

MINISTRY ROLES

STEP-BY-STEP FRAMEWORK



AOCLI MINISTRY ROLES

Introduction

The AOCLI Ministry Roles Framework outlines the structure, responsibilities, and expectations for each ministry position within our church organization. Each role has been carefully designed to fulfill our mission of spiritual development, community outreach, and discipleship.

This comprehensive guide serves multiple purposes:

1. **Clarity of Vision:** By detailing the specific responsibilities of each position, we ensure all ministers and volunteers understand their unique contribution to our collective mission.
2. **Accountability Structure:** Each role includes clear reporting relationships and measurable expectations for weekly, monthly, quarterly, and annual responsibilities.
3. **Ministry Development:** These descriptions serve as a foundation for training, mentoring, and developing leaders throughout our organization.
4. **Effective Stewardship:** Through strategic division of responsibilities, we maximize our impact while respecting the time and talents of our ministers and volunteers.

Our ministry structure is divided into key divisions, each led by a director who reports to the Senior Pastor or a designated leader. These divisions include Church Overseers, Administration, Discipleship, Worship, Friendship, Ministry, Evangelism, Vision, and Ladies Ministries.

Within each division, you'll find detailed position descriptions that include:

- Division and position title
- Accountability relationship
- Ministry target audience
- Whether the position is paid or volunteer
- Specific responsibilities ("YOU WILL" statements)
- Minimum time commitments and structural expectations
- Position requirements where applicable

As you review these ministry roles, prayerfully consider where God may be calling you to serve. Each position, whether visible or behind-the-scenes, plays a vital role in fulfilling our church's vision and mission.

ADMINISTRATION



Information Team

Lead Pastor

Associate Pastor

Administration Director

Administrative Assistant

Office Personnel

Pastor's Personnel Assistant

Strategic Planning Director

Web-site Facilitator

Facility Rental Coordinator

Custodial Service

Stewardship Director

Church Treasurer

Finance Team

Lead Usher

Usher

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LEAD PASTOR – POSITION OVERVIEW

The Senior Pastor is responsible for guiding and instructing the congregation in spiritual development through preaching, teaching, and pastoral care.

Division: Church Overseers

Position: Senior Pastor

Accountable to: Presiding Bishop

Ministry Target: Entire church body and surrounding community

Position is: Paid

YOU WILL:

- Preach and teach the Word of God with love, faithfulness, and impartiality, knowing the accountability for the spiritual welfare of the flock.
 - Provide pastoral care by representing the concerns of the congregation to God, offering watchfulness, exhortation, comfort, and example.
 - Engage in intercessory prayer and conduct visitation to the sick, homebound, or hospitalized individuals.
 - Offer counseling and provide referrals to outside resources for those needing additional support.
 - Direct public worship with sensitivity to the Holy Spirit, balancing emotional and mental aspects.
 - Administer sacraments, including the Lord's Supper, baptism, and baby dedications.
 - Perform weddings and develop a marriage/wedding counseling program.
 - Facilitate peace among members and staff, working to reconcile broken relationships and resolve conflicts.
 - Supervise the office and pastoral staff, recommending personnel changes to the Elders Board.
 - Serve as chairman of the Elders Board, ensuring monthly meetings and proper implementation of policies.
 - Collaborate with the Elders to ensure spiritual care for the congregation.
 - Lead by example in evangelism through personal soul-winning and invitations at services or small groups.
 - Equip the saints for the work of ministry, promoting an evangelistic lifestyle.
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STRUCTURE MINIMUM:

Weekly:

- Preach during weekly services.
- Pray for and visit church members as needed.

Monthly:

- Chair Elder Board meetings.

- Provide oversight for ongoing ministries and programs.

Quarterly:

- Administer the Lord's Supper.
- Facilitate pastoral care and leadership training sessions.

Annually:

- Perform baptisms and dedications.
- Submit an annual report of church activities and goals to the Presiding Bishop.
- Organize and oversee two major church outreach events.

ASSOCIATE PASTOR – POSITION OVERVIEW

The Associate Pastor is an ordained minister responsible for assisting the Lead Pastor with ministerial and support needs as they arise. The Associate Pastor, like the Lead Pastor, is not responsible for doing all the work of ministry in the church, but for ensuring it is done and done properly.

Division: Administration

Position: Associate Pastor

Accountable to: Lead Pastor

Ministry Target: Congregation, ministry staff, and office staff

Position is: Volunteer

YOU WILL:

- In absence of Lead Pastor, take charge of all ministerial duties, lead staff meetings, and oversee worship services.
 - Oversee all functions related to the worship program.
 - Lead a small group within the church community.
 - Provide counseling support to church members as needed.
 - Pray with church members and guests who express difficulties in their life.
 - Conduct weddings and funerals for church members.
 - Visit grieving church members to provide pastoral care and support.
 - Represent the Lead Pastor at committee and ministry team meetings as requested.
 - Cooperate with all staff to promote the entire ministry plan of the church.
 - Maintain continued growth of personal calling and walk with the Lord through Bible study and prayer.
 - Maintain personal priorities with home and family as the spiritual leader.
 - Maintain a spirit of cooperation and professionalism with pastoral staff and other team directors.
 - Respect the God-created uniqueness of all colleagues.
 - Perform other duties as assigned by the Lead Pastor.
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STRUCTURE MINIMUM:

Weekly:

- Dedicate 15-20 hours to ministry activities and preparation.

Ongoing:

- Participate in and lead meetings and training sessions as required.
- Attend all required meetings throughout the year.

As Needed:

- Step in for Lead Pastor during absences.
- Respond to pastoral care needs and emergency situations.

STRATEGIC PLANNING DIRECTOR – POSITION OVERVIEW

The Strategic Planning Director is responsible for developing comprehensive strategic plans to support ministry growth and effectiveness across all church departments and leadership teams.

Division: Administration

Position: Strategic Planning Director

Accountable to: Lead Pastor

Ministry Target: Church leadership and ministry teams

Position is: Volunteer

YOU WILL:

- Analyze current ministry effectiveness and identify areas for strategic improvement across all church departments.
- Develop comprehensive strategic plans to support ministry leaders in achieving their departmental goals.
- Coordinate with division directors to assess ministry needs and create actionable planning frameworks.
- Facilitate strategic planning sessions with ministry teams to establish clear objectives and timelines.
- Create standardized planning templates and tools for consistent use across all ministry areas.
- Monitor progress on strategic initiatives and provide regular updates to church leadership.
- Research best practices in church ministry and incorporate relevant strategies into planning processes.
- Assist ministry leaders in developing measurable goals and success metrics for their areas.
- Maintain documentation of all strategic plans and ensure regular review and updates.
- List all strategic planning meetings and deadlines on the master calendar.

STRUCTURE MINIMUM:

Per Project:

- Dedicate 15-20 hours to strategic planning development and implementation.

Monthly:

- Review progress on current strategic initiatives with relevant ministry leaders.

Quarterly:

- Conduct strategic planning sessions with division directors as needed.

Annually:

- Lead comprehensive church-wide strategic planning retreat or sessions.

ADMINISTRATION DIRECTOR – POSITION OVERVIEW

The Administration Director oversees the division of Administration, providing leadership and guidance to administrative assistants, personal assistants, office personnel, and facility rental coordinators.

Division: Administration

Position: Administration Director

Accountable to: Senior Pastor

Ministry Target: Congregation, ministry staff, and office staff

Position is: Volunteer

YOU WILL:

- Direct and oversee administrative functions within the church, ensuring efficient operation and support for ministry goals.
 - Recruit and train leaders in key administrative roles, including Administrative Assistant, Personal Assistant, Office Personnel, and Facility Rental Coordinator.
 - Provide job descriptions, accountability, and ongoing support for all leaders and workers within the administrative network.
 - Act as a spiritual role model, reflecting Christian values and supporting the church's mission through tithes and offerings.
 - Attend all required meetings throughout the year, including quarterly Directors Meetings.
 - Provide current reports for Directors Meetings and maintain accurate records of progress and challenges.
 - Foster a cooperative and professional relationship with pastoral staff and team directors.
 - Conduct quarterly meetings with administrative staff to provide accountability, direction, encouragement, and development.
 - Maintain responsibility for vacant positions until a suitable replacement is found.
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STRUCTURE MINIMUM:

Weekly:

- Provide leadership to the administrative team and ensure smooth daily operations.

Monthly:

- Support and evaluate administrative staff performance.

Quarterly:

- Attend Directors Meetings and hold accountability meetings with administrative staff.
- Submit reports detailing administrative progress and challenges.

Annually:

- Host an annual banquet for office staff to encourage team morale.
- Prepare and present a ministry statement for the annual State of the Church address.

ADMINISTRATIVE ASSISTANT – POSITION OVERVIEW

The Administrative Assistant supports the Pastor and staff with administrative skills, ensuring the efficient operation of the church and church office.

Division: Administration

Position: Administrative Assistant

Accountable to: Administration Director

Ministry Target: Congregation, ministry staff, and office staff

Position is: Volunteer

YOU WILL:

- Fulfill regular office hours as established by the Administration Director.
 - Serve the ministerial staff by providing administrative support.
 - Oversee daily operations of the church office, maintaining an efficient and organized environment.
 - Provide direction and assign tasks to office personnel and volunteers.
 - Prepare and manage logistics for the monthly Con-Tact Meeting.
 - Maintain a clean and functional workspace for staff and volunteers.
 - Process requisition forms and distribute them to the appropriate individuals.
 - Operate and maintain office equipment to ensure proper functioning.
 - Handle telephone and in-person inquiries with tact, courtesy, and professionalism.
 - Develop and maintain an effective filing system for church paperwork.
 - Create and distribute promotional materials for new families in the community.
 - Perform other duties as assigned by the Pastor or Administration Director.
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STRUCTURE MINIMUM:

Weekly:

- Complete assigned administrative tasks and maintain office operations.

Monthly:

- Prepare materials and logistics for the Con-Tact Meeting.

Quarterly:

- Assist in administrative evaluations and participate in accountability meetings.

Annually:

- Support the Administration Director in preparing reports and promotional strategies.
- Assist with the annual State of the Church address preparation.

OFFICE PERSONNEL – POSITION OVERVIEW

The Office Personnel supports the Pastor and Administrative Director by providing volunteer assistance in the church office.

Division: Administration

Position: Office Personnel

Accountable to: Administrative Assistant

Ministry Target: Congregation, ministry staff, and office staff

Position is: Volunteer

YOU WILL:

- Perform general office tasks as directed by the Administrative Director or Assistant.
 - Review, open, and distribute mail to the appropriate recipients.
 - Handle telephone and in-person inquiries with tact, courtesy, and professionalism.
 - Maintain and update the master calendar.
 - Notify committee members of meeting dates and confirm receipt of messages.
 - Prepare, edit, and print the weekly bulletin.
 - Keep an inventory of office supplies and place orders as needed.
 - Update the church website weekly.
 - Maintain and operate office equipment to ensure functionality.
 - Manage promotional boards and update the church sign as necessary.
 - Assist in training new office volunteers.
 - Perform other duties as assigned by the Administrative Director or Assistant.
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STRUCTURE MINIMUM:

Weekly:

- Perform assigned office tasks and ensure smooth operations.

Monthly:

- Update promotional materials and prepare weekly bulletins.

Quarterly:

- Participate in team accountability meetings and training sessions.

Annually:

- Assist in reviewing office processes and preparing reports as needed.
- Support special events and church promotional activities.

PASTOR'S PERSONAL ASSISTANT – POSITION OVERVIEW

The Pastor's Personal Assistant provides personal administrative support to the Pastor, ensuring the smooth operation of the Pastor's office.

Division: Administration

Position: Pastor's Personal Assistant

Accountable to: Pastor

Ministry Target: Pastor and office staff

Position is: Volunteer

YOU WILL:

- Maintain a high level of confidentiality in all tasks and communications.
 - Fulfill regular office hours as established by the Pastor.
 - Provide administrative support to the Pastor, including:
 1. Scheduling appointments
 2. Typing lessons and outlines
 3. Preparing documents for meetings
 4. Producing and printing promotional materials
 5. Performing general duties as assigned by the Pastor
 6. Assisting other staff members when available
 - Maintain and operate office equipment to ensure efficiency.
 - Develop and maintain an effective filing system for the Pastor's documents.
 - Create an organized and welcoming atmosphere in the office area for volunteer staff.
 - Handle telephone and in-person inquiries with tact, courtesy, and professionalism.
 - Perform other duties as assigned by the Pastor.
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STRUCTURE MINIMUM:

Weekly:

- Complete administrative tasks and maintain the Pastor's schedule.

Monthly:

- Prepare and distribute materials for pastoral meetings.

Quarterly:

- Assist with office evaluations and participate in accountability meetings.

Annually:

- Support special events and provide reports as needed.
- Assist with preparing the Pastor's annual address or reports.

WEBSITE FACILITATOR – POSITION OVERVIEW

The Website Facilitator serves as an administrator for the church's websites, managing content and maintaining web design.

YOU WILL:

- Publish and update content on the church website, ensuring consistency in themes and branding.
 - Design layout and streamline navigation for an optimal user experience.
 - Resolve website issues promptly to maintain functionality.
 - Keep all website content accurate and up to date.
 - Coordinate and implement website updates as needed.
 - Train and mentor other staff members to use and update the website effectively.
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STRUCTURE MINIMUM:

Weekly:

- Manage and update website content and functionality. **Monthly:**
- Review and refine website design and navigation.
- Coordinate with staff to ensure all updates are completed as necessary. **Quarterly:**
- Provide training sessions for staff on website updates and maintenance. **Annually:**
- Evaluate the website's effectiveness and recommend improvements.
- Prepare a report detailing website updates and performance metrics.

FACILITY RENTAL COORDINATOR – POSITION OVERVIEW

The Facility Rental Coordinator oversees the rental and cleaning of the facility, ensuring its availability and readiness for use by both the church and community groups.

Division: Administration

Position: Facility Rental Coordinator

Accountable to: Administration Director

Ministry Target: Church and community

Position is: Volunteer

YOU WILL:

- Develop and implement an effective plan for renting church facilities to external groups.
 - Market the church facilities to community vendors, organizations, and other churches.
 - Process all rental agreements, including contracts and paperwork.
 - Collect and manage funds for deposits and rental fees, ensuring timely submission to the Stewardship Director.
 - Maintain and update the master calendar with all rental events.
 - Schedule custodial services after events to ensure cleanliness and readiness of the facility.
 - Sign all rental documents as a church representative to ensure accountability and proper record-keeping.
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STRUCTURE MINIMUM:

Weekly:

- Review rental inquiries and coordinate bookings.

Monthly:

- Assess the effectiveness of rental operations and adjust strategies as needed.

Quarterly:

- Review and update marketing materials for facility rentals.

Annually:

- Submit an annual report summarizing rental activities and financial outcomes.
- Propose updates or improvements for the facility to the Administration Director.

CUSTODIAL SERVICE – POSITION OVERVIEW

The Custodial Team is responsible for maintaining the cleanliness of the facility, ensuring a welcoming and hygienic environment for all church activities.

Division: Administration

Position: Custodial Service

Accountable to: Facility Rental Coordinator

Ministry Target: Church

Position is: Paid

YOU WILL:

- Sweep, mop, buff, clean, and wax floors according to the schedule.
 - Dust furniture and equipment, wash walls and windows, and vacuum carpets as scheduled.
 - Maintain clean restrooms by replenishing tissue and towels and emptying waste cans.
 - Ensure cleanliness of classrooms, including washing tables and chairs.
 - Request cleaning and maintenance supplies as needed to maintain operations.
 - Keep the church entrance clean, including glass doors, the outside foyer, and the sidewalk.
 - Coordinate with the Facility Rental Coordinator for special services and additional assignments.
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STRUCTURE MINIMUM:

Weekly:

- Perform regular cleaning tasks as scheduled.

Monthly:

- Inspect and ensure supplies are replenished and equipment is maintained.

Quarterly:

- Conduct a deep clean of high-traffic areas and review cleaning schedules.

Annually:

- Assist in facility inspections and provide feedback for maintenance improvements.
- Participate in annual evaluations of custodial services with the Facility Rental Coordinator.

STEWARDSHIP DIRECTOR – POSITION OVERVIEW

The Stewardship Director oversees the division of Stewardship, providing leadership in areas of finance, building maintenance, ushering, and time management.

Division: Stewardship

Position: Stewardship Director

Accountable to: Senior Pastor

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Recruit and train leaders for key roles, including Church Treasurer, Building Maintenance, Stewardship Training, and Ushers Committee.
 - Provide job descriptions and accountability for all leaders and workers within the Stewardship division.
 - Attend and provide reports at quarterly Directors Meetings.
 - Maintain a spirit of cooperation and professionalism with pastoral staff and other team directors.
 - Respect the God-created uniqueness of your colleagues while promoting teamwork.
 - Take responsibility for unfilled positions until suitable replacements are found.
 - Hold quarterly meetings with Stewardship staff to provide accountability, direction, encouragement, and development.
 - Oversee the annual stewardship campaign.
 - Ensure the accuracy and timeliness of various fundraising events across the church and its ministries.
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STRUCTURE MINIMUM:

Weekly:

- Dedicate 8-10 hours to overseeing stewardship activities and providing guidance.

Monthly:

- Review progress in finance, building maintenance, and ushering operations.

Quarterly:

- Host meetings with Stewardship staff and attend Directors Meetings.

Annually:

- Plan and oversee the annual stewardship campaign.
 - Evaluate the effectiveness of fundraising events and propose improvements.
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POSITION REQUIREMENTS:

- A personal commitment to reflect Christian values and leadership.
- Support the church through tithes and offerings.
- Attend all required meetings and represent yourself as a spiritual role model.
- Demonstrate dependable leadership skills and strategic planning abilities.

CHURCH TREASURER – POSITION OVERVIEW

The Church Treasurer maintains detailed accounts of all church financial transactions and collaborates with the Stewardship Director and financial team to manage the budget effectively.

Division: Stewardship

Position: Church Treasurer

Accountable to: Stewardship Director

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Serve on the stewardship team, contributing to financial oversight and planning.
 - Maintain accurate records of all monies received and disbursed in appropriate financial journals.
 - Make weekly deposits and prepare records of individual contributions.
 - Prepare and distribute contribution statements to members.
 - Reconcile monthly bank statements and adjust ledgers as needed.
 - Sign checks in compliance with church policies and verify supporting documentation for each request.
 - Oversee payroll and the payment of weekly bills.
 - Maintain and balance the checkbook regularly.
 - Create and monitor the church budget, ensuring alignment with financial goals.
 - Submit monthly reports to General and State Treasurers.
 - Maintain weekly attendance counts and provide the Pastor with weekly financial and attendance reports.
 - Foster financial confidence within the congregation by maintaining transparency and accuracy.
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STRUCTURE MINIMUM:

Weekly:

- Dedicate 2.5 hours to financial recordkeeping, deposits, and reporting.

Monthly:

- Submit financial reports and reconcile bank statements.

Quarterly:

- Evaluate financial progress and address any discrepancies.

Annually:

- Prepare the annual budget and present it to the Stewardship Director.
- Oversee year-end financial reporting and distribution of contribution statements.

FINANCE TEAM MEMBER – POSITION OVERVIEW

The Finance Team Member serves as a deacon responsible for overseeing church financial stewardship, budget management, and fundraising initiatives to support the ministry's financial health and growth.

Division: Stewardship

Position: Finance Team Member (Deacon)

Accountable to: Stewardship Director

Ministry Target: Congregation and church ministry

Position is: Volunteer

YOU WILL:

- Meet quarterly to review financial reports, budget performance, and ministry expenditures.
- Vote on financial matters and non-budgeted expenditure requests throughout the year.
- Participate in annual budget development and approval process for the following fiscal year.
- Collaborate with the Church Treasurer and Stewardship Director to ensure financial accountability.
- Provide oversight and guidance on major financial decisions affecting church operations.
- Assist in developing creative fundraising ideas to support church ministries and special projects.
- Actively participate in church fundraising events and encourage congregation involvement.
- Monitor adherence to financial policies and recommend improvements when necessary.
- Serve as a liaison between the congregation and church leadership on financial matters.
- Support financial transparency initiatives to build trust within the congregation.
- Pray for and provide spiritual guidance on stewardship matters affecting the church.

STRUCTURE MINIMUM:

Quarterly:

- Attend 2-hour finance team meetings to review budget and financial reports.

Annually:

- Participate in budget planning sessions for the upcoming fiscal year.
- Attend annual financial review and planning retreat.

As Needed:

- Vote on non-budgeted financial requests via meeting or electronic communication.
- Participate in fundraising events and planning committees.

LEAD USHER – POSITION OVERVIEW

The Lead Usher recruits and directs the usher team, serving as a servant leader to assist with literature distribution, welcoming and seating guests, and collecting offerings.

Division: Stewardship

Position: Lead Usher

Accountable to: Stewardship Director

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Recruit, supervise, and train all ushers on the usher team.
 - Recruit and train ushers to serve as parking attendants.
 - Create and maintain the usher service schedule, ensuring proper coverage for all services.
 - Provide ongoing training for members of the usher team to maintain excellence in service.
 - Arrive promptly by 10:00 A.M. to prepare for responsibilities for the morning service.
 - Hold regular usher meetings for informational and training purposes.
 - Maintain a high level of order before, during, and after services or church functions.
 - Consult with the Stewardship Director to gain insight and direction for each service.
 - Ensure the building is secured and locked following services.
 - Work in conjunction with the Greeters Director to provide visitors and attendees with needed information.
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STRUCTURE MINIMUM:

Weekly:

- Dedicate 2.5 hours to usher responsibilities and preparation.

Monthly:

- Hold a meeting to discuss usher team updates and provide training.

Quarterly:

- Review and update usher protocols and service schedules.

Annually:

- Evaluate the usher team's performance and identify areas for improvement.
- Provide a report to the Stewardship Director on usher team operations and achievements.

USHER – POSITION OVERVIEW

The usher regularly participates in worship services and assists with literature distribution, welcoming, directing, and seating guests, and collecting offerings.

Division: Stewardship

Position: Usher

Accountable to: Lead Usher

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Attend worship services and advise the Lead Usher at least four (4) days in advance if unable to attend.
 - Watch for and warmly welcome guests.
 - Assist guests, members, and latecomers with seating as needed.
 - Distribute literature such as visitor packets, bulletins, sermon outlines, and tracts as required.
 - Collect tithes and offerings and ensure they are delivered to the Lead Usher or Stewardship Director.
 - Maintain a spirit of cooperation and service to members and visitors.
 - Provide directions and assistance when needed.
 - Open doors and offer support to elderly and disabled individuals.
 - Collaborate with usher team members to ensure accurate attendance counts.
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STRUCTURE MINIMUM:

Weekly:

- Dedicate 1.5 hours to usher responsibilities, with flexibility for rotating schedules (e.g., every three months or once every four weeks).

Monthly:

- Support special services or meetings as directed.

Quarterly:

- Attend training or informational sessions as needed.

Annually:

- Participate in evaluations of usher operations and provide feedback for improvement.

DISCIPLESHIP



Education Team

Discipleship Director

Sunday School Director

Planted New Converts Instructor

Small Group Coordinator

Small Group Leader

Assimilation Coordinator

NEXT Discipleship Coordinator

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DISCIPLESHIP DIRECTOR – POSITION OVERVIEW

The Discipleship Director serves as an overseer in the Discipleship Division, directing other leaders in the areas of leadership training, new convert care, small groups, and assimilation to foster spiritual growth throughout the church.

Division: Discipleship

Position: Discipleship Director

Accountable to: Lead Pastor

Ministry Target: Congregation and new converts

Position is: Volunteer

YOU WILL:

- Recruit and train leaders in leadership training, new convert care, and small groups.
 - Provide job descriptions and accountability for every leader and worker in your ministry network.
 - Take responsibility to perform or oversee the duties of every position in your network until someone has been recruited or replaced.
 - Hold quarterly meetings with discipleship staff for accountability, direction, and encouragement.
 - Attend quarterly Directors Meetings and provide current reports for every meeting.
 - Maintain accurate records of progress and challenges within all discipleship ministries.
 - Conduct an annual banquet for ministry team leaders, workers, and participants to highlight programs and celebrate victories.
 - Provide ministry statement for the annual state of the church address.
 - Maintain a spirit of cooperation and professionalism with pastoral staff and other team directors.
 - Respect the God-created uniqueness of all colleagues.
 - Represent yourself as a spiritual role model for the church in all interactions.
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STRUCTURE MINIMUM:

Weekly:

- Dedicate 8-10 hours to ministry activities and preparation.

Quarterly:

- Attend Directors Meetings and lead discipleship staff meetings.
- Review progress and address challenges within all discipleship areas.

Annually:

- Plan and conduct ministry banquet celebration.
- Prepare comprehensive ministry statement for church leadership.

Ongoing:

- Participate in high-level meetings and training sessions as required.
- Attend all required meetings throughout the year.

SUNDAY SCHOOL DIRECTOR – POSITION OVERVIEW

The Sunday School Director oversees the Sunday School program, ensuring effective teaching and spiritual development for new converts and young Christians.

Division: Discipleship

Position: Sunday School Director

Accountable to: Discipleship Director

Ministry Target: New converts and young Christians

Position is: Volunteer

YOU WILL:

- Serve as the Program Director for the Sunday School program.
 - Meet bi-annually with the Discipleship Director to review program goals and progress.
 - Recruit and train Sunday School teachers to ensure high-quality instruction.
 - Monitor teacher and student progress to evaluate the program's effectiveness.
 - Order and distribute Sunday School curriculum to teachers in a timely manner.
 - Assist teachers in recruiting substitutes and provide opportunities for substitutes to teach.
 - Conduct an annual teacher training conference to foster professional and spiritual growth.
 - Evaluate instructors and hold them accountable for regular service attendance.
 - Meet with coaches and the Discipleship Director at the completion of the program to assess outcomes and improvements.
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STRUCTURE MINIMUM:

Weekly:

- Dedicate 5-10 hours to Sunday School preparation, teacher coordination, and program oversight.

Monthly:

- Review teacher performance and address any challenges within the program.

Quarterly:

- Meet with staff and the Discipleship Director to discuss program updates and improvements.

Annually:

- Host the annual teacher training conference.
 - Submit a report to the Discipleship Director on program achievements and challenges.
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POSITION REQUIREMENTS:

- A personal commitment to Christian values and leadership.
- Dependable leadership skills and the ability to mentor teachers and students.
- Passion for training, teaching, and fostering spiritual development in young Christians.

PLANTED NEW CONVERTS INSTRUCTOR – POSITION OVERVIEW

The 'Planted' New Converts Instructor is responsible for teaching the Planted Course, supporting new converts and young Christians in their spiritual journey.

Division: Discipleship

Position: Planted Instructor

Accountable to: Discipleship Director

Ministry Target: New converts and young Christians

Position is: Volunteer

YOU WILL:

- Attend the Connections training seminar to prepare for the role.
 - Read and understand the Self-Paced material to ensure familiarity with the program.
 - Fully understand and support the vision and message of the church.
 - Utilize additional resources as needed to better support students.
 - Hold students accountable for attending regular church services.
 - Make personal contact with students who miss services to encourage attendance.
 - Maintain a timeline for the completion of course modules.
 - Keep the Program Director updated on student progress.
 - Administer the Gift Assessment Test to help students discover their spiritual gifts.
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STRUCTURE MINIMUM:

Weekly:

- Dedicate 2-5 hours to teaching and preparing for the Planted Course.

Monthly:

- Monitor student progress and provide feedback to the Program Director.

Quarterly:

- Participate in training updates or refresher courses if available.

Annually:

- Review program outcomes and provide feedback to the Discipleship Director for future improvements.
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POSITION REQUIREMENTS:

- A personal commitment to Christian values and discipleship.
- Dependable and organized with the ability to mentor new converts.
- Passion for teaching, training, and fostering spiritual growth in young Christians.

SMALL GROUP COORDINATOR – POSITION OVERVIEW

The Small Group Coordinator oversees the entire small group program, ensuring effective leadership and spiritual growth within the church community.

Division: Discipleship

Position: Small Group Leader

Accountable to: Discipleship Director

Ministry Target: Church members, friends, and family members

Position is: Volunteer

YOU WILL:

- Coordinate with the Discipleship Director to oversee the small group program.
 - Recruit and train small group leaders to ensure high-quality group facilitation.
 - Assist small group leaders in identifying and obtaining topic-specific teaching materials.
 - Provide ongoing spiritual development and support to all small group leaders.
 - Work with the Discipleship Director and Worship Director to schedule service presentations.
 - Plan and oversee the annual small group fair in coordination with the Discipleship Director.
 - Maintain accurate and up-to-date files on all small groups.
 - Create and publish a small group information packet for distribution to the congregation.
 - List all events on the master calendar.
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STRUCTURE MINIMUM:

Weekly:

- Dedicate 5-10 hours to small group coordination and leader support.

Monthly:

- Review group progress and provide updates to the Discipleship Director.

Quarterly:

- Conduct training sessions or informational meetings for small group leaders.

Annually:

- Organize and lead the small group fair.
 - Evaluate program outcomes and recommend improvements to the Discipleship Director.
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POSITION REQUIREMENTS:

- A personal commitment to Christian values and leadership.
- Strong leadership skills and the ability to mentor small group leaders.
- Passion for training, teaching, and fostering spiritual development within the church community.

SMALL GROUP LEADER – POSITION OVERVIEW

The Small Group Leader is responsible for leading an individual small group, fostering spiritual growth and community among participants.

Division: Discipleship

Position: Small Group Leader

Accountable to: Small Group Coordinator

Ministry Target: Church members, friends, and family members

Position is: Volunteer

YOU WILL:

- Coordinate with the Small Group Coordinator to effectively lead your small group.
 - Meet regularly with group participants, incorporating balanced meeting components.
 - Provide care and maintain regular contact with group participants.
 - Complete required training and submit necessary reports.
 - Share God's love with those who need Him through teaching and community building.
 - Commit to multiplying small groups by identifying and training new leaders.
 - Uphold the vision and values of the church and its leadership.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 5-10 hours to small group preparation, meetings, and follow-up.

Monthly:

- Participate in group leader meetings or training sessions.

Quarterly:

- Provide progress updates to the Small Group Coordinator.

Annually:

- Support the small group fair and other discipleship events.
 - Evaluate group dynamics and recommend improvements to the Small Group Coordinator.
-

POSITION REQUIREMENTS:

- A personal commitment to Christian values and discipleship.
- Dependable, with the ability to teach and work well within group settings.
- Passion for training, teaching, and fostering spiritual growth within the small group community.

ASSIMILATION COORDINATOR – POSITION OVERVIEW

The Assimilation Coordinator assists new converts and new members in becoming involved in church ministry, fostering their integration into the church body.

Division: Discipleship

Position: Assimilation Coordinator

Accountable to: Discipleship Director

Ministry Target: New converts and new members

Position is: Volunteer

YOU WILL:

- Oversee the assimilation process for new and prospective members into the church community.
 - Conduct quarterly new members' classes to teach the church's beliefs, vision, and mission.
 - Lead quarterly "Get Connected" classes to inform new members about available church programs and classes.
 - Administer assessments to help place new members in roles that align with their skills and interests.
 - Maintain an up-to-date list of ministry opportunities within the church.
 - Coordinate with church directors to place new members into suitable positions.
 - Organize and oversee a monthly "Meet the Staff" luncheon to foster connection and engagement.
 - Serve as a liaison and support for church volunteers.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 5-10 hours to assimilation efforts and volunteer coordination.

Monthly:

- Organize and host the "Meet the Staff" luncheon.

Quarterly:

- Conduct new members' and "Get Connected" classes.
- Update ministry opportunity listings and review assessments.

Annually:

- Evaluate the assimilation program and provide feedback to the Discipleship Director.
 - Prepare a report on the integration of new members and program outcomes.
-

POSITION REQUIREMENTS:

- A personal commitment to Christian values and leadership.
- Strong leadership skills and the ability to mentor and guide new members.
- Passion for ministry assessment and fostering connections within the church community.

WORSHIP



Inspiration Team

Worship Director

Worship Team Coordinator

Praise and Worship Leader

Worship Team Member

Choir Director

Choir Members

Audio Mechanic

Media Specialist

Artistic Expressions Director

Prayer Director

Altar Evangelist Director

Altar Evangelist

Prayer Chain Coordinator

Prayer Chain Team Member

Intercessory Team Coordinator

Intercessory Team Member

Prayer Retreat Director

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WORSHIP DIRECTOR – POSITION OVERVIEW

The Worship Director oversees the Worship Division, providing leadership in areas such as worship leading, sound engineering, media management, and team gifting.

Division: Worship

Position: Worship Director

Accountable to: Senior Pastor

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Attend quarterly Directors Meetings and provide reports.
 - Maintain a spirit of cooperation and professionalism with pastoral staff and other team directors.
 - Recruit and train leaders in worship leading, sound engineering, media management, and gifting coordination.
 - Provide job descriptions and accountability for all leaders and workers in your network.
 - Perform or oversee the duties of any unfilled positions until replacements are found.
 - Hold quarterly meetings with Worship Staff for accountability, direction, and encouragement.
 - Conduct an annual banquet to highlight programs and celebrate victories.
 - Prepare a ministry statement for the annual State of the Church address.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 10-15 hours to overseeing worship activities and team coordination.

Monthly:

- Review progress and provide updates to the Senior Pastor.

Quarterly:

- Meet with Worship Staff and attend Directors Meetings.

Annually:

- Host the annual worship team banquet.
 - Evaluate worship ministry outcomes and propose improvements.
-

POSITION REQUIREMENTS:

- A personal commitment to Christian values and leadership.
- High knowledge and ability in music, sound, and media.
- Passion for fostering excellence in worship and media ministry.

WORSHIP TEAM COORDINATOR – POSITION OVERVIEW

The Worship Team Coordinator collaborates with worship leaders and sound/media directors to facilitate a balanced and dynamic worship experience.

Division: Worship

Position: Worship Team Coordinator

Accountable to: Lead Pastor

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Coordinate with worship leaders to ensure dynamic and engaging worship experiences.
 - Ensure appropriate numbers of singers and musicians for all services.
 - Qualify and integrate new worship team members.
 - Prepare the order of service weekly for Sunday mornings and special events.
 - Conduct weekly practices with the worship team.
 - Work with singers and musicians to create new artistic expressions.
 - Collaborate closely with the sound engineer and media specialist.
 - Introduce and teach new songs to challenge and inspire the worship team.
 - Rotate musicians and singers as needed to maintain balance.
 - Assist the Worship Director in preparing worship services.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 5-10 hours to coordinating and preparing worship services.

Monthly:

- Review team dynamics and address needs with the Worship Director.

Quarterly:

- Participate in training sessions and staff evaluations.

Annually:

- Provide feedback on worship practices and suggest innovations.
-

POSITION REQUIREMENTS:

- Strong leadership and organizational skills.
- High proficiency in music and worship coordination.
- Passion for creating impactful worship experiences and fostering team growth.

PRAISE AND WORSHIP LEADER – POSITION OVERVIEW

The Praise and Worship Leader directs the worship team and leads the congregation in worship through song and music.

Division: Worship

Position: Praise and Worship Leader

Accountable to: Worship Director

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Train and develop the worship team into a vital ministry.
 - Ensure appropriate numbers of singers and musicians for all services.
 - Prepare the order of service weekly for Sunday mornings and special events.
 - Conduct weekly practices with the worship team.
 - Work closely with the sound engineer and PowerPoint specialist.
 - Challenge the worship team with new songs consistently.
 - Lead by example spiritually and professionally.
 - Rotate musicians and singers as needed.
 - Assist the Worship Director in the preparation of worship services.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 5-10 hours to leading and coordinating worship services.

Monthly:

- Conduct team evaluations and address challenges with the Worship Director.

Quarterly:

- Introduce and practice new songs with the team.

Annually:

- Participate in worship team evaluations and provide feedback to the Worship Director.
-

POSITION REQUIREMENTS:

- High knowledge and ability in music and worship leadership.
- Dependable with strong team collaboration skills.
- Passion for music and worship ministry.

WORSHIP TEAM MEMBER – POSITION OVERVIEW

Worship Team Members support the church during all services, leading the congregation in praise and worship through music and song.

Division: Worship

Position: Worship Team Member

Accountable to: Praise and Worship Leader

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Support the church worship service through the gift of music and song.
 - Assist other ministries or events requiring musical talent.
 - Maintain professional behavior, always representing the church positively.
 - Meet for morning worship prayer before Sunday services.
 - Participate in outreach ministry opportunities related to the Music Ministry.
 - Attend scheduled worship practices, seminars, and other events related to music.
 - Notify the Worship Leader when unable to meet obligations such as practices or services.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 5-10 hours to preparing and performing in worship services.

Monthly:

- Attend worship seminars or team-building events.

Quarterly:

- Participate in team evaluations and provide feedback to the Worship Leader.

Annually:

- Support the Worship Director's annual report and participate in major church events.
-

POSITION REQUIREMENTS:

- Knowledge and ability in singing or playing musical instruments.
- Strong collaboration skills with other team members.
- Passion for music and worship ministry.

DIRECTOR OF CHOIR & SEASONAL PROGRAMS – POSITION OVERVIEW

The Director of Choir & Seasonal Programs works with special groups and arrangements to enhance worship during seasonal services.

Division: Worship

Position: Director of Choir & Seasonal Programs

Accountable to: Worship Director

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Plan and present seasonal programs in collaboration with the Worship Director.
 - Lead a Fine Arts small group in 4-6 week cycles to develop individual and group talent.
 - Maintain a list of gifted performers, including soloists, musicians, and dancers.
 - Meet with the Creative Team to prepare for special services and sermon series.
 - Write programs, select music, and recruit performers, including choir members and other artistic talents.
 - Coordinate with the Children's Director to include child participants in programs.
 - Collaborate with directors of stage design, marketing, video/photography, childcare, and teardown to ensure program success.
 - Promote seasonal programs via social media and other channels.
 - Commit to excellence in service preparation and delivery.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate time to program planning and small group leadership during seasonal periods.

Monthly:

- Collaborate with the Worship Director and Creative Team for planning.

Quarterly:

- Conduct seasonal program rehearsals and evaluations.

Annually:

- Plan and execute all seasonal programs, ensuring team collaboration and quality delivery.
-

POSITION REQUIREMENTS:

- Strong knowledge and ability in music and artistic program coordination.
- Leadership skills to guide performers and program teams.
- Passion for worship and group dynamics.

CHOIR MEMBER – POSITION OVERVIEW

The Choir Member participates in worship services and seasonal programs through vocal ministry, contributing to the spiritual atmosphere and enhancing congregational worship experiences.

Division: Worship

Position: Choir Member

Accountable to: Director of Choir & Seasonal Programs

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Attend weekly choir rehearsals to prepare for worship services and special programs.
- Participate in Sunday morning worship services by providing vocal ministry.
- Learn assigned music and vocal parts for regular services and seasonal presentations.
- Participate in seasonal programs including Christmas, Easter, and other special services.
- Maintain a spirit of worship and ministry focus during all performances.
- Support fellow choir members through encouragement and team participation.
- Arrive punctually for all rehearsals and performances as scheduled.
- Dress appropriately according to choir guidelines for services and programs.
- Participate in Fine Arts small group sessions to develop individual and group talent.
- Commit to excellence in preparation and delivery of vocal ministry.
- Support promotional efforts for seasonal programs through personal invitation and social media sharing.

STRUCTURE MINIMUM:

Weekly:

- Attend 1-2 hour choir rehearsal sessions.
- Participate in Sunday morning worship services as scheduled.

Seasonal:

- Attend additional rehearsals for Christmas, Easter, and special programs.
- Participate in seasonal program performances throughout the year.

Monthly:

- Engage in Fine Arts small group sessions during 4-6 week cycles.

As Needed:

- Participate in special services and events as requested by the Director.

AUDIO MECHANIC – POSITION OVERVIEW

The Audio Mechanic oversees all aspects of audio during services and ensures the best possible sound quality.

Division: Worship

Position: Audio Mechanic

Accountable to: Worship Director

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Operate and maintain sound equipment to ensure quality sound during services.
 - Ensure microphones and music equipment are ready for use.
 - Provide a replacement when unavailable to meet service needs.
 - Maintain visual contact with stage personnel during services.
 - Record services and make copies for teachers and distribution.
 - Maintain an inventory of sound equipment and address issues as needed.
 - Exhibit cooperation and unity with stage personnel.
 - Ensure audio support for special services and programs.
 - Arrive early to prepare for service setup.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 3-5 hours to service preparation and sound management.

Monthly:

- Review sound equipment needs and address maintenance.

Quarterly:

- Attend training sessions and provide updates to the Worship Director.

Annually:

- Evaluate sound support outcomes and recommend improvements.
-

POSITION REQUIREMENTS:

- Knowledge of sound equipment and audio management.
- Dependable with strong organizational skills.
- Passion for music and audio excellence.

MEDIA SPECIALIST – POSITION OVERVIEW

The Media Specialist oversees all aspects of media and video during services to enhance worship experiences.

Division: Worship

Position: Media Specialist

Accountable to: Worship Director

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Operate PowerPoint, Media Shout, and video equipment during services.
 - Ensure all visual equipment is ready for use.
 - Record services and file masters for future use.
 - Create and distribute copies of recorded services for sales and ministry needs.
 - Ensure quality visual and audio recordings for special events.
 - Design covers for recorded media.
 - Maintain visual contact with stage personnel and provide media support as needed.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 3-5 hours to service preparation and media management.

Monthly:

- Review media equipment functionality and address issues.

Quarterly:

- Participate in training and team evaluations.

Annually:

- Provide feedback on media practices and suggest innovations.
-

POSITION REQUIREMENTS:

- Strong knowledge of media equipment and software.
- Dependable with attention to detail.
- Passion for enhancing worship through media and video.

ARTISTIC EXPRESSION DIRECTOR – POSITION OVERVIEW

The Artistic Expression Director collaborates with individuals to develop their talents in singing and performing for worship.

Division: Worship

Position: Artistic Expression Director

Accountable to: Worship Director

Ministry Target: Singers, musicians, and performers

Position is: Volunteer

YOU WILL:

- Create and maintain a list of gifted performers, including soloists, musicians, and dancers.
 - Work with individuals to develop their artistic gifting.
 - Collaborate with the Worship Director to schedule individual ministry dates.
 - Train and develop ensembles and choirs for worship services.
 - Assist in preparing for seasonal services in collaboration with the Worship Director.
 - Assess individuals' abilities to determine their best fit within the music ministry.
 - Meet and train individuals separately and in groups as needed.
 - Commit to the excellence of worship services.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 3-5 hours to training and preparing performers.

Monthly:

- Meet with performers and plan for upcoming services.

Quarterly:

- Organize rehearsals and evaluate individual and group progress.

Annually:

- Assist in organizing and executing seasonal performances.
-

POSITION REQUIREMENTS:

- Knowledge and ability in music and artistic development.
- Strong leadership and mentorship skills.
- Passion for music and worship performance.

PRAYER DIRECTOR – POSITION OVERVIEW

The Prayer Director oversees prayer ministry efforts, directing leaders in altar evangelism, prayer chains, intercessory prayer, and prayer retreats.

Division: Ministry

Position: Prayer Director

Accountable to: Ministry Director

YOU WILL:

- Recruit and train leaders in the areas of altar evangelism, prayer chains, intercessory prayer, and prayer retreats.
- Provide job descriptions and accountability for every leader and worker in your ministry network.
- Take responsibility for overseeing ministry duties until positions are filled.
- Conduct quarterly meetings with the ministry staff for accountability, direction, and encouragement.
- Keep accurate records of progress and challenges.
- Maintain a cooperative and professional spirit with the pastoral staff and other team directors.
- Attend all required meetings throughout the year.

STRUCTURE MINIMUM:

Weekly:

- Dedicate three to five hours for prayer ministry efforts.

Quarterly:

- Attend Directors' Meetings and provide ministry reports.
- Conduct training sessions for ministry staff.

Annually:

- Conduct an appreciation banquet for ministry team leaders, workers, and participants.
- Provide a ministry statement for the annual State of the Church address.

ALTAR EVANGELIST DIRECTOR – POSITION OVERVIEW

The Altar Evangelist Director oversees the ministry provided to individuals who respond to the altar call.

Division: Ministry

Position: Altar Evangelist Director

Accountable to: Prayer Director

YOU WILL:

- Recruit and train individuals to work the altars using the altar evangelism training material.
- Follow the direction of the pastor or speaker during the altar service.
- Give direction to altar workers as the service progresses.
- Ensure that altar workers conduct themselves in a proper manner.
- Discern when an individual needs additional prayer and tactfully lead them to a prayer room.
- Ensure anointing oil and prayer cloths are prepared and available for every service.
- Provide ongoing training for all altar evangelists.

STRUCTURE MINIMUM:

Weekly:

- Dedicate three to five hours for altar ministry efforts.

Ongoing:

- Participate in and lead ministry meetings and training sessions.

ALTAR EVANGELIST – POSITION OVERVIEW

The Altar Evangelist prays with individuals who respond to the altar call.

Division: Ministry

Position: Altar Evangelist

Accountable to: Altar Evangelist Director

YOU WILL:

- Attend altar evangelist training seminars.
- Follow the direction of the pastor and Altar Director during the altar service.
- Follow all guidelines and procedures taught during training.
- Provide an inviting atmosphere for respondents and maintain a spirit of helps and service while engaging in prayer.
- Discern when an individual needs additional prayer and tactfully lead them to a prayer room.
- Ensure a follow-up report is completed and submitted to the Altar Director.

STRUCTURE MINIMUM:

Weekly:

- Dedicate one to three hours for altar ministry efforts.

Ongoing:

- Participate in and lead ministry meetings and training sessions.

PRAYER CHAIN COORDINATOR – POSITION OVERVIEW

The Prayer Chain Coordinator ensures calls are made to intercessors and the phone team when emergency needs arise.

Division: Ministry

Position: Prayer Chain Coordinator

Accountable to: Prayer Director

YOU WILL:

- Recruit and train a group of active prayer warriors who have the gift of intercession and are available for immediate prayer response.
- Create and maintain an up-to-date call list.
- Follow up quarterly to ensure prayer chain members are responding regularly.
- Keep a log of prayer requests and track answered prayers.
- Contact appropriate leaders when a prayer request involves a potentially harmful situation.
- Notify the Ministry Director when prayer is requested for a hospital patient.
- Maintain confidentiality and adhere strictly to the specifics of each prayer request.
- Coordinate with the Prayer Director to forward prayer requests from the church website.

STRUCTURE MINIMUM:

Weekly:

- Dedicate one to three hours for prayer chain coordination.

Ongoing:

- Participate in and lead ministry meetings and training sessions.

PRAYER CHAIN TEAM MEMBER – POSITION OVERVIEW

The Prayer Chain Team Member joins with other team members to pray for emergency needs.

Division: Ministry

Position: Prayer Chain Team Member

Accountable to: Prayer Chain Coordinator

YOU WILL:

- Immediately pray for needs passed on from other team members.
- Be responsible for contacting the next member on the prayer list.
- Maintain absolute confidentiality with every prayer request.

STRUCTURE MINIMUM:

Weekly:

- Dedicate one to two hours for prayer chain efforts.

Ongoing:

- Participate in ministry meetings and training sessions as needed.

INTERCESSORY TEAM COORDINATOR – POSITION OVERVIEW

The Intercessory Team Coordinator oversees all aspects of the intercessors program.

Division: Ministry

Position: Intercessory Team Coordinator

Accountable to: Prayer Director

YOU WILL:

- Recruit and train groups of intercessors for various programs, including:
 1. Prayer Breakthroughs
 2. Prayer Vigils
 3. Service Prayer Team
 4. Ministry Staff Prayer Team
 5. Church Health Prayer Team
 6. Community Prayer Team
- Maintain a journal of prayer topics and answered prayers.
- Coordinate with ministry leaders to obtain intercessory needs.
- Publish a monthly prayer list for the church and update the website accordingly.
- Provide ongoing training for intercessors and recommend development resources.
- Perform prayer sweeps prior to each service.
- Mobilize prayer warriors during altar services.
- List all events on the master calendar.

STRUCTURE MINIMUM:

Weekly:

- Dedicate three to five hours for intercessory prayer efforts.

Ongoing:

- Participate in and lead ministry meetings and training sessions.

INTERCESSORY TEAM MEMBER – POSITION OVERVIEW

The Intercessory Team Members participate in the prayer intercession program.

Division: Ministry

Position: Intercessory Team Member

Accountable to: Intercessory Team Coordinator

YOU WILL:

- Participate in several of the following programs:
 1. Prayer Breakthroughs
 2. Prayer Vigils
 3. Service Prayer Team
 4. Ministry Staff Prayer Team
 5. Church Health Prayer Team
 6. Community Prayer Team
- Engage in prayer sweeps prior to each service.
- Work in conjunction with Altar Evangelists when called upon.

STRUCTURE MINIMUM:

Weekly:

- Dedicate up to five hours for prayer intercession.

Ongoing:

- Participate in ministry meetings and training sessions.

PRAYER RETREAT DIRECTOR – POSITION OVERVIEW

The Prayer Retreat Director oversees all aspects of special prayer retreats.

Division: Ministry

Position: Prayer Retreat Director

Accountable to: Prayer Director

YOU WILL:

- Coordinate with the Prayer Director to plan and promote various prayer retreats.
- Organize prayer retreats, including:
 1. Training Classes
 2. Breakout Sessions
 3. Spiritual Exercises
 4. Wailing Wall
- Facilitate different types of prayer experiences, such as:
 1. Open Forum Prayers
 2. Harp-and-Bowl Prayers
 3. Praise and Worship
 4. Silent Praying
 5. Global Praying
 6. Prayer Walks
 7. Faith Walks
 8. Intercessory Exercise
 9. Altar Building
- Secure dates, times, and locations for prayer retreats and all-night prayer meetings.
- Coordinate with the Pastor and Prayer Director to plan and promote Solemn Assemblies.
- List all events on the master calendar.

STRUCTURE MINIMUM:

Per Project:

- Dedicate time as needed for special prayer retreats.

Ongoing:

- Participate in and lead ministry meetings and training sessions.

FRIENDSHIP



Connection Team

Friendship Director

Director of Social Events

Director of Family Events

Gender Specific Events Coordinator

Director of Banquets

Director of Catering

Decorations Coordinator

Set-up and Break-down Team

Couple Series Director

Vibrant Union

Guest Services Director

Greeter

Shut-In Ministry Coordinator

Congregational Specialist

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FRIENDSHIP DIRECTOR – POSITION OVERVIEW

The Friendship Director oversees the Friendship Division, directing leaders in banquet events, social events, congregation specialists, and the greeter team.

Division: Friendship

Position: Friendship Director

Accountable to: Senior Pastor

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Attend quarterly Directors Meetings and provide current reports.
 - Maintain a spirit of cooperation and professionalism with pastoral staff and other team directors.
 - Recruit and train leaders for banquet events, social events, congregation specialists, and the greeter team.
 - Provide job descriptions and accountability for all leaders and workers in your network.
 - Oversee or perform the duties of unfilled positions until replacements are found.
 - Hold quarterly meetings with Fellowship Staff for accountability, direction, and encouragement.
 - Conduct an annual banquet for ministry team leaders, workers, and participants to celebrate victories and highlight programs.
 - Prepare a ministry statement for the annual State of the Church address.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate time to planning and supporting friendship ministry activities.

Monthly:

- Review progress and collaborate with the Fellowship Staff.

Quarterly:

- Attend Directors Meetings and organize events.

Annually:

- Plan and execute the annual banquet and ministry evaluation.
-

POSITION REQUIREMENTS:

- A personal commitment to Christian values and leadership.
- Strong organizational and team leadership skills.
- Passion for building friendships and fostering fellowship within the church community.

DIRECTOR OF SOCIAL EVENTS – POSITION OVERVIEW

The Director of Social Events directs the planning and execution of church social events to foster community and engagement.

Division: Friendship

Position: Director of Social Events

Accountable to: Friendship Director

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Plan quarterly church social events.
 - Oversee and assist with gender-specific and seasonal events.
 - Collaborate with the Fellowship Director for pastor-directed events.
 - Work with the Director of Decorations to ensure event ambiance.
 - Promote events through in-house advertisements and ensure they are listed on the master calendar.
 - Arrange teams for event setup and breakdown.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate 15-20 hours to planning and execution.

Quarterly:

- Organize a social event and provide updates to the Friendship Director.

Annually:

- Evaluate the effectiveness of social events and suggest improvements.
-

POSITION REQUIREMENTS:

- Strong organizational and hospitality skills.
- Passion for creating fellowship opportunities through engaging social activities.

DIRECTOR OF FAMILY EVENTS – POSITION OVERVIEW

The Director of Family Events plans and coordinates on-campus and off-campus family activities to strengthen relationships and build community within the church family.

Division: Friendship

Position: Director of Family Events

Accountable to: Friendship Director

Ministry Target: Church families and guests

Position is: Volunteer

YOU WILL:

- Plan and organize diverse family events both on church campus and at external locations.
 - Coordinate off-campus trips such as amusement park visits, sporting events, and recreational outings.
 - Organize on-campus activities including family movie nights, game nights, and seasonal celebrations.
 - Develop event budgets and manage costs to ensure accessibility for all families.
 - Recruit volunteers to assist with event planning, setup, and supervision.
 - Communicate event details through church announcements, social media, and promotional materials.
 - Coordinate transportation arrangements for off-campus events as needed.
 - Ensure proper safety measures and supervision for all family activities.
 - Collaborate with other ministry directors to avoid scheduling conflicts and maximize participation.
 - Evaluate event success and gather feedback to improve future family programming.
 - Maintain records of attendance and participant feedback for planning purposes.
 - List all family events on the master calendar.
-

STRUCTURE MINIMUM:

Monthly:

- Plan and coordinate 1-2 family events per month.
- Meet with volunteers and communicate upcoming events to congregation.

Quarterly:

- Evaluate program effectiveness and plan seasonal family activities.
- Coordinate with Friendship Director on division goals and initiatives.

Annually:

- Plan major family events such as summer trips and holiday celebrations.
- Review and update family event programming based on congregation feedback.

GENDER-SPECIFIC EVENTS COORDINATOR – POSITION OVERVIEW

The Gender-Specific Events Coordinator directs and oversees gender-specific church social events to foster fellowship.

Division: Friendship

Position: Gender-Specific Events Coordinator

Accountable to: Friendship Director

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Plan quarterly gender-specific church social events.
 - Assist with seasonal and pastor-directed events.
 - Collaborate with the Director of Decorations to enhance event quality.
 - Promote events and ensure they are listed on the master calendar.
 - Arrange teams for event setup and breakdown.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate 15-20 hours to planning and execution.

Quarterly:

- Organize gender-specific events and provide updates to the Friendship Director.

Annually:

- Review the effectiveness of events and recommend changes.
-

POSITION REQUIREMENTS:

- Strong organizational and social skills.
- Passion for creating meaningful fellowship opportunities.

DIRECTOR OF BANQUETS – POSITION OVERVIEW

The Director of Banquets oversees the planning and execution of church banquets, fostering fellowship and community.

Division: Friendship

Position: Director of Banquets

Accountable to: Friendship Director

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Organize and oversee seasonal and fundraising banquets.
 - Collaborate with the Director of Food to ensure proper quantities.
 - Work with the Director of Decorations to enhance banquet ambiance.
 - Promote events through in-house advertisements and ensure they are listed on the master calendar.
 - Arrange teams for banquet setup and breakdown.
 - Plan and direct the annual church picnic.
 - Oversee café operations.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate 15-20 hours to planning and execution.

Annually:

- Organize and oversee multiple banquets and the church picnic.
 - Evaluate the success of events and propose improvements.
-

POSITION REQUIREMENTS:

- Strong organizational and hospitality skills.
- Passion for creating fellowship opportunities through engaging banquets and events.

DIRECTOR OF CATERING – POSITION OVERVIEW

The Director of Catering oversees food service for church events, coordinating meal preparation and service for special occasions, ministry banquets, and fellowship gatherings to foster community and hospitality.

Division: Friendship

Position: Director of Catering

Accountable to: Friendship Director

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Plan and coordinate catering services for church events including appreciation banquets, funeral meals, and fellowship gatherings.
 - Recruit and train volunteers to assist with meal preparation, serving, and cleanup.
 - Develop menus appropriate for different types of events and dietary considerations.
 - Manage food purchasing, preparation schedules, and kitchen logistics for all catered events.
 - Coordinate with event organizers to determine meal requirements, guest count, and service preferences.
 - Ensure compliance with food safety standards and proper handling procedures.
 - Oversee setup and breakdown of serving areas, tables, and dining arrangements.
 - Maintain inventory of catering supplies, serving dishes, and kitchen equipment.
 - Develop cost estimates and manage catering budgets for various events.
 - Collaborate with other ministry directors to support their events with appropriate food service.
 - Organize volunteer schedules for kitchen duties and serving responsibilities.
 - List all catering commitments on the master calendar to avoid scheduling conflicts.
-

STRUCTURE MINIMUM:

Weekly:

- Coordinate ongoing catering needs and volunteer communication as events arise.

Monthly:

- Plan upcoming catered events and recruit necessary volunteers.
- Review inventory and order supplies as needed.

Per Event:

- Dedicate 8-15 hours for planning, preparation, and execution of each catered event.

Annually:

- Evaluate catering program effectiveness and update procedures as needed.
- Plan major annual events such as appreciation banquets and holiday gatherings.

DECORATIONS COORDINATOR – POSITION OVERVIEW

The Decorations Coordinator leads a team to decorate various rooms or facilities for all banquet and social events under the Fellowship Director's direction.

Division: Friendship

Position: Decorations Coordinator

Accountable to: Banquet Events & Social Events Directors

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Organize and oversee event decorations.
 - Coordinate with directors to ensure decorations match the desired theme.
 - Partner with the Catering and Setup/Breakdown Directors for event success.
 - Recruit team members to assist with decorating.
 - Ensure decorations are properly stored after events.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate 15-20 hours to planning and execution.

Annually:

- Evaluate the effectiveness of decorations and suggest improvements.
-

POSITION REQUIREMENTS:

- Creativity and strong organizational skills.
- Passion for enhancing events through visual design.

SETUP AND BREAKDOWN TEAM – POSITION OVERVIEW

The Setup and Breakdown Team ensures the preparation and cleanup of rooms and facilities for banquet and social events under the Fellowship Director's direction.

Division: Friendship

Position: Setup and Breakdown Team

Accountable to: Banquet Events & Social Events Directors

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Coordinate with event directors to set up and break down facilities.
 - Ensure tables, chairs, and equipment are returned to their original positions.
 - Verify lights, air/heat, and building security after events.
 - Leave the building clean and presentable.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate 5-10 hours to setup and breakdown activities.

Annually:

- Provide feedback on event logistics to improve efficiency.
-

POSITION REQUIREMENTS:

- Dependable and team-oriented.
- Passion for organization and fellowship.

COUPLES SERIES DIRECTOR/VIBRANT UNION COORDINATOR – POSITION OVERVIEW

The Couples Series Director enriches marriages through biblical seminars, retreats, fellowships, and social outings.

Division: Friendship

Position: Couples Series Director

Accountable to: Friendship Director

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Promote the importance of marriage within the church.
 - Share God's wisdom on marriage to inspire strong, Godly relationships.
 - Organize the Marriage Advance Event, including sending letters and creating materials.
 - Plan and schedule a Couples Banquet.
 - Schedule special events and outings for couples throughout the year.
 - Create small groups for continued growth after the Marriage Advance Series.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 3-5 hours to planning and preparing for marriage enrichment activities.

Annually:

- Organize major marriage events and assess their success.
-

POSITION REQUIREMENTS:

- Strong leadership and organizational skills.
- Passion for strengthening marriages within the church.

GUEST SERVICES DIRECTOR – POSITION OVERVIEW

The Guest Services Director schedules weekly greeters and oversees the greeter program to welcome church members and guests.

Division: Friendship

Position: Guest Services Director

Accountable to: Friendship Director

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Recruit, supervise, and train greeters.
 - Create and maintain the greeter service schedule.
 - Provide ongoing training for the greeter team.
 - Arrive promptly to prepare for morning service.
 - Hold regular greeter meetings for updates and training.
 - Welcome members and guests at the entrance or welcome center.
 - Direct visitors to their destinations and introduce them to church staff or members when possible.
 - Assist elderly or disabled visitors as needed.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 3-5 hours to planning and overseeing the greeter program.

Monthly:

- Conduct greeter team evaluations and training sessions.

Annually:

- Assess the greeter program and propose improvements.
-

POSITION REQUIREMENTS:

- Strong interpersonal and organizational skills.
- Passion for making people feel welcome in the church.

GREETER – POSITION OVERVIEW

The Greeter ensures that every person entering the church is welcomed, and visitors are offered assistance to make them feel important and comfortable.

Division: Friendship

Position: Greeter

Accountable to: Guest Services Director

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Greet members and guests as they enter or exit the building.
 - Provide information at the welcome center for visitors as needed.
 - Direct visitors to classes, nursery, sanctuary, restrooms, and other locations.
 - Introduce visitors to church staff, teachers, or members of similar age when possible.
 - Assist elderly or disabled individuals by opening doors or providing support.
 - Serve during special events as needed.
-

STRUCTURE MINIMUM:

Per Rotation:

- Dedicate 1 hour per week on a rotational schedule (e.g., 3-4 weeks at a time, once or twice per year, and during special events).

Annually:

- Attend occasional training sessions and team updates.
-

POSITION REQUIREMENTS:

- Comfortable greeting and engaging with guests.
- Hospitable, dependable, and sensitive to others' needs.
- Passion for making people feel welcome.

SHUT-IN MINISTRY COORDINATOR – POSITION OVERVIEW

The Shut-In Ministry Coordinator provides care for those who are hospitalized, sick, elderly, shut-in, or bereaved.

Division: Friendship

Position: Shut-In Ministry Coordinator

Accountable to: Friendship Director

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Contact bereaved families immediately to determine needs.
 - Bring and administer communion if licensed to do so.
 - Set up meal preparation and delivery schedules.
 - Create a contact list of individuals available to assist with ministry needs.
 - Relay relevant information about situations to the Pastor.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 3-5 hours to ministry care and coordination.

Annually:

- Evaluate the ministry and provide recommendations to the Friendship Director.
-

POSITION REQUIREMENTS:

- Hospitable and dependable with a heart for serving.
- Passion for helping and checking on people in need.

CONGREGATIONAL SPECIALIST – POSITION OVERVIEW

The Congregational Specialist manages follow-up and care for church members and visitors.

Division: Friendship

Position: Congregational Specialist

Accountable to: Friendship Director

Ministry Target: Congregation and guests

Position is: Volunteer

YOU WILL:

- Ensure visitors are greeted and presented with a visitor packet.
 - Maintain accurate and updated membership and visitor information.
 - Delegate phone calls, letter writing, and hospital/home visits as needed.
 - Follow up with individuals who are sick, absent, or have special needs.
 - Submit updated reports to the Friendship Director regularly.
 - Contact the Friendship Director with names of individuals who have missed 3 consecutive Sunday services.
 - Work closely with Ushers and Greeters to enhance visitor and member experiences.
 - Pray regularly for all members, frequent attendees, and visitors.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 3-5 hours to follow-up and care activities.

Annually:

- Participate in occasional training and provide annual updates on the ministry's progress.
-

POSITION REQUIREMENTS:

- Hospitable, organized, and dependable.
- Passion for ensuring the congregation feels welcome and supported.

PARTNERSHIP



Ministry Team

Ministry Director

Family Ministries Director

Youth Pastor

Youth Drama Director

Jr. High Pastor

Children's Ministry Leader

Children's Educational Teacher

Nursery Coordinator

Nursery Caregiver

Vacation Bible School Director

Men's Ministry Director

Men's Chair for Social Events

Men's for Conference and Retreats

Men's Chair for Outreach

Men's Chair for Small Groups

Men's Chair for Communications

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MINISTRY DIRECTOR – POSITION OVERVIEW

The Ministry Director oversees the Ministry Division, directing leaders in family ministries, men's ministry, ministerial care, and education.

Division: Ministry

Position: Ministry Director

Accountable to: Senior Pastor

Ministry Target: Ministers and Lay leaders

Position is: Volunteer

YOU WILL:

- Attend quarterly Directors Meetings and provide current reports.
 - Maintain a spirit of cooperation and professionalism with pastoral staff and other team directors.
 - Recruit and train leaders for family ministries, men's ministry, ministerial care, and education.
 - Provide job descriptions and accountability for all leaders and workers in your network.
 - Oversee or perform the duties of unfilled positions until replacements are found.
 - Hold quarterly meetings with Ministry Staff for accountability, direction, and encouragement.
 - Conduct an annual banquet for ministry team leaders, workers, and participants to celebrate victories and highlight programs.
 - Prepare a ministry statement for the annual State of the Church address.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 10-15 hours to ministry preparation and leadership activities.

Monthly:

- Review progress and collaborate with Ministry Staff.

Quarterly:

- Attend Directors Meetings and organize events.

Annually:

- Plan and execute the annual banquet and ministry evaluation.
-

POSITION REQUIREMENTS:

- A personal commitment to Christian values and leadership.
- Strong organizational and team leadership skills.
- Passion for spiritual growth, education, and high-level training.

FAMILY MINISTRIES DIRECTOR – POSITION OVERVIEW

The Family Ministries Director oversees ministerial functions targeting the family unit.

Division: Ministry

Position: Family Ministries Director

Accountable to: Ministry Director

Ministry Target: Church family members and community

Position is: Volunteer

YOU WILL:

- Recruit and train leaders for various ministries: Children's, Junior and Senior High, Young Adults, Singles, Couples Care, and Senior Citizens.
 - Coordinate with each ministry director to ensure relevance and structure at every age.
 - Provide ongoing training, encouragement, and counseling for each director.
 - Plan and promote team-building structures.
 - Work to develop a diverse and uniquely gifted team.
 - Encourage creative arts and ensure leaders utilize the 3 Platform System.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 5-10 hours to ministry coordination and training.

Annually:

- Organize and evaluate family ministries to enhance impact.
-

POSITION REQUIREMENTS:

- A personal commitment to Christian values and leadership.
- Passion for family-focused spiritual growth and high-level training.

YOUTH PASTOR – POSITION OVERVIEW

The Youth Pastor provides spiritual and administrative leadership for the church's youth ministry.

Division: Ministry

Position: Youth Pastor

Accountable to: Family Ministries Director

Ministry Target: High School Students

Position is: Volunteer

YOU WILL:

- Develop a balanced program of youth education and ministry.
 - Minister to students during mid-week services.
 - Work closely with parents and student leaders.
 - Recruit and train capable volunteers to assist with the student program.
 - Lead, guide, and counsel youth in Christian growth.
 - Comply with district and state requirements.
 - Organize fundraisers, camps, and retreats.
 - Promote events through in-house advertisements.
 - Maintain the master calendar for youth events.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 10-20 hours to youth ministry leadership.

Annually:

- Evaluate youth programs and develop new initiatives.
-

POSITION REQUIREMENTS:

- Strong leadership and teaching skills.
- Passion for youth development and spiritual growth.

YOUTH DRAMA DIRECTOR – POSITION OVERVIEW

The Youth Drama Director leads and guides the drama team, offering visual presentations of the Word.

Division: Ministry

Position: Youth Drama Director

Accountable to: Youth Pastor

Ministry Target: High School and Junior High Students

Position is: Volunteer

YOU WILL:

- Develop and train volunteers in drama arts.
 - Select and prepare drama presentations.
 - Support services with well-prepared dramas.
 - Collaborate with the Youth Pastor to develop impactful services.
 - Work closely with the director of seasonal productions.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate 3-5 hours to preparation and training.

Annually:

- Evaluate the drama program and develop new presentations.
-

POSITION REQUIREMENTS:

- Strong leadership and creative skills.
- Passion for presenting the Word through drama.

JUNIOR HIGH PASTOR – POSITION OVERVIEW

The Junior High Pastor provides spiritual and administrative leadership for the church's junior high students.

Division: Ministry

Position: Junior High Pastor

Accountable to: Family Ministries Director

Ministry Target: Junior High Students

Position is: Volunteer

YOU WILL:

- Develop a balanced program of junior high education and ministry.
 - Minister to junior students during mid-week services.
 - Work closely with parents and junior student leaders.
 - Recruit and train capable volunteers to assist with the program.
 - Lead, guide, and counsel juniors in Christian growth.
 - Comply with district and state requirements.
 - Organize fundraisers, camps, and retreats.
 - Promote events through in-house advertisements.
 - Maintain the master calendar for junior high events.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 5-10 hours to junior high ministry leadership.

Annually:

- Organize and evaluate junior high programs.
-

POSITION REQUIREMENTS:

- Strong leadership and teaching skills.
- Passion for junior high student growth and development.

CHILDREN'S MINISTRY LEADER – POSITION OVERVIEW

Oversees the spiritual development and administrative process of the children's ministry.

Division: Ministry

Position: Children's Ministry Leader

Accountable to: Family Ministries Director

Ministry Target: Children and their parents

Position is: Volunteer

YOU WILL:

- Develop a balanced children's ministry program.
 - Recruit and train teachers and volunteers to assist with the program.
 - Schedule and facilitate quarterly teacher/volunteer meetings.
 - Ensure teachers have necessary materials in advance to adequately teach classes.
 - Maintain creative classroom presentations, including bulletin boards.
 - Keep records organized and up to date for each child.
 - Lead, guide, and counsel the team in personal Christian growth and development.
 - Comply with district and state requirements.
 - Coordinate the use of the church for children's activities, meetings, and events.
 - Evaluate the objectives and effectiveness of the children's ministry program.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 3-5 hours to ministry preparation and activities.

Quarterly:

- Attend and lead teacher/volunteer meetings.
-

POSITION REQUIREMENTS:

- A personal commitment to Christian values and leadership.
- Passion for showing God's love to children and parents through nurturing care.
- No criminal record of child abuse or violent crimes.

CHILDREN'S EDUCATION TEACHER – POSITION OVERVIEW

Responsible for the spiritual development and training of children under their teaching.

Division: Ministry

Position: Children's Teacher

Accountable to: Children's Ministry Leader

Ministry Target: Children and their parents

Position is: Volunteer

YOU WILL:

- Prepare and teach weekly classes entrusted to you.
 - Maintain record-keeping for individual children.
 - Connect with students and parents to build relationships.
 - Ensure a backup teacher is ready in your absence.
 - Be punctual and fully prepared to teach.
 - Maintain a professional attitude with children and parents.
 - Partner with the director for conflict or behavior issues.
 - Attend quarterly teacher meetings for updates and changes.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 3-5 hours to teaching and preparation.

Quarterly:

- Attend teacher meetings for updates and changes.
-

POSITION REQUIREMENTS:

- A personal commitment to Christian values and leadership.
- Passion for showing God's love to children and parents through nurturing care.
- No criminal record of child abuse or violent crimes.

NURSERY COORDINATOR – POSITION OVERVIEW

The Nursery Coordinator oversees and coordinates the nursery ministry.

Division: Ministry

Position: Nursery Coordinator

Accountable to: Children's Ministry Leader

Ministry Target: Babies and their parents

Position is: Volunteer

YOU WILL:

- Recruit and train volunteers to serve in the nursery.
 - Organize the nursery and ensure its cleanliness and safety.
 - Develop, post, and enforce nursery policies.
 - Inspect nursery equipment, toys, and supplies regularly.
 - Maintain a library of picture books and music for use in the nursery.
 - Keep a current list of nursery caregivers with contact information.
 - Schedule nursery caregivers for services and special events.
 - Ensure all linens and toys are cleaned and disinfected as necessary.
 - Oversee the nursery ministry budget and expenditures.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 2 hours to nursery organization and preparation.

Quarterly:

- Attend and lead nursery caregiver meetings.
-

POSITION REQUIREMENTS:

- Organized and dependable with a love for children.
- Passion for providing a safe, nurturing environment for young children.
- No criminal record of child abuse or violent crimes.

NURSERY CAREGIVER – POSITION OVERVIEW

Provides proper care and nurturing to babies and toddlers during church services and special events.

Division: Ministry

Position: Nursery Caregiver

Accountable to: Nursery Coordinator

Ministry Target: Babies and their parents

Position is: Volunteer

YOU WILL:

- Arrive at least 15 minutes prior to service or event.
 - Become familiar with nursery policies and facilities.
 - Greet parents and sign in/out babies and toddlers.
 - Care for babies and toddlers in the nursery, ensuring their safety and well-being.
 - Change diapers, feed babies, and provide snacks for toddlers as needed.
 - Clean/disinfect toys and linens after use.
 - Ensure a loving, nurturing environment for children.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 1.5-2 hours to nursery care.

Quarterly:

- Attend caregiver meetings or training as needed.
-

POSITION REQUIREMENTS:

- Loving and dependable with a passion for caring for babies and toddlers.
- No criminal record of child abuse or violent crimes.

VACATION BIBLE SCHOOL (VBS) DIRECTOR – POSITION OVERVIEW

Provides a safe and spiritual environment while teaching the gospel to pre-teen children during VBS.

Division: Ministry

Position: Vacation Bible School Director

Accountable to: Children's Ministry Leader

Ministry Target: Children

Position is: Volunteer

YOU WILL:

- Coordinate and direct the annual VBS program.
 - Order and distribute teaching materials.
 - Recruit and train teachers and volunteers.
 - Ensure a safe, cohesive environment for children.
 - Publicize VBS events effectively.
 - Collaborate with the Children's Ministry Leader for program success.
-

STRUCTURE MINIMUM:

Seasonal:

- Dedicate one week per year to VBS activities.

Annually:

- Plan and prepare for VBS in advance.
-

POSITION REQUIREMENTS:

- Cheerful and dependable with strong organizational skills.
- Passion for creating meaningful experiences for children during VBS.
- No criminal record of child abuse or violent crimes.

MEN'S MINISTRIES DIRECTOR – POSITION OVERVIEW

Oversees programs and events that benefit and interest men.

Division: Ministry

Position: Men's Ministries Director

Accountable to: Family Ministries Director

Ministry Target: Male community of the church

Position is: Volunteer

YOU WILL:

- Direct all programs and ministries that serve the men of the church.
 - Recruit and train committee chairpersons for the following positions:
 1. Social Events
 2. Conferences and Retreats
 3. Outreach and Evangelism
 4. Small Groups
 5. Communications and Publications
 - Provide ongoing training for the men of the church.
 - Meet with the leadership team on a quarterly basis.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 10-15 hours to ministry leadership and preparation.

Quarterly:

- Conduct and attend leadership team meetings.
-

POSITION REQUIREMENTS:

- A personal commitment to Christian values and leadership.
- Passion for ministry to men, spiritual development, and the cultivation of Godly leaders.
- Strong organizational and leadership skills.

MEN'S MINISTRIES CHAIR FOR SOCIAL EVENTS – POSITION OVERVIEW

Coordinates and leads quarterly social events for men.

Division: Ministry

Position: Men's Ministries Chair for Social Events

Accountable to: Men's Ministries Director

Ministry Target: Male community of the church

Position is: Volunteer

YOU WILL:

- Coordinate and direct social events at least once per quarter.
 - Recruit and lead a team of volunteers for each event.
 - Keep accurate records of event attendance.
 - Conduct periodic surveys to identify the social interests of the men in the church.
 - Follow up with handwritten thank-you cards for visiting men who attend events.
 - Promote events through in-house advertising.
 - List all events on the master calendar.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate 15-20 hours to preparation and execution.
-

POSITION REQUIREMENTS:

- Dependable and creative with strong team leadership skills.
- Passion for fostering fellowship and ministry to men.

MEN'S MINISTRIES CHAIR FOR CONFERENCES AND RETREATS – POSITION OVERVIEW

Schedules conferences and retreats for men.

Division: Ministry

Position: Men's Ministries Chair for Conferences and Retreats

Accountable to: Men's Ministries Director

Ministry Target: Male community of the church

Position is: Volunteer

YOU WILL:

- Schedule conferences and events that emphasize ministry to men.
 - Research and identify area conferences hosted by other ministries.
 - Develop and organize the church's own conferences and retreats.
 - Organize transportation for events.
 - Keep accurate records of event attendance.
 - Conduct periodic surveys to identify the interests of men in the church.
 - Follow up with handwritten thank-you cards for visiting men who attend.
 - Promote events through in-house advertising.
 - List all events on the master calendar.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate 15-20 hours to preparation and execution.
-

POSITION REQUIREMENTS:

- Dependable with strong organizational skills.
- Passion for fellowship and ministry to men.

MEN'S MINISTRIES CHAIR FOR OUTREACH AND EVANGELISM – POSITION OVERVIEW

Oversees evangelistic efforts conducted by the men's ministry.

Division: Ministry

Position: Men's Ministries Chair for Outreach and Evangelism

Accountable to: Men's Ministries Director

Ministry Target: Male community of the church and surrounding community

Position is: Volunteer

YOU WILL:

- Plan and oversee all men's outreach events.
 - Coordinate with the Evangelism Director to plan and promote outreach initiatives.
 - Recruit and train team members for outreach efforts.
 - Work with the creative team to brainstorm fresh outreach ideas.
 - Coordinate with the Fellowship Director and Ladies Ministries Director for events involving food or drink distribution.
 - Provide ongoing training for team members.
 - Provide detailed action plans for each event.
 - Promote events through in-house advertising.
 - List all events on the master calendar.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate 15-20 hours to preparation and execution.
-

POSITION REQUIREMENTS:

- Creative and dependable with a passion for evangelism.
- Strong organizational and leadership skills.

MEN'S MINISTRIES CHAIR FOR SMALL GROUPS – POSITION OVERVIEW

Coordinates with the Discipleship Director to oversee the small group program for men.

Division: Ministry

Position: Men's Ministries Chair for Small Groups

Accountable to: Men's Ministries Director

Ministry Target: Male community of the church

Position is: Volunteer

YOU WILL:

- Recruit and train small group leaders.
 - Help small group leaders identify and obtain topic-specific teaching material.
 - Provide ongoing spiritual development to all small group leaders.
 - Coordinate with the Discipleship Director and Worship Director to schedule service presentations.
 - Plan and oversee the annual small group fair in collaboration with the Discipleship Director.
 - Keep accurate and up-to-date files on all men's small groups.
 - Promote events and groups through in-house advertising.
 - List all events on the master calendar.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate 15-20 hours to preparation and execution.
-

POSITION REQUIREMENTS:

- Strong leadership and teaching skills.
- Passion for fellowship and spiritual development among men.

MEN'S MINISTRIES CHAIR FOR COMMUNICATION AND PUBLICATIONS – POSITION OVERVIEW

Coordinates with other chair directors to promote men's ministry programs and events.

Division: Ministry

Position: Men's Ministries Chair for Communications and Publications

Accountable to: Men's Ministries Director

Ministry Target: Male community of the church

Position is: Volunteer

YOU WILL:

- Coordinate with chair directors to ensure events and programs are properly promoted.
 - Create, print, and distribute promotional material.
 - Ensure bulletin inserts are submitted by Wednesday of each week.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate 5-10 hours to preparation and promotion.
-

POSITION REQUIREMENTS:

- Skilled in graphic design and office administration.
- Passion for ministry to men and effective communication.

EVANGELISM



Community Team

Evangelism Director

Director of Salvation Campaigns

Director of Community Connects

Strategic Outreach Coordinator

Recreational Director

Strategic Outreach Team Member/

Communications Director

Missions Director

Prison Ministry Director

Family Outreach Coordinator

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EVANGELISM DIRECTOR – POSITION OVERVIEW

Serves as an overseer in the Evangelism Division, directing leaders in salvation campaigns, community care, strategic outreach, and missions.

Division: Evangelism

Position: Evangelism Director

Accountable to: Senior Pastor

Ministry Target: Community

Position is: Volunteer

YOU WILL:

- Attend quarterly Directors Meetings.
 - Maintain a spirit of cooperation and professionalism with pastoral staff and team directors.
 - Respect the God-created uniqueness of all your colleagues.
 - Recruit and train leaders in the following areas: Salvation Campaigns, Community Care, Strategic Outreach, and Missions.
 - Provide job descriptions and accountability for every leader and worker in your ministry network.
 - Hold quarterly meetings with Evangelism Staff for accountability, direction, encouragement, and development.
 - Keep accurate records of progress and/or struggles.
 - Conduct an annual banquet for evangelism team leaders, workers, and participants to highlight programs and celebrate victories.
 - Provide a ministry statement for the annual state of the church address.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate seven to ten hours to ministry leadership and preparation.

Ongoing:

- Participate in and lead meetings/training as needed.
-

POSITION REQUIREMENTS:

- Accepts the Lord as personal Savior and desires to live a life that reflects Christianity.
- Supports the church with tithes and offerings.
- Recognized as a high-level leader requiring over-the-top ministry support.
- Committed to representing yourself as a spiritual role model for the church.
- Knowledgeable in Scripture and adept at leading others.

DIRECTOR OF SALVATION CAMPAIGNS – POSITION OVERVIEW

Organizes and promotes services that provide salvation opportunities.

Division: Evangelism

Position: Director of Salvation Campaigns

Accountable to: Evangelism Director

Ministry Target: Community and church members

Position is: Volunteer

YOU WILL:

- Plan and promote quarterly salvation services in coordination with the Pastor and Evangelism Director.
 - Create and distribute promotional material for each campaign.
 - Collaborate with the Prayer Director to gather a team of intercessors and altar evangelists for each event.
 - Recruit and consult with individuals with creative gifting to brainstorm innovative methods of reaching the lost.
 - Train and lead an evangelistic team.
 - Ensure new converts are integrated into the Connections Program with the Discipleship Director.
 - Promote and participate in all revival services.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate fifteen to twenty hours to ministry preparation.

Ongoing:

- Participate in and lead meetings/training as needed.
-

POSITION REQUIREMENTS:

- Passion for the Scriptures and leading others to salvation.
- Knowledgeable in Scripture and team coordination.

DIRECTOR OF COMMUNITY CONNECTS – POSITION OVERVIEW

Works with a team to provide several forms of help and service to our community.

Division: Evangelism

Position: Director of Community Connects

Accountable to: Evangelism Director

Ministry Target: Community

Position is: Volunteer

YOU WILL:

- Plan and promote various care programs for the community in coordination with the Evangelism Director.
 - Oversee the benevolence ministry of the church.
 - Recruit and train directors and instructors for care programs and specialty classes.
 - Direct specialty classes, including topics like divorce recovery, addiction support, and financial budgeting.
 - Partner with community leaders and ministries to plan citywide events.
 - List all events on the master calendar.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate five to twenty hours to ministry preparation.

Ongoing:

- Participate in and lead meetings/training as needed.
-

POSITION REQUIREMENTS:

- Passion for helping the needy and reaching the lost.
- Effective communication and organizational skills.

STRATEGIC OUTREACH COORDINATOR – POSITION OVERVIEW

Works with a team to gather vital demographic information to develop and direct the implementation of various outreach strategies.

Division: Evangelism

Position: Strategic Outreach Coordinator

Accountable to: Evangelism Director

Ministry Target: Community

Position is: Volunteer

YOU WILL:

- Study the demographics of the community and develop evangelistic strategies based on findings.
 - Plan and promote community outreaches such as Trunk or Treat, Water Distribution, and Random Acts of Kindness.
 - Coordinate recreational outreaches like 18 Holes with a Purpose, NASCAR events, and Little League Training.
 - Recruit and train directors for each event.
 - Work with the Ministry Director to address community concerns through classes.
 - Collaborate with creative individuals to develop innovative evangelism strategies.
 - List all events on the master calendar.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate five to twenty hours to ministry preparation.

Ongoing:

- Participate in and lead meetings/training as needed.
-

POSITION REQUIREMENTS:

- Strong communication and organizational skills.
- Passion for effective team outreach and evangelism.

RECREATIONAL DIRECTOR – POSITION OVERVIEW

Serves with other outreach team members to fulfill the Great Commission collectively as a church.

Division: Evangelism

Position: Recreational Director

Accountable to: Strategic Outreach Coordinator

Ministry Target: Community

Position is: Volunteer

YOU WILL:

- Serve with other team members to reach out to our community.
 - Coordinate with the Evangelism Director to plan and promote various community outreaches, including:
 - 18 Holes with a Purpose
 - NASCAR
 - Little League Training
 - NIKE Sunday
 - Plan and oversee all recreational outreaches.
 - Gather team members to meet with the creative team to brainstorm fresh ideas.
 - Recruit and train other team members to work each event.
 - Coordinate with the Fellowship Director and/or Ladies Ministries Director when events include food or drink distribution.
 - Provide ongoing training for team members.
 - Create a detailed plan of action for each event.
 - Promote all events through in-house advertising.
 - List all events on the master calendar.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate five to twenty hours to ministry preparation.

Ongoing:

- Participate in and lead meetings/training as needed.
-

POSITION REQUIREMENTS:

- Strong communication skills.
- Organizational and strategic planning abilities.
- Passion for effective team outreach

STRATEGIC OUTREACH TEAM MEMBER (COMMUNITY DIRECTOR) – POSITION OVERVIEW

Serves with other team members to fulfill the Great Commission collectively as a church.

Division: Evangelism

Position: Strategic Outreach Team Member (Community Director)

Accountable to: Strategic Outreach Coordinator

Ministry Target: Community

Position is: Volunteer

YOU WILL:

- Serve with other team members to reach out to our community.
- Coordinate with the Evangelism Director to plan and promote various community outreaches, including:
 - Trunk or Treat
 - Water Distribution
 - Random Acts of Kindness
- Plan and oversee all community outreaches.
- Gather team members to meet with the creative team to brainstorm fresh ideas.
- Recruits and trains other team members to work each event.
- Coordinates with fellowship director and/or Ladies Ministries Director when events include food or drink distribution.
- Provides on-going training for team members.
- Provides a detailed plan of action for each event.
- Promotes all events through in-house advertising.
- List's all events on master calendar.

WORLD MISSIONS DIRECTOR – POSITION OVERVIEW

The World Missions Director oversees the church's global outreach efforts, coordinating support for missionaries and planning international mission trips to spread the Gospel and serve communities worldwide.

Division: Evangelism

Position: World Missions Director

Accountable to: Evangelism Director

Ministry Target: Global communities and church congregation

Position is: Volunteer

YOU WILL:

- Plan and lead an annual international missions trip, including destination selection, logistics, and team preparation.
 - Recruit and train mission trip participants, ensuring proper spiritual and practical preparation.
 - Coordinate ongoing support for church-sponsored missionaries through financial contributions and communication.
 - Develop partnerships with international ministries and mission organizations.
 - Organize fundraising activities to support missions trips and missionary support.
 - Provide regular updates to the congregation about missionary activities and global ministry needs.
 - Facilitate pre-trip training sessions covering cultural awareness, ministry skills, and safety protocols.
 - Manage trip budgets, travel arrangements, and necessary documentation for international travel.
 - Coordinate with local contacts and ministry partners in destination countries.
 - Organize post-trip debriefing sessions and encourage continued involvement in missions.
 - Maintain communication with past mission trip participants to foster ongoing global awareness.
 - List all missions-related events and trips on the master calendar.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 3-5 hours to missions planning and communication during active planning periods.

Monthly:

- Communicate with supported missionaries and provide congregation updates.
- Plan fundraising activities and coordinate team preparation meetings.

Quarterly:

- Evaluate missions program effectiveness and explore new partnership opportunities.

Annually:

- Plan and execute international missions trip including all logistics and team leadership.
- Review missionary support commitments and recommend adjustments to church leadership.

PRISON MINISTRY COORDINATOR – POSITION OVERVIEW

The Prison Ministry Coordinator ministers the gospel of Jesus Christ to inmates, trains believers in the Word of God, and assists the church in its outreach to prisoners and their families.

Division: Evangelism

Position: Prison Ministry Coordinator

Accountable to: Evangelism Director

YOU WILL:

- Share the Good News of salvation with inmates and their families.
- Train believers in their walk with Christ.
- Mobilize and train church workers in ministry to inmates and their families.

STRUCTURE MINIMUM:

Per Event:

- Dedicate five to twenty hours for ministry and preparation.

Ongoing:

- Participate in and lead ministry meetings and training sessions.

FAMILY OUTREACH COORDINATOR – POSITION OVERVIEW

The Family Outreach Coordinator gathers vital demographic information to develop and direct the implementation of various outreach strategies targeting the family unit.

Division: Evangelism

Position: Family Outreach Coordinator

Accountable to: Evangelism Director

YOU WILL:

- Study community demographics and develop evangelistic strategies based on findings.
 - Coordinate with the Evangelism Director to plan and promote various family outreach events.
 - Recruit and train directors for outreach events such as:
 1. Trunk or Treat
 2. 3 on 3 Hoop Summit
 3. Little League Training
 - Coordinate with the Ministry Director to offer classes addressing community concerns.
 - Recruit and consult with individuals gifted in creativity to brainstorm strategic evangelism plans.
 - List all events on the master calendar.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate five to twenty hours for ministry and preparation.

Ongoing:

- Participate in and lead ministry meetings and training sessions.

VISION



Pioneer Team

Vision Director

Vision Casting Class Instructor
NEXT Vision Training Instructor
Pioneering Director
Vision Development Instructor
Team Casting Instructor
Creative Lab Instructor
Innovation Team Instructor
Discovery Track Training Instructor

Culture Director

Demographic Specialist
Multi-Cultural Ministries Director
Social Investigator

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VISION DIRECTOR – POSITION OVERVIEW

The Vision Director oversees the development and training of vision-related ministries, directing leaders in vision casting, vision development, pioneering, and the Power of Vision training.

Division: Vision

Position: Vision Director

Accountable to: Senior Pastor

YOU WILL:

- Direct and oversee the vision development process within the church.
 - Recruit and train leaders in the following areas: Vision Casting, Vision Development, Pioneering, and Power of Vision Training.
 - Ensure that all vision-related training aligns with church doctrine and strategic goals.
 - Maintain a cooperative and professional spirit with the pastoral staff and other team directors.
 - Keep accurate records of progress and challenges within the vision division.
 - Attend all required leadership and staff meetings as scheduled by the Senior Pastor.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate eight to ten hours for vision-related ministry efforts.

Quarterly:

- Attend Directors' Meetings and provide ministry reports.
- Conduct training sessions for vision development staff.

Annually:

- Oversee and coordinate the annual vision casting banquet.
- Provide a vision-related ministry statement for the annual State of the Church address.

VISION CASTING CLASS INSTRUCTOR – POSITION OVERVIEW

The Vision Casting Class Instructor teaches the church's vision to new members.

Division: Vision

Position: Vision Casting Class Instructor

Accountable to: Vision Director

YOU WILL:

- Follow the teachings and doctrines of the church.
 - Prepare and lead assigned teaching sessions.
 - Partner with the Pastor and/or Vision Director for material approval.
 - Ensure a substitute is scheduled during any absence.
 - Stay informed on educational methods, materials, and promotions.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate two to three hours for teaching preparation and class facilitation.

Ongoing:

- Participate in ministry meetings and training sessions as needed.

NEXT VISION TRAINING INSTRUCTOR – POSITION OVERVIEW

The Power of Vision Training Instructor teaches on the topic of vision to leaders and church members.

Division: Vision

Position: Power of Vision Training Instructor

Accountable to: Vision Director

YOU WILL:

- Follow the teachings and doctrines of the church.
 - Prepare and lead assigned training sessions.
 - Partner with the Pastor and/or Vision Director for material approval.
 - Ensure a substitute is scheduled during any absence.
 - Stay informed on educational methods, materials, and promotions.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate two to three hours for training preparation and facilitation.

Ongoing:

- Participate in ministry meetings and training sessions as needed.

PIONEERING DIRECTOR – POSITION OVERVIEW

The Pioneering Director oversees vision meetings and facilitates the development of new ministry initiatives.

Division: Vision

Position: Pioneering Director

Accountable to: Vision Director

YOU WILL:

- Coordinate brainstorming sessions with individuals gifted in pioneering.
 - Oversee every session to maintain direction and focus.
 - Provide a detailed list of ideas to ministry directors.
 - Maintain an up-to-date and accurate list of individuals who can serve in various pioneering sessions.
 - Work with strategic planners and administrators to ensure ideas are implemented effectively.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate two to three hours for brainstorming and planning sessions.

Ongoing:

- Participate in ministry meetings and training sessions as needed.

VISION DEVELOPMENT INSTRUCTOR – POSITION OVERVIEW

The Vision Development Instructor oversees the development and publication of the church's vision and the vision of individual ministries.

Division: Vision

Position: Vision Development Instructor

Accountable to: Vision Director

YOU WILL:

- Coordinate with the Senior Pastor, associates, and divisional leaders to develop a church vision and mission statement.
 - Develop promotional material to ensure the congregation understands the mission and vision of the church.
 - Schedule and conduct individual vision statement meetings with ministry leaders.
 - Work with ministry leaders and team members to develop vision statements.
 - Utilize Ministry Toolbox software to build and promote vision statements.
 - Train other leaders in Ministry Toolbox software as needed.
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STRUCTURE MINIMUM:

Per Project:

- Dedicate up to twenty hours per vision statement development.

Ongoing:

- Participate in ministry meetings and training sessions as needed.

TEAM CASTING INSTRUCTOR – POSITION OVERVIEW

The Team Casting Instructor oversees vision meetings with ministry leaders to develop a specific vision for each ministry within the church.

Division: Vision

Position: Team Casting Instructor

Accountable to: Vision Director

YOU WILL:

- Coordinate with ministry leaders to set up vision casting sessions.
 - Oversee vision meetings to maintain direction and flow.
 - Assist ministry leaders in developing a vision for their ministries that align with the church's vision.
 - Guide ministry leaders in effectively casting their vision to their teams.
 - Provide a detailed list of ideas to ministry directors.
 - Maintain an up-to-date list of participants.
 - Work with strategic planners and administrators to implement ministry ideas.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate two to three hours for vision casting sessions.

Ongoing:

- Participate in ministry meetings and training sessions as needed.

CREATIVE LAB INSTRUCTOR – POSITION OVERVIEW

The Creative Lab Instructor facilitates creative brainstorming meetings with creative individuals in the congregation.

Division: Vision

Position: Creative Lab Instructor

Accountable to: Vision Director

YOU WILL:

- Organize and oversee creative brainstorming meetings.
 - Maintain direction and flow during meetings.
 - Encourage idea generation and refine ideas for implementation.
 - Maintain an updated list of creative participants.
 - Work with strategic planners and administrators to ensure ideas are executed.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate two to three hours for creative lab meetings.

Ongoing:

- Participate in ministry meetings and training sessions as needed.

DISCOVERY TRACK TRAINING INSTRUCTOR – POSITION OVERVIEW

The Discovery Track Training Instructor oversees the discovery track for new attendees.

Division: Vision

Position: Discovery Track Training Instructor

Accountable to: Vision Director

YOU WILL:

- Follow the teachings and doctrines of the church.
 - Prepare and lead assigned teaching sessions.
 - Partner with the Pastor and/or Vision Director for material approval.
 - Ensure a substitute is scheduled during any absence.
 - Stay informed on educational methods, materials, and promotions.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate two to three hours for training preparation and facilitation.

Ongoing:

- Participate in ministry meetings and training sessions as needed.

INNOVATION TEAM INSTRUCTOR – POSITION OVERVIEW

The Innovation Team Instructor oversees brainstorming meetings with innovative individuals within the congregation.

Division: Vision

Position: Innovation Team Instructor

Accountable to: Vision Director

YOU WILL:

- Organize and oversee brainstorming sessions with innovative thinkers.
 - Maintain direction and flow during meetings.
 - Facilitate idea generation and refine ideas for implementation.
 - Maintain an updated list of participants.
 - Work with strategic planners and administrators to ensure ideas are executed.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate two to three hours for innovation team meetings.

Ongoing:

- Participate in ministry meetings and training sessions as needed.

CULTURE DIRECTOR – POSITION OVERVIEW

The Culture Director serves as an overseer in the division of cultural research and development, directing other leaders in the areas of demographics, multi-cultural ministries, strategic planning, and social investigation.

Division: Vision

Position: Culture Director

Accountable to: Lead Pastor

Ministry Target: Ministry leaders

Position is: Volunteer

YOU WILL:

- Recruit and train leaders in demographic analysis, multi-cultural ministries, strategic planning, and social investigation.
 - Provide job descriptions and accountability for every leader and worker in your ministry network.
 - Take responsibility to perform or oversee the duties of every position in your network until someone has been recruited or replaced.
 - Hold quarterly meetings with cultural staff for accountability, direction, encouragement, and development.
 - Attend quarterly Directors Meetings and provide current reports for every meeting.
 - Maintain accurate records of progress and challenges within all cultural ministry areas.
 - Oversee the annual Cultural Team banquet.
 - Provide ministry statement for the annual state of the church address.
 - Maintain a spirit of cooperation and professionalism with pastoral staff and other team directors.
 - Respect the God-created uniqueness of all colleagues.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate 8-10 hours to ministry activities and preparation.

Quarterly:

- Attend Directors Meetings and lead cultural staff meetings.

Annually:

- Plan and oversee Cultural Team banquet.
- Prepare comprehensive ministry statement for church leadership.

Ongoing:

- Participate in maximum level meetings and training sessions as required.

DEMOGRAPHIC SPECIALIST – POSITION OVERVIEW

The Demographic Specialist oversees the analysis of city and cultural demographics within the community to inform church ministry strategies and outreach efforts.

Division: Culture

Position: Demographic Specialist

Accountable to: Culture Director

Ministry Target: Community

Position is: Volunteer

YOU WILL:

- Coordinate with Lead Pastor and Culture Director to study community demographics.
 - Conduct demographic analysis using Percept and other research tools.
 - Partner with Strategic Planning Director and appointed team to build strategic plans using demographic analysis.
 - Provide ongoing updates concerning community trends and demographic shifts.
 - Present findings to church leadership for strategic ministry planning.
 - Maintain current knowledge of community population changes and cultural developments.
 - Collaborate with other ministry leaders to apply demographic insights to their areas.
-

STRUCTURE MINIMUM:

Per Project:

- Dedicate 15-20 hours to demographic research and analysis projects.

Quarterly:

- Provide updated demographic reports to Culture Director and church leadership.

Annually:

- Conduct comprehensive community demographic study and strategic planning collaboration.

As Needed:

- Participate in meetings and training sessions of medium frequency.

MULTI-CULTURAL MINISTRIES DIRECTOR – POSITION OVERVIEW

The Multi-Cultural Ministries Director oversees all culturally diverse ministries and services to reach and serve the various ethnic communities within the church's outreach area.

Division: Culture

Position: Multi-Cultural Ministries Director

Accountable to: Culture Director

Ministry Target: Community

Position is: Volunteer

YOU WILL:

- Oversee all multi-cultural divisions and ministries within the church.
- Coordinate with Demographic Specialist to identify various cultures in the community.
- Recruit and train a staff of pastors and spiritual leaders to start churches and ministries for diverse ethnic backgrounds.
- Coordinate with Evangelism Director to create and oversee evangelistic outreaches to diverse community targets.
- Work with all ministry leaders to ensure harmony among diverse congregational groups.
- Develop culturally appropriate ministry approaches for different ethnic communities.
- Foster relationships with community cultural leaders and organizations.
- Ensure translation services and culturally sensitive programming as needed.

STRUCTURE MINIMUM:

Variable:

- Time commitment varies with each ministry project and cultural outreach initiative.

Monthly:

- Coordinate with other directors and cultural ministry leaders.

Quarterly:

- Evaluate effectiveness of multi-cultural ministry efforts and plan improvements.

As Needed:

- Participate in meetings and training sessions of medium frequency.

SOCIAL INVESTIGATOR – POSITION OVERVIEW

The Social Investigator oversees ongoing analysis of social and community trends to help the church stay relevant and responsive to contemporary cultural shifts.

Division: Culture

Position: Social Investigator

Accountable to: Culture Director

Ministry Target: Community

Position is: Volunteer

YOU WILL:

- Coordinate with Lead Pastor and Culture Director to study current trends of society and the local community.
 - Conduct ongoing investigation using various resources to stay current with cultural developments.
 - Work with all ministry leaders to keep them informed of relevant social and cultural findings.
 - Partner with Culture Director to discern how latest trends and contemporary programs can impact the local church.
 - Research emerging social media platforms, cultural movements, and generational preferences.
 - Analyze how societal changes affect church ministry approaches and community engagement.
 - Provide regular reports on cultural trends that may influence church programming and outreach.
-

STRUCTURE MINIMUM:

Per Project:

- Dedicate 15-20 hours to social trend research and analysis projects.

Monthly:

- Provide trend updates to ministry leaders and Culture Director.

Quarterly:

- Present comprehensive social trend analysis and ministry implications.

As Needed:

- Participate in meetings and training sessions of medium frequency.

LADIES



Ladies Min. Team

Ladies Ministries Coordinator

Ladies Chair for Social Events

Ladies Chair for Conferences/
Retreats

Ladies Chair for Outreach

Ladies Chair for Small Groups

Ladies Chair for Communications

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LADIES MINISTRIES COORDINATOR – POSITION OVERVIEW

The Ladies Ministries Coordinator oversees all aspects of the ladies' program, ensuring ministry support, spiritual growth, and outreach to women in the congregation and community.

Division: Ladies Ministries

Position: Ladies Ministries Coordinator

Accountable to: First Lady

YOU WILL:

- Submit monthly Church of God reports to the state office.
 - Support church growth by meeting the spiritual needs of women.
 - Direct all programs and ministries that serve the women of the church.
 - Recruit and train committee chairpersons in the following areas:
 1. Social Events
 2. Conferences and Retreats
 3. Outreach and Evangelism
 4. Small Groups
 5. Communications and Publications
 - Provide ongoing training for women in the church.
 - Meet quarterly with the leadership team.
-

STRUCTURE MINIMUM:

Weekly:

- Dedicate ten to fifteen hours for ministry efforts.

Quarterly:

- Attend leadership meetings and training.

LADIES MINISTRIES CHAIR FOR SOCIAL EVENTS – POSITION OVERVIEW

The Ladies Ministries Chair for Social Events coordinates and leads quarterly social events to foster fellowship among women in the church.

Division: Ladies Ministries

Position: Ladies Ministries Chair for Social Events

Accountable to: Ladies Ministries Director

YOU WILL:

- Plan and coordinate at least one social event per quarter.
 - Recruit and lead a team of volunteers for each event.
 - Keep accurate attendance records.
 - Conduct surveys to assess the interests of women in the church.
 - Follow up with visitors via handwritten thank-you notes.
 - Promote events through in-house advertising.
 - List all events on the master calendar.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate fifteen to twenty hours for event preparation and execution.

LADIES MINISTRIES CHAIR FOR CONFERENCES AND RETREATS – POSITION OVERVIEW

The Ladies Ministries Chair for Conferences and Retreats schedules and organizes conferences and retreats tailored to the needs of women.

Division: Ladies Ministries

Position: Ladies Ministries Chair for Conferences and Retreats

Accountable to: Ladies Ministries Director

YOU WILL:

- Plan and schedule ministry conferences and retreats.
 - Research and coordinate participation in external women's conferences.
 - Develop in-house retreats for spiritual growth.
 - Organize transportation for attendees.
 - Maintain accurate attendance records.
 - Follow up with attendees through handwritten thank-you notes.
 - Promote events through in-house advertising.
 - List all events on the master calendar.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate fifteen to twenty hours for event planning.

LADIES MINISTRIES CHAIR FOR OUTREACH AND EVANGELISM – POSITION OVERVIEW

The Ladies Ministries Chair for Outreach and Evangelism directs all evangelistic efforts within Ladies Ministries.

Division: Ladies Ministries

Position: Ladies Ministries Chair for Outreach and Evangelism

Accountable to: Ladies Ministries Director

YOU WILL:

- Plan and oversee all women's outreach events.
 - Collaborate with the Evangelism Director to organize outreach efforts.
 - Gather team members for brainstorming creative outreach initiatives.
 - Recruit and train volunteers for outreach events.
 - Coordinate with the Fellowship Director for food and drink arrangements.
 - Provide ongoing training for outreach team members.
 - Promote events through in-house advertising.
 - List all events on the master calendar.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate fifteen to twenty hours for outreach efforts.

LADIES MINISTRIES CHAIR FOR SMALL GROUPS – POSITION OVERVIEW

The Ladies Ministries Chair for Small Groups oversees and coordinates small group programs for women in the church.

Division: Ladies Ministries

Position: Ladies Ministries Chair for Small Groups

Accountable to: Ladies Ministries Director

YOU WILL:

- Work with the Discipleship Director to oversee small group programs.
 - Recruit and train small group leaders.
 - Assist leaders in selecting topic-specific teaching materials.
 - Provide ongoing spiritual development for small group leaders.
 - Coordinate service presentations with the Worship Director.
 - Plan and oversee the annual small group fair.
 - Maintain accurate records of all women's small groups.
 - Follow up with visitors through handwritten thank-you notes.
 - Promote events through in-house advertising.
 - List all events on the master calendar.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate fifteen to twenty hours for small group coordination.

LADIES MINISTRIES CHAIR FOR COMMUNICATION AND PUBLICATIONS – POSITION OVERVIEW

The Ladies Ministries Chair for Communication and Publications coordinates with other chair directors to properly promote Ladies Ministries programs and events.

Division: Ladies Ministries

Position: Ladies Ministries Chair for Communications and Publications

Accountable to: Ladies Ministries Director

YOU WILL:

- Coordinate with chair directors to ensure all events and programs are properly promoted.
 - Create, print, and distribute promotional materials.
 - Ensure bulletin inserts are submitted by Wednesday each week.
-

STRUCTURE MINIMUM:

Per Event:

- Dedicate five to ten hours for event promotion and material creation.