

LEADERSHIP EXPECTATIONS
OF VARIOUS CHURCH LEADERSHIP POSITIONS

CHURCH BOARD CHAIRPERSON

Your Responsibilities Should Include:

1. Becoming well informed on the organization of our denomination and local church.
2. Understanding the purpose, function, and responsibilities of the Church Board.
3. Presiding at regular meetings of the Church Board.
4. Seeing that members of the Church Board are notified of meetings well in advance, and receive any necessary minutes and reports.
5. Planning the agenda of Board meetings, in consultation with Board members and church staff.
6. Working closely with Board members and church staff in a team relationship.
7. Guiding adequate discussion on issues, and then enable the Church Board to make clear decisions, including designating responsibilities and accountability.
8. Following through on Board actions by checking with those who have been assigned responsibilities for implementing them.
9. Being well informed about regional and general church programs in order that our church may participate fully.
10. Helping the Church Board have a positive attitude about its work and seek God's guidance in all that is done.
11. Participating in all Finance Committee meetings.

General Responsibilities of the Church Board:

1. Administering the organization of our local church.
2. Establishing goals for all ministries of our church.
3. Evaluating present ministries and establishing new ones in light of the needs of our congregation and community.
4. Receiving appropriate recommendations, acting upon them, and providing necessary personnel and budget to implement them.

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5. Develop, coordinate and implement all program ministries, at all age levels, for our church.
6. Carrying out faithfully the responsibilities committed to it by the congregation, and the policies of our denomination.
7. Assuming the duties of the necessary committees, leaders,

task groups, etc., which are not so organized.

8. Receiving and being familiar with resources for mission and ministry provided by our denomination; and utilizing and coordinating these resources whenever possible with the goals for ministry of our church.

You Can Expect This From the Church and Staff:

1. Training opportunities that will help you learn needed skills which will help you become more effective in your leadership and ministry.
2. Support, consultation, and assistance in carrying out your responsibilities.
3. An open ear and channel to those charged with the responsibilities of helping you meet your needs.
4. Appreciation for your willingness and dedication in a ministry well done.

You Can Expect to Reap the Following Benefits-

1. Growth in your faith and the knowledge that you are in a vital ministry of God's people.
2. A meaningful fellowship and support with others as you are involved in God's work.

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ADULT MINISTRIES COORDINATOR

Your Responsibilities Include:

1. Becoming well informed on the organization of our denomination and local church.
2. Understanding the purpose, function, and responsibilities of the Adult Ministries Coordinator.
3. Studying the needs of adults in our community and congregation.
4. Assisting in the designing of goals, ministries, and programs for adults.
5. Assisting in the coordinating, planning, and implementation of

all groups and persons developing balanced ministries and programs for adults.

6. Being an advocate of the concerns of adults on the Church Board and Education Committee, and serve as a resource person in adult ministries for all groups building programs.
7. Recommending to the Church Board possible goals and actions for ministry with adults.
8. Becoming familiar with materials related to adult ministries (adult curriculum, books, leadership development and training, resources for lay ministries).
9. Working to improve communication among adult ministry leaders, teachers, and groups.
10. Working closely with the professional staff, Church School Superintendent, and other education leaders of the Church School.
12. Taking advantage of any training experiences related to the areas of adult ministries and encourage other persons working in these areas to do the same.

YOU CAN EXPECT THIS FROM THE CHURCH AND STAFF:

1. Training opportunities that will help you learn needed skills which will help you become more effective in your leadership.
2. Support, consultation, and assistance in carrying out your responsibilities.
3. An open ear and channel to those charged with the responsibilities of helping you meet your needs.

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4. Appreciation for your willingness and dedication in service well done.

YOU CAN EXPECT TO REAP THE FOLLOWING BENEFITS:

1. Growth in your faith and the knowledge that you are in a vital ministry of God's people.
2. A meaningful fellowship with others as you are involved in God's work.

RESOURCES YOU SHOULD READ:

YOU ARE A MEMBER OF THE FOLLOWING GROUPS:

CHILDREN'S MINISTRIES COORDINATOR

YOUR RESPONSIBILITIES INCLUDE-

1. Becoming well informed on the organization of our denomination and local church.
2. Understanding the purpose, function, and responsibilities of the Children's Ministries Coordinator.
3. Studying the needs of the children in our community and congregation.
4. Assisting in designing goals, ministries, and programs for children.
5. Assisting in the coordination, planning, and implementation of all groups and persons developing ministries and programs for children.
6. Being an advocate of the concerns of children on the Church Board and Education Committee, and serve as a resource person in children's ministries for all groups building programs.
7. Recommending to the Church Board possible goals and actions for ministries with children.
8. Keeping the congregation informed about and aware of its younger members.
9. Working closely with the teachers and leaders of the various settings in our church for children's ministries.
10. Becoming familiar with materials related to children's work

(children's curriculum, books, AV, leadership material for teachers of children).

12. Working closely with the professional staff, Church School Superintendent, and other education leaders.
13. Taking advantage of any training experiences related to the areas of children's work and encouraging other persons working in these areas to do the same.

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YOU CAN EXPECT THIS FROM THE CHURCH AND STAFF:

1. Training opportunities that will help you learn needed skills which will help you become more effective in your leadership.
2. Support, consultation, and assistance in carrying out your responsibilities.
3. An open ear and channel to those charged with the responsibilities of helping you meet your needs.
4. Appreciation for your willingness and dedication in service well done.

YOU CAN EXPECT TO REAP THE FOLLOWING BENEFITS:

1. Growth in your faith and the knowledge that you are in a vital ministry of God's people.
2. A meaningful fellowship with others as you are involved in God's work.

RESOURCES YOU SHOULD READ:

YOU ARE A MEMBER OF THE FOLLOWING GROUPS:

CHURCH AND SOCIETY CHAIRPERSON

YOUR RESPONSIBILITIES INCLUDE:

1. Becoming well informed on the organization of our denomination and our local church.
2. Understanding the purpose, function, and responsibilities of the Church and Society committee.
3. Presiding at regular meetings of your committee.
4. Preparing the agenda for each meeting in consultation with committee members and church staff.
5. Guiding the committee so that it deals with its specific responsibilities.
6. Developing a warm team relationship among committee members.
7. Guiding adequate discussion on issues, and then enable the committee to make clear discussions, including designating responsibilities.
8. Presenting necessary committee recommendations to the Church Board for review, approval, and coordination.
9. Following through on committee actions by checking with those who have been assigned responsibilities for implementing them.
10. Taking advantage of any training experiences related to social concerns and encouraging other persons working in this area to do the same.

GENERAL RESPONSIBILITIES OF THE CHURCH AND SOCIETY COMMITTEE:

1. Studying, assessing, and keeping aware of the need for action in the areas of peace and world order, human relations, political and economic affairs, and health and general welfare.
2. Cooperating with other work areas and age level coordinators in making recommendations to the Church Board plans for study/action projects in the field of church and society that will impact our congregation and community.
3. Engaging the congregation in assessing their social needs as well as the racial needs of our local community, city, nation, and world.

4. Enabling the congregation to express themselves through: social witness, social service and social education.
5. Developing a budget and submitting it to the Church Board.
6. Being faithfully responsible to all duties as outlined by the policies of our denomination.

YOU CAN EXPECT THIS FROM THE CHURCH AND STAFF:

1. Training opportunities that will help you learn needed skills which will help you become more effective in your leadership.
2. Support, consultation, and assistance in carrying out your responsibilities.
3. An open ear and channel to those charged with the responsibilities of helping you meet your needs.
4. Appreciation for your willingness and dedication in service well done.

YOU CAN EXPECT TO REAP THE FOLLOWING BENEFITS:

1. Growth in your faith and the knowledge that you are in a vital ministry of God's people.
2. A meaningful fellowship with others as you are involved in God's work.

RESOURCES YOU SHOULD READ:

YOU ARE A MEMBER OF THE FOLLOWING GROUPS:

CHURCH SCHOOL SUPERINTENDENT

YOUR RESPONSIBILITIES INCLUDE:

1. The administration of the ongoing, week-to-week operation of the church school.
2. In cooperation with the Education Committee and the church staff: supervise the recruitment, training, and support of church school leaders and teachers.
3. With the assistance and direction of the Education Committee, determine the best use of space, equipment, and facilities.
4. Supervise the work of the church school officers.
5. In cooperation with the Education Committee, develop and implement programs to promote church school attendance.
6. Acquaint church school officers and teachers with approved guidance and curriculum resources and encourage their appropriate use.
7. Consult with teachers, leaders, students parents.
8. Keep informed about training opportunities, service, and resources available beyond our local church, and encourage our teachers and leaders to make use of them.
9. Assist and give direction to the continual evaluation of the church school.
10. Relate the church school to the total ministry of the church through the Education Committee and Church Board.

YOU CAN EXPECT THIS FROM THE CHURCH AND STAFF:

1. Training opportunities that will help you learn needed skills which will help you become more effective in your leadership.
2. Support, consultation, and assistance in carrying out your responsibilities.
3. An open ear and channel to those charged with the responsibilities of helping you meet your needs.
4. Appreciation for your willingness and dedication in service well done.

YOU CAN EXPECT TO REAP THE FOLLOWING BENEFITS:

1. Growth in your faith and the knowledge that you are in a vital ministry of God's people.

2. A meaningful fellowship with others as you are involved in God's work.

RESOURCES YOU SHOULD READ:

YOU ARE A MEMBER OF THE FOLLOWING GROUPS:

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COMMUNICATIONS COORDINATOR

YOUR RESPONSIBILITIES INCLUDE:

1. Becoming well informed on the organization of our denomination and local church.
2. Understanding the purpose, function, and responsibilities of your position as Communication Coordinator.
3. Promoting principles of good communications within our church.
4. Continually evaluating and making recommendations to the Church Board plans to improve communications with the

congregation.

5. Assisting any groups or persons at the church in need of strategies for program interpretation.
6. Coordinating appropriate public relations programs of the church in our community in collaboration with church staff.
7. Promoting the use of regional and general church resources for the program and benevolence promotion in our church.
8. Working in cooperation with the Education Committee and the Church and Society committee in developing an ongoing education program on the influence of print, electronics and other media on morals, values and culture.

YOU CAN EXPECT THIS FROM THE CHURCH AND STAFF:

1. Training opportunities that will help you learn needed skills which will help you become more effective in your leadership.
2. Support, consultation, and assistance in carrying out your responsibilities.
3. An open ear and channel to those charged with the responsibilities of helping you meet your needs.
4. Appreciation for your willingness and dedication in service well done.

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YOU CAN EXPECT TO REAP THE FOLLOWING BENEFITS-

1. Growth in your faith and the knowledge that you are in a vital ministry of God's people.
2. A meaningful fellowship with others as you are involved in God's work.

RESOURCES YOU SHOULD READ:

YOUR ARE A MEMBER OF THE FOLLOWING GROUPS:

EDUCATION COMMITTEE CHAIRPERSON

YOUR RESPONSIBILITIES INCLUDE:

1. Becoming well informed on the organization of our denomination and local church.
2. Understanding the purpose, function, and responsibilities of the Education Committee.
3. Presiding at regular monthly meetings of the committee.
4. Planning the agenda of the meetings in consultation with the other members of the committee and professional staff.
5. Seeing that members are informed of meetings and receive minutes and reports.
6. Guiding the committee so that it deals with its specific responsibilities.
7. Developing a warm team relationship among committee members.
8. Guiding adequate discussion on issues, and then enable the committee to make clear decisions, including designating responsibilities.
9. Presenting necessary committee recommendations to the Church Board for review, approval, and coordination.
10. Following through on committee actions by checking with those who have been assigned responsibilities for implementing them.

11. Taking advantage of any training experiences related to Christian education and encourage other persons working in this area to do the same.

GENERAL RESPONSIBILITIES OF THE EDUCATION COMMITTEE:

1. Designing and recommending to the Church Board an organization of the church school program in keeping with our denomination and the best of educational practice.
2. Giving general direction to all educational activities of the church.
3. Facilitating the use of denominational curricula in all educational endeavors.
4. Planning and conducting leadership development and training events for all church officers, leaders, and teachers.

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5. Proposing to the Church Board sound educational procedures in all ministries of the church.
6. Seeing that persons of all ages are provided with opportunities to study the Bible and the Christian faith and life.
7. Making specific recommendations concerning the Christian education of persons of all ages.
8. Gathering guidance resources and study the implications of Christian education for the total mission of the church.
9. Evaluating the educational ministries of our church regularly and systematically.
10. Developing a budget and submit it to the Church Board.
11. Seeing that concerns of education are reflected in all program ministries of the church.
12. Working cooperatively with other church leaders and committees to develop programs in which there is mutual concern and responsibilities.

YOU CAN EXPECT THIS FROM THE CHURCH AND STAFF:

1. Training opportunities that will help you learn needed skills which will help you become more effective in your leadership.
2. Support, consultation, and assistance in carrying out your responsibilities.
3. An open ear and channel to those charged with the responsibilities of helping you meet your needs.
4. Appreciation for your willingness and dedication in service well done.

YOU CAN EXPECT TO REAP THE FOLLOWING BENEFITS:

1. Growth in your faith and the knowledge that you are in a vital ministry of God's people.
2. A meaningful fellowship with others as you are involved in God's work.

RESOURCES YOU SHOULD READ:

YOU ARE A MEMBER OF THE FOLLOWING GROUPS:

EVANGELISM COMMITTEE CHAIRPERSON

YOUR RESPONSIBILITIES INCLUDE:

1. Becoming well informed on the organization of our denomination and local church.
2. Understanding the purpose, function, and responsibilities of the Evangelism Committee.
3. Presiding at regular meetings of the committee.
4. Preparing the agenda for each meeting in consultation with committee members, and church staff.
5. Guiding the committee so that it deals with its specific responsibilities.
6. Developing a warm team relationship among committee members.
7. Guiding adequate discussion on issues, and then enable the committee to make clear decisions, including designating responsibilities.
8. Presenting necessary committee recommendations to the Church Board for review, approval, and coordination.
9. Following through on committee actions by checking with those who have been assigned responsibilities for implementing them.
10. Taking advantage of any training experiences related to evangelism and encourage other persons working in this area to do the same.

GENERAL RESPONSIBILITIES OF THE EVANGELISM COMMITTEE:

1. Designing, implementing, and evaluating on going program ministries of outreach, supportive community, and growth in discipleship.
2. Seeing that concerns of evangelism are reflected in all program ministries of the church.
3. Working cooperatively with other leaders and church committees to develop programs in which there is mutual concern and responsibilities.
4. Strengthening the faith community of our local church through recovery of inactive members and the development of a comprehensive visitation program.

5. Making recommendations to the Church Board ways of maximizing involvement of all members in congregational life and ministry; increasing the quality of life in the congregation; the spiritual development of all members.
6. Design and implement a program of new member assimilation.
7. Making recommendations concerning our relationships to church visitors.
8. Developing a budget and submitting it to the Church Board.

YOU CAN EXPECT THIS FROM THE CHURCH AND STAFF:

1. Training opportunities that will help you learn needed skills which will help you become more effective in your leadership.
2. Support, consultation, and assistance in carrying out your responsibilities.
3. An open ear and channel to those charged with the responsibilities of helping you meet your needs.
4. Appreciation for your willingness and dedication in service well done.

YOU CAN EXPECT TO REAP THE FOLLOWING BENEFITS:

1. Growth in your faith and the knowledge that you are in a vital ministry of God's people.
2. A meaningful fellowship with others as you are involved in God's work.

RESOURCES YOU SHOULD READ:

YOU ARE A MEMBER OF THE FOLLOWING GROUPS:

FAMILY MINISTRIES COORDINATOR

YOUR RESPONSIBILITIES INCLUDE:

1. Becoming well informed on the organization of our denomination and local church.
2. Understanding the purpose, function, and responsibilities of the Family Ministries Coordinator.
3. Studying the needs of families in our community and congregation.
4. Assisting in the designing of goals, ministries and programs for families.
5. Assisting in the coordinating, planning, and implementation of all groups and persons developing balanced ministries and programs for families.
6. Being an advocate of the concerns of families on the Church Board and Education Committee, and serve as a resource person in family ministries for all groups building programs.
7. Recommending to the Church Board possible goals and actions for ministries with families.
8. Becoming familiar with resources and curriculum related to family ministries.
9. Keeping the Church Board and Education Committee aware of resources and activities to be used in planning family ministries in the church and home, especially seasonal activities around the church year (Advent, Christmas, Lent, Easter, Pentecost, etc.); and in helping families find opportunities for service in our church, community and world.
11. Take advantage of any training experiences related to the areas of family life ministries and encourage other persons working in this area to do the same.

YOU CAN EXPECT THIS FROM THE CHURCH AND STAFF-

1. Training opportunities that will help you learn needed skills which will help you become more effective in your leadership.
2. Support, consultation, and assistance in carrying out your responsibilities.

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3. An open ear and channel to those charged with the responsibilities of helping you meet your needs.
4. Appreciation for your willingness and dedication in service well done.

YOU CAN EXPECT TO REAP THE FOLLOWING BENEFITS:

1. Growth in your faith and the knowledge that you are in a vital ministry of God's people.

2. A meaningful fellowship with others as you are involved in God's work.

YOU SHOULD READ THE FOLLOWING:

YOU ARE A MEMBER OF THE FOLLOWING GROUPS:

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FINANCE COMMITTEE CHAIRPERSON

YOUR RESPONSIBILITIES INCLUDE:

1. Becoming well informed on the organization of our denomination and local church.
2. Understanding the purpose, function, and responsibilities of the Finance Committee.
3. Setting the time and place of regular meetings.
4. Preparing the agenda for each committee meeting in consultation with the Church Treasurer, Finance Secretary, appropriate church staff, and notify persons who are to make reports.
5. Notifying all church councils, committees and boards when budget askings are to be turned into the committee for consideration.
6. Seeing that the church budget is prepared and present it to the Church Board.

7. Keeping the Pastor and professional staff informed as to the financial condition of the church.

GENERAL RESPONSIBILITIES OF THE FINANCE COMMITTEE:

1. Receive all requests for funds which are to be included in the annual budget.
2. Compile annually a unified budget for our church and submit it to the Church Board for review and adoption.
3. To administer funds received according to instructions received from the Church Board and church staff.
4. Make provisions for the annual audit of records of all financial officers of all organizations of our church, and provide a report of the audit to appropriate groups.
5. Recommend to the Church Board proper depositories for our church funds.
6. In cooperation with the Stewardship Committee, develop and implement procedures to assure that sufficient funds will be available to support the ministries represented by the budget.

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7. In cooperation with the Stewardship Committee, carry out education in the field of stewardship of possessions to the end that there may be growth in standard of giving, with an emphasis on concepts of proportionate giving and tithing.
8. To designate at least two persons, not of the same family, to count the offerings, giving a record of funds to the Church office.
9. Encourage deferred giving through wills and bequests.

YOU CAN EXPECT THIS FROM THE CHURCH AND STAFF:

1. Training opportunities that will help you learn needed skills which will help you become more effective in your leadership.
2. Support, consultation, and assistance in carrying out your responsibilities.
3. An open ear and channel to those charged with the responsibilities of helping you meet your needs.
4. Appreciation for your willingness and dedication in service well done.

YOU CAN EXPECT TO REAP THE FOLLOWING BENEFITS:

1. Growth in your faith and knowledge that you are in a vital ministry of God's people.
2. A meaningful fellowship with others as you are involved in God's work.

RESOURCES YOU SHOULD READ:

YOU ARE A MEMBER OF THE FOLLOWING GROUPS:

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MISSIONS COMMITTEE CHAIRPERSON

YOUR RESPONSIBILITIES INCLUDE:

1. Becoming well informed on the organization of our denomination and local church.
2. Understanding the purpose, function, and responsibilities of the Mission Committee.
3. Presiding at regular meetings of the committee.
4. Preparing the agenda for each meeting in consultation with committee members, and church staff.
5. Guiding the committee so that it deals with its specific responsibilities.
6. Developing a warm team relationship among committee members.
7. Guiding adequate discussion on issues, and then enable the committee to make clear decisions, including designation of responsibilities.
8. Presenting necessary committee recommendations to the Church Board for review, approval, and coordination.
9. Following through on committee actions by checking with those who have been assigned responsibilities for implementing them.
10. Taking advantage of any training experiences related to missions and encourage other persons working in this area to do the same.

GENERAL RESPONSIBILITIES OF THE MISSIONS COMMITTEE INCLUDES:

1. Studying, assessing, and keeping aware of the purpose and needs of programs and institutions supported by our denomination and local church in the nation and world wide.
2. Recommending resources to the Education Committee that could be used in the church school.
3. Cooperating with other leaders and committees in surveying the needs of our community; recommend to the Church Board any program matter for the congregation to be involved in.

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4. Seeing that concerns of missions are reflected in all program ministries of the church.
5. Working cooperatively with other committees to develop programs in which there is mutual concern and responsibilities.
7. Developing a comprehensive budget and submit it to the Church Board.

YOU CAN EXPECT THIS FROM THE CHURCH AND STAFF:

1. Training opportunities that will help you learn needed skills which will help you become more effective in your leadership.
2. Support, consultation, and assistance in carrying out your responsibilities.
3. An open ear and channel to those charged with the responsibility of helping you meet your needs.
4. Appreciation for your willingness and dedication in service well done.

YOU CAN EXPECT TO REAP THE FOLLOWING BENEFITS:

1. Growth in your faith and the knowledge that you are in a vital ministry of God's people.
2. A meaningful fellowship with others as you are involved in God's work.

RESOURCES YOU SHOULD READ:

YOU ARE A MEMBER OF THE FOLLOWING GROUPS:

EXPECTATIONS OF TEACHERS

YOUR RESPONSIBILITIES WILL INCLUDE:

Dedication to God, to this faith community, and to the task of teaching others.

Training: participation to the fullest extent possible in training events, both prior to teaching and while in service.

Planning: taking time for planning that will enable you to be prepared for the teaching sessions with whatever group for which you are responsible. Prayer and fellowship are important elements to include in your teaching sessions.

Using curriculum which has been approved by the Education Committee and expanded and used in a creative and imaginative way.

Teaching term is usually only for the length of time of your unit of study. You are expected to be in your classroom at least ten minutes before class begins. When need arises, you are responsible for making sure you have a substitute.

YOU CAN EXPECT THIS FROM THE CHURCH SCHOOL STAFF:

Training opportunities enabling you to learn new skills and to become acquainted with available resources, done in interesting and challenging ways, which will help you become more effective in your teaching.

Support and Assistance in planning, preparation of materials and equipment, as well as scheduling and working with you in solving specific problems.

Tools such as curriculum, audio-visuals and equipment, supplies and resources to enable teaching to be as interesting and effective as possible in a variety of ways.

An open ear and channel to those charged with the responsibilities of helping you in meeting your needs.

Accessibility to the facilities and equipment for preparation and setting up.

Appreciation for your willingness and dedication for a ministry well done.

YOU CAN EXPECT TO REAP THE FOLLOWING BENEFITS:

Growth in your faith and in the knowledge that you are in a vital ministry of God's people.

A Meaningful Fellowship with your class as you learn and grow together.

TRUSTEES CHAIRPERSON

YOUR RESPONSIBILITIES INCLUDE:

1. Becoming well informed on the organization of our denomination and local church.
2. Understanding the purpose, function, and responsibilities of the Trustees.
3. Setting the time and place of regular meetings.
4. Preparing the agenda for each committee meeting in consultation with the members, church leaders and staff.
5. Seeing that members are informed of meetings and receive minutes and reports.
6. Guiding the committee so that it deals with its specific responsibilities.
7. Guiding adequate discussion on issues, and then enable the committee to make clear decisions.
8. Presenting necessary recommendations to the Church Board for review and approval.

GENERAL RESPONSIBILITIES OF THE TRUSTEES:

1. Receiving directives from the congregation Church Board regarding the incorporation of the church, care of any and all property of the church, reception or rejection of an administration of gifts, etc., to our church.
2. Receiving and administering all bequests made to our church.
3. Supervising and caring for all property owned by the church and of all property and equipment acquired by the church, making an annual inspection of these properties of the church for safety hazards and necessary repairs or renovations.
4. Being knowledgeable of disciplinary requirements covering the sale of purchase of any real property, and receive directives from the congregation and Church Board concerning purchase, sale, mortgage, encumbrance, construction, repairing, remodeling, and maintenance of any and all property of the church.
5. Being knowledgeable of local and state laws regarding property ownership and/or disbursement.

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6. Being responsible for the use of the church building in consultation with the church staff.
7. Being responsible for adequate insurance coverage on all church property, seeing an updated appraisal to include new purchases of equipment, furnishings, or real estate.
3. Submitting to the Finance Committee annual budget requests for property maintenance, improvement and new property purchases.

YOU CAN EXPECT THIS FROM THE CHURCH AND STAFF:

1. Training opportunities that will help you learn needed skills which will help you become more effective in your leadership.
2. Support, consultation, and assistance in carrying out your responsibilities.
3. An open ear and channel to those charged with the responsibility of helping you meet your needs.
4. Appreciation for your willingness and dedication in service well done.

YOU CAN EXPECT TO REAP THE FOLLOWING BENEFITS:

1. Growth in your faith and knowledge that you are in a vital ministry of God's people.
2. A meaningful fellowship with others as you are involved in God's work.

RESOURCES YOU SHOULD READ:

YOU ARE A MEMBER OF THE FOLLOWING GROUPS:

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YOUTH MINISTRIES COORDINATOR

YOUR RESPONSIBILITIES INCLUDE:

1. Becoming well informed on the organization of our denomination and local church.
2. Understanding the purpose, function, and responsibilities of the Youth Ministries Coordinator.
3. Becoming sensitized, through reading and direct involvement with youth, to the problems youth confront, to the opportunities before them, and to the general youth culture.
4. Seeking to sensitize the congregation to these areas so that effective youth ministry can be developed and implemented in and by our congregation.
5. Under the guidance of the Pastor, staff, Church Board and Education Work Area:

A) identifying and studying the needs of youth in the

community and church

- B) studying the goals of our congregation's ministry in light of the needs and concerns of youth which need to be met
- C) sharing this information with the Church Board and Education Committee so that these needs and concerns can be set in the total program of the church
- D) assisting in the coordination of the planning and implementation of all youth programs and youth ministry to, for, and with youth so it will be organized, unified, balanced, and comprehensive.
- E) keeping all leaders and committees aware of their responsibilities for youth ministries

6. In meetings of the Church Board and Education Committee:

- A) recommending activities, program emphasis, and settings for youth
- B) being an advocate for youth so that the needs and concerns of youth will not be forgotten in the development and implementation of our church's ministries

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YOU CAN EXPECT THIS FROM THE CHURCH AND STAFF:

1. Training opportunities that will help you learn needed skills which will help you become more effective in your leadership.
2. Support, consultation, and assistance in carrying out your responsibilities.
3. An open ear and channel to those charged with the responsibilities of helping you meet your needs.
4. Appreciation for your willingness and dedication in service well done.

YOU CAN EXPECT TO REAP THE FOLLOWING BENEFITS:

1. Growth in your faith and the knowledge that you are in a vital ministry of God's people.
2. A meaningful fellowship with others as you are involved in God's work.

RESOURCES YOU SHOULD READ:

YOU ARE A MEMBER OF THE FOLLOWING GROUPS:

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WORSHIP COMMITTEE CHAIRPERSON

YOUR RESPONSIBILITIES WILL INCLUDE:

1. Becoming well informed on the organization of our denomination and local church.
2. Understanding the purpose, function, and responsibilities of the Worship Committee.
3. Presiding at regular meetings of the committee.
4. Planning the agenda of the meetings in consultation with the Pastor and church staff.
5. Seeing that members are informed of meetings and receive minutes and reports.
6. Guiding the committee so that it deals with its specific responsibilities.
7. Guiding adequate discussion on issues, and then enable the committee to make clear decisions, including designating necessary responsibilities.
8. Presenting necessary Work Area recommendations to the Church Board for review, approval, and coordination.
9. Following through on committee actions by checking with those who have been assigned responsibilities for implementing them.
10. Taking advantage of any training experiences related to worship and encourage other persons working in this area to do the same.

GENERAL RESPONSIBILITIES OF THE WORSHIP COMMITTEE:

1. As a committee, have a working knowledge of the various

traditions of worship, including our own denomination.

2. Developing ways to aid our total congregation in becoming increasingly aware of the purpose and meaning of worship.
3. Encourage the study of the Christian year and use it in ordering various aspects of worship throughout the year.
4. Identifying worship needs of all age levels and groups of our church and seek ways to develop meaningful worship opportunities.

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5. Caring for music, ushering and elements of sacrament for corporate worship.
6. Encouraging an emphasis on worship in the children's and youth divisions.
7. Encourage a wider use and understanding of both visual and dramatic arts in the proclamation of the Gospel.
8. Seeing that the concerns of worship are reflected in all program ministries of the church.
10. Working cooperatively with other committees to develop programs in which there is mutual concern and responsibilities.
11. Developing a budget and submitting it to the Church Board.

YOU CAN EXPECT THIS FROM THE CHURCH AND STAFF:

1. Training opportunities that will help you learn needed skills which will help you become more effective in your leadership.
2. Support, consultation, and assistance in carrying out your responsibilities.
3. An open ear and channel to those charged with the responsibilities of helping you meet your needs.
4. Appreciation for your willingness and dedication in service well done.

YOU CAN EXPECT TO REAP THE FOLLOWING BENEFITS:

1. Growth in your faith and the knowledge that you are in a vital ministry of God's people.
2. A meaningful fellowship with others as you are involved in God's work.

RESOURCES YOU SHOULD READ:

YOU ARE A MEMBER OF THE FOLLOWING GROUPS :