



EWG DEPARTMENTAL EXPECTATIONS

RAISING MEN FOR EXPLOITS, SENDING
THE HEALING GRACE TO OUR
GENERATION



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DEPARTMENTAL EXPECTATIONS IN THE EMBASSY OF THE WORD OF GOD

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MUSIC DIRECTOR

The music director will organize and lead the music ministry of EWG and assist the pastor during worship services.

Ministry Area/Department	Music
Position	Music director
Accountable To	Pastor
Ministry Target	Congregation
Position Is	Non-paid/Paid staff
Position May Be Filled By	Church member or a minister
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration • Exhortation • Pastor/shepherd
Talents or Abilities Desired	Good leadership skills • Organizer • Experience in directing a choir or musical group
Best Personality Traits	Dependable • Consistent • Neat • Good character • Organized
Passion For	Exalting God, exhorting the saints and influencing the lost through music
Length of Service Commitment	Two years minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** Eight hours a week; more during special events
2. **Participating in meetings/training:** Three hours a week

Responsibilities/Duties

1. Oversee the entire music ministry of EWG.
2. Choose music for and direct the EWG choir.
3. Organize, maintain and update the music library.
4. Schedule and direct weekly and special rehearsals.
5. Select music and direct special groups and solos.
6. Provide training for choirs and musical groups.
7. Recruit new members for the music ministry.
8. Select and coordinate congregational songs with sermon topics and seasonal themes. Lead congregational singing.
9. Arrange for special music during every regular service—either by adult choir, special musical groups, soloists, youth or children’s choirs.
10. Maintain musical instruments and arrange for tuning and upkeep.
11. Organize and maintain choir robes.
12. Supervise Church pianist, organist, orchestra director and youth and children’s choir directors.
13. Plan and direct Christmas and Easter musicals.
14. Coordinate with sound technician as needed.
15. Oversee budget and expenditures for the drama ministry.

ORGANIST/KEYBOARDIST

The organist/keyboardist will play the organ/keyboard for the choir during rehearsals when requested and for the choir and congregation during church services.

Ministry Area/Department	Music
Position	Organist/keyboardist
Accountable To	Music director
Ministry Target	Choirs and congregation
Position Is	Volunteer/paid staff
Position May Be Filled By	Other approved individual
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Exhortation • Serving
Talents or Abilities Desired	Experience and ability to play hymns and special music on the organ/keyboard
Best Personality Traits	Dependable • Consistent • Good character • Neat • Organized • Supportive
Passion For	Exalting God, exhorting the saints and influencing the lost through music
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** four to five hours a week, more during special events.
2. **Participating in meetings/training:** Three hours a week.

Responsibilities/Duties

1. Play organ/keyboard during regularly scheduled services.
2. Play as scheduled for special services: revivals, concerts, seasonal programs, etc.
3. Play for choir practice as scheduled.
4. Play during offertories as scheduled.
5. **Optional:** Play during weddings and funerals as employed by the individuals requesting such services.
6. Should endeavour to be in service an hour before the scheduled service starts to pray and also get prepared for the task of the day.

PRAISE TEAM LEADER

The praise team leader will organize and lead EWG praise team in presenting special praise and worship music to the congregation and leading the congregation in praise and worship.

Ministry Area/Department	Music
Position	Praise team leader
Accountable To	Music director
Ministry Target	Congregation and praise team
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration • Pastor/shepherd • Exhortation
Talents or Abilities Desired	Good leadership and organizational skills • Training and/or experience in directing a choir or music group preferred • Knowledge of basic music fundamentals
Best Personality Traits	Dependable • Consistent • Good character • Neat • Outgoing • Expresser-leader
Passion For	For praising and worshiping God through music
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** Two hours a week
2. **Participating in meetings/training:** Three hours a week

Responsibilities/Duties

1. Work in conjunction with music director to obtain praise music.
2. Organize praise team(s).
3. Schedule praise team rehearsals.
4. Recruit members for the praise team(s).
5. Lead the praise team in leading the congregation in praise music and in presenting special music.
6. Should endeavour to be in service an hour before the scheduled service starts to pray and also get prepared for the task of the day.

PRAISE TEAM MEMBER

The praise team member will present special praise and worship music to the congregation and encourage the congregation to join in praise and worship.

Ministry Area/Department	Music
Position	Praise team member
Accountable To	Praise team leader
Ministry Target	Congregation
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Exhortation • Serving
Talents or Abilities Desired	Good singing voice and/or able to play musical instrument
Best Personality Traits	Good character • Neat • Outgoing • Dependable-expresser or expresser-analyst
Passion For	Praising and worshiping God through music
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** as requested

Responsibilities/Duties

1. Participate in rehearsals as scheduled.
2. Participate with the praise team in leading the congregation in praise music and in presenting special music.
3. Under the circumstance where they are not able to attend rehearsals, they would not be able to sing with the team during the scheduled service.
4. Should endeavour to be in service an hour before the scheduled service starts to pray and also get prepared for the task of the day.

CHOIR MEMBER

The EWG choir member will present special music as part of every Sunday's worship experience and will participate in special musicals as planned.

Ministry Area/Department	Music
Position	EWG choir member
Accountable To	Music director
Ministry Target	Congregation
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Exhortation • Serving
Talents or Abilities Desired	Able to sing in key • Enjoy singing • Love of singing
Best Personality Traits	Good character • Neat • Expresser-dependable or expresser-analyst
Passion For	Praising and worshiping God • Influencing the lost • Encouraging the saints through music
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** Two to three hours a week
2. **Participating in meetings/training:** as requested

Responsibilities/Duties

1. Participate in rehearsals as scheduled.
2. Perform with the choir on Sunday mornings and other times as scheduled.
3. Be available for additional rehearsals and performances for special seasonal musicals at least once a year
4. Follow direction of the music director and assistant.
5. Sing in the EWG choir during church services and special performances in the community.
6. Practice singing at home; learn songs.
7. In the event where they are not able to rehearse with the team, they would not be able to minister with the rest of the team.
8. Should endeavour to be in service an hour before the scheduled service starts to pray and also get prepared for the task of the day.

SERVICE STEWARDS/USHER

The usher will regularly participate in worship services and will assist with literature distribution; welcoming, directing and seating guests and others as needed; and collecting offerings.

Ministry Area/Department	Hospitality
Position	Service Steward/Usher
Accountable To	Head Usher
Ministry Target	Congregation and guests
Position Is	Ministry staff
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Able to stand for periods of time • Enjoy greeting and seating people
Best Personality Traits	Dependable-leader or dependable-expresser • Hospitable • Gracious
Passion For	Serving and welcoming others
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one-and-a-half hours a week (besides regular Sunday services and major occasional events, e.g. Change Conference) —may serve on a rotating schedule
2. **Participating in meetings/training:** minimal, as needed and attend workers meetings

Responsibilities/Duties

1. Attend worship services.
2. Watch for and welcome guests.
3. Assist guests and members and latecomers with seating as needed.
4. Distribute literature as called upon, such as visitor packets, bulletins, sermon outlines, tracts, etc.
5. Receive tithes and offerings and leave them with the appropriate person.
6. Offer directions when needed.
7. Open doors and assist elderly and disabled individuals as needed.
8. Provide head count for each service
9. Help people when being prayed for or ministered to.
10. Be in Church 1 hour before service starts to help set up and arrangement of chairs.

GREETER

The greeter is responsible to ensure that every person entering EWG is greeted and that visitors are offered assistance as appropriate so that everyone feels important and welcome. Greeters will be asked to serve during special events also.

Ministry Area/Department	Hospitality
Position	Greeter
Accountable To	Head Usher
Ministry Target	Congregation and guests
Position Is	Volunteer
Position May Be Filled By	Church Member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Exhortation
Talents or Abilities Desired	Comfortable talking to/greeting guests • Able to give good directions regarding church facilities
Best Personality Traits	Hospitable, not shy (or able to overcome shyness) • Sensitive to needs and feelings of others • Dependable-expresser
Passion For	Making people feel welcome
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one hour a month—more during special events
2. **Participating in meetings/training:** minimal, as needed

Responsibilities/Duties

1. Greet members and guests as they enter or exit the building.
2. Greet visitors at the welcome center and provide information as needed or requested.
3. Direct visitors to classes, nursery, sanctuary, restrooms, etc.
4. Introduce visitors to church staff, teachers and members of similar age when possible.
5. Open doors for/assist the elderly or disabled.
6. Should endeavour to be in service an hour before the scheduled service starts to pray and also get prepared for the task of the day.

HOSPITALITY COORDINATOR/HEAD USHER

The hospitality coordinator will oversee the hospitality ministry to ensure that every person entering EWG is greeted and that visitors are offered assistance as appropriate so that everyone feels important and welcome and is able to find his or her desired destination easily.

Ministry Area/Department	Hospitality
Position	Hospitality coordinator/Head Usher
Accountable To	Executive pastor
Ministry Target	Congregation and guests
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Exhortation • Administration
Talents or Abilities Desired	Comfortable talking to and greeting guests • Ability to give good directions regarding church facilities • Ability to lead and direct others
Best Personality Traits	Hospitable • Outgoing • Sensitive to needs and feelings of others • Dependable-expresser or expresser-analyst
Passion For	Making people feel welcome
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** minimal, as needed

Responsibilities/Duties

1. Greet members and guests.
2. Direct or lead visitors to their desired destination.
3. Introduce visitors to church staff, teachers and members of similar age when possible.
4. Open doors for/assist the elderly or disabled.
5. Recruit and coordinate schedule of ushers and greeters to assist with welcoming and directing others on a regular basis as well as for special events. Maintain a list of greeters' phone numbers and addresses.
6. Oversee the welcome center operation.
7. Make sure the welcome center is stocked with information about EWG's ministries, tracts, a map of EWG, etc.
8. Recruit and coordinate schedule of parking lot attendants to assist with traffic flow, visitor and handicapped parking and directions for all Church services and major events.
9. Oversee budget and expenditures for the hospitality ministry.
10. Should endeavour to be in service an hour before the scheduled service starts to pray and also get prepared for the task of the day.

KITCHEN DIRECTOR

The kitchen director is responsible for organizing and overseeing the use of EWG kitchen.

Ministry Area/Department	Hospitality/fellowship
Position	Kitchen director
Accountable To	Executive pastor/Hospitality Coordinator
Ministry Target	Congregation and guests
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Administration
Talents or Abilities Desired	Good organizational skills
Best Personality Traits	Dependable-leader • Hospitable
Passion For	Orderly and clean facilities to promote an efficient fellowship ministry
Length of Service Commitment	Two years minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one to three hours a week
2. **Participating in meetings/training:** minimal, as needed

Responsibilities/Duties

1. Supervise all activities using EWG kitchen.
2. Keep an inventory list of kitchen supplies and equipment and request funds to replace, repair or add to the inventory when needed.
3. Organize and clean the kitchen and appliances as needed.
4. Establish and post policies for the use and care of the kitchen.
5. Keep a running list in the kitchen so that those who use the kitchen know when supplies are low or depleted.
6. Recruit volunteers to help in the kitchen team as servers during Church-wide receptions.
7. Should endeavour to be in service an hour before the scheduled service starts to pray and also get prepared for the task of the day.

PARKING LOT ATTENDANT

The parking lot attendant is an extension of the hospitality ministry and will help ensure that visitors and people in need are made to feel welcome and are offered appropriate assistance. This person will also help direct traffic when necessary.

Ministry Area/Department	Hospitality
Position	Parking lot attendant
Accountable To	Hospitality coordinator
Ministry Target	Congregation and guests
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Physically able to direct and assist with traffic flow in any weather condition • Enjoy working outside • Able to present a positive image and assist the disabled with parking and church entry
Best Personality Traits	Dependable • Hospitable • Even tempered
Passion For	Serving and welcoming others
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** minimal, as needed

Responsibilities/Duties

1. Direct traffic and parking when crowd and traffic congestion warrants it.
2. Greet visitors in the parking lot and direct them to appropriate entrance.
3. Assist the elderly and disabled with church entry as needed.
4. Offer to provide an umbrella escort for elderly, disabled and visitors if it's raining.
5. Should endeavour to be in service an hour before the scheduled service starts to pray and also get prepared for the task of the day.

RECEPTION SERVER

The reception server will assist the kitchen director or hostess by serving food and beverages at Church-wide receptions and will display a gracious, friendly attitude.

Ministry Area/Department	Hospitality
Position	Reception server
Accountable To	Food service director/Kitchen Director
Ministry Target	Congregation • Guests
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Physically able to serve refreshments • Enjoy meeting and serving others
Best Personality Traits	Dependable-expresser • Hospitable • Gracious
Passion For	For serving and welcoming others
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** two hours a month or as needed
2. **Participating in meetings/training:** minimal, as needed

Responsibilities/Duties

1. Assist in serving food and beverages at Church-wide receptions for special guests, visitors, special events, baby and wedding showers for members.
2. Optional opportunity to assist in serving food and beverages at private receptions: weddings, wedding anniversaries, etc.
3. Should endeavour to be in service an hour before the scheduled service starts to pray and also get prepared for the task of the day.

WELCOME CENTER GUIDE

The welcome center guide will display a gracious, friendly attitude in showing guests EWG facilities and answering questions regarding the facilities and ministry locations. This person will portray EWG in a positive image and will help guests feel welcome.

Ministry Area/Department	Hospitality
Position	Welcome center guide
Accountable To	Hospitality coordinator
Ministry Target	Guests
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Knowledge of church facilities • Able to give good directions • Physically able to walk throughout the facilities and stand for varied periods of time
Best Personality Traits	Dependable-leader or dependable-expresser • Hospitable • Gracious
Passion For	Serving and welcoming others
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** minimal, as needed

Responsibilities/Duties

1. Guide guests through church facilities.
2. Answer questions regarding church facilities and locations of specific ministries.
3. Present a positive image of EWG.
4. Distribute Church literature as needed.

FINANCIAL SECRETARY/BOOKKEEPER

The financial secretary/bookkeeper is responsible for keeping EWG's general ledger and financial records and will prepare related forms and reports as necessary, in addition to preparing all cheques for the treasurer to sign. This person will help ensure that EWG's finances are in accord with legal, ethical and biblical standards.

Ministry Area/Department	Stewardship
Position	Financial secretary/bookkeeper
Accountable To	Executive pastor
Ministry Target	Church in general
Position Is	Paid staff
Position May Be Filled By	Other approved individual
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Giving
Talents or Abilities Desired	Some accounting education and background • Good with figures • Discreet • Excellent organizational skills
Best Personality Traits	Dependable-analyst • Detail oriented
Passion For	Good stewardship • Accuracy
Length of Service Commitment	Indefinite

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** twenty hours a week
2. **Participating in meetings/training:** one hour a month or as needed

Responsibilities/Duties

1. Keep accurate records of member contributions and prepare year-end summaries for each member for tax and individual review purposes.
2. Keep accurate records of all church income through tithes, offerings and special gifts, and compare to budget estimates.
3. Keep accurate records of all church expenditures and compare to budget allowances.
4. Inform executive pastor if expenditures exceed budget allowances.
5. Prepare financial reports for the executive pastor and church business meetings.
6. Prepare any required reports or forms for the auditor, IRS or other offices of accountability.
7. Be available at church business meetings to answer any questions related to church finances.
8. Prepare weekly payroll checks and related tax records/payments.
9. Prepare checks for monthly church expenses and obligations.
10. Prepare checks for contributions to missions work and other special endeavors.
11. Prepare reimbursement checks upon approval of treasurer.
12. Reconcile and balance church checking accounts.
13. Prepare and distribute W-2 and 1099 forms at the end of the year.

OFFERING COUNTER

The offering counter is responsible for accurately counting the money received in tithes and offerings immediately following collection of the tithes and offerings.

Ministry Area/Department	Stewardship
Position	Offering counter
Accountable To	Treasurer or financial secretary/bookkeeper
Ministry Target	Church in general
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Giving
Talents or Abilities Desired	Accurate counting/math skills
Best Personality Traits	Honest • Trustworthy • Dependable-analyst
Passion For	Good stewardship
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one hour initially or as needed

Responsibilities/Duties

1. Work with at least one other offering counter to carefully count and total offerings after each collection.
2. Write down offering figures for the treasurer and/or financial secretary.
3. Give offerings and offering envelopes to the stewardship clerk.

STEWARDSHIP CLERK

The stewardship clerk will provide clerical assistance to the stewardship director and financial secretary/bookkeeper as needed for special projects or campaigns during the year and will oversee and assist offering counters.

Ministry Area/Department	Stewardship
Position	Stewardship clerk
Accountable To	Treasurer, financial secretary/bookkeeper or stewardship director
Ministry Target	Church
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Good organizational and math skills • Basic clerical skills • Detail oriented • Willingness to serve and assist others
Best Personality Traits	Honest • Dependable-analyst
Passion For	Good stewardship
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one hour a week (more when planning special projects and campaigns)
2. **Participating in meetings/training:** minimal, as requested

Responsibilities/Duties

1. Assist with preparing and distributing offering envelopes.
2. Assist stewardship director in preparing for and implementing stewardship campaigns and ongoing stewardship programs.
3. Assist financial secretary/bookkeeper with clerical duties as needed during special projects or extra busy times of the year.
4. Assist and oversee offering counters and turn in offerings and offering totals to the treasurer or financial secretary/bookkeeper after each service where offerings are received.

STEWARDSHIP DIRECTOR

The stewardship director helps provide accountability in EWG through leading the development of EWG's yearly budget and overseeing budget compliance and by helping evaluate requests for financial aid—benevolence and missions. The stewardship director will also promote an emphasis on good stewardship through planning and implementing yearly stewardship campaigns and ongoing stewardship education.

Ministry Area/Department	Stewardship
Position	Stewardship director
Accountable To	Treasurer, pastor or executive pastor
Ministry Target	Church
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Administration • Giving
Talents or Abilities Desired	Good organizational skills • Experience in financial planning, accounting or banking fields
Best Personality Traits	Dependable • Analyst-expresser
Passion For	Good stewardship
Length of Service Commitment	Two years minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one to two hours a week—possibly more when planning special campaigns
2. **Participating in meetings/training:** one hour a month

Responsibilities/Duties

1. Lead in developing, overseeing and examining EWG's yearly budget.
2. Work with the financial secretary/bookkeeper to track the budget for the various church ministries, touching base with all ministry heads quarterly and at other times if expenditures are exceeding budgeted amount.
3. Meet with benevolence committee to evaluate requests for assistance from benevolence funds.
4. Meet with missions' director to evaluate recommendations for missions to support.
5. Plan and implement annual stewardship campaign and/or direct an ongoing stewardship emphasis, working with the pastor. This involves evaluating various options and reviewing campaigns and materials available from sources such as other churches, publishers, denominational headquarters, etc.

TREASURER

The treasurer will help ensure ethical handling of all church funds and oversee management of church banking accounts.

Ministry Area/Department	Stewardship
Position	Treasurer
Accountable To	Pastor or executive pastor (and finance committee)
Ministry Target	Church
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Administration • Giving
Talents or Abilities Desired	Experience and/or education in the financial field
Best Personality Traits	Trustworthy • Honest • Sincere • Analyst-expresser or analyst-dependable
Passion For	Good stewardship
Length of Service Commitment	Three to five years

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** one hour a month or as needed

Responsibilities/Duties

1. Approve all disbursements.
2. Sign all checks drawn on church bank accounts.
3. Oversee management of church banking accounts.
4. Review monthly statements after reconciliation by financial secretary/bookkeeper.
5. Coordinate and schedule annual audit with an independent audit company.
6. Ensure payment of all missionary support and all financial obligations.
7. Serve on stewardship committee.
8. Should endeavour to be in service an hour before the scheduled service starts to pray and also get prepared for the task of the day.

TRUSTEE

The trustees will help ensure ethical handling of all church funds and property.

Ministry Area/Department	Stewardship
Position	Trustee
Accountable To	Pastor or executive pastor (and finance committee)
Ministry Target	Church
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Administration • Giving • Serving
Talents or Abilities Desired	Experience and/or education in business and finance
Best Personality Traits	Trustworthy • Honest • Sincere • Discreet • Levelheaded • Mature • Analyst-expresser or analyst-dependable
Passion For	Good stewardship
Length of Service Commitment	Three to five years

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one to two hours a month
2. **Participating in meetings/training:** one to two hours a month or as needed

Responsibilities/Duties

1. Establish and review procedures for EWG's financial management.
2. Serve as legal custodians of all church property.
3. Represent EWG in legal matters.
4. Give input/financial advice to the stewardship committee and pastoral staff as requested.
5. Execute bank notes, deeds and other legal documents after receiving approval at EWG's business meetings.
6. Examine quarterly financial reports to monitor financial expenditures of EWG.
7. Fulfill the laws of this state while serving as a trustee of EWG.
8. Assist in the process of awarding contracts for work that must be done to improve or repair church buildings and property.
9. Should endeavour to be in service an hour before the scheduled service starts to pray and also get prepared for the task of the day.

SANCTUARY KEEPER/ BUILDING CUSTODIAN

The buildings custodian is responsible for keeping EWG buildings clean and orderly. In the event of weddings, funerals and other non-Church sponsored events; the event host will be responsible for paying for the custodian's services. Church policy will dictate fees.

Ministry Area/Department	Buildings and grounds
Position	Buildings custodian
Accountable To	Buildings and grounds administrator
Ministry Target	Church in general
Position Is	Paid staff
Position May Be Filled By	Other approved individual
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Able to perform physical labor necessary in cleaning church facilities
Best Personality Traits	Hardworking • Conscientious • Analyst-dependable or leader-dependable
Passion For	Good stewardship of the facilities God has given EWG • Presenting a positive physical appearance of EWG in the community
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** twenty to forty hours a week
2. **Participating in meetings/training:** one hour a month

Responsibilities/Duties

1. Inform buildings and grounds administrator when cleaning supplies are low or when equipment or facilities need repair.
2. Empty all wastebaskets weekly; more often if necessary.
3. Dust furniture in offices, reception areas, visitor center, sanctuary and entrances.
4. Vacuum offices and carpeted areas weekly, or more often if needed. Dust-mop, sweep or vacuum other areas as needed.
5. Clean/disinfect drinking fountains and telephone mouthpieces weekly.
6. Clean cobwebs from ceilings, corners, vents, fans, etc. as needed.
7. Thoroughly clean restrooms weekly. Check them after each event and reclean if necessary—includes cleaning toilet bowls, urinals, partitions, tiled walls, mirrors and floors and refilling soap, towel and toilet paper dispensers, making sure toilet paper and paper towels are available and emptying trash and sanitary containers.
8. Clean windows and glass doors as needed.
9. Replace light bulbs. Turn off no-required lights.
10. Water plants as needed.

11. Pick up litter.
12. Check all areas for odors. Clean/disinfect as necessary.
13. Clean up after church-sponsored special events.
14. Clean up accidents as needed: spills, stomach upset, etc.
15. Check and clean baptistery area after baptisms and as needed.
16. Straighten hymnals and restock pew racks on Mondays and after midweek meetings and services.
17. Should endeavour to be in service an hour before the scheduled service starts to pray and also get prepared for the task of the day.

PRAYER MINISTRY DIRECTOR/COORDINATOR

The prayer ministry coordinator will organize and oversee EWG prayer ministries.

Ministry Area/Department	Prayer
Position	Prayer ministry coordinator/Director
Accountable To	Pastor or shepherding pastor
Ministry Target	Congregation and its friends and families
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Pastor/shepherd • Administration • Mercy-showing • Exhortation
Talents or Abilities Desired	Accessible by telephone • Available every day • Strong belief in the power of prayer
Best Personality Traits	Leader-dependable • Expresser • Discreet • Trustworthy
Passion For	Praying and exhorting others to spend time in prayer
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** one hour a month

Responsibilities/Duties

1. Organize and oversee EWG prayer ministries.
 - a. Recruit leaders and develop the schedule for cottage prayer meetings.
 - b. Recruit participants and organize a contact list for the prayer chain for emergency requests.
 - c. Develop a rotation schedule for prayer warriors to pray during services and special events.
 - d. Contact appropriate leaders to share praises and prayer requests.
2. Be available daily to receive and distribute requests to the appropriate prayer ministry leaders in a timely manner: first link in the prayer chain, a prayer warrior or cottage prayer leader.
3. Provide a phone number for contact in case of emergency requests.
4. Pray for every request you receive.
5. Oversee budget and expenditures for the prayer ministry.
6. Should endeavour to be in service an hour before the scheduled service starts to pray and also get prepared for the task of the day.

PRAYER WARRIOR

The prayer warrior will pray continually and consistently for a great variety of needs.

Ministry Area/Department	Prayer
Position	Prayer warrior
Accountable To	Prayer ministry coordinator/Director
Ministry Target	Individuals, church, community, nation and world
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian and mature Christians
Spiritual Gifts	Pastor/shepherd • Mercy-showing • Evangelism
Talents or Abilities Desired	Available to spend much time in prayer • Able to pray alone or with groups
Best Personality Traits	Leader-dependable • Discreet • Trustworthy
Passion For	Spending great amounts of time with God in prayer • Petitioning God on the behalf of people with great needs
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** four hours minimum a week
2. **Participating in meetings/training:** as requested

Responsibilities/Duties

1. Be easily accessible by phone.
2. Pray for emergency prayer requests.
3. Pray for needs such as salvation, commitment and rededicated lives, protection from evil, wisdom and safety for leaders, special requests, to tear down strongholds, etc.
4. Pray for local, national and international concerns, including missions.
5. Pray during church services, weekly prayer meetings and at home.
6. Do not share confidential information with those outside the prayer ministry and do not gossip about the special needs.
7. Should endeavour to be in service an hour before the scheduled service starts to pray and also get prepared for the task of the day.

AUDIO TECHNICIAN

The audio technician will record messages and special music presented during regular church worship services and occasional special services; keep an organized library of tape recordings; provide duplicate audiocassette tapes for the tape ministry, which provides recordings for people who are unable to attend services or who desire to share messages with others.

Ministry Area/Department	Media
Position	Audio technician
Accountable To	Executive pastor
Ministry Target	Congregation • Community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Training and/or experience in operating sound recording equipment • Good hearing
Best Personality Traits	Dependable • Consistent • Leader-analyst or dependable-analyst
Passion For	Professionally recording messages and music for the glory of God
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** two to three hours a week
2. **Participating in meetings/training:** one hour a quarter or as requested

Responsibilities/Duties

1. Arrive prior to worship services to double-check and set up equipment as needed.
2. Operate sound recording equipment to record messages and special music for the tape ministry.
3. Label each master audiocassette appropriately with content, and date and keep an organized library of masters.
4. Duplicate audiocassettes as needed.
5. Maintain equipment and arrange for repairs as necessary. Report equipment and supply replacement needs or recommendations to the pastor and/or appropriate committee.

LIGHTING TECHNICIAN

The lighting technician will operate and maintain appropriate lighting in the sanctuary/auditorium during worship services and special events.

Ministry Area/Department	Media
Position	Lighting technician
Accountable To	Executive pastor
Ministry Target	Congregation
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Knowledge of appropriate lighting techniques and ability to adjust lighting as needed • Able to follow cues • Good eyesight
Best Personality Traits	Dependable • Consistent • Leader-analyst or dependable-analyst
Passion For	Creating moods and atmosphere through lighting that is conducive to the worship experience
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** three to four hours a week (more during special events)
2. **Participating in meetings/training:** one hour a quarter or as requested

Responsibilities/Duties

1. Arrive prior to worship services to double-check and set lighting as needed.
2. Operate lights/spotlights as needed during worship services and special events.
3. Report equipment repair and supply needs to building and grounds director or appropriate person.
4. Coordinate lighting needs with the worship director or drama director for worship services and special productions.

PHOTOGRAPHER

The photographer will take photographs for church publications and historical archives and of all new members to display on the bulletin board.

Ministry Area/Department	Media
Position	Photographer
Accountable To	Executive pastor
Ministry Target	Church ministries in general
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Exhortation
Talents or Abilities Desired	Photography experience • Good eyesight • Detail oriented • Own equipment
Best Personality Traits	Pleasant • Professional • Analyst-leader or leader-expresser
Passion For	Capturing special moments • Creating photo memories
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** two hours a month—more during special events
2. **Participating in meetings/training:** minimal, as needed

Responsibilities/Duties

1. Take snapshots of new members for bulletin board.
2. Take photos for church-wide publications.
3. Take photos at special church events.
4. Provide copies of the photos to the historian.

PUBLIC RELATIONS ASSISTANT

The public relations assistant will contribute to good public relations of the church by organizing volunteers to assemble and prepare pieces for mailing and distributing printed materials as necessary.

Ministry Area/Department	Media
Position	Public relations assistant
Accountable To	Public relations coordinator
Ministry Target	Congregation and the community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Good driver • Own transportation • Enjoys running errands
Best Personality Traits	Team spirit • Servant's heart • Dependable-leader or dependable-expresser
Passion For	Promoting good communication within the church and presenting a positive image of the church to the community
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one hour a week—more during special events
2. **Participating in meetings/training:** one hour a month

Responsibilities/Duties

1. Assist with delivering or distributing advertisements, flyers and other public relations pieces for the church.
2. Collate, fold, stamp and otherwise prepare special pieces for mailing.

PUBLIC RELATIONS COORDINATOR

The public relations coordinator will oversee church publications and advertising and will offer suggestions for improving and maintaining the church's image in the community.

Ministry Area/Department	Media
Position	Public relations coordinator
Accountable To	Executive pastor
Ministry Target	Congregation and the community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration
Talents or Abilities Desired	Experience in publishing, advertising or public relations • Organized • Good communicator
Best Personality Traits	Organizer • Friendly • Professional • Dependable-leader
Passion For	Promoting good communication within the church and presenting a positive image of the church in the community
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one hour a week (more during special events)
2. **Participating in meetings/training:** one hour a month

Responsibilities/Duties

1. Coordinate and oversee development of advertisements, flyers, public relations pieces, news releases and newsletters for the church.
2. Meet with public relations assistants to brainstorm and delegate tasks and special projects.
3. Contact photographer regarding photography needs.
4. Coordinate and insure completion and delivery of special mailings, neighborhood canvasses, etc.
5. Keep a file of all the church's printed advertisements, newsletters, etc.

PUBLIC RELATIONS GRAPHIC DESIGNER

The public relations graphic designer will contribute to good public relations of the church by using graphic design skills to help develop printed media.

Ministry Area/Department	Media
Position	Public relations graphic designer
Accountable To	Public relations coordinator
Ministry Target	Congregation and the community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Experience in graphic design • Proficient computer skills
Best Personality Traits	Artistic • Creative • Leader-analyst or leader-dependable
Passion For	Promoting good communication within the church and presenting a positive image of the church to the community
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** two hours a week—more during special events
2. **Participating in meetings/training:** one hour a month

Responsibilities/Duties

1. Work with public relations coordinator and public relations assistants to design advertisements, flyers, public relations pieces, news releases and newsletters for the church.
2. Meet with public relations coordinator and assistants to brainstorm regarding special projects.
3. Use computer skills to create and finalize design and layout of advertisements, flyers, public relations pieces, news releases and newsletters as assigned by the public relations coordinator.

PUBLIC RELATIONS WRITER

The public relations writer will contribute to good public relations by using writing and editing skills to help develop printed media.

Ministry Area/Department	Media
Position	Public relations writer
Accountable To	Public relations coordinator
Ministry Target	Congregation and the community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Administration
Talents or Abilities Desired	Experience in copywriting and editing • Good communicator
Best Personality Traits	Team spirit • Creative • Analyst-dependable or analyst-expresser
Passion For	Promoting good communication within the church and presenting a positive image of the church in the community
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** two hours a week—more during special events
2. **Participating in meetings/training:** one hour a month

Responsibilities/Duties

1. Work with public relations coordinator and other public relations assistants to develop advertisements, flyers, public relations pieces, news releases and newsletters for the church.
2. Meet with public relations coordinator and assistants to brainstorm regarding special projects.
3. Write articles for the church newsletter. Collect announcements and calendar information, interview ministry sponsors regarding upcoming activities and events, cover special church-wide events, interview church members in each newsletter.
4. Write ad copy.
5. Proofread material to be printed.

SOUND TECHNICIAN

The sound technician will adjust and maintain the sound system to ensure a clear and comfortable sound level within the church facilities.

Ministry Area/Department	Media
Position	Sound technician
Accountable To	Executive pastor
Ministry Target	Congregation
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Familiar with P.A. systems • Experience in operating sound equipment • Good hearing
Best Personality Traits	Consistent • Dependable-analyst
Passion For	Making sure God's message in word and song is heard clearly
Length of Service Commitment	Two years minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** two to three hours a week
2. **Participating in meetings/training:** one hour a quarter or as requested

Responsibilities/Duties

1. Arrive prior to worship services to double-check and set up equipment as needed: microphones, monitors, etc.
2. Operate sound equipment during all services and special events held in the church sanctuary/auditorium.
3. Maintain equipment and arrange for repairs as necessary. Report equipment replacement needs or recommendations to the executive pastor and/or appropriate committee.

TAPE MINISTRY DIRECTOR

The tape ministry director will handle all orders for audiocassette or videotape messages and perform special services, from receiving the order/funds to delivering the tapes.

Ministry Area/Department	Media
Position	Tape ministry director
Accountable To	Executive pastor
Ministry Target	Congregation, homebound members and the community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Administration • Exhortation
Talents or Abilities Desired	Organizer
Best Personality Traits	Persistent • Dependable
Passion For	Inspiring and encouraging people through providing messages and music on tape
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one hour a quarter or as requested

Responsibilities/Duties

1. Receive orders for audiocassettes or videotape messages and special services at the church.
2. Give funds received for tapes to the financial secretary.
3. Order tapes from the audio or video technician.
4. Deliver the tapes to the appropriate people either at church, by mail or through outreach ministers.
5. Oversee budget and expenditures for the tape ministry.

VIDEO TECHNICIAN

The video technician will record messages, special services and events; keep an organized library of tape recordings; and provide duplicate videos for the tape ministry.

Ministry Area/Department	Media
Position	Video technician
Accountable To	Executive pastor
Ministry Target	Congregation and the community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Experience in operating video recording equipment • Good hearing and eyesight
Best Personality Traits	Consistent • Dependable
Passion For	Producing professional quality videos to share God's message with others
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** two hours a month (more depending on special events)
2. **Participating in meetings/training:** one hour a quarter or as requested

Responsibilities/Duties

1. Arrive prior to special service or event, double-check and set up equipment as needed.
2. Operate video camera to videotape special services and events.
3. Edit master videotapes if necessary.
4. Label each master video appropriately with content and date, and keep an organized library of masters.
5. Duplicate videos as needed for the tape ministry.
6. Maintain equipment and arrange for repairs as necessary. Report equipment replacement needs or recommendations to the executive pastor and/or appropriate committee.

EVANGELISM ASSISTANT

The evangelism assistant is responsible for assisting the evangelism director with organizing visits, following up leads and participating in the visitation program, including being able to share his or her personal testimony and lead someone to Christ.

Ministry Area/Department	Outreach/Inreach
Position	Evangelism assistant
Accountable To	Evangelism director
Ministry Target	Church visitors and unchurched community members
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Evangelism
Talents or Abilities Desired	Good organizational skills
Best Personality Traits	Expresser-leader or expresser-analyst
Passion For	Leading people to Christ • Helping others in their spiritual growth
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** as requested

Responsibilities/Duties

1. Follow up with visitors and prospects who have completed forms requesting prayer, asking questions about the ministry, indicating curiosity about salvation, etc.
2. Assist evangelism director with organizing/assigning visits to prospects.
3. Serve as an altar counselor for those who come forward for salvation during or following church services.
4. Pray regularly for the evangelism ministry, for those who will be visited and for specific names of people needing salvation.
5. Be able to share your faith with others, using own life experiences and testimony as well as Scripture.
6. Be familiar with Scriptures that explain how to become a Christian and provide assurance of salvation.

EVANGELISM DIRECTOR

The evangelism director is responsible for overseeing and implementing the church evangelism program, training volunteers and actively participating in the evangelism ministry to influence others for Christ and bring them into the church.

Ministry Area/Department	Outreach/Inreach
Position	Evangelism director
Accountable To	Pastor
Ministry Target	Visitors and unchurched community members
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration • Evangelism
Talents or Abilities Desired	Good organizational skills
Best Personality Traits	Expresser-leader or analyst-leader
Passion For	Leading people to Christ • Helping others in their spiritual growth
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** one hour a month

Responsibilities/Duties

1. Follow up with visitors and prospects who have completed forms requesting prayer, asking questions about the ministry, indicating curiosity about salvation, etc.
2. Work with evangelism assistant to organize and assign visits to prospects.
3. Serve as an altar counselor for those who come forward for salvation during or following church services.
4. Pray regularly for the evangelism ministry, for those who will be visited and for specific names of people needing salvation.
5. Be able to share your faith with others, using own life experiences and testimony as well as Scripture.
6. Be familiar with Scriptures that explain how to become a Christian and provide assurance of salvation.
7. Provide training to those who become involved in the evangelism ministry.
 - a. Provide ongoing support and training materials as needed.
 - b. Plan a course or seminar at least yearly for training and reinforcement of evangelism methods and church's evangelism program. Teach what to do and what not to do, explore new opportunities, etc.

8. Work with small-group director to plan evangelistic event and follow-up related to small groups.
9. Assist evangelism event coordinator with planning and follow-up.

EVANGELISM EVENT COORDINATOR

The evangelism event coordinator is responsible for including an evangelistic emphasis in church special events and for planning, organizing and overseeing special evangelistic events.

Ministry Area/Department	Outreach/Inreach
Position	Evangelism event coordinator
Accountable To	Evangelism director
Ministry Target	Visitors and unchurched community members
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration • Evangelism • Exhortation
Talents or Abilities Desired	Organizational skills • Good at pulling people together
Best Personality Traits	Expresser-analyst
Passion For	Leading people to Christ • Helping others in their spiritual growth
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** one hour a month

Responsibilities/Duties

1. Plan, organize and oversee at least one major evangelistic event per year: ministry fair, revival, special seminar, Friend Day, etc.
2. Work with other ministry leaders to include an evangelistic emphasis in their special events: seasonal services, special drama or musical presentations, small groups, etc.
3. Meet with evangelism director at least quarterly to discuss and plan to cover the evangelism needs at upcoming church events.
4. Work with other ministry leaders to involve various ministries in evangelistic events and recruit volunteers from those ministries as needed.
5. Pray regularly for the evangelism ministry, for those who will attend special events, and for specific names of people needing salvation.
6. **Be able to share your faith with others, using own life experiences and testimony as well as Scripture.**

VISITOR FOLLOW-UP ASSISTANT

The visitor follow-up assistant is a role two people will fill together. They will visit people who have visited the church's services or special events and requested a visit. These volunteers will represent Christ and the church and must conduct themselves in such a manner as to positively influence others.

Ministry Area/Department	Outreach/Inreach
Position	Visitor follow-up assistant
Accountable To	Outreach director
Ministry Target	Visitors
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian paired with a new, growing Christian
Spiritual Gifts	Evangelism • Exhortation • Pastor/shepherd
Talents or Abilities Desired	Communicator • Well groomed
Best Personality Traits	Expresser • Dependable
Passion For	Making people feel important • Building relationships • Sharing Christ
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one hour a year

Responsibilities/Duties

1. Be familiar with church ministries and opportunities.
2. Visit people who have visited church services and requested a visit. Information will be provided by the outreach director. Be prepared to
 - a. Pray with them
 - b. Answer questions regarding the church's ministries; take a brochure, if available
 - c. Give spiritual guidance; refer more serious issues to pastor or appropriate, qualified counselor
 - d. Lead them to Christ
 - e. Encourage them to get involved with the new members' class, small groups, etc.
 - f. Pray before every visit
3. After visits, pray for those who need to make decisions or who made decisions during your visit.

VISITOR FOLLOW-UP CALLER

The visitor follow-up caller will call people who have visited the church's services or special events to make them feel welcome, answer questions regarding the church ministries and invite them to return.

Ministry Area/Department	Outreach/Inreach
Position	Visitor follow-up caller
Accountable To	Outreach director
Ministry Target	Visitors
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Evangelism • Exhortation • Pastor/shepherd
Talents or Abilities Desired	Pleasant voice • Clear speech
Best Personality Traits	Dependable-expresser
Passion For	Making people feel important, building relationships and sharing Christ
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one hour a year

Responsibilities/Duties

1. Be familiar with church ministries and opportunities.
2. Call people who have visited church services or events to thank them for coming, ask if they have any questions about the church ministries or would like someone from church to visit them, and invite them to return again. This call should be made within three days of the visitors' attendance at the church service or event. Visitor information will be provided by the outreach director.

VISITOR FOLLOW-UP WRITER

The visitor follow-up writer will send a welcome letter to every first-time visitor to the church's services or special events.

Ministry Area/Department	Outreach/Inreach
Position	Visitor follow-up writer
Accountable To	Outreach director
Ministry Target	Visitors
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Exhortation • Pastor/shepherd
Talents or Abilities Desired	Good penmanship or typing skills
Best Personality Traits	Analyst • Expresser
Passion For	Making people feel important • Building relationships • Sharing Christ
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one hour a year

Responsibilities/Duties

1. Be familiar with church ministries and opportunities.
2. Send a follow-up letter to everyone who visits the church. Information will be provided by the outreach director. The purpose of the letter is to
 - a. Welcome them to the church and thank them for visiting
 - b. Tell them about upcoming special events, sermon or lesson series, etc.
 - c. Invite them to come again
3. **Pray for every person to whom you mail a letter.**

NEW MEMBER ASSIMILATOR

The new member assimilator is responsible for welcoming new members, providing helpful information, helping them feel at home and bonding them to the church through relationships.

Ministry Area/Department	Outreach/Inreach
Position	New member assimilator
Accountable To	Shepherding pastors
Ministry Target	New church members
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Pastor/shepherd • Exhortation
Talents or Abilities Desired	Good communicator • Familiar with church facilities and ministries
Best Personality Traits	Dependable-expresser or dependable-leader Helping new members to feel at home in the church and motivating them to become involved
Passion For	
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one yearly training meeting or as requested

Responsibilities/Duties

1. Greet and welcome new members after worship services.
2. Become familiar with the church facilities. Show new members around the church facilities.
3. Enroll new members in the new members class and inform them of the church's ministries and classes/small groups that may apply to or interest them.
4. Be aware of the church's ministries. Answer new members' questions regarding ministry opportunities available.
5. Introduce new members to current members—especially those who may have common interests/family life/ages, etc.
6. Make a point to greet new members every week for at least the first six weeks.

OUTREACH DIRECTOR

The outreach director will organize and oversee the outreach ministries of the church, including evaluating and planning for the future.

Ministry Area/Department	Outreach/Inreach
Position	Outreach director
Accountable To	Executive pastor or pastor
Ministry Target	Community and families of church members
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Evangelism • Pastor/shepherd • Exhortation • Teaching
Talents or Abilities Desired	Good communicator • Motivator
Best Personality Traits	Expresser-leader or analyst-expresser Reaching people at their point of need and leading them to a personal relationship with Christ
Length of Service Commitment	Two years minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** three to four hours a week
2. **Participating in meetings/training:** one hour a month

Responsibilities/Duties

1. Organize and oversee the outreach ministries of the church.
2. Recruit and train leaders for the various outreach ministries.
3. Research, survey and evaluate the church and community to determine what outreach ministries are most needed and if existing ministries are effective.
4. Develop new ministries as needed.
5. Obtain and supply materials needed for the outreach ministries.
6. Meet with leaders of outreach ministries quarterly to get a report on the ministry progress, to brainstorm, to determine how to improve the ministries and to discuss challenges and solutions.
7. Act as a liaison between outreach ministry leaders and the pastor.
8. Work with public relations director to promote a positive image of the church in the community while reaching out to community members.
9. Pray regularly for the outreach ministries.
10. Promptly give church visitor information to visitor follow-up assistants for follow-up calls, letters and visits.
11. Oversee budget and expenditures for the outreach ministry.

MEN'S MINISTRY DIRECTOR

The men's ministry director will organize and lead a ministry that builds up and helps the men of the church become spiritual leaders and provides an avenue of outreach to men in the community.

Ministry Area/Department	Men
Position	Men's ministry director
Accountable To	Associate pastor
Ministry Target	Men in the congregation and community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration • Pastor/shepherd • Exhortation
Talents or Abilities Desired	Organizer
Best Personality Traits	Leader • Dependable • Consistent • Good character • Expresser-leader
Passion For	Developing and encouraging men of God
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. Doing ministry/preparing for ministry: two to three hours a week
2. Participating in meetings/training: one hour a quarter

Responsibilities/Duties

1. Regularly pray for
 - a. Men in the church
 - b. Families in the church whose men do not attend
 - c. Men in the community at large
2. Organize and oversee the men's ministry.
 - a. Plan special courses for training men to become spiritual leaders in the home, church and community.
 - b. Plan at least one yearly retreat for prayer, fellowship and encouragement: a men's rally event, special camp, lake retreat, etc.
 - c. Organize small groups that meet regularly for accountability, building relationships and spiritual encouragement through prayer, devotions and sharing. Rearrange into new small groups at regular intervals—perhaps quarterly.
 - d. Plan activities and special projects for men only: prayer breakfasts, church improvement day, fishing expedition, father/son event, softball league, etc.
 - e. Develop a mentoring network where spiritually mature men (or men who have faced specific situations) can identify with and give guidance/support to men going through similar situations.

- f. Report special needs to the associate pastor.
- g. Oversee budget and expenditures for the men's ministry.

MEN'S SMALL GROUP LEADER

The men's small group leader will organize and lead a small group the purpose of which is to provide accountability, biblical direction and encouragement. The small groups may include men of the church as well as unchurched men who need Christian influence and want to associate with the group.

Ministry Area/Department	Men
Position	Men's small group leader
Accountable To	Men's ministry director
Ministry Target	Men in the congregation and community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration • Pastor/shepherd • Exhortation • Teaching • Evangelism
Talents or Abilities Desired	Organizer
Best Personality Traits	Leader • Dependable-expresser or dependable-leader • Consistent • Good moral character
Passion For	Developing and encouraging men of God
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** two to three hours a week
2. **Participating in meetings/training:** one hour a quarter

Responsibilities/Duties

1. Regularly pray for the men in your small group.
2. Lead your small group.
 - a. Plan brief devotional message or topical Bible study for presentation and discussion at weekly meetings.
 - b. Lead in prayer and encourage group participation in prayer.
 - c. Lead group to share concerns, answers to prayer, struggles, biblical advice and how others have effectively handled temptations and situations.
 - d. Plan one special activity for the group, probably quarterly. This could be a meal together at a restaurant, a trip to a ball game, a fishing trip, picnic or a game of horseshoes at the last group meeting.
 - e. Report special needs to the men's ministry director.

COLLEGE MINISTRIES DIRECTOR

The college ministries director will minister to local college students and include them in the ministry of the church.

Ministry Area/Department	Singles
Position	College ministries director
Accountable To	Singles pastor
Ministry Target	Single adults in college
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Pastor/shepherd • Administration
Talents or Abilities Desired	Good organizational skills • Knowledge and understanding of special needs of college students • Education and experience in counseling
Best Personality Traits	Expresser-leader
Passion For	Ministering to college students
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** four to six hours a week
2. **Participating in meetings/training:** one hour a month

Responsibilities/Duties

1. Provide counseling, guidance, prayer and support to local college students.
2. Lead a weekly evening devotional and fellowship time for college students.
3. Arrange for after-church get-togethers at restaurants or homes for the purpose of bonding.
4. Recruit church members to serve as house-parents or adoptive families for college students who are away from home with no family nearby. They should provide encouragement, prayer support and include the student(s) in some family activities and meals.
5. Seek to include college students in the overall ministry of the church.
6. Pray daily for the students, for wisdom in ministering to them and for the strength to be a good role model.
7. Be a good role model, living above reproach, spending time in personal spiritual development and ministry and showing the love of Christ in all you do.
8. Be aware of singles activities, college and career-class studies and get-togethers and other church events that could involve the college students. Remain involved as much as possible.
9. Oversee budget and expenditures for the college ministry.

SINGLES PASTOR

The singles pastor will direct and oversee the singles ministry; educate, minister to and include single adult members in the ministry of the church and follow up with single adult guests.

Ministry Area/Department	Single adults
Position	Singles pastor
Accountable To	Pastor
Ministry Target	Single adults
Position Is	Paid staff
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Pastor/shepherd • Mercy-showing • Administration
Talents or Abilities Desired	Education and experience in counseling and theology
Best Personality Traits	Expresser-leader • Compassionate • Dependable • Analytical
Passion For	Singles ministry and an understanding of the special needs of single adults
Length of Service Commitment	Two years minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** eight to ten hours a week
2. **Participating in meetings/training:** one hour a month

Responsibilities/Duties

1. Give direction to and oversee the singles ministry.
 - a. Identify the needs and interests of singles within the church and community.
 - b. Plan and develop programs for the singles ministry.
 - c. Evaluate existing programs to determine effectiveness.
 - d. Identify and provide ministry opportunities for single adults.
2. Meet monthly with singles ministry leaders to pray and to discuss challenges, solutions and praises.
3. Provide counseling and spiritual direction to single adults on an individual basis.
4. Participate in outreach ministry to single adult guests who have visited the church.
5. Lead prayer and devotional messages in appropriate single adult meetings.
6. Plan at least one yearly singles retreat for the purpose of spiritual edification.
7. Arrange special seminars to address specific needs of singles.
8. Visit single adult members who are hospitalized.
9. Participate in training opportunities yearly, or as presented.
10. Oversee budget and expenditures for the singles ministry.

YOUTH COUNSELOR/MENTOR

The youth counselor/mentor is responsible for providing emotional and spiritual nurturing to one teen and for being a positive role model and influence in that teen's life.

Ministry Area/Department	Youth
Position	Youth counselor/mentor
Accountable To	Youth pastor
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Pastor/shepherd • Mercy-showing • Exhortation • Teaching
Talents or Abilities Desired	Heartfelt concern for teens • Accessible by telephone • Training or experience in counseling desired, but not required • Student of God's Word • Must understand the maturity levels and characteristics of teens and the challenges they face today • Good role model • No criminal record
Best Personality Traits	Dependable-expresser or expresser-leader
Passion For	Spiritual and physical well-being of teens
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one hour a week (more during times of special need)
2. **Participating in meetings/training:** yearly workshop

Responsibilities/Duties

1. Provide a good role model for a teen who desires a counselor/mentor.
2. Be available for phone calls from the teen throughout the week. Sharpen your listening skills!
3. Plan times to get together with your teen for ice cream or lunch and a chat or some simple activity to show that you care.
4. Regularly pray for and with your teen.
5. Share life experiences and lessons.
6. When asked for advice, provide it based on biblical principles and wisdom gained from experience.
7. Send cards when appropriate: birthday, get well, sympathy, congratulations, etc.

YOUTH GUEST FOLLOW-UP ASSISTANT

The youth guest follow-up assistant will follow-up every teenage guest who visits a youth class or activity. This involves phone calls, visits and cards to make the guests feel welcome and cared for.

Ministry Area/Department	Youth
Position	Youth guest follow-up assistant
Accountable To	Youth outreach director
Ministry Target	Teen guests
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Mercy-showing • Pastor/shepherd • Evangelism
Talents or Abilities Desired	Accessible by telephone • Means of transportation • Able to write and mail brief notes and cards • Good role model • No criminal record
Best Personality Traits	Dependable-analyst • Friendly • Compassionate
Passion For	Influencing people for Christ and the church
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** two to four hours a week
2. **Participating in meetings/training:** minimal, as requested

Responsibilities/Duties

1. Contact all teenage guests who have attended a youth class or activity.
2. Extend a warm welcome, a hand of fellowship, a note of appreciation or encouragement with the goal of helping the guest feel welcome and influencing him or her to visit again and become committed to Christ and the church.
 - a. Phone within 24 hours of visiting class, service or activity. Ask if all right to schedule a brief visit.
 - b. Visit guests within a week after request or approval. Plan to keep the visit brief, unless the guest asks you to stay longer. Always have someone else visit with you—perhaps someone with the gift of evangelism. *Do not go alone.* Plan to tell about the church and youth ministry and upcoming activities. Be prepared to pray for special requests from the guest and to provide spiritual direction if the opportunity arises.
 - c. Send a card saying “appreciated your visit with us and welcome you to join us again” or “enjoyed visiting with you and hope you’ll be able to join us.”

YOUTH PASTOR

The youth pastor will direct and oversee the youth ministry; educate, minister to and include teens in the ministry of the church and follow up with teen guests.

Ministry Area/Department	Youth
Position	Youth pastor
Accountable To	Pastor
Ministry Target	Teens
Position Is	Paid staff
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Pastor/shepherd • Mercy-showing • Administration • Teaching
Talents or Abilities Desired	Education and experience in theology and counseling • Good role model • No criminal record
Best Personality Traits	Expresser-leader • Compassionate • Dependable • Analytical
Passion For	Ministering to and with teens, with a heart for understanding their special needs and a desire to include this valuable group of people in the ministry of the church
Length of Service Commitment	Two years minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** forty hours a week, off on Saturday and one day during week, except for emergencies and special occasions
2. **Participating in meetings/training:** one hour a month

Responsibilities/Duties

1. Give direction to and oversee the youth ministry.
 - a. Identify the needs and interests of teens within the church and community.
 - b. Plan and develop programs for the youth ministry.
 - c. Evaluate existing programs to determine effectiveness.
 - d. Identify and provide ministry opportunities for teens.
2. Meet monthly with youth ministry leaders to pray and to discuss upcoming events, challenges, solutions and praises.
3. Recruit youth workers as needed. Provide training for youth workers as needed. Plan one major training/inspirational workshop a year.
4. Provide counseling and spiritual direction to teens on an individual basis.
5. Participate in outreach ministry to teens who have visited the church: visits, letters, etc.
6. Lead midweek Bible study for teens.

7. Plan at least one yearly youth retreat for the purpose of spiritual edification.
8. Visit teens who are hospitalized.
9. Participate in training opportunities yearly, or as presented.
10. Develop the youth ministry budget and track expenditures throughout the year.
11. Compile a youth directory, have copies made and distribute to teens and youth workers.

YOUTH TEACHER

The youth teacher is the shepherd of the class and is responsible for keeping watch over the flock, providing spiritual nurture through biblical instruction, guidance and positive role modeling.

Ministry Area/Department	Youth Sunday School
Position	Youth teacher
Accountable To	Youth pastor
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Shepherding • Teaching • Exhortation
Talents or Abilities Desired	Able to communicate well with teens • Knowledge of God's Word • Good role model • No criminal record
Best Personality Traits	Dependable • Compassionate
Passion For	Nurturing, teaching and leading teens to Jesus and a Christian lifestyle
Length of Service Commitment	One year minimum

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** three hours a week
2. **Participating in meetings/training:** one hour a month

Responsibilities/Duties

1. Participate in teacher meetings and training opportunities.
2. Work with the Sunday School director and youth pastor to choose curriculum for your class.
3. Study and prepare for each weekly lesson. Gather necessary materials: handouts, props, supplies, etc.
4. Pray for class members and visitors.
5. Arrive 15 minutes before class begins to make sure classroom is prepared and to greet students as they arrive.
6. Lead each week's class and involve teens in studying and learning God's Word through various teaching methods and activities.
7. Promote spiritual growth and unity among class members.
8. Maintain contact with teens and parents. Keep teens and parents informed of topics/themes being studied, special events, etc. through printed notices, postcards and calls. Call, visit or send cards to students on special occasions or when a student is sick; youth class secretary can assist with these duties.

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