families to address any dietary concerns or special requests.
 - Collaborate with other kitchen staff or volunteers to ensure smooth operations during meal preparation and service.
5. Hospitality and Relationship Building:
 - Foster a warm and welcoming atmosphere in the dining area, ensuring the comfort and satisfaction of the youth and children.
 - Interact with the attendees in a friendly and respectful manner, building and fostering a sense of community.
 - Respond graciously to feedback, suggestions, and special requests, striving to accommodate individual needs when possible.
6. Safety and Cleanliness:
 - Comply with health and safety guidelines, including proper food handling, hygiene practices, and kitchen cleanliness.
 - Monitor and maintain sanitary conditions in the kitchen, including regular cleaning of surfaces, utensils, and equipment.
 - Take appropriate measures to prevent cross-contamination and foodborne illnesses.

Adult Sunday School Class Assistant

1. Classroom Setup and Support:
 - Assist in preparing the Adult Sunday School classroom before each session, ensuring a comfortable and conducive environment for learning and discussion.
 - Set up audiovisual equipment, distribute handouts or study materials, and arrange seating to accommodate participants.
 - Support the teacher in any technical needs, such as operating multimedia presentations or audio equipment.
2. Curriculum and Resource Management:
 - Collaborate with the Adult Sunday School teacher(s) to gather and organize teaching materials, including curriculum resources, books, study guides, and multimedia aids.
 - Assist in reviewing and selecting relevant curriculum or study materials, considering the needs and interests of class attendees.
 - Help distribute and collect study materials, ensuring participants have the necessary resources for each session.
3. Participant Engagement and Facilitation:
 - Encourage participant engagement and active participation during Sunday School sessions.
 - Facilitate small group discussions, guiding conversations based on the lesson topic and encouraging participants to share their insights and perspectives.
 - Assist in creating a respectful and inclusive atmosphere, ensuring all participants feel valued, heard, and respected.
4. Record-Keeping and Attendance:
 - Maintain accurate attendance records, ensuring that participant attendance is tracked consistently.
 - Assist in documenting participant progress, milestones, and areas for growth, if applicable.
 - Collaborate with the Adult Sunday School teacher to gather feedback and suggestions for program improvement.
5. Communication and Program Promotion:
 - Help communicate Adult Sunday School schedules, topics, and special events to participants through various channels (e.g., church bulletin, emails, social media).
 - Collaborate with the church's communication team to ensure timely promotion of Adult Sunday School programs and events.
 - Respond to participant inquiries or concerns, providing relevant information and support in a professional and timely manner.