

# CHURCH ENRICHMENT MINISTRIES INTRODUCES...

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## ADMINISTRATIVE HELPS

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*DISKETTE #1 - 56 JOB DESCRIPTIONS*

20 PASTORAL

8 SECRETARIAL

20 SUPPORT STAFF

9 BOARD JOB DESCRIPTIONS

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# JOB DESCRIPTIONS

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Pastoral Job Descriptions ..... 3

Secretarial Job Descriptions ..... 35

Support Staff Job Descriptions ..... 53

Board Job Descriptions ..... 96

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## 20 PASTORAL JOB DESCRIPTIONS

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Senior Pastor .....	4
Associate Pastor .....	8
Assistant Pastor .....	11
Assistant to the Pastor.....	14
Minister of Evangelism.....	15
Minister of Pastoral Care .....	16
Minister of Visitation.....	17
Minister of Christian Education .....	19
Resource Coordinator .....	21
Minister of Youth .....	22
Minister of Music .....	24
Minister of Single Adults.....	26
Minister of Media .....	27
Minister of Child Evangelism .....	28
Minister of Specialized Care .....	30
Minister of Deaf Ministries.....	31
Minister of Administration.....	32
Minister of Servicemen's Center .....	33
Minister of Family Life.....	34

<b>SENIOR PASTOR</b>
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**QUALIFICATIONS**

1. Must be born again.
2. Must be able to preach and teach the Word.
3. Must have a shepherd's heart.

**LINE OF ACCOUNTABILITY**

1. District Officials
2. Church Board
3. Pastoral Staff
4. Church

**GENERAL DUTIES**

1. Preaches and teaches the Word of God.
2. Responsible for the organization,, staffing, training, and supervision of those under his training.
3. Oversees the spiritual and administrative aspects of the total church program and ministry.

**PASTORAL DUTIES**

1. Makes hospital and sick calls and other visitation.
2. Counsels.
3. Oversees work schedule of all staff members.
4. Leads church services. The senior pastor has the responsibility for the worship services of the church. He comes to each service prepared to lead the congregation in worship through prayer, praise, song and the operation of spiritual gifts.
5. Develops the years calendar plus specific goals to be achieved by various Departments.
6. Continually observes service formats to improve the ministry and attendance of

Sunday evening services.

7. Expands the repertoire of choruses and body ministry activities in all services.
8. Spends consistent time in study and prayer as preparation for preaching and leadership of services.
9. Devotes himself to study and prayer, counseling, and in some cases, hospital ministry. He is prepared to lead the congregation into spiritual maturity through the exposition of the Scriptures and the application of Biblical principles to daily living. His administrative responsibilities will be limited to the general oversight of the total church program. He shall work closely with the Board of Elders, deacons and pastoral staff in charting the course for the spiritual growth and development of the congregation.
10. Is responsible for setting forth a vision for the congregation both at home and abroad. He articulates that vision to the leadership of the church and seeks to motivate the total congregation to involvement in the building of the Kingdom of God around the world.
11. Disciples those with an interest in public ministry to broaden the scope of congregational participation in services.
12. Designs services so as to give adequate time for corporate worship.
13. Coordinates the content, format, preparation, promotion production and execution of church supported specials.

## **CHAIR DUTIES**

1. Is responsible for the administration of church government as required by the church constitution, by-laws, and policies, etc.
2. Is responsible to provide portfolios for each board member.
3. Is responsible to provide teaching, guidance and supervision of board members in their respective area of responsibilities.
4. Is responsible for chairing all business meetings.
5. Responsible for the proper expenditures of all funds that are his direct responsibility.
6. Is responsible for fostering harmony and goodwill with and among official board members, pastor and office staff.
7. Is responsible for the ex-officio member of ALL committees.

## **STAFF DUTIES**

1. Plans two staff retreats. One retreat in the winter for the purpose of relaxation and spiritual renewal with wives; the other retreat to be in the Spring for the purpose of planning and budget preparation for the following calendar year.
2. Plans one social activity for staff and families each year.
3. Coordinates the preparation and printing of quarterly reports so they can be mailed to the board prior to the appropriate board meetings.

## **OFFICE DUTIES**

1. Rearranges the utilization of office space to accommodate one office supervisor, one receptionist, three full time secretaries, one financial secretary and five pastors.
2. Purchases necessary office equipment to productively employ the support staff.
3. Designs a job application form for the support staff.
4. Secures training for the office supervisor in the field of graphic design.
5. Develops a consistent promotion plan so radio, newspaper and hand-out advertising for all events has a uniform theme.

**SENIOR PASTOR'S SELF-EVALUATION****Yes No**

- Have I personally shared my philosophy of ministry with each of the staff?
- Is a written job description provided for each staff member so that they know their responsibilities, privileges, area of ministry, and lines of authority and communication with those with whom they work?
- Have any staff members created problems because they did not know, or violated, the basic policies of the church?
- Are the staff's days off protected from unscheduled demands?
- Do the staff regularly take their days off?
- Do I, as Senior Pastor, set an example in taking my vacation and days off?
- Do we have staff meetings at least weekly to discuss, plan, and coordinate the various ministries of the church?
- Do we regularly have a time for the staff to pray and share spiritually with each other?
- Are times regularly scheduled for the staff and their families to interact socially with each other?
- Do the staff members freely contribute ideas in staff meetings? If not, is it because my authority intimidates them?
- Do I usually make program and ministry decisions and "hand them down" to the staff?
- Do I consciously attempt to support and build the personal ministries of each staff member?
- Have I personally felt threatened by the congregations response to the ministry of a staff member?
- Are opportunities provided for each staff member to attend conferences, clinics, and seminars in their areas of ministry?
- Is there currently a problem with any individual staff member? Have I prayed about this problem and attempted to analyze carefully why the staff member is doing what he/she is? Have I privately discussed this problem with the person?
- Do I frequently discuss privately with each staff member his/her ministries and achievements? Do I honestly attempt to give frequent feedback as to how each is doing both positively and, if necessary, negatively?
- Do we have a retreat at least annually for spiritual refreshment, renewing of ministry commitments, reinforcing team spirit and interpersonal relationships, planning, and brainstorming?

## **ASSOCIATE PASTOR**

### **QUALIFICATIONS**

1. Born Again living a consistent Christian life.
2. Credential with recognized evangelical organization.
3. Experienced in church management, organization and ministries.

### **LINES OF ACCOUNTABILITY**

1. Senior Pastor
2. Board of Deacons
3. Congregation

### **GENERAL DUTIES**

To provide assistance to the Pastor in the performance of all of his duties, as well as those delegated responsibilities set forth herein, or any other areas that may be requested as the need arises.

### **RELATIONSHIP**

This Job Description separates the duties into categories:

- 1) Assistance
- 2) Individual Responsibilities

### **ASSISTANCE**

It is generally expected that the Associate will perform any tasks at the specific request of the Pastor, that lay within the purview of his duties,. If the Assistant has any particular area of ministry for which he is to be responsible, these will be described in a portfolio description. In his role and relationship as an assistant it is expected that:

1. As requested, he (she) will participate in all regular and special worship services/activities of the church.
2. In meetings called for this specific purpose, He (she), will keep the Pastor informed of future plans.
3. He (she), will support and maintain a positive attitude towards the Pastor's



decisions and entire church administration.

4. He (she), will never openly criticize the Pastor/Church policies and will not entertain nor encourage, unfounded, and unwarranted, criticisms of the Pastor.
5. As an assistant he (she), is not a voting member of the Official Board and he (she), when invited, is there as a courtesy afforded by invitation of the Pastor.
6. He (she), will be accountable to the Pastor and report directly to him on a regular basic. All policies or projected programs are to be cleared by the Pastor and put on the agenda for discussion. However, this unique situation in no way absolves him from accountability to the Official Board, and as requested, keeping them informed where applicable, on any changes in policies or programs that may have an overall affect on the unity and direction of the body.
7. He (she), should be willing, especially in the absence of a custodian, to perform a fair share of miscellaneous chores associated with the maintenance and operation of the church on workdays and in the times of emergency, have where other provisions have not been made adequately or effectively.
8. He (she), must maintain the **confidentiality of delicate information**, including avoiding any discussion of such with his wife or members of the board, before or after a meeting where any matter involving confidentiality is discussed.
9. In the absence of the Pastor he (she) must follow the Pastor's instructions and directions, as specifically outlined by the Pastor for such an occasion. No assumptions should be made without the consent of the Senior Pastor.

## INDIVIDUAL RESPONSIBILITY

The following are specific duties and guidelines that are expected in the area of individual responsibilities and initiative.

1. He (she), will conduct worship services for the Assembly in the absence of the Pastor, as pre-arranged by the pastor, unless other arrangements for speakers have been made.
2. He (she), will maintain the preaching/song leading schedules as assigned.
3. He (she), will implement the particular portfolios assigned him (her), by the Pastor, as outlined here-in, or as outlined in the attached portfolios description.
4. Attendance to Deacon/Pastor meetings will be **by invitation only**.
5. It is expected that **the Associate pastor will maintain a weekly business schedule in the delegated areas of responsibility**, and keep the pastor informed of the status of his ministry.

6. **As a leader, his conduct and attitude, should be above reproach.** If he has a family, it is expected that his family should set an example the rest of the church families may follow. While no one expects "**perfection**" we are asking of the parents that children would be well-mannered and courteous. Understanding that preachers children may need correction, they should be encouraged to comply with the rules and regulations by which the rest of the church is governed.

1 Tim. 3:1,4,5 provides some helpful insights along these lines. (Amplified version)

7. **The assistant** should be **sensitive to his relationship with other staff** members and departmental leaders regarding the scheduling of activities, use of common areas, and any other interpersonal problems that may arise.

8. **The Assistant** may listen to requests by members and adherents in areas of ministerial services, he (she) should then respond by keeping the Pastor fully informed of such requests, or referring such requests directly to him for a final resolution.

9. **The Assistant** should be alert to situations that may develop beyond his or her, expertise, experience, or out of the range of his (her) delegated authority, these situations should be referred back to the Senior Pastor for his final disposition of the problem. **Special care** should be taken in the areas **of Special permission** for things that might be designed to circumvent the authority of the pastor, board, or the church policies in general.

<b>ASSISTANT PASTOR</b>
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**QUALIFICATIONS**

1. Must be born again.
2. Some experience is desirable.

**LINES OF ACCOUNTABILITY**

1. Pastor
2. Board
3. Members of the Congregation

**GENERAL DUTIES**

1. Is to be amenable to the Senior Pastor in all areas.
2. Always strives to uphold the Pastor and the total church program.
3. When requested, plans the format for the Sunday services.
4. When requested, leads worship services.
5. Preaches per arranged schedule, and as requested by the pastor.
6. Makes hospital calls upon request.
7. **Counsels on request, in consultation with the pastor.**

Any time during counseling, there is information that what the counselee may share, may be in any way damaging to the body as a whole, or even to another individual, that information must be shared with the senior pastor.

**Never, under any circumstances** should an Associate, Assistant, or an Assistant to the pastor, (even when specifically requested not to share the information), withhold information that is in any way detrimental to the over all ministry of the that assembly. He or (she) should be forthright in letting any person know, that if they have information that they don't want shared, that you as an adjunct of the pastor, would have to make that decision after hearing the problem. If they cannot abide this, then they should be instructed not to share that problem, but to deal directly with the Senior Pastor. If they refuse to do this, then direct them to a recommend Christian counselor for help and evaluation. What ever the final decision, it will need to be shared with the Senior Pastor.

**Please note:** Should the matters deal with moral failure, or other serious charges that may be alleged against the Senior Pastor, and there is in fact **sufficient evidence** that there is or may be serious implications, if the situation is not able to be resolved at the pastoral or board level, this information should be then asked for in writing or on tape, and suggest to them that it be submitted to the proper authorities.

8. As requested, arranges for specials (in conjunction with Minister of Music.)

## **STAFF DUTIES**

1. When invited, records minutes of all staff meetings (if designated).
2. If requested by the Pastor, arranges for retreats and conferences.
3. As requested, plans social times for staff.
4. As requested, serves as a liaison between staff and board.

## **OFFICE DUTIES**

1. Brings to the attention of the Senior Pastor any problem areas, ideas or other changes that might be envisioned.
2. As requested, secures, interviews, recommends, and supervises all secretarial personnel.
3. Develops efficient office procedures.
4. Is responsible for the supervision and editing of all church publications.
5. As requested, **assists** in qualifying and handling all promotions and advertising.

## **BUILDING ELDERS**

1. As requested secures, interviews, recommends, and supervises all maintenance personnel.
2. Inspects buildings in and out on a regular basis and communicates needs to proper personnel.
3. As requested directs improvement projects on the property.
4. Through the use of the Facilities Request Form, be responsible for the coordination of all special uses of the church facilities.

**DEPARTMENTAL DUTIES**

1. As requested, oversees the activities of the production department.
2. As requested serves as the Board's liaison for the Women's Ministries, deaf work, outreaches, and many other subsidiary departments, which are included in the annual budget.

**PLEASE NOTE:**

In areas of disagreement, the Senior Pastor's word will be upheld.

## ASSISTANT TO THE PASTOR

The assistant to the Pastor, does not necessarily have its own job description because of the specialized areas of responsibilities. The main thing to remember is that *this person need not be credential*, and may serve in more of the administrative areas. Some of the positions might be as follows:

Administrative Assistant

Chief Financial Officer (CFO)

Chief Operations Officer (COO)

Director of Development

Office & Personnel Manager

Principal of School

When they are not be credentialed or hold Ministerial Papers, they are generally not addressed as Pastor, or are not designated as a minister, but as an **Assistant to the Pastor**.

You might look at a combination of job descriptions to use in relation to their overall duties.

## MINISTER OF EVANGELISM

### QUALIFICATIONS

1. Must be born again and spirit-filled.
2. Must have experience in evangelism, or be actively engaged in the area of evangelism.

### LINES OF ACCOUNTABILITY

1. Senior Pastor
2. Associate Pastor

### GENERAL DUTIES

1. Works in full cooperation with the Senior and Associate Pastor and performs any and all duties requested by him.
2. Is willing to help in teaching responsibility to the ministries of the local body.
3. Strongly encourages giving to missions, both home and foreign.

### SPECIFIC DUTIES

1. When invited, attends pastoral staff meetings.
2. **Maintains an effective evangelism program** by continually enlisting new people and having weekly training sessions.
3. Encourages “tract” ministry.
4. Believes that we are to be witnesses in **Jerusalem**, (*in the place were we live*), **Judea**, (*in the towns that surround us*), **Samaria**, (*in the entire country*), and to the *uttermost parts of the earth*.

<b>MINISTER OF PASTORAL CARE</b>
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**QUALIFICATIONS**

1. Must be born again and have an active personal relationship with the Lord.
2. Possess areas of compassion most needed in this ministry.

**LINES OF ACCOUNTABILITY**

1. The Pastoral Care department
2. The Senior Pastor

**GENERAL DUTIES**

1. Directs the visitation program of the church which includes the visiting of the sick, the hospitalized, the bereaved, the elderly, and those with special and immediate needs.
2. Works in full cooperation with the Pastor and Associate Pastor and performs any and all duties as time and dedication permits.
3. When requested, shares the teaching responsibilities of the church.
4. When requested, attends pastoral staff meetings.

**SPECIFIC DUTIES**

1. If requested, is responsible for the training of new converts.
2. If qualified, gives special time to newly married couples in post-marriage areas.
3. In cooperation with the leadership, plans and coordinates couples' retreats.
4. Keeps accurate records, and critiques of all activities under his supervision.
5. Plans and runs family camps as requested by the Senior Pastor.
6. Meets with Senior Pastor as requested for review of activities.



<b>MINISTER OF VISITATION</b>
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**QUALIFICATIONS**

1. Preferably a retired minister, or one who has pastoral or visitation experience and desires to be on staff, paid or volunteer, as an assistant to the Senior Pastor.
2. Experienced in working with other members of the Church
3. Should have some experience or training, in knowing how to handle specific developments that may vary from home to home.

**LINES OF ACCOUNTABILITY**

1. Senior pastor
2. Board of Deacons or Advisors
3. Congregation

**GENERAL DUTIES**

1. Visit shut-ins at home and those confined to nursing homes.
2. Visit hospital patients who are members, adherents, and those requesting a visit.
3. Counsel with those requesting such service.
4. Follow up on members of youth group as set forth in Assistant Pastor Portfolio, section II,
5. Visit those new folks who have either requested someone to visit, or who have attended a service within two - four weeks.

**SPECIFIC DUTIES**

1. It is not expected that the Minister of Visitation could visit everyone who needs a visit, even with the help of those on the Visitation teams. However, his visitation should be initiated at least twice a month, with priority given to the most pressing needs from among the outlined categories of this job description.
2. The Minister of Visitation should turn in to the office a record of the people he has visited each month, along with a brief note summarizing his visit.
  - A) Reports are to be recorded on separate 3 x 5 index cards. This is the system used in the office.

- B) Reports are to be turned in to the office no later than the first of the following month. This will help in scheduling prospects for the monthly visitation team assignments and prevent any double visits.
3. At this time you can pick up any suggestions of possible new prospects for visitation.

**PLEASE NOTE:** If during the course of visitation the Minister of Visitation is made aware of any crisis situations (death, sickness, hospitalization, etc.), it is asked that he as soon as possible, keep the Senior Pastor fully informed of such information. The church routinely sends flowers, offers help and support, etc. It is essential that the Senior Pastor be informed for the sake of consistency and further, that no one is inadvertently overlooked.

<b>MINISTER OF CHRISTIAN EDUCATION</b>
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**QUALIFICATIONS**

1. Must be born again.
2. Should have sufficient experience, or have a degree in the area of Christian Education.

**LINES OF ACCOUNTABILITY**

1. Senior Pastor
2. Associate Pastor

**GENERAL DUTIES**

1. Responsible for organization, operations and the overseeing of the total Christian Education program which includes Pre-school, Sunday School, Royal Ranger and Missionette programs.
2. Leads in developing a philosophy and policy for the total educational work of the church and Sunday School program.
3. Coordinates the curriculum of all departments of the church.
4. Interprets the educational objectives of the church.
5. Helps develop the evangelistic outreach of all church agencies.
6. Supervises child evangelism activities.
7. Maintains education programs (i.e., Bible Study, Fellowship, etc.) for youth, junior high and high school divisions.
8. Helps in the enlisting and training of workers.
9. Gives guidance in securing suitable facilities and equipment.
10. Keeps abreast of the trends in Christian Education.

**SPECIFIC DUTIES**

1. As requested, supervises the selection of teaching aids and materials.
2. As requested, maintains supplies and resource materials for all departments such as training films, aids, books, etc.

3. Keeps an accurate inventory of equipment, teaching aids, and anything else that may assist the Christian Ed Dept. in their effort to present the gospel.
4. Keeps a secretarial staff for the purpose of maintaining proper records of attendance and visitors for all Sunday School classes.
5. Develops an administrative team made up of the Sunday School divisional coordinators, the Sunday School coordinator and the board representative of the Christian Education Department for the purpose of solving problems the department may face in carrying out it's spiritual objects.
6. Designs Family Life Seminars for the purpose of ministering to the specific needs and concerns of husbands and wives, parents, youth and children.
7. Provides a Literary Resource Center which can serve the research, reading, guidance and inspirational needs of children, youth and adults.

## **RESOURCE COORDINATOR**

### **QUALIFICATIONS**

1. Must be born again.
2. Experience in Christian Education.

### **LINES OF ACCOUNTABILITY**

1. Senior Pastor
2. Associate Pastor
3. Christian Education Director

### **GENERAL DUTIES**

1. As requested, stocks the resource center, establishing quality, content, and appearance standards for all the equipment, materials, books, and supplies that enter the resource center.
2. Determines needs and orders supplies accordingly.
3. Promotes resource center use, stimulating a desire and need for resources in the minds of Christian Education workers and members.

### **SPECIFIC DUTIES**

1. Prepares a list of equipment, materials, books, and supplies needed immediately, as well as those needed within a year, and even long-range needs.
2. Projects a resource section for the Christian Education and establishes, when requested, a budget.
3. Outlines income sources, such as an annual church offering, a book shower, gifts " In Memory Of " or "to honor" someone, etc.
4. As requested, manages the Resource Center facilities and plans the layout of the room to include storage space books and magazines, etc. Sets up furnishings to accommodate supplies, developing an atmosphere through displays, bulletin boards, using a variety of pleasing colors, neatness, etc.

## **MINISTER OF YOUTH**

## **QUALIFICATIONS**

1. Must be born again, and spirit filled
2. Experienced in ministry to youth.

## **LINES OF ACCOUNTABILITY**

1. Senior Pastor
2. Associate Pastor
3. Christian Education Director

## **GENERAL DUTIES**

1. Presents a well-balanced program (spiritually, physically, and mentally) for the entire youth group from the ages of Junior High through College,.
2. As requested, counsels and advises youth in whatever area is necessary.
3. Responsible for any youth classes taught on Sunday Morning.
4. Responsible at all special times, (holidays, vacations, etc.) of the year to plan activities in keeping with that specific time.
5. In most cases, should be available 24 hours a day for emergency situations that may arise among the youth.
6. Keeps Senior Pastor informed and updated, in relation to any serious problems, especially problems dealing with morals.
7. As requested, responsible for all fund raising and the finances thereof.
8. Responsible for all recreational equipment for the youth.
9. Must be willing to attend seminars and training sessions for better understanding of new methods regarding the thought of Family Bible Church.
10. Must be willing to accept any and all additional duties as requested by the Senior Pastor.

## **SPECIFIC DUTIES**

1. As requested, offers at least three youth retreats a year.

2. Responsible for creating a critique of special activities, including such things as who, how, when, where, what, and why. The critique would conclude with ideas on how to make something “good” to be even made “better”. This then allows a greater effort to improve whatever has been done in the past, and the opportunity to make it better.

<b>MINISTER OF MUSIC</b>
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**QUALIFICATIONS**

1. Must be born again.
2. Experience as Choir Director and other necessary areas as it applies to Music Ministry.

**LINES OF ACCOUNTABILITY**

1. Senior Pastor
2. Associate Pastor

**GENERAL DUTIES**

1. In cooperation with the Senior Pastor, oversees and administrates the entire music program of the church.
2. Directs the choir in practice and presentations.
3. Direct, arrange and cultivate the music presented at all services.
4. Develop small groups such as quartets, trios, etc. to sing at services.
5. As requested, coordinates the presentation of "outside" musical guests.
6. Supervises sound systems, microphones, and all other musical maintenance and upkeep pertinent to the music department.
7. Seeks to discovers and encourage new talent.

**SPECIFIC DUTIES**

1. In conjunction with the special times of year, i.e. Christmas, Easter, July Fourth, etc. Present major music productions during the year involving the choir and including the local talents from the church.
2. As requested, coordinate the teaching of two to three classroom music courses for adults twice each calendar year.
3. Work with the Minister of Youth in the development of a **Youth Choir and youth ensembles.**
4. When and where applicable, develop and maintain a church orchestra.



5. As requested, see that sufficient songbooks/chorus sheets, are provided for the church auditorium and the Sunday School departments.
6. As requested, attend all staff meetings.
7. Have notebook and pencil available **at all meetings**.

## TIPS

1. Collect the names, addresses and phone numbers of all organists, pianists and musicians. Give explicit instructions that no revival service or special meeting is to be conducted without a competent organist and pianist.
2. Should seek a balance between vocal and instrumental music.
3. Should provide opportunity for as many as possible to minister in music, not just a few of the best musicians, as long as the participants contribute to the worship of the church service.
4. Keep a record of the songs and the dates on which they are used so as to check what kind of musical diet the congregation is receiving and to include specific songs or themes which have been overlooked.
5. Integrate the total music program of the church so there is variety, acceptable quality of music, and a spiritual tone pervading the whole.
6. Be familiar with the denominations and other resources such as hymnbooks, sheet music and orchestra arrangements. Catalogue and safeguard the music books and sheet music not currently being used.
7. Be familiar with copyright restrictions and set an example for musicians by honoring the rights and property of others.

## **MINISTER OF SINGLE ADULTS**

### **QUALIFICATIONS**

1. Must be born again and spirit-filled.
2. Have experience in dealing with singles.

### **LINES OF ACCOUNTABILITY**

1. Senior Pastor
2. Associate Pastor

### **GENERAL DUTIES**

1. Organizes a well-rounded program providing for the spiritual, social, and scholastic needs for all singles. These should include including special classes, retreats, outings, parties, sports, and banquets.
2. Be available to assist any single when the situation demands the needs.
3. Be willing to work with and answer to the Associate Pastor in regard to any and all areas involving the Singles Ministry.
4. Accepts any additional duties as requested by the Senior or Associate Pastor.

### **SPECIFIC DUTIES**

1. Institutes a training program for singles ministering to singles.
2. Correlate all activities with other departments as well as the church's master calendar

## **MINISTER OF MEDIA**

### **QUALIFICATIONS**

1. Must be born again.
2. Experience in Public Relations work helpful

### **LINES OF ACCOUNTABILITY**

1. Senior Pastor
2. Associate Pastor

### **GENERAL DUTIES**

1. As requested, directs the publications of the church including the printing of the weekly bulletin and periodicals such as the Monthly Calendar, etc.
2. As requested, directs the advertising of the church using the media sources available, i.e. newspaper, radio, television, etc.

### **SPECIFIC DUTIES**

1. Attends all ministerial staff meetings.
2. Handles requests for media equipment and facilities.
3. Oversees the use of the print room, maintenance of equipment and ordering of supplies.
4. Oversees the use of the photo lab and maintenance of equipment.
5. In the absence of a Minister of Music, or Sound Room Director, oversees the use of the public address system and maintenance of equipment.
6. As requested, oversees use of audio-visual library and maintenance of equipment.
7. As requested, seeks resource materials for the establishment of a radio or a television station.
8. As requested, directs visual art, production of tapes and equipment.

## **MINISTER OF CHILD EVANGELISM**

### **QUALIFICATIONS**

1. Must be born again.
2. Must be trained in the area of Christian Education.

### **LINES OF ACCOUNTABILITY**

1. Christian Education Director
2. Associate Pastor
3. Senior Pastor

### **GENERAL DUTIES**

1. Responsible for maintaining functional and practical methods of developing the character, mind and spirit of children twelve years of age and under.
2. Responsible for and in charge of what is known as Sunday School.
3. Responsible for Children's Special Hour services (Children's Church).
4. Responsible for maintaining a staff of capable people with the sanction of the Minister of Christian Education or Senior Pastor, on all people involved. (See application forms to be filled out by those desiring to work with children)
5. Responsible for the discipline of all those involved in said departments, with the exception of moral issues and those undermining the church or Pastor.
6. Works in conjunction with the Minister of Christian Education and keeps said person well informed. All personnel and curriculum must be cleared by the Minister of Christian Education or in the absence of such, the Senior Pastor or someone he has appointed as his representative should be contacted.
7. The person holding this position, need not be responsible for the keeping or maintaining of attendance records, absentees or visitors, but will, in most cases, only be responsible for the encouragement of teachers to turn in such records.

### **SPECIFIC DUTIES**

1. As requested, in most cases, works directly under the Associate Pastor and as such, will be responsible at all times to him.

2. In cooperation with the C.E. Director, maintains regular meetings no less than once per month for all staff members in both departments.
3. As requested, instigates special activities for the entire Children's Ministry department during the special seasons.
4. Keeps Associate Pastor /Senior Pastor, informed of the development and progress of the Children's Ministry on a regular bases.
5. Supports and encourages all teachers to attend all special training sessions. (See Minister of Christian Education).

## MINISTER OF SPECIALIZED CARE

### QUALIFICATIONS

1. Must be born again.

### LINES OF ACCOUNTABILITY

1. Senior Pastor
2. Associate Pastor

### GENERAL DUTIES

1. Seeks out and established new opportunities for the expansion of specialized care, i.e. blind, deaf, paraplegic, etc.
2. Develops and organizes a well-structured counseling department within the church.
3. Promotes and publicizes within the community the availability of the ministry to specialized needs as they are developed.

### SPECIAL DUTIES

1. Keeps accurate and up-to-date files on all those counseled.
2. Insures the confidentiality of those counseled. **Exception:** Alert Senior Pastor immediately regarding any moral issues or any other situations that may be detrimental to the church, involving the present or potential leadership.
3. As requested, attends seminars and workshops that are made available that would aid in this position.

## **MINISTER OF DEAF MINISTRIES**

### **QUALIFICATIONS**

1. Must be born again.

### **LINES OF ACCOUNTABILITY**

1. Senior Pastor
2. Associate Pastor

### **GENERAL DUTIES**

1. As requested, plan, coordinate and direct all deaf activities.
2. Be a liaison between deaf department and church.
3. Provide interpreters for services; using the Master Calendar, plan monthly interpreters schedule.
4. As requested, plan fellowships and attendance at outside deaf fellowships.

### **SPECIFIC DUTIES**

1. As requested, produce a monthly newsletter and keep track of publicity.
2. In consultation with the Senior Pastor, direct counseling services for the deaf.
3. Install a visitation program to include the visitation of the deaf.
4. Provide interpreter training and assign advanced signers to teach signing classes in the future. (as soon as there would be a teacher and enough for a class, inquire about the potential for a special place for the ministry to the deaf during the regular and special church services).

<p style="text-align: center;"><b>MINISTER OF ADMINISTRATION OR DIRECTOR OF DEVELOPMENT</b></p>
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**QUALIFICATIONS**

1. Must be born again.
2. Experienced in Administration / Land or Building Development.

**LINES OF ACCOUNTABILITY**

1. Senior Pastor
2. Associate Pastor

**GENERAL DUTIES**

1. As requested, oversees any building or additions, plus any administrative areas of improvements to the existing structures or acreage.
2. As requested, oversees building maintenance by hiring and supervising in conjunction with the Senior Pastor, the janitorial services, selecting sub-contractors for repairs.
3. Interviews and hires plant staff in consultation with Senior Pastor.
4. Makes periodic administrative reports as required by existing circumstances and as may be necessary from time to time forwarding recommendations to the Senior Pastor and Official Board.

**SPECIFIC DUTIES**

1. Coordinates the use of church facilities at request of other departmental requests.
2. If necessary, and in conjunction with the pastor and board, purchases necessary office equipment to productively employ support staff.
3. If requested, sign the "Facilities Use Permits" after consultation with the other departments, and in coordination with the master calendar. Priority is given to those who requests are processed first. However, should their arise an emergency, the church body would, in most cases, have priority over any other activity.



## **MINISTER OF SERVICEMEN'S CENTER**

### **QUALIFICATIONS**

1. Must be born again.
2. Should have spent some time in the armed forces.

### **LINES OF ACCOUNTABILITY**

1. Senior Pastor
2. Associate Pastor

### **GENERAL DUTIES**

1. Responsible for all aspects of Servicemen's Center, upkeep and maintenance as well as pastoring and promoting.
2. Delegates workload and special ministries.
3. Provides the outreach needed for those who seek it.

### **SPECIFIC DUTIES**

1. As requested, plans and leads devotions.
2. Makes sure Sunday dinners are provided.
3. Plans special ministries, activities and entertainment.

## **MINISTER OF FAMILY LIFE**

### **QUALIFICATIONS**

1. Must be born again.

### **LINES OF ACCOUNTABILITY**

1. Senior Pastor
2. Associate Pastor

### **GENERAL DUTIES**

1. Promotes family unity through the ministry of the church.
2. Has special materials available to meet family needs.
3. Works with Christian Education Director to place an emphasis on the importance of the family in the Sunday School and Church services.

### **SPECIFIC DUTIES**

1. Creates special publicity with a family emphasis to draw new people.
2. Visits those families known to be in crises situations.
3. As requested, attends special seminars and training sessions to help stay informed of new methods and changes.
4. As requested, schedules an annual calendar to correlate with the other ministries of the church.

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# 8 SECRETARIAL JOB DESCRIPTIONS

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Office Manager/Supervisor .....	36
Receptionist .....	38
Executive Secretary .....	40
Administrative Secretary .....	42
Financial Secretary .....	44
Christian Education Secretary.....	46
Church Recording Secretary .....	49
Publications Secretary .....	51

## **OFFICE MANAGER / SUPERVISOR**

### **QUALIFICATIONS**

1. Must be born again.
2. Must possess the ability to get along with people.
3. Some college, with a business major, is preferable.
4. Must possess knowledge of office procedures and office machines.
5. Must possess typing skills. (minimum 40 wpm)
6. In most cases, previous office experience is essential.

### **LINES OF ACCOUNTABILITY**

1. Senior Pastor
2. Church board or council
3. Church body

### **GENERAL DUTIES**

1. The office manager is expected to oversee the entire ministry of the church office.
2. Supervises and manages all staff members, along with church machinery, equipment, supplies, office facilities, and office property.
3. Oversees the care and maintenance of all office equipment.
4. Orders supplies for office use, as well as for machinery and equipment.

### **SPECIFIC DUTIES**

1. In consultation with the Pastor, establishes portfolios for all staff members.
2. Updates employee handbook when needed (i.e. in the areas of staff insurance coverage, staff assignments, days off, sick leave, etc.)
3. Supervises the editing and preparation of all written materials that are mailed or prepared for the church, or for the general public.

4. Evaluates the performance of each staff member every three to six months (evaluation forms are provided for this purpose).

### **OPPORTUNITIES FOR SELF-IMPROVEMENT**

1. Continuing Education
2. Manuals, other reading materials having to do with the job requirements

### **CONDITIONS FOR RELEASE**

1. Resignation
2. Removal
3. Disqualification
4. Death

## **RECEPTIONIST**

### **QUALIFICATIONS**

1. Must be born again.
2. Must possess the ability to get along with people.
3. Must possess a knowledge of basic business machines i.e. copier, fax, etc. as well as standard office procedures.
4. Must possess skills in word processing, additional program application knowledge, would be helpful.
5. Must possess telephone skills.
6. In most cases, previous office experience is essential.

### **LINES OF ACCOUNTABILITY**

1. Office Manager/Administrator
2. Senior Pastor
3. Secretary
4. Church Board

### **GENERAL DUTIES**

1. Handles receptionist's duties (answers telephone, greets people, does typing and filing, etc.).
2. As requested, designs, edits, types and addresses bulletin (See Publicity Director job description).
3. Assists Secretary or lay-person in preparing bulletin boards.
4. May also be called upon to order supplies, flowers (for the sick, funerals, hospital patients, shut-ins, birthdays, anniversaries, etc.).
5. May also be required to pick up mail from the Post Office, or mail box, and assist in the purchase of postage stamps.

## **OPPORTUNITIES FOR SELF IMPROVEMENT**

1. Self study.
2. Continuing education studies (i.e., night school classes, seminars, etc.).

## **CONDITIONS FOR RELEASE**

1. Resignation
2. Removal
3. Disqualification
4. Death

## **TIPS FOR THE RECEPTIONIST**

You may be called upon to play the role of "Church Hostess." Every person who calls or enters the office should be extended the same courtesy and personal attention which are offered guests in a home.

## **EVALUATION**

Each employee will be periodically evaluated.

## **EXECUTIVE SECRETARY**

### **QUALIFICATIONS**

1. Must be born again.
2. Must possess the ability to get along with people.
3. Some college, with a business major, is preferable.
4. Must possess knowledge of office procedures and office machines.
5. Must possess some knowledge of computers and word processing skills.
6. In most cases, Church office experience would be essential.
7. As requested, dictation skills would be most helpful.

### **LINES OF ACCOUNTABILITY**

1. Office Manager/Administrator
2. Senior Pastor
3. Church Board or Council
4. Church Body

### **GENERAL DUTIES**

1. Provides secretarial support to the Pastor.
2. Performs general office duties.
3. In some cases, coordinates the activities of the church.

### **SPECIFIC DUTIES**

1. As requested, processes incoming and out-going mail.
2. As requested, prepares business forms, printing needs, etc.
3. As requested, may handle receptionist duties when needed (answering telephones, greeting people, etc.).
4. As requested, sets up the appointment schedule for the Pastor.



5. Prepares bulletin boards in foyer.
6. Handles rental of the sanctuary for weddings (if there is no Wedding Consultant), etc. Also clears the dates for these types of function on the master calendar.
7. As requested, orders refreshments for board meetings.
8. Coordinates advertisements for special speakers or special occasions, etc. (if there is no Minister of Media or Publicity Director).
9. Assists the church Treasurer, and when needed, helps record tithe receipts, etc.

### **OPPORTUNITIES FOR SELF IMPROVEMENT**

1. Self study.
2. Continuing education studies (i.e., night school classes, seminars, etc.).

### **CONDITIONS FOR RELEASE**

1. Resignation
2. Removal
3. Disqualification
4. Death

### **EVALUATION**

Each employee will be periodically evaluated.

### **TIPS FOR THE SECRETARY**

The Executive Secretary may be called upon to act in the capacity of a Church Hostess, although not necessarily having the portfolio. This greatly influences the image people have of the Pastor and the church. Every person who enters should be extended the same courtesy and personal attention which are offered to guests in the home. Everyone should be treated the same. **Please be sensitive** to the immediate need of anyone who comes to us for information or help in any other way.

## **ADMINISTRATIVE SECRETARY**

### **QUALIFICATIONS**

1. Must be born again.
2. Must possess the ability to get along with people.
3. Some college, with a business major is preferable.
4. Must possess knowledge of office procedures and office machines.
5. Must possess working experience in computers and word processing.
6. Church office experience would be helpful, but not necessary.
7. Must possess transcription/dictation skills.

### **LINES OF ACCOUNTABILITY**

1. Office Manger/Administrator
2. Senior Pastor
3. Church Board
4. Church body

### **GENERAL DUTIES**

1. When asked by senior pastor, serves as Secretary for the Associate Pastor.
2. Handles any overflow from the Executive Secretary.

### **SPECIFIC DUTIES**

1. Sends letters to all visitors each week. Keeps and up-to-date list on file compiled from visitor cards and guest book.
2. Handles requisitions (processes, types and assigns numbers). Keeps records of requisition numbers and a copy for office files.
3. Types checks weekly for bookkeeper, letters and memos as required. Keeps copies of the same for office files.

4. Types the financial statements each month.
5. Helps with the budget; types and helps with the necessary papers and reports.
6. Serves in any other secretarial position where needed.

### **OPPORTUNITIES FOR SELF IMPROVEMENT**

1. Self study.
2. Continuing education studies (i.e., night school classes, secretarial seminars, etc.).
3. Refresher courses.

### **CONDITIONS FOR RELEASE**

1. Resignation
2. Removal
3. Disqualification
4. Death

### **EVALUATION**

Each employee will be periodically evaluated.

### **TIPS FOR THE PASTOR**

The Administrative Secretary may be salaried or volunteer and the position may be on a full or part-time basis.

The Administrative Secretary may function on a clerical pool concept that allows the individual to work for a number of people. However, to avoid conflict of scheduling, the Administrative Secretary should report to a single individual.

## **FINANCIAL SECRETARY**

### **QUALIFICATIONS**

1. Must be born again.
2. Must possess the ability to get along with people.
3. Some college, with a business major, is preferable.
4. Must possess knowledge of office procedures, computers, word processing, as well as the use of other office machines.
5. Must possess typing skills.
6. Bookkeeping experience is required.

### **LINES OF ACCOUNTABILITY**

1. Pastor
2. Church board or council
3. Church body

### **GENERAL DUTIES**

1. Counts church offerings for weekly bank deposit. Prepares weekly recap of Sunday income. Separates designated offerings from tithing envelopes. Transfers funds to all church bank accounts (benevolent fund, scholarship fund, building fund, savings, etc.).
2. Handles all bills to be paid. Establishes priority list (to be approved by the Pastor and/or the Chief Financial Officer) on bill payment sequence. Assigns the proper budget account numbers to invoices and requisitions. Prepares the weekly payroll.
3. Maintains check register journal, cash disbursement journal, cash receipts journal, and general ledger journal for proper accounting of the entire financial operation of the church.
4. Prepares the monthly statement of operations for a report to the church body, a budget analysis report for the church board, quarterly church reports, quarterly payroll reports for federal and state governments, missions giving reports, plus any special reports requested by the church board.

5. Maintains any and all other specialized accounts.

### **OPPORTUNITIES FOR SELF IMPROVEMENT**

1. Self-study
2. Continuing education studies (i.e., night school classes, seminars, etc.).

### **CONDITIONS FOR RELEASE**

1. Resignation
2. Removal
3. Disqualification
4. Death

### **EVALUATION**

Each employee will be periodically evaluated.

### **TIPS FOR THE FINANCIAL SECRETARY**

1. When counting offerings, there should always be no less than two helpers, in some cases you might have one a volunteer, and one paid.
2. When dealing with tithing envelopes, you should have at least one paid helper.
3. When you work with a group of volunteers, whether it is counting money or not, the volunteers must understand that there is one individual in charge of that group. If you are there as the Financial Secretary, and you are counting the money with volunteers, they must understand that you are in charge. (You can't have a room full of people counting the offering, and no one knowing who is in charge -- it just doesn't work.)

## **CHRISTIAN EDUCATION SECRETARY**

### **QUALIFICATIONS**

1. Must be born again.
2. Must possess the ability to get along with people.
3. Some college, with a business major, is preferable.
4. Must possess knowledge of office procedures, computers, word processing, as well as the use of other office machines.
5. Must possess typing skills.
6. In most cases, Church Office experience is mandatory.

### **LINES OF ACCOUNTABILITY**

1. Pastor
2. Christian Education Director
3. Church body

### **GENERAL DUTIES**

1. Processes telephone calls to and from the Christian Education department. Screens calls, accesses FAX machine, and assists Receptionist with incoming calls as needed.
2. Types correspondence, forms, special reports (Sunday School divisional report, quarterly report, etc.), memos, promotional materials, etc.
3. When applicable, transcribes Dictaphone copy into a finished product (e.g. letters, memos, outlines, etc.).
4. As requested, responds to correspondence as appropriate.
5. Serves as a communication liaison by phone, letter, or personal contact with coordinators, teacher, and parents regarding meeting, processing of information, appointments, etc.
6. Maintains a running record of all department purchases by account number, account title and amount so the church knows the current balance of hand.

7. Gathers information, types, and follows through with the accounting department for approval of all Christian Education Department purchases.
8. Gathers information and designs format for Christian Education promotional materials. Types and creates print ready copy for promoting special classes, speakers, children's activities and adult activities, etc. Follows through with printing process and distribution, etc. Gathers information for Christian Education Department bulletin.
9. As requested, maintains Sunday School permanent file record, current files in Secretaries' area, permanent and dead files. Keeps file current and rotates permanent files as required.
10. Acquires information for facility and equipment use. Processes facility use forms. Follows through to be sure needs are met.
11. Types dittos as needed, runs and distributes copies.
12. Gathers, processes and types material for special reports (e.g. Sunday School reports, quarterly reports, annual reports, budget reports, etc.).
13. Maintains adequate stock of various forms and planning sheets (e.g. calendar blanks, rotation schedule blanks, etc.), and occasionally runs errands relating to printing needs.
14. Gathers information relative to upcoming events. designs calendar format, types and creates copy to print, and handles mailing to department heads.

## **SPECIFIC DUTIES**

1. Coordinates curriculum, makes quarterly orders, gathers and correlates the needs of the department. Also supervises the inventory of stock on hand, compares needs with stock on hand, and determines the quantities to order. Prepares the appropriate order forms and/or places the orders by phone. Processes the requisitions for each vendor for purchase approval, and makes sure all order forms and checks are mailed in time to obtain the greatest discounts.
2. Coordinates special activities, researches information, arranges projects and food-helpers, handles registration money, etc. Maintains records of attendance, special orders, finances, etc. Collects and processes registration fees. Directs promotion in publications and fliers. Makes contacts with parents (and others) to keep them informed of pertinent facts.
3. Relieves the receptionist as needed.

## **OPPORTUNITIES FOR SELF IMPROVEMENT**

1. Self-study
2. Continuing education studies (i.e., night school classes, seminars, etc.).

**CONDITIONS FOR RELEASE**

1. Resignation
2. Removal
3. Disqualification
4. Death

**EVALUATION**

Each employee will be periodically evaluated.



## **CHURCH RECORDING SECRETARY**

### **QUALIFICATIONS**

1. Must be born again.
2. Must possess the ability to get along with people.
3. Must possess a knowledge of parliamentary procedures.
4. Must possess knowledge of office procedures computers, word processing, as well as the use of other office machines.
5. Office experience, or equivalent education is a requirement.

### **LINES OF ACCOUNTABILITY**

1. Office Manager/Administrator
2. Pastor
3. Secretary
4. Church Board

### **GENERAL DUTIES**

1. To keep a careful and authentic record of the proceedings of the organization.
2. To prepare a roll call of members and call the roll when necessary.
3. To call the meeting to order in the absence of the presiding officer.
4. As requested, to preserve all documents of the organization, excepting those specifically assigned to others.
5. As requested, to provide the chairman of each committee with a list of the members of his committee, together with all of the papers and instructions intended for that committee.
6. As requested, To provide the presiding officer, at the beginning of each meeting, with the order of business for that day.
7. To read all the papers that may be called for by the assembly.

8. To authenticate, by his (her) signature, all records, documents, papers, et.
9. To carry on all official correspondence for the organization. (When this duty entails a lot of work it is frequently assigned to a correspondence secretary.)
10. To bring to each meeting a copy of the constitution and by-laws, the standing rules of the organization, and a list of the members of all standing and special committees.

### **OPPORTUNITIES FOR SELF IMPROVEMENT**

1. Self-study
2. Continuing education studies (i.e., night school classes, seminars, etc.).

### **CONDITIONS FOR RELEASE**

1. Resignation
2. Removal
3. Disqualification
4. Death

### **EVALUATION**

Each employee will be periodically evaluated. (See the sample Evaluation Form.)

### **TIPS FOR THE RECORDING SECRETARY**

For a more complete discussion of motions, duties of officer, committees and committee reports, consult the standard texts such as "Parliamentary Law," (Robert's Rules of Order), the "House Rules Manual," (Congressional Manual), or if available, the church "Legislative Procedure,".

## **PUBLICATIONS SECRETARY**

### **QUALIFICATIONS**

1. Must be born again.
2. Must possess the ability to get along with people.
3. Some college, with a business major, is desirable.
4. Must possess a knowledge of office procedures and office machines.
5. Must possess knowledge of computers, desk top publishing, word processing, as well as the use of the FAX and other office machines.
6. Contemporary office experience is a necessity.

### **LINES OF ACCOUNTABILITY**

1. Pastor
2. Church board or council
3. Church body

### **GENERAL DUTIES**

1. Oversees all publications sent out by the church. This includes a variety of newsletters, fliers, tickets, advertising, newspaper ads, telephone book ads and special speaker fliers.

### **SPECIFIC DUTIES**

1. Responsible for:
  - a. Typing/desk top publishing
  - b. Composing
  - c. Layout
  - d. Working with the printer
  - e. Ordering photographs and headlines
  - f. Training others
  - g. Setting deadlines
  - h. Maintaining a supply of paper goods, ink and all other printing materials that are necessary to carry out the responsibilities of that department.

2. May also serve as the Publicity Director see Publicity Director's job description.

### **OPPORTUNITIES FOR SELF IMPROVEMENT**

1. Self-study
2. Continuing education studies (i.e., night school classes, seminars, etc.).

### **CONDITIONS FOR RELEASE**

1. Resignation
2. Removal
3. Disqualification
4. Death

### **EVALUATION**

Each employee will be periodically evaluated.

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## 20 SUPPORT STAFF JOB DESCRIPTIONS

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Men's Ministries Director .....	54
Women's Ministries Director .....	55
Boys' Ministries Director .....	57
Girls' Ministries Director .....	59
Christian Nursery Worker.....	61
Bus Ministries Director. ....	63
Service Wives' In Action Director .....	67
Usher Director .....	70
Soundroom Director. ....	73
Tape Ministry Director .....	74
Sunday School Director (Superintendent) .....	76
Choir Director .....	78
Church Organist .....	80
Church Pianist .....	82
Wedding Consultant .....	84
Church Hostess .....	87
Publicity Director .....	88
Custodian .....	90
Maintenance and Grounds Committee .....	94
Plant Engineer .....	95

## **MEN'S MINISTRIES DIRECTOR**

### **QUALIFICATIONS**

1. Must be born again and spirit-filled.
2. Must serve as an example in his spirituality, attitudes, faithfulness and decorum.
3. Must possess leadership abilities.
4. Must be familiar with the Men's Ministry program of the Denomination or Fellowship with which you are affiliated.

### **LINES OF ACCOUNTABILITY**

1. Christian Education Director
2. Pastor

### **GENERAL DUTIES**

1. Coordinates the Men's Ministry program at the church.
2. Seeks to unite the men of the church for the Lord's work and to encourage the salvation of every man with whom the church comes in contact.
3. Has at least one meeting a month to enhance the Ministry and Fellowship of the men.
4. Prepares monthly information for the bulletin and an annual report for church board.

### **EVALUATION**

Each ministry shall be evaluated on a regular basis.

## **WOMEN'S MINISTRIES DIRECTOR**

### **QUALIFICATIONS**

1. Must be born again and spirit-filled.
2. Must serve as an example in her spirituality, attitudes, faithfulness and decorum.
3. Must possess leadership abilities.
4. Must be familiar with the Women's Ministry program.

### **LINES OF ACCOUNTABILITY**

1. Pastor
2. Board

### **GENERAL DUTIES**

1. Responsible for planning, organizing and overseeing all functions of the Women's Ministry.
2. Provides leadership for the women of the church to help meet the physical and spiritual needs of both members and non-members.
3. Provides leadership to the women in helping to meet the needs of missionaries, both at home and abroad.

### **SPECIFIC DUTIES**

1. Coordinates provision of food and/or funds to the ill or bereaved within the church.
2. Coordinates all women's outreach programs of the church.
3. Budgets, monitors, and controls the finances of the various Women's Ministries.
4. Organizes and directs various Women's Ministry departments.
5. Helps select Women's Ministry department heads.
6. Approves vouchers for payment by church treasurer in order to obtain discounts.
7. Informs church administrator of needed changes or revisions in policy and/or procedure.

8. Attends all business meetings.
9. Sees that all required reports are done.
10. Prepares annual report to church board.

## **EVALUATION**

Each ministry shall be evaluated on a regular basis.



## **BOYS' MINISTRIES DIRECTOR**

### **QUALIFICATIONS**

1. Must be born again and spirit-filled.
2. Must be an example in physical, moral and spiritual qualities.
3. Must be an example in his attitudes, faithfulness and decorum.
4. Must have served as a helper in the Boys' Ministries program.
5. Must have completed a leadership training course.
6. Must have completed application necessary to work with children.

### **LINES OF ACCOUNTABILITY**

1. Christian Education Director
2. Pastor

### **GENERAL DUTIES**

1. Oversees and coordinates the Boys' Ministries program of the church.
2. Along with workers, plans all activities for Boys' Ministries.
3. Along with the Men's Ministries Director and/or the Christian Education Director selects all workers for the ministry with the pastor's approval.
4. Attends all Sunday School activities involving the children, and Boys' Ministries functions.
5. Makes sure that all reports concerning the ministry are complete.
6. As requested, should be available for counseling sessions with the workers or boys.

### **SPECIFIC DUTIES**

1. Instructs the workers in the Boys' Ministries program.
2. Assists workers through personal instruction, handbooks, teaching aids, etc. to minister to the needs of the boys.

3. Arranges for the transportation to and from any activity and coordinates the collection of parent permission slips.
4. Maintains a list of the boys' names and phone numbers, a copy of which is to be kept in the church office.
5. Meets with the workers quarterly to plan activities and get new ideas.
6. Clears dates of Boys' Ministries activities and get new ideas.
7. Records all moneys that are collected and given to those in charge of the banking, make sure that proper records are kept each time money is turned in.
8. As requested, it is important that you clear any outside speaker with the pastor **before they are invited.**

## EVALUATION

Each ministry shall be evaluated on a regular basis.

## **GIRLS' MINISTRIES DIRECTOR**

### **QUALIFICATIONS**

1. Must be born again and spirit-filled.
2. Must be an example in her spirituality, attitudes, faithfulness and decorum.
3. Must have completed leadership training course.
4. Must have served as a helper in the Girl's Ministry program.
5. Must have filled out Special Form provided for those working with children.

### **LINES OF ACCOUNTABILITY**

1. Christian Education Director
2. Pastor

### **GENERAL DUTIES**

1. Oversees and coordinates Girls' Ministry program of the church.
2. Along with workers, plans all activities for girl's ministry.
3. Along with the pastor and/or Christian Education Director, selects all workers for the ministry.
4. Attends all Girl's Ministry functions.
5. Makes sure all reports concerning the ministry are completed.
6. As requested, should be available for counseling sessions with the workers or girls.

### **SPECIFIC DUTIES**

1. Instructs new workers in the Girl's Ministry program.
2. Assists workers through personal instruction, handbooks, teaching aids, etc. to minister to the needs of girls.
3. Arranges for transportation to any activity and coordinates collection of parent permission slips, list of girls and phone numbers to be left at the church office.

4. Meets with workers once a quarter to plan activities and get new ideas.
5. Clears dates of Girl's Ministry activities on church calendar.
6. Deposits moneys that are collected into the church bank account and keeps a record of those deposits.
7. Clears any outside speakers with the pastor.

## **EVALUATION**

Each ministry shall be evaluated on a regular basis.

<b>CHRISTIAN NURSERY WORKER</b>
---------------------------------

**QUALIFICATIONS**

1. Must be born again and spirit-filled.
2. Must serve as an example in her attitudes, faithfulness and decorum
3. Must possess the ability to get along with people.
4. Must have a good rapport with children.
5. Possess the ability to direct and supervise young children
6. Must be an example in dress and behavior.
7. Nursery experience would be helpful, but not essential.
8. Must have filled out special form provided for all those working with children.

**LINES OF ACCOUNTABILITY**

1. Senior Pastor
2. Church Board
3. Church Body

**GENERAL DUTIES**

1. The Nursery Director supervises the workers who function in the nursery at all public services of the church, assisting in the worship of God and promoting reverence by:
  - a.) responsible for planning and overseeing all functions of the nursery.*
  - b.) appoints others to share in responsibility of working in the nursery.*
  - c.) preparing an appropriate setting for the Nursery.*
  - d.) having friendly Christian contact with people.*
  - e.) furthering good public relations.*
2. Be at each service a minimum of 20 minutes early to over see the nursery
3. Clean all toys weekly.

4. Change sheets after each service ( when used )
5. Get name and birthday of each child
6. Contact people to work in nursery.
7. Have parents sign child in and who will be authorized to pick up child

### **SPECIFIC RESPONSIBILITIES**

1. The main responsibility of the Nursery Coordinator is to make sure nursery is neat and clean, a nursery attendant is on duty. Contact workers and have a schedule for one month in advance. Contact the scheduled worker a day in advance to remind them of their commitment.
2. Upon arriving general duties, i.e., change sheets, have scheduled for workers posted, have sign in sheet for parents to sign in child, and who is authorized to pick child up.
3. Enlists workers for a specific period of time. Presents to Pastor for approval the names of people who have expressed willingness and interest in working in the nursery.
4. Prepares and duplicates a schedule for workers, and displays for workers to see.
5. Determine time when all workers must be present ( 20 to 30 minutes before service begins).
6. Devises a system whereby absences are reported in sufficient time ( 48 hours before service ) and a system of engaging substitutes. Each worker should be on hand before first worshipper arrives.
7. Prepares and maintains a stock of supplies for the nursery.
8. Keeps adequate records of all children, parents, and workers involved in the nursery.
9. Contact absentees faithfully in accord with follow-up policies.
10. Maintains a list of the children's' names, phone numbers, address and birthdays. A copy of which is to be kept in the church office.

### **AGE LIMIT**

Newborn to 3 Years

### **EVALUATION**

Each ministry shall be evaluated on a regular basis.

<b>BUS MINISTRIES DIRECTOR</b>
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**QUALIFICATIONS**

1. Must be born again and spirit-filled.
2. Must have a "class II" license.

**LINES OF ACCOUNTABILITY**

1. Christian Education Director
2. Pastor
3. Board

**GENERAL DUTIES**

1. Is in charge of leading and representing the bus ministry whenever and wherever necessary.
2. Directs the Bus Leadership Staff, a group of individuals made up of the coordinators of each division within the Bus Ministry. This staff meets together regularly to discuss the ministry of busing. At this time, the coordinators present their particular area of ministry to discussion by the staff, after which time, decisions are made or direction given about steps that need to be taken. Reports are made on both "NEW IDEAS" and "PAST PROJECTS" for evaluation.

**SUPPORT STAFF**

Following is a job description for each Support Staff. In each of these areas there may be additions to the already listed responsibilities.

<b>OUTREACH AND PERSONNEL COORDINATOR</b>
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This coordinator will be responsible for the following areas:

**DRIVERS: NEW****New Drivers must be:**

1. Found.
2. Taught.
3. Trained.
4. Tested.



**DRIVERS: CURRENT**

**Current Drivers must:**

1. Have a schedule for all runs (prefer monthly list).
2. Plan for one substitute for each week.
3. Meet regularly with new drivers to answer their questions.

**CAPTAINS:**

**Captains must:**

1. Enlist and train new captains.
2. Formulate methods whereby they can report regularly the following:
  - a. Number of riders each run
  - b. Number of visitors each run
  - c. Number of calls (new & follow-up) each week
  - d. Total bus attendance for each activity so it can be charted in the main office
  - e. Complete records on all captains to be filed in office

**ROUTES:**

1. Know current routes (Sunday/Wednesday).
2. Evaluate routes for purpose of updating.
3. Keep good records of all routes.

**GROWTH:**

1. Propose growth goals for the future.
2. Formulate plan to see fulfillment of growth goals.
3. Study potential bus routes.

**FOLLOW-UP:**

1. Formulate method of visitation.
2. Formulate method of follow-up.
3. Keep accurate records of both.

## **BUS MINISTRY COORDINATOR**

This coordinator will be in charge of all bus promotional programs:

### **CONTESTS:**

1. Present contest ideas.
2. Rules for contest.
3. Awards to be presented.
4. Procedures.
5. Contest length (time duration).
6. Contestants.

### **ADVERTISEMENT:**

1. This coordinator will be responsible for advertisement pertinent to the ministry of busing, bulletin, posters, signs, and even slogans for the buses. Under this will also be bus clean-up, since how a bus looks is important to the relationship with.
  - a) community,
  - b) new families, and
  - c) general public. EACH TIME A BUS GOES ON THE ROAD IT IS ADVERTISING.

### **BUS PERSONNEL BREAKFAST:**

1. It will be the job of this coordinator to organize the following for a Sunday morning breakfast:
  - a. cook
  - b. food
  - c. supplies
  - d. clean-up

### **BUS APPRECIATION BANQUET:**

1. Work with coordinator on ideas for banquet.
2. Develop and present to executive leadership staff for approval.
3. Be in charge of invitations and advertisement of stated function.

## **BUS PROPERTIES COORDINATOR**

This coordinator will be responsible for all areas involving the buses themselves.

### **MAINTENANCE:**

1. All repairs are to go through coordinator.

### **BUS SERVICE:**

1. Regular servicing of buses with records to show date, cost, and estimated date of next servicing.
2. Gas up buses each week.

### **BUS REPLACEMENT:**

1. Investigate possibility of new buses and project cost, and ways of obtaining.

### **OUTSIDE USE:**

1. This coordinator will be responsible for formulating this stated policy. All requests for outside use will be directed his way.

### **SAFETY:**

1. It will be the responsibility of this coordinator to do everything within his power to keep the drivers aware of safety requirements and the buses running safe.

## **SERVICE WIVES IN ACTION DIRECTOR (SWIA)**

The SWIA group was organized to minister to service related families who have special needs that others do not experience.

### **Examples:**

1. Problems that crop up when husbands are away at sea for any length of time.
2. Coping with children--being both mother and father helping them to adjust when "daddy" returns after being gone for six or more months.

### **QUALIFICATIONS**

1. Must be born again and spirit-filled.
2. Must serve as an example in her spiritual attitudes, faithfulness and decorum.
3. Must possess leadership abilities.
4. Must be the wife of a serviceman (Navy, Marine, Army, Air Force, Coast Guard).

### **LINES OF ACCOUNTABILITY**

1. Women's Ministries Director
2. Pastor
3. Board

### **GENERAL DUTIES**

1. Responsible for planning and overseeing all functions of the SWIA ministry.
2. Provide leadership for the service wives of the church to help meet the physical and spiritual (problem) needs of both members and nonmembers.

### **SPECIFIC DUTIES**

1. Coordinates all service wives outreach programs of the church.
2. Budgets, monitors and controls the finances of the various service wives ministries.
3. Informs church administrator of needed changes or revisions in policy and/or

- procedure.
4. Attends all SWIA meetings (if possible).
  5. Arranges baby-sitting for each meeting.
  6. Appoints others to share in responsibility of refreshments and "happy gift" (a gift bought for under \$3.00).
  7. Asks for approval from the pastor for special speakers.
  8. Heads up and makes a 24-hour prayer chain for all SWIA members.
  9. Coordinates the tape ministry for servicemen overseas.
  10. Tapes of services that wives would like their husbands to hear are sent overseas.

## **EVALUATION**

Each ministry shall be evaluated on a regular basis.

## **SAMPLE OUTLINE OF MEETINGS**

Open with prayer. Introduce new members:

Each person present shares a little about themselves and their family, what ship their husband is on, squadron, where he is at, etc.

Share scriptures (or one lady shares testimony or devotional). CHORUSES

Take prayer requests/praises:

A record is kept of each prayer request (when it is given and then when God answers it).

Each prayer request is prayed over individually.

Invitation to share problems with group.

Refreshments.

Draw names for "Happy Gift".

Provide baby-sitting at 50 cents per child (for the entire evening).

## **SPECIAL ACTIVITIES**

**Special Speakers:**

Either for testimony, praise, uplifting and encouragement, or for craft projects.

**Salad Bar:**

Bring favorite salad.

**Cookie Exchange:**

Bring a platter of your favorite cookies and share recipe.

**Beach Cookout:**

Fellowship for the entire family.

**Dinner at a restaurant:**

Fellowship for just husbands and wives.

**Progressive Dinner:**

Fellowship for just husbands and wives.

**Study Groups:**

Have weekly studies from different books (e.g. "The Spirit Controlled Temperament," "What Happens When Women Pray"). These meetings could be opened to the whole church or just to your group depending upon the subject studied.

**Craft night:**

Have one of the meetings for craft projects for Christmas (August, September, October, or whenever).

<b>DIRECTOR OF USHERING</b>
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**QUALIFICATIONS**

1. Must be born again and spirit-filled.
2. Be an example in dress and general deportment.

**LINES OF ACCOUNTABILITY**

1. Pastor
2. Board

**GENERAL DUTIES**

1. The Usher Director supervises the ushers who function at all public services of the church, assisting in the worship of God and promoting reverence by:
  - a. preparing a setting appropriated for worship
  - b. endeavoring to maintain order and decency for worship
  - c. being and acting as a host for God
  - d. having friendly Christian contact with people
  - e. furthering good public relations

**SPECIFIC DUTIES**

1. Enlists ushers for a specific period of time (e.g. one year). Presents to the Worship Committee for approval the names of people who have expressed willingness and interest in ushering.
2. Arranges a training meeting for all ushers at least two to four times a year. Stresses spiritual services to be rendered. Makes demonstration meetings: at least one meeting of each year when new ushers are added, and a second discussion meeting at a later time on "Where can we improve?"
3. Gives serious consideration to organizing "teams " with a captain responsible for each team.
4. Prepares and duplicates brief set of duties for ushers, and supplies each usher with a copy. Such duties might also include the special responsibilities of the captains of the teams.
5. Prepares (possibly quarterly) and duplicates a schedule for ushering and supplies each usher with a copy. (Includes special and midweek services.)

6. Gives serious consideration to enlisting the young men of the church and organizing them into teams with an experienced usher as captain of each team who can have private training sessions with his team.
7. Determine time when all ushers must be present (20 to 30 minutes before service begins).
8. Devises a system whereby absences are reported to captain in sufficient time (48 hours before service) and a system of engaging substitutes. Each team should be complete and on hand before first worshiper arrives.
9. Prepares and maintains a stock of ushering supplies.
10. Provides supervision for parking lots and crosswalk.

## **EVALUATION**

Each ministry shall be evaluated on a regular basis.



## **SOUNDRoom DIRECTOR**

### **QUALIFICATIONS**

1. Must be born again and spirit filled.
2. Must have working knowledge of sound equipment.

### **LINES OF ACCOUNTABILITY**

1. Minister of Music
2. Pastor

### **GENERAL DUTIES**

1. Checks the particular sound needs of special speakers or groups.
2. Supervises the Sound Engineer.

### **SOUND ENGINEER**

- a. Shall be in charge of running the board for all services or functions where needed. He shall train an adequate number of personnel to be qualified to properly perform same function. A suggestion would be to let each trainee or extra personnel run one service every 2-3 months to "stay up" on the job.
- b. The man running the board must keep platform mike live until service is completely over, then make sure all equipment is properly returned to the soundroom, and make sure the soundroom is locked. The sound engineer is responsible for keeping all equipment in good working order, and when repair or purchase is needed, for consulting with soundroom of director or pastor for such.
3. Should be familiar with copyright laws regarding the recording and sale of copyrighted material.
4. Keeps an inventory list of all equipment with serial and reference numbers. One copy is to be kept by Minister of Music and one to be kept by office secretary.
5. Keeps on file all manuals for sound equipment.

### **EVALUATION**

Each ministry shall be evaluated on a regular basis.

## **TAPE MINISTRY DIRECTOR**

### **QUALIFICATIONS**

1. Must be born again.
2. Must possess working knowledge of recording and tape duplicating equipment
3. Should be familiar with techniques of good sound recording.

### **LINES OF ACCOUNTABILITY**

1. Minister of Music
2. Pastor

### **GENERAL DUTIES**

1. Responsible for the recording of Sunday and Wednesday services, as well as special services and special functions on request.
2. Responsible for the duplicating of tapes and for keeping recorder and tape duplicator clean and in working order.
3. In charge of tape sales. Sales should be done by a different person(s) under the leadership of the director.
4. Provides Minister of Music or Pastor with a monthly report on finances and stock.
5. Keeps the books and makes deposits into bank account from sales.
6. Notifies the Minister of Music of any purchase needs.

### **SPECIFIC DUTIES**

1. Makes sure each service is recorded on cassette tape with estimated tape length: 60 min., 90 min., etc.
2. Estimates the number of tapes to be reproduced and follows through with the running of the reproducer.
3. Makes sure labels are typed and spelled correctly for each tape (even if the tape is a master).
4. Keeps an updated running file of each master with a coordinated written list.

5. Distributes the tapes to the congregation for a donation (a dollar figure set by Tape Ministry Director) and collects the money to hold.
6. Fills requests made by the congregation of previous tapes recorded.
7. Works with each wedding party and arranges tape agreements, fulfilling these agreements.
8. Keeps records of each transaction that pertains to the tape ministry.
9. Keeps charge of bank account, deposits, checks, etc.
10. Keeps stock of available tapes to be reproduced.
11. Makes a written, financial and numerical report to the pastor each week to inform him of progress.
12. Works with each Pastor and Assistant Pastor in any taping situation that arises.

### **EVALUATION**

Each ministry shall be evaluated on a regular basis.

<p style="text-align: center;"><b>SUNDAY SCHOOL DIRECTOR (SUPERINTENDENT)</b></p>
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**QUALIFICATIONS**

1. Must be born again and spirit-filled.
2. Must have been at one time a Sunday School teacher.
3. Should have knowledge of latest teaching techniques and teaching materials.
4. Should have had some college courses in education.

**LINES OF ACCOUNTABILITY**

1. Education Director
2. Pastor
3. Church Board or Education Committee

**GENERAL DUTIES**

1. Oversees all aspects of the Sunday School program.
2. Orders Sunday School materials and supplies.
3. Keeps inventory of all Sunday School equipment.
4. Provides for the repair or replacement of defective equipment.

**SPECIFIC DUTIES**

1. With the help of the Education Director or Pastor evaluates and plans the curriculum for the Sunday School.
2. Recruits and trains new Sunday School teachers.
3. Maintains a list of qualified substitute teachers.
4. Develops a policy for all teachers with the aid of the Education Director or Pastor.
5. Supervises the keeping of all Sunday School records.
6. Prepares the annual Sunday School report.

7. Plans annual teacher training courses for all Sunday School workers.
8. Plans all special Sunday School functions such as annual Sunday School picnic, promotional activities and Christmas programs.
9. Works closely with Education Director or Pastor on special enlargement campaigns.

## **EVALUATION**

Each ministry shall be evaluated on a regular basis.

## **CHOIR DIRECTOR**

### **QUALIFICATIONS**

1. Must be born again and spirit-filled.
2. Must be an example in dress and deportment.
3. Must have knowledge of choir music.
4. Must be able to work well with people.

### **LINES OF ACCOUNTABILITY**

1. Minister of Music
2. Pastor
3. Church Board

### **GENERAL DUTIES**

1. Maintains a library of choir music.
2. Provides for the care and maintenance of robes and other choir equipment.

### **SPECIFIC DUTIES**

1. Meets regularly with the Minister of Music or the Pastor to plan special choir selections for the regular service at church.
2. Conducts regular choir rehearsals.
3. Recruits and trains new members for the choir.
4. Works closely with other members of the Music Department in planning for all special music.
5. Works closely with the music department in the preparation and presentation of special musical services, such as Easter and Christmas.

### **EVALUATION**

Each ministry shall be evaluated on a regular basis.

**TIPS**

It is well to remember that the choir, like other musical offerings, is intended to enhance the atmosphere of worship. Because the choir is in a real way a spiritual ministry, the Choir Director should encourage members to pray for the Lord's anointing on every musical number they prepare.

## **CHURCH ORGANIST**

### **QUALIFICATIONS**

1. Must be born again and spirit-filled.
2. Must exhibit a willingness to cooperate with the Minister of Music and other musicians.
3. Must have a working knowledge of church music.

### **LINES OF ACCOUNTABILITY**

1. Minister of Music
2. Pastor

### **GENERAL DUTIES**

1. Plays for all church services.
2. In cooperation with the church pianist, prepares pre-service and offertory music.
3. Rehearses with vocal and instrumental soloists and groups as required.
4. Assists in training future organists.
5. Works with the Wedding Hostess to provide music for weddings (usually for a fee agreed upon in advance).

### **SPECIFIC DUTIES**

1. Responsible for the periodic care and maintenance of the organ.
2. With the Minister of Music or Pastor establishes a policy regarding the use of the organ by people other than those assigned as assistant church organists.
3. Cares for the filing and upkeep of all organ music.

### **EVALUATION**

Each ministry shall be evaluated on a regular basis.



## TIPS

1. The organist as well as the pianist should help set the spiritual tone of a service.
2. A competitive attitude between the organist and the pianist can create confusion and disharmony in the church service.
3. During the song service the organist's responsibility is to support the song leader and not to present an organ solo. Particular attention should be given to the meter suggested by the song leader.
4. A decision should be made about who (piano or organ) will take the lead in the introduction of hymns and choruses.
5. The organist should be at the organ at least 15 minutes before the time for the service to start.
6. Problems of disharmony can be avoided by having the organist and pianist elected at the annual business meeting.
7. The organist should remember that the personal appearance of any person who is a visible part of the ministry can have a positive or negative effect on the congregation. The Pastor and his wife are usually a good pattern to follow.

## **CHURCH PIANIST**

### **QUALIFICATIONS**

1. Must be born again and spirit-filled.
2. Must possess a willingness to cooperate with the Minister of Music and other musicians.
3. Must possess a working knowledge of the piano.
4. Must have a sensitivity toward church music in general.

### **LINES OF ACCOUNTABILITY**

1. Minister of Music
2. Pastor

### **GENERAL DUTIES**

1. As requested, plays for all regular services in the church.
2. Supervises the assignment of assistant pianist for various services.
3. In cooperation with the organist prepares for pre-service and offertory music.
4. Rehearses with vocal and instrumental soloists and groups as required.
5. As requested, assists in the training of future pianists.
6. As requested, works with the Wedding Hostess with regard to providing music for weddings (usually for a fee agreed upon in advance).

### **SPECIFIC DUTIES**

1. Responsible for the periodic care and maintenance of all of the church pianos and keeps a maintenance record.
2. With the Music Director or Pastor establishes a policy regarding the use of church pianos by persons other than approved assistant pianists.
3. Cares for the filing and upkeep of all special piano music.

## EVALUATION

Each ministry shall be evaluated on a regular basis.

## TIPS

1. The pianist, as well as the organist, helps to set the spiritual tone of a service.
2. A competitive attitude between the pianist and the organist can create confusion and disharmony in the church service.
3. During the song service, the pianist's responsibility is to support the song leader and not to present a piano solo. Particular attention should be given to the meter suggested by the song leader.
4. A decision should be made as to who (piano or organ) will take the lead in the introduction of hymns and choruses.
5. The pianist should be at the piano at least 15 minutes before time for the service to start and in concert with the organist, provide praise and worship music until the beginning of the service.
6. Problems of disharmony can be avoided by having the organist and pianist elected at the annual business meeting.
7. The pianist should remember that the personal appearance of any person who is a visible part of the ministry can have a positive or negative effect on the congregation. The pastor and his wife are usually a good pattern to follow.

## **WEDDING CONSULTANT**

### **QUALIFICATIONS**

1. Must be born again and spirit-filled.
2. Must be familiar with wedding procedures and etiquette.

### **LINES OF ACCOUNTABILITY**

1. Pastor
2. Board

### **GENERAL DUTIES**

1. As early as possible, meets with prospective bride, mother and/or groom to complete questionnaire and set dates and times.
2. Discusses preliminary plans and answers any questions.
3. Makes Pastor aware of any possible areas of concern.
4. Arranges for rehearsal.
  - a. Directs moving of furniture and proper setup for wedding.
  - b. Attends rehearsal and coordinates with officiating Minister.
  - c. At end of rehearsal, reviews details (i.e. arrival times, dressing areas).
5. Has outline for wedding prepared for rehearsal.
6. Reviews church rules and regulations and gives booklet to bride.
7. Discusses etiquette and procedure for wedding.
8. Approves music selections.
9. Makes suggestions to complement bride's ideas.
10. Arranges for organist, soloist(s), baby-sitter and custodian as indicated by the bride at the preliminary conference.
11. Coordinates arrangements with sound engineer.
12. Prepares outline of wedding for Pastor, organist, soloist and sound engineer.

13. Accepts fee for use of church and props if appropriate.
14. Manages fund for wedding props; purchases and cares for the same.

## **SPECIFIC DUTIES**

### **Week Prior to Wedding**

1. Meets with bride a second time to finalize plans.
2. Is available for telephone consultations.

### **Wedding Day**

1. Arrives at least one hour early.
2. Checks details at altar area--lights candles if indicated.
3. Distributes flowers (bouquet, boutonnieres, corsages) according to list provided by bride.
4. Reviews outline with Pastor indicating any changes made at rehearsal.
5. Keeps check on bride's dressing room, as well as, Groom's waiting quarters.
6. Directs ushers at door, guest book attendant and gift attendants.
7. Checks on details (i.e. rings, license).
8. Directs processional from foyer.

### **After Ceremony**

1. Directs replacement of furniture after picture taking is completed.
2. Closes up church if sound engineer is not available.

### **Duties of Sound Engineer as Related to Wedding**

1. Sets up microphones and other sound equipment.
2. Adjusts lights as prescribed by bride and groom.
3. Makes any tapes needed for the wedding in advance.
4. Tapes wedding (give copy to groom).

5. After wedding, takes care of all sound equipment.
6. Assists wedding consultant in directing replacement of furniture.
7. Locks up sound room.
8. Closes church after everyone has left.
9. Attends rehearsal(s).
10. Follows church policy and philosophy on weddings.

## **CHURCH HOSTESS**

### **QUALIFICATIONS**

1. Must be born again and spirit-filled.
2. Must have an ability to get along with people.
3. Should possess working knowledge of kitchen and dining practices.

### **LINES OF ACCOUNTABILITY**

1. Pastor

### **GENERAL DUTIES**

1. Oversees church kitchen facilities.
2. Inventories and orders supplies for kitchen and dining facilities.
3. Organizes church-oriented fellowships.

### **SPECIFIC DUTIES**

1. Organizes homes for out-of-town groups.
2. Cooks for New-comers Breakfast.
3. Plans and prepares for church fellowships for farewells.
4. Plans for special recognition for Pastors and their families.
5. Helps to organize the Stewardship Banquets.
6. Organizes for the "afterglow's" following the Sunday evening service.

Each job listed also includes, food and decorations (if decorations are applicable).

### **EVALUATION**

Each ministry shall be evaluated on a regular basis.

## **PUBLICITY DIRECTOR**

### **QUALIFICATIONS**

1. Must be born again and spirit-filled.
2. Must possess ability to get along with people.
3. Should possess typing skills.
4. Should have office experience would be helpful but not essential.

### **LINES OF ACCOUNTABILITY**

1. Pastor
2. Church Board or Council
3. Church Body

### **GENERAL DUTIES**

1. Responsible for publicizing all special events of the church through the media of newspapers, radio, television, bulletin announcement, fliers and posters.
2. Receives all news items from the various departments and sees that they are published.
3. Discusses paid advertising with Pastor or Associate Pastor for their approval.
4. Attends department head's bi-monthly breakfast and turns in a written report.
5. Checks all publicity (i.e. bulletin, letters, etc.) for grammar and spelling mistakes.

### **TIPS FOR THE PASTOR**

1. The Publicity Director may be paid or voluntary.

### **TIPS FOR THE PUBLICITY DIRECTOR**

1. It is most helpful if the Publicity Director becomes personally acquainted with the advertising editors and religious editors of the major newspapers.
2. The religious editor of the local newspaper(s) should receive a copy of the church's bulletin. It is also helpful if the editor is contacted each week and reminded of any



particular activity or event the church wants emphasized. Feature articles on special events can also be discussed.

3. You will need to have:
  - a. Workbook of display (can be a photograph album with other display ads shown in picture form)
  - b. Ads with prices
  - c. Names of religious editors
  - d. Telephone number of all Christians radio and TV stations that offer free advertising
  - e. Telephone numbers of all radio and TV stations that offer free spot announcements

<b>CUSTODIAN</b>
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**QUALIFICATIONS**

1. Must be born again.
2. Must possess ability to follow written and verbal directions.
3. Should have ability to make independent judgments.
4. Should have knowledge of methods, material and equipment used in custodial work required of position.
5. Possess the ability to direct and supervise young people in the performance of simple tasks relating to position.

**LINES OF ACCOUNTABILITY**

1. Office Manager
2. Maintenance/Grounds Staff
3. Pastor

**GENERAL DUTIES**

1. Responsible for the upkeep of all church facilities and grounds.
  - a. **Cleaning**
    - 1) Cleaning will be generally interpreted as meaning each room is to be swept/vacuumed, dusted and in good order for any activity, at any time it is scheduled for use.
    - 2) The Custodian should use foresight and know what and where areas are to be ready for use. This is particularly important for Wednesdays and Sundays.
  - b. **Repair**
    - 1) Repair is to be interpreted as all items are picked up and placed in orderly fashion. Everything should be in its place in a room. (i.e. Waste baskets should be emptied as soon as possible after each meeting; trash barrels are clean and free from odor.)
    - 2) Responsible for opening and closing building for church activities.
      - a. Opening: The building should be opened a half-hour before any

scheduled activity.

- b. Closing: Lights should be turned off and the building locked up each evening.
- c. Adjust the heating and air conditioning.

## **SPECIFIC DUTIES**

1. Assist Office Manager in establishing the annual budget related to Custodial Department.
2. Responsible for keeping up the facility appearance in the following categories:

### **a. Maintenance**

- 1) Keeping all walls clean and painted as required.
- 2) Keeping all drains operating properly as required.
- 3) Replacing all burnt out light bulbs promptly.
- 4) Fixing loose doors, locks, chairs, tables, etc., as required.
- 5) Notifying office manager of any area where there is extensive wear or deterioration.

### **b. Landscaping**

- 1) Keeping all flowers and shrubbery well-groomed and trimmed.
- 2) Watering, fertilizing, etc., to maintain healthy grounds.
- 3) Maintaining premises litter free.

### **c. Janitorial**

- 1) Vacuuming, dusting and spot cleaning (with proper solutions) all carpeting as required.
- 2) Keeping all toilet facilities in clean and sanitary condition.
- 3) Keeping ample supply of toilet paper, soap, hand towels, etc., on hand.
- 4) Sweeping, mopping (with proper solution) and waxing all linoleum or tile floors as required.

- 5) Dusting and washing woodwork and furniture (benches, doors, pulpit, tables, etc.) when necessary.
  - 6) Washing windows as required.
  - 7) Emptying all trash containers, wastebaskets, garbage containers, etc., as required.
  - 8) Setting up and rearranging tables and chairs for Sunday School and other activities as required.
  - 9) Keeping cobwebs from ceilings and corners.
3. Training and recruiting all needed custodial employees.
  4. Making all routine and special project work assignments.
  5. Prioritizing projects for the calendar year and incorporating them into the budget planning process.
  6. Supervising all projects to completion.
  7. Ordering all janitorial supplies through office as needed.
  8. May also be responsible for:
    - a. Running special errands for church.
    - b. Delivering mail to main post office.
    - c. Cleaning up after weddings, etc. (extra pay will be provided).
    - d. Picking up song books after services.

## **EVALUATION**

Each ministry shall be evaluated on a regular basis.

## **SPECIAL NOTE**

1. The custodian's hours of work are flexible but should be approved by Office Manager in advance.
2. The Custodian can not be expected to be perfect, but he should be willing to carry out his responsibilities in a conscientious manner and strive to make the church a worshipful place. This aids the spiritual influence of the church, leading souls to a

closer and deeper walk with God.

3. God will greatly bless the person that allows the Lord to lead him in his daily walk. Anyone who is a good Custodian will find that a generous portion of his work will fall in the class of a "labor of love".

**CUSTODIAN WAGE AND SALARY SCALE**

**SCOPE**

1. This policy establishes the salary range for the position of Custodian as described by job description for position.
2. The establishment of performance review period for payment increases is indicated below.
3. The salary scale will be reviewed annually by the church board.

**POLICY**

1. The salary range for the position of Custodian shall be based on Federal minimum wage of \$4.24 per hour: (examples only)

<b>HOURLY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>
<b>STARTING</b>		<b>MINIMUM WAGE</b>
STEP 1-3 MO		\$4.25
STEP 2-6 MO		\$4.35
STEP 3-12 MO		\$4.50
STEP 4-12 MO		\$4.70
STEP 5-12 MO		\$5.90

2. Based on acceptable work history and experience, the candidate could start at higher than the starting step.

**ACCEPTANCE AGREEMENT FOR CUSTODIAN**

I hereby covenant to accept and fulfill the expectation of this assignment as Church Custodian for \_\_\_\_\_ to the best of my ability with the

**(Church Name)**

Lord's help, realizing that volitional breach of same may constitute grounds for dismissal. IN ADDITION, I have read and agree with the employee handbook for this church.

\_\_\_\_\_  
**(Signature and Date)**

<b>MAINTENANCE AND GROUNDS COMMITTEE</b>
--

## **QUALIFICATIONS**

1. Must be born again.
2. Should be member of church board with knowledge of maintenance and grounds work.

## **LINES OF ACCOUNTABILITY**

1. Church Administrator
2. Buildings and Grounds Committee

## **GENERAL DUTIES**

1. Oversees all church facilities and grounds.
2. Serves as chairman of Maintenance and Grounds Committee

## **SPECIFIC DUTIES**

1. Lists the things needing correction and advises Administration, either by board, agenda or in person, to the Pastor.
2. Oversees volunteer help and recommends to the administration additional paid help as the need arises.
3. As requested, recommends the pay rate for maintenance and grounds employees to the Church Council or Board.
4. As requested, informs Administration of any needed changes in policy or procedure.
5. Attends all business meetings.
6. As requested, expeditiously approves vouchers for payment by Church Treasurer in order to obtain discounts.

## **PLANT ENGINEER**

### **QUALIFICATIONS**

1. Must be born again
2. Should possess a working knowledge of maintenance in general, specifically including, but not limited to; air conditioning and heating systems, electrical, plumbing and building construction.

### **LINES OF ACCOUNTABILITY**

1. Pastor
2. Maintenance/Grounds Committee

### **GENERAL DUTIES**

1. Oversees proper operation of church buildings and equipment.

### **SPECIFIC DUTIES**

1. Insures proper operation of plant facilities.
2. Secures and maintains heating and/or air conditioning to insure comfort of those using the facilities.
3. Makes recommendations for additional equipment (i.e. dual systems, furnaces, heat pumps, etc.).
4. As requested, inspects for fire hazards and, if needed, arranges for fire drills.
5. Supervises upkeep of church aesthetics and appearance.
6. Provides for the safety of the community in case of emergency by overseeing and directing the use of church facilities in the event of disaster or emergency, where evacuation or some other relief measure is in order.

### **EVALUATION**

Each ministry shall be evaluated on a regular basis.

### **TIP**

A plant engineer would generally be employed by a larger church body with many buildings and much equipment.

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## 9 BOARD JOB DESCRIPTION

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Benevolence Committee .....	97
Building Committee.....	101
Constitutional Revision Committee.....	102
Finance Committee .....	104
Maintenance and Grounds Ministry Committee .....	107
Missions Ministry Committee .....	110
Youth Ministry Committee .....	111
Church Treasurer .....	112
General Treasurer .....	113



<p style="text-align: center;"><b>CHURCH BOARD MEMBER BENEVOLENCE COMMITTEE</b></p>
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**RESPONSIBLE TO: Pastor and Board**

**NOTE:** There is a "Request For Aid" form provided that should greatly assist you in making a decision regarding the granting of funds to individuals who may seem somewhat questionable. It will be worth the time to have them fill out this form, then to suggest a 24 hour period, until the proper authorities rule on its validity.

**SUMMARY:** Responsible for the overall use and disbursement of benevolent funds, in keeping with the Biblical admonition, "to do good unto all men, especially unto them who are of the household of faith" (Galatians 6:9-10); and, "Give to him that asketh thee, and from him would borrow of thee, turn thou not away." (Matthew 5:42)

**SPECIFIC DUTIES:**

1. Responsible for budgeting, monitoring and controlling the necessary financing for benevolent use.
2. Responsible to work with the pastor and/or board in the following areas:
  - a. Investigate all requests for benevolent funds, as to the legitimacy of the need; deciding how much is to be given if need is determined.
  - b. Investigate any need, as to its legitimacy and to what extent the church can offer help, when brought to attention by a person or persons, concerned for the welfare of an individual or family.
3. As requested, responsible to expeditiously approve vouchers for payment. In some situations where need is immediate this may be done orally, or by phone; signing a written voucher later, at first opportunity.
4. Responsible to inform the Church Administrator of needs for new or revised policy and procedure.
5. Responsible to attend all called business meetings.

(NO ONE IS BEYOND HELP WHO WILL "TELL THE TRUTH")

NAME OF CHURCH \_\_\_\_\_

ADDRESS OF CHURCH \_\_\_\_\_

DATE: \_\_\_\_\_ FACILITY FILE NUMBER: \_\_\_\_\_

**REQUEST FOR AID FORM**

NAME: \_\_\_\_\_  
(LAST) FIRST (MIDDLE)

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_ NUMBER OF CHILDREN: \_\_\_\_\_

WHAT TYPE OF AID ARE YOU APPLYING FOR? \_\_\_\_\_

ARE YOU ON WELFARE? \_\_\_\_\_ LEGAL AID? \_\_\_\_\_ NAVY RELIEF? \_\_\_\_\_

IF SO, WHERE? \_\_\_\_\_

WHEN ? \_\_\_\_\_ HOW MUCH \_\_\_\_\_

DID YOU TRY WELFARE? \_\_\_\_\_ LEGAL AID? \_\_\_\_\_ NAVY RELIEF? \_\_\_\_\_

IF SO, WHERE? \_\_\_\_\_

WHEN? \_\_\_\_\_

HAVE YOU BEEN TO ANY OTHER CHURCH FOR AID? \_\_\_\_\_

IF SO, WHERE? \_\_\_\_\_

WHEN DID SOMEONE REFER US TO YOU? \_\_\_\_\_

**WHAT IS THE NAME, ADDRESS, AND PHONE NUMBER OF YOUR HOME CHURCH?**

\_\_\_\_\_  
\_\_\_\_\_

**WHAT IS YOUR PASTOR'S NAME AND NUMBER?** \_\_\_\_\_

**WHAT CITY AND STATE ARE YOU FROM?** \_\_\_\_\_

**COULD WE CALL YOUR PASTOR FOR A RECOMMENDATION?** \_\_\_\_\_

**WHAT WAS YOUR REASON FOR MOVING HERE?** \_\_\_\_\_

**DO YOU HAVE ANY RELATIONS LIVING HERE?** \_\_\_\_\_

**IF SO, NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_ **PHONE** \_\_\_\_\_

**DO YOU HAVE ANY FRIENDS LIVING HERE?** \_\_\_\_\_

**IF SO, NAME** \_\_\_\_\_

**ARE YOU LIVING WITH ANY OF THEM?** \_\_\_\_\_

**ARE YOU WILLING TO WORK?** \_\_\_\_\_

**IF YOU ARE NOT A CHRISTIAN, IS IT YOUR INTENT TO BECOME ONE?** \_\_\_\_\_

**WHEN?** \_\_\_\_\_

**BY SIGNING THIS DOCUMENT, I SIGNIFY THAT THE AFOREMENTIONED STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE, AND ALSO ALLOW THE CHURCH TO VERIFY SAID STATEMENTS TO ASCERTAIN THEIR VALIDITY.**

\_\_\_\_\_  
**(SIGNATURE)** \_\_\_\_\_ **(DATE)** \_\_\_\_\_

**\*\*\*NOTE: THIS REQUEST FOR AID FORM WILL BE SUBMITTED TO THE BENEVOLENCE BOARD. AFTER 24 HOURS, FEEL FREE TO CONTACT THE CHURCH RECEPTIONIST.**

**(DO NOT WRITE BELOW THIS LINE)**

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**COMMENTS: (TO BE FILLED OUT BY BENEVOLENCE OFFICER)** \_\_\_\_\_

**ACTION TAKEN BY CHURCH:** \_\_\_\_\_

**CHURCH BOARD MEMBER:** \_\_\_\_\_

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<p style="text-align: center;"><b>CHURCH BOARD MEMBER BUILDING COMMITTEE</b></p>
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**RESPONSIBLE TO:** Pastor and Board

**SUMMARY:**

Responsible for the planning, organizing and overseeing of all functions of the building ministry.

**SPECIFIC DUTIES:**

1. As requested, responsible for budgeting, monitoring and controlling the necessary financing of the building needs.
2. As requested, responsible for organizing, planning and selecting the various department heads concerned with building.
3. As requested, responsible to hire all necessary help as a supplement to voluntary work.
4. Responsible to pay the necessary wages in compliance with Wage and Salary policy.
5. Responsible to expeditiously approve vouchers for payment by Church Treasurer in order to obtain discounts.
6. Responsible to inform the Church Administrator for need of new or revised policy and procedure.
7. Responsible to attend all called business meetings.

<p style="text-align: center;"><b>CHURCH BOARD MEMBER CONSTITUTIONAL REVISION COMMITTEE</b></p>
---

**QUALIFICATIONS:**

Must be a member of the church, mature in Christian experience, have some knowledge of the administrative need of the Assembly and be somewhat familiar with "Robert's Rules of Order Revised".

**LINES OF ACCOUNTABILITY:**

1. Senior Pastor
2. Membership of the Assembly

**NOTE:** Final approval of any changes in the Constitution and By-laws shall be made according to the provisions made for such changes as recorded in the Constitution and By-laws of the assembly.

**REASONS FOR COMMITTEE:**

As churches grow spiritually as well as numerically, there are basic changes that need to be made in the organization and administration of the assembly. Quite often, Constitution and By-laws written when the church was first organized, do not sufficiently and adequately cover the areas that accompany a growing church. It is therefore deemed imperative that a committee be formed to continue a process that may assure the assembly of proper procedures to follow in all cases affecting the administration of the assembly.

**PROCEDURES:**

This committee shall be appointed by the Pastor and shall meet at such times as shall be decided upon by the committee members and the Pastor.

There shall be 5 members on the committee including the chairperson. Three members shall be chosen from the Board and two shall be chosen from the membership of the assembly.

The time of service on this committee shall be decided by the Pastor based upon the extent of the revision.

All changes suggested, shall be put in writing and submitted to the board for discussion.

Final approval for all changes shall be voted on by the membership in session at a business meeting called for that purpose or included in the agenda of a regular church business meeting. (See Constitution and By-laws for provisions allowing changes in the existing Constitution and By-laws.)

**CHURCH BOARD MEMBER  
FINANCE COMMITTEE**

**RESPONSIBLE TO:** Pastor and Board

**SUMMARY:**

Responsible for the planning, organizing and implementation of a total church budget, with responsibilities including the monitoring, controlling and reporting process.

**SPECIFIC DUTIES:**

1. Responsible to organize and assist all the board members' budget requirements for their assigned areas of responsibilities annually.
2. Assist the church treasurer in all areas of collection, disbursements and reporting.
3. Monitoring and controlling the board members' expenditures by a reporting method issued to each board member.
4. Review and analyze all church moneys expenditures as to proper accountability, and proper expenditure per policy and procedure.
5. Assist in speedy approval by board members, of vouchers for payment.
6. Responsible to attend all called business meetings.
7. Responsible to inform the church administrator for need of new or revised policy and procedure.
8. Establish and maintain books of account, including a general ledger, subsidiary ledgers such as a payroll ledger, and other ledgers as needed.
9. Maintain proper payroll records in accordance with Federal and State government requirements.
10. See that proper posting to the above ledgers is done.
11. See that books of account are audited annually.

**THE PURPOSE OF THE FINANCE COMMITTEE**

- A. To assist the Pastor to free him for spiritual responsibilities. (Acts 6)
- B. A Finance Committee has several purposes:



1. Provide counsel
2. Sustain the public integrity of the finances of your church. (II Corinthians 8:19-21)
3. Provide lay assistance in involving your church in the financial program.

## **DESIGNING THE STRUCTURE**

- A. Finance Committee members should be appointed only upon the recommendation of the Pastor.

**NOTE:** A permanent committee may develop into an institution that can totally stifle expansion.

- B. Qualifications of Finance Committee:

1. Must have the respect of your church.
2. Must be generally in agreement with the program of your church.
3. Should have a good sense of history about the struggles of the past.
4. Must have strong spiritual qualifications.

## **THE FUNCTION OF THE FINANCE COMMITTEE**

- A. Present church budget to be finalized by \_\_\_\_\_(date)\_\_\_\_\_.
- B. Review insurance policies.
- C. Prepare quarterly balance sheet.
- D. Review monthly cash flow statement.
- E. Prepare quarterly pro-forma statement.
- F. Approve all capital improvements not set out in budget.
- G. Approve expenditures over \$150.00 and not exceeding \$500.00 not budgeted prior to commitment. Above \$500.00 unless an emergency should have appropriate Board approval.
- H. When requested, in the fall of the year, do performance, personnel, and salary reviews to show changes in new budget. Coordinate with office manager.
- I. Correlate income with Department allotments. Finance Committee will contact departments if there are not sufficient funds to pay all.

J. Review budget and make adjustments as necessary.

**CHURCH BOARD MEMBER  
MAINTENANCE AND GROUNDS COMMITTEE**

**SUMMARY**

Responsible for the surveillance of the church facilities and grounds. Listing the things needing correction and advising the Administration of the same, either by Board agenda or in person to the Pastor.

**SPECIFIC DUTIES:**

1. Responsible for the volunteer help, and to recommend to the administration additional paid help as the need arises.
2. Responsible to recommend to the Church Council or Board, the pay rate for such employees as may be necessary to hire.
3. Responsible to inform the Administration of any needed changes in policy or procedure.
4. Responsible to attend all business meetings.
5. Responsible to expeditiously approve vouchers for payment by Church Treasurer in order to obtain discounts.
6. Constitutional Statements:
  - a. The chairman of this committee must be a member of the Deacon Board.
  - b. This committee shall exercise supervision over all buildings and grounds owned by the church.
  - c. It shall supervise all improvements and new construction.
  - d. The committee shall be responsible for all space assignment.
  - e. It shall be responsible for the scheduling of usage of buildings and grounds and all auxiliary equipment of property exclusive of buses and other vehicles.
7. Specific Responsibility Check List:
  - a. Negotiate all insurance contracts and policies.
  - b. Check all property twice a year for fire hazards.

- c. Make and issue all keys for church property. Keep and review annually a list of all key's issued.
- d. Negotiate all service contracts (organ, office machines, etc.)
- e. Make and bring up to date, annually, an inventory list of all church property and equipment with approximate value (date of purchase).
- f. Determine and engage (with approval of Deacons) adequate custodial help. Meet periodically with the Custodians to discuss care of buildings, needs and problems in custodial or cleaning services, remuneration or salary for services rendered.

**THE FOLLOWING CHECKLIST WILL HELP THE COMMITTEE EXPEDITE THIS DURING THE COURSE OF EACH YEAR:**

Heating system  
Air-conditioning system  
Fireplaces and chimneys  
Drains  
Bathroom facilities (cleanliness, soap, (tissue, mirrors, etc.)  
Sinks  
Drinking fountains  
Water heater  
Water softener  
Floor coverings  
Windows  
Screens  
Bookcases and shelving  
Storage space (adequacy and orderliness)  
Wastebaskets  
Door hinges, locks, etc. (servicing, oiling, and tightening)

**IN ADDITION CHECK OUT THE**

pews  
hymnal racks  
tract racks  
outdoor bulletin board and letters  
furniture in lounge  
furnishings in nursery  
curtains, drapes, blinds  
projectors  
projection screens  
tape recorders  
equipment for custodial work  
interior & exterior lighting  
interior & exterior paint  
bulb replacement  
room dividers

chairs and tables  
blackboards  
chalk and erasers  
cork board  
desks  
office equipment  
typewriters  
mimeograph machine  
adding machine  
addressograph folding machine  
files (adequate)  
storage of office supplies  
electrical outlets, fuses and breaker box  
extension cords  
electrical wiring on lamps and appliances  
roof  
guttering, waterspouts, etc.  
window washing  
time clocks  
motors, organ, heating, etc.  
sidewalks (adequate)  
steps (safety)  
lawn care and seeding  
parking lot (care & improvement)  
traffic safety  
outdoor drainage  
shrubbery  
landscaping  
cloak and coat storage  
kitchen equipment

<p style="text-align: center;"><b>CHURCH BOARD MEMBER MISSIONS COMMITTEE</b></p>
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**RESPONSIBLE TO:** Pastor and Board

**SUMMARY:**

Responsible for the overall activities of the Missions Department.

**SPECIFIC DUTIES:**

1. Responsible for budgeting, monitoring and controlling the necessary financing of the Missions Department.
2. Responsible to plan, organize and direct a vigorous Missions Departments to cover the Home and Foreign Missions.
3. As requested, responsible to expeditiously approve vouchers for payment, in order for Church Treasurer to obtain discounts.
4. Responsible to inform the Church Administrator for need of new or revised policy and procedure.
5. Responsible to attend all called business meetings.

<p style="text-align: center;"><b>CHURCH BOARD MEMBER YOUTH MINISTRY COMMITTEE</b></p>
--

**RESPONSIBLE TO :** Pastor and Board

**SUMMARY:**

Represents the will and direction of the Pastor and Board in overseeing all the operations and activities of the Youth Department, in all areas of operation.

**SPECIFIC DUTIES:**

1. Responsible for budgeting, monitoring and controlling the necessary financing of the Youth Department.
2. Responsible to assist, consult, advise, etc., the Director of Youth in all areas requiring help, and requested by the Youth Director.
3. Responsible to monitor and control all the activities in compliance with the church policies and procedures.
4. Responsible to inform the Church Administrator for need of new or revised policy and procedure.
5. Responsible to expeditiously approve the vouchers for payment by Church Treasurer in order to obtain discounts.
6. Responsible to attend all business meetings.

<p style="text-align: center;"><b>CHURCH BOARD MEMBER</b> <b>CHURCH TREASURER</b></p>
---

**RESPONSIBLE TO:** Pastor, Finance Director and Board

**SUMMARY:**

Responsible for the receipts, depositing and disbursements of church funds.

Responsible for the financial reporting to the board and to the church membership of monthly, quarterly and annual reports.

**SPECIFIC DUTIES:**

1. Responsible for the proper accounting and bookkeeping information as specified.
2. Receives the tithes and offerings and all special collections for deposit.
3. Disburses all church moneys by check only after receipt of an approved, signed voucher by the account controller of the account involved.
4. Distributes the individual annual statement.



<p style="text-align: center;"><b>CHURCH BOARD MEMBER GENERAL TREASURER</b></p>
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**SPECIFIC DUTIES:**

1. Counts Christian Education offerings for weekly bank deposit, preparing weekly recap of Sunday income. Separates designated offerings out of tithing envelopes, when needed and transferring funds to Church Treasurer.
2. Handling all bills to be paid, establishing priority on bill payment sequence.
3. Maintaining check register journal, cash disbursement journal, cash receipts journal, general ledger journal for proper accounting for all Christian Education financial operation (where applicable).
4. Prepares a monthly "Statement of Operations Report " to be given to the Christian Education Executive Committee; Budget Analysis Report for Church Board; Quarterly Christian Education reports; "Missions Giving Report " plus special reports as requested by Church Christian Education Executive Committee and/or Church Board.

**COUNTING OFFERINGS:** Have 2 helpers.