

All Leadership –

1. Keep your relationship with God a first priority. Stay on track with personal devotions, and spiritual growth.
2. Live out the churches core values. Serve and give.
3. Always be learning. Pursue other leaders, books, seminars, etc. Keep up to date with new website documents / changes.
4. Unity must drive every team. Build friendships, communicate expectations, and forgive others daily. Rise above minor distractions from the mission.

Senior / Lead Pastor –

- 1. Lead Leaders, Staff, and Board** – cast the vision spiritually for the church. Disciple all other Team Leaders, and challenge leaders to disciple others.
 - 2. Manage the churches daily business / operations** – create and implement systems to accomplish goals and tasks. Plan, budget, and make preparations for all duties assigned or delegated to others throughout the church.
 - 3. Provide spiritual Leadership** for evangelism, counseling, communion, baptism, weddings, funerals, etc.
 - 4. Teach “Open Door” class** and “one on one” connection for new families.
 - 5. Direct benevolent outreach** programs and services. Delegate oversight as needed.
 - 6. Teach and Preach** on a regular basis in classroom settings and from stage.
 - 7. Recruit and Train** Staff and department heads for all ministries. See that paid leaders and volunteers are properly supervised, placed, prepared, and scheduled.
 - 8. Oversee the resources** used from Life Church and fill in other ministry (*live speakers, or media presentations*) when needed. Make the final call for all curriculum and ministry.
 - 9. Communicate plans and goals** regularly with the church publically and in group meetings.
-

Administrative Assistant - Job Description

- 1. Background checks** – for all staff and volunteers, update weekly for new people and refresh each person’s record annually.
- 2. Finances** – update giving records weekly for ongoing spreadsheet. Help Pastor with receipts, petty cash, bills due, counting offerings on Sunday, Bank deposits, and expense records.
- 3. Cleaning** – help keep the auditorium, offices, kitchen, kids areas, and bathrooms clean at all times.
- 4. Supplies** – help inventory, order, and pick up supplies (for all areas) as needed.
- 5. Yellow cards** - Monday first thing, keep records of all info from yellow cards. Help add people to newsletter, schedule baptism, and forward spreadsheet with prayer requests and “follow up” to Pastor.
- 6. Administration** – help Pastor with typing, procedures, policies, payroll, employee records and other record keeping. Everything must be backed up on discs and emailed.
- 7. Phone calls** – reminders for volunteers, camp and conference registrations, etc.
- 8. Bulletins and Newsletters** – help download the talk notes from LifeChurch on Friday and print bulletins on Publisher format. Print inserts, and posters (22”x28” at Staples) for lobby. Design newsletter with info from each dept. and use “mailchimp” online.
- 9. Update Policy and Procedure** manual as needed. Take notes at staff meetings, keeping regular “TO DO” projects prioritized.

Kids Pastor –

- Oversee the kids ministries on Sunday morning for all ages / all experiences.
Nursery, studio 345, & Kidmo - planning, preparing and scheduling all volunteers for 3 experiences. Including teaching video, worship, games, snacks, prizes, registration, prayer, evangelism. Evening weekly rehearsal for team members.
- Staffing with Pastor and other dept heads weekly.
- Administration – Dry Gulch summer camp – fund raisers, paperwork, etc
- Leadership – build relationship w/ parents, recruit and train volunteers.
- Maintain budget for supplies – turn in spreadsheet and receipts (*annually, monthly and weekly*)

Youth Director –

1. Recruit, train, and schedule volunteers
2. Oversee all ministry to teens – recruit, train and schedule leaders
3. PJ's – Sat night from 6:00 – 9:00pm / food, fellowship, sports, worship, devotions
4. Outings and activities – Spring Break, winterjam, Frontier city, etc
5. Mission Trips / Global Expeditions –
6. Maintain budget for supplies – turn in spreadsheet and receipts (*annually, monthly and weekly*)

Music Pastor -

1. Recruit, train, schedule, and lead musicians (Spiritually and practically)
2. Pick songs and create setlists – email and prepare lyrics for media team
3. Create fresh music for special services – Easter, Christmas, Mens event, etc
4. Work in cooperation with media team leader on all activities.
5. Maintain budget for supplies – turn in spreadsheet and receipts (*annually, monthly and weekly*)

MEDIA TEAM leader –

1. Recruit, train, and schedule volunteers
2. Oversee live Media – media shout, lights, & sound (first 3 priorities)
3. Oversee video recording – capturing, editing, posting on Youtube and Pegasys
4. Maintain and Organize Equipt and booth upstairs – repair, and inventory all supplies
5. Website – update and maintain all public media. Back up all archives.
6. Tech support for all departments –
7. Maintain budget for supplies – turn in spreadsheet and receipts (*annually, monthly and weekly*)

HOST TEAM –

1. Recruit, train and schedule volunteers.
2. Oversee Ushers, Greeters, Parking Lot, and Snack Shack teams.
3. Make sure all supplies and preparations happen before Sunday.
4. call team members, build relationships
5. Maintain budget for supplies – turn in spreadsheet and receipts (*annually, monthly and weekly*)

Janitor

1. sweep, mop, vacuum, bathrooms. Take out all trash
2. paper products restock in bathrooms
3. good cleaning Monday morning after church
4. good cleaning Friday or Saturday before church.
5. check inventory of equipt and supplies, turn in request weekly.
6. clean kitchen – dishes, floors, counters, etc.

Maintenance / Groundskeeper

- a. touch up paint throughout buildings, inside and out
- b. mowing, weed eating, edging, maintain all equipment
- c. classroom repairs – fix, chairs, cabinets, cribs, etc
- d. light bulb replacement – auditorium, lobby, classrooms, etc
- e. pick up supplies – Mid- America, hardware, etc.
- f. set up / take down tables, chairs