

Church Job Descriptions



**Georgia Baptist Mission Board
Church/Minister Relations**

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SAMPLE

Pastor

Principle Function

The Pastor is responsible to the church for providing administrative leadership for the church and for using his skills in proclamation and pastoral care in meeting the needs of persons in the church and community.

Responsibilities

- Provide administrative leadership for the total church program.
- Serve as chairman of the Church Council.
- Proclaim the gospel and lead the church in proclaiming the gospel to the church and community.
- Care for persons and lead the church in caring for persons in the church and community.
- Lead congregational services, working with the congregational services planning group to plan, coordinate and evaluate congregational services.
- Supervise other members of the church staff according to the staff organization set forth in the church organizational chart or manual.
- Provide leadership for the observance of church ordinances.
- Conduct funeral services and wedding ceremonies.
- Counsel with and assist in training deacons for their responsibilities.

SAMPLE

Pastor's Secretary

Principle Function

The Pastor's Secretary is responsible to the Pastor for performing secretarial duties related to pastoral ministries.

Responsibilities

- Take and transcribe dictation.
- Open, sort, and route incoming daily mail.
- Act as receptionist to Pastor; make appointments and receive visitors.
- Request and forward church letters; compile and type list of members lettered out for monthly business meeting.
- File correspondence and other assigned materials.
- Maintain church rolls.
- Type miscellaneous reports, minutes, etc.
- Serve as secretary to the Church Council.
- Assist church committees, as requested.
- Serve as receptionist in the absence of the educational secretary.
- Perform other responsibilities, as assigned.

SAMPLE

ASSOCIATE PASTOR

RELATIONSHIPS:

- The AP works directly under the leadership of the Pastor, freeing him of day-to-day church operations and administration so that he can be Pastor and preacher.
- The AP is responsible to the Pastor for the overall growth, health, and functioning of the church.
- The ministerial staff is responsible to the AP for its respective ministries.

PASTORAL MINISTRY:

- The AP attends to the pastoral needs of the congregation, including regular hospital visitation and home visitation as needed.
- The AP coordinates and supervises the support of other staff members for the pastoral needs of the congregation.
- The AP provides counseling as needed and coordinates the church's relationship with Alpha counseling services.
- The AP leads the mid-week prayer meeting and Bible study and speaks in other meetings as called upon.
- The AP coordinates the wedding and funeral ministries of the church and performs weddings and funerals as called upon.
- The AP supervises the ministerial staff and secretarial staff assigned to pastoral ministries.

ADMINISTRATION:

- The AP supervises and supports the effective work of the ministerial staff.
 - The AP is responsible for the education ministry delegated to the Minister of Education.
 - The AP is responsible for the church management ministry delegated to the Business Administrator.
 - The AP is responsible for the worship ministry delegated to the Minister of Music.
 - The AP is responsible for the evangelism and missions ministry delegated to the Minister of Evangelism and Missions.
- The AP supervises the overall work of the church office.
 - The AP is responsible for the functioning of the church office within established policies and procedures for secretarial work, record storage and retrieval, reception work, and relations with church members.
 - The AP leads in coordinating events on the church calendar and allocation of facilities, resources, and equipment.
- The AP gives leadership to the work of the finance committee, deacons, personnel committee, other major committees and lay leadership as needed.

SAMPLE

Associate Pastor

Principle Function

The Associate Pastor is responsible to the Pastor for providing additional leadership in administration, proclamation, and pastoral care as the church may require.

Responsibilities

- Assist the Pastor in all areas of the pastor's work, as requested.
- Coordinate church visitation activities.
- Lead in planning, conducting and evaluating a comprehensive counseling ministry for the church, as requested.
- Assist the Pastor in planning, conducting, and evaluating congregational worship services, as requested.

SAMPLE

BUSINESS ADMINISTRATOR

PRINCIPAL FUNCTION: The business administrator is responsible to the Pastor for administering the business affairs of the church.

RESPONSIBILITIES:

- Lead the church in planning, conducting, and evaluating a comprehensive plan of business operation for the church.
- Serve as purchasing agent for the church.
- Give general direction to the weekday operation of the church office and supervise secretarial/clerical workers as assigned.
- Direct the maintenance program of the church; work with the appropriate committee to establish a maintenance schedule and supervise the custodians.
- Direct the food service program of the church; supervise the church hostess, cooks, and dietician (if any).
- Work with the chairman of the stewardship campaign and his committees in promoting the annual stewardship drive of the congregation.
- Establish a financial record system for the church and direct its operation.
- Work with program organization leaders, the building committee and architects on projecting and evaluating need for additional buildings.
- Work with the leaders of church organizations and age divisions to assign classrooms and church facilities for regular meetings and special activities.
- Evaluate periodically the insurance needs of the church, in cooperation with the proper committees.
- Serve as advisor on legal and business matters for the church.

SAMPLE

CHURCH ADMINISTRATOR

GENERAL DESCRIPTION: Under the direction of the Pastor, assumes responsibility for organizing, directing, and controlling all financial, administrative and business matters of the church.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, direct and evaluate all financial functions of the church, specifically, but not limited to:
 - In coordination with the Finance Committee, account for and expend money in accordance with the approved budget and prudent financial practices. Analyze operating costs and control expenditures.
 - Establish and maintain an efficient plan of financial record keeping and reporting. Evaluate budget requests and establish priorities. May direct reductions in expenditures.
 - With the Finance Committee, assume responsibility for compiling, developing and presenting the annual budget to the church for approval. Work with the various Ministers, departments, committees and organizations to ensure that all budget concerns are addressed and resolved.
 - Regularly analyze financial status and make necessary corrections to ensure that a sound financial posture is maintained. (Review all invoices and sign checks to be countersigned by Treasurer).
- In cooperation with the Personnel Committee, formulate and implement effective personnel policies and procedures to facilitate personnel management.
 - Serve as principle spokesperson for policy and procedural interpretation.
 - Ensure that policies and procedures are uniformly administered.
 - Coordinate the performance review and salary administration process. Schedule reviews. Follow-up to ensure that appropriate action is taken.
 - Ensure that all personnel records are properly maintained and kept confidential.
 - Plan and direct the implementation and administration of all employee benefit programs.
 - Assume overall responsibility of supervising all administrative personnel of the church, including, but not limited to:
 - Administration – ensure that participants of various committees are notified of meetings, meeting room is arranged, supplies are available, etc. Coordinate all personnel and/or administrative records.
 - Finance
 - Food Services
 - Maintenance – Supervise the operations of all building maintenance and cleaning of all facilities. Organize and maintain a preventative maintenance program of all equipment necessary for the operation of the building.
 - Printing and Production – Oversee the production of newsletters/desktop publishing/graphics. Ensure that materials for various meetings are prepared and available in a timely manner; proof all documents to ensure accuracy.
 - Reception
 - Ensure that all non-ministerial positions are staffed with competent personnel who are capable of providing immediate and long range employment services to the church.
 - Ensure that all capital equipment is properly inventoried and accounted for on an up-to-date basis.

- Provide supervision to assigned committees.

KNOWLEDGE SKILLS AND ABILITIES:

- Acknowledge Jesus Christ as his/her personal Lord and Savior.
- Realize that his/her performance, dedication and attitude are under the scrutiny of both mature and weak Christians, as well as unbelievers. He/she must ensure that his/her actions reflect honorably on Christ and the church.
- Must demonstrate a working knowledge of word-processing, data base management and spread sheet programs.
- Must have an in-depth ability to investigate research and analyze data and make a sound decision based upon facts.
- Must have the ability to deal effectively and tactfully with Church personnel, members and the general public.
- Must be able to deal effectively with highly confidential information of a written or spoken nature.

Sample 1

MINISTER OF MUSIC

PRINCIPAL FUNCTION: The Minister of Music is responsible to the pastor for assisting the church in planning, conducting, and evaluating a comprehensive music program based on program tasks.

RESPONSIBILITIES:

- Direct the planning, coordination, operating, and evaluation of a comprehensive music program based on program tasks.
- Serve as chairman of the church music council; coordinate the Church Music Program with the calendar and emphases of the church.
- Lead in maintaining a church music council; train members of the council and all music leaders; guide the council in determining music program goals, organization, leadership, facilities, finances, and administrative procedures.
- Assist the pastor in planning congregational services of the church; be responsible for the selection of the music.
- Be aware of weddings and funerals to be held in the church; be available for counsel and arrange and provide music for special projects, ministries, and other church related activities in cooperation with appropriate individuals or groups.
- Direct music groups and congregational singing.
- Be responsible for enlisting and training leaders for the Church Music Program in cooperation with the church nominating committee.
- Supervise the work of all music leaders in the Music Program.
- Work in cooperation with appropriate persons including the nominating committee in selecting, enlisting, training, and counseling with song leaders, accompanists, and other musicians who serve in church program organizations.
- Coordinate the performance schedules of music groups and individuals in the functions of the church.
- Give direction to the Music Program plan of visitation and enlistment.
- Supervise maintenance of and additions to Music Library; provide musical materials, supplies, instruments, and other music equipment for use in the church's program.
- Keep informed on current music methods, materials, promotion, and administration, utilizing them where appropriate.
- Cooperate with associational, state convention and Southern Baptist Convention leaders in promoting mutual interest activities of the denomination and the church.
- Lead in using planning and evaluation guides.
- Coordinate the training and use of instrumentalists and vocalists in groups or as individuals.
- Plan, coordinate, and evaluate Family Ministry activities in the Church Music Program.
- Be informed of denominational goals, traditions, publications, materials, policies, and plans for employing them as they relate to the local church and its welfare.
- Prepare and administer the Music Program budget.

Sample 2

JOB DESCRIPTION FOR THE POSITION OF MINISTER OF WORSHIP/MUSIC

Principal Function: The principal function of the Minister of Worship/Music is to model, serve, and lead the body of Christ in worship, discipleship, and outreach through the music ministries of the church.

I. Administrative Leadership

1. Commit to positive relationships and communication with the pastor and other ministry staff leaders.
2. Commit to positive relationships with deacons, church lay leadership, and general church family.
3. Develop a long-range vision.
4. Establish goals for achieving that vision.
5. Organize, coordinate, communicate, implement, and evaluate total worship and music ministry.
6. Facilitate the budget of the entire worship and music ministry.
7. Mobilize the necessary resources for the music ministry.
8. Maintain and supervise equipment and instruments.
9. Staff the music ministry leadership.
10. Coordinate and approve music for worship, funerals, and weddings.

II. Congregational Leadership

1. Work with the pastor and other worship leadership in developing and implementing meaningful worship experiences for the congregation.
2. Develop and lead the congregation in Biblical worship education.
3. Coordinate music for revivals and other church-wide emphases.
4. Coordinate specialized music education opportunities (i.e., music academies, leadership training, etc.).

III. Choral Leadership

1. Children
 - a. Enlist and develop children's choir ministry leadership.
 - b. Coordinate and promote children's choir ministry.
 - c. Be personally involved in children's choir ministry.
2. Youth and Adult
 - a. Supervise choral ministry development and enlistment.
 - b. Supervise development and promotion of age-group ensembles.
 - c. Be involved in the development of individual musicians through vocal training, literature input, and discipleship.

IV. Instrumental Leadership

1. Accompanists
 - a. Provide training opportunities and resources.
 - b. Provide consistent communication.
2. Other instrumentalists
 - a. Coordinate the enlistment, development, and training of Instrumentalists for ministry through solo work, ensembles, orchestras, and praise bands.
 - b. Coordinate music selection.
 - c. Coordinate the scheduling of all instrumental ministry activities.

V. Ministerial Leadership

1. Personal (pastoral) Care
 - a. Be aware of spiritual needs of ministry area.
 - b. Be consistent in contacting membership (phone calls, e-mails, visitation).
 - c. Be active in discipleship and encouragement.
 - d. Be involved in assisting those called to music ministry.
2. Outreach and Missions
 - a. Be involved in visitation and outreach ministries.
 - b. Be an active participant in Southern Baptist Convention causes.
 - c. Be actively involved in the community.
 - d. Activate the music ministry in missions through service projects and tours.

VI. Personal Leadership

1. Spiritual and Professional Development
 - a. Possess a commitment for ongoing skill development through state convention training opportunities, seminary studies, or other conferences and workshops.
 - b. Possess a commitment for continued discipleship, accountability, and Biblical stewardship.
2. Family
 - a. Spend quality and adequate time with family.
 - b. Understand and practice Biblical family values.
 - c. Fulfill the role of Godly husband and father.
 - d. Practice sound financial habits.
3. Health and Leisure
 - a. Commit to good physical health.
 - b. Commit to a positive and professional appearance.
 - c. Commit to personal time for rest, recreation, and pursuit of hobbies.

Sample 1

Minister of Education

Principal Function: The Minister of Education is responsible to the Pastor for assisting the church program organizations, except the church music program, in planning, conducting, and evaluating comprehensive educational programs based on program tasks.

Responsibilities:

- Lead the church in planning, conducting, and evaluating a comprehensive program of Christian education.
- Serve as educational resource person and advisor to the leaders of the following church program and service organizations: Sunday School, Church Training, WMU, Brotherhood, Church Library, and Church Recreation.
- Serve as educational resource person and advisor to the committees of the church, as requested.
- Coordinate the production of church publications by preparing and editing copy and supervising and printing.
- Lead in congregational services, as requested.
- Develop special educational and training projects, such as camps, retreats, and study seminars, for various age groups within the congregation.
- Lead the church to be aware of the educational and curriculum materials available and lead the church to choose the most suitable.
- Assist the pastor in planning and evaluating congregational services, as requested.
- Serve on the church council.
- Supervise age group directors.

Sample 2

Minister of Education

Responsibilities:

- Lead in the establishment of an effective and comprehensive educational program for the church.
- Coordinate with Sunday School, Discipleship Training, Mission organizations, Music Ministries, and other organizations in planning, training, and educational experiences for church.
- Challenge all church members with new learning experiences.
- Plan educational experiences that support the church's mission statement and spiritual goals and objectives.
- Plan and coordinate special educational opportunities for church members, i.e. retreats, Ridgecrest, etc.
- Coordinate with department heads and other staff to recruit, train, and support qualified leaders and teachers.

- Coordinate with the Pastor and other staff to ensure the integration of activities and educational opportunities.
- Provide innovative and useful educational resources.
- Have knowledge of the available resources and materials for church education.
- Ensure all needed materials are ordered and available in a timely manner.
- Strengthen and expand personal educational knowledge and skills.
- Keep informed of methods, materials, principles, procedures, opportunities, and as relating to the church's educational programs.

EVANGELISM/OUTREACH

The church Evangelism program has three tasks or duties:

- **Engage the church in evangelism by developing a comprehensive church strategy of evangelism.** The church must take seriously the Lord's commission to evangelize its community and the people of the world. Therefore the church must have a strategy and process to fulfill this commission. The Evangelism Director is responsible for assisting the pastor in developing a comprehensive church strategy of evangelism. To develop a strategy means to plan a major course of action, usually including objectives, goals, action plans and necessary resources to achieve the goals.

The Evangelism Director is to:

- Guide the Evangelism council to formulate a statement of evangelistic purpose for the church.
 - Define the biblical theology of evangelism.
 - Help create an atmosphere for evangelism through prayer for spiritual awakening and renewal.
 - Lead the council to discover and meet evangelistic needs, to attend meetings on evangelism and to help improve council performance.
 - Cooperate with other church program leaders in permeating all organizations with evangelistic emphases. Work with organizational representatives.
 - Schedule and preside at Evangelism council meetings.
 - Serve on the church council and coordinate all evangelistic activities.
 - Request financial resources from the budget-planning committee.
 - Seek assistance from, and cooperate with, associational, state convention and Southern Baptist Convention Evangelism leaders.
- **Involve church members in doing personal evangelism.** This task is to enlist, equip and engage people in personal evangelism.
The Personal Evangelism director is to:
 - Assist the pastor and Evangelism council in planning and implementing a strategy to train and multiply witnesses for Christ.
 - Use one or more witness training processes in the church.
 - Enlist and equip church members in personal witnessing skills.
 - Develop a plan for relational evangelism to cultivate lost people for Christ.
 - Encourage church members to pray for the lost by name.
 - Promote evangelistic visitation in the church and its organizations.
 - Implement a strategy if needed for target group evangelism, such as children, youth, singles, young adults, senior adults, families, women, ethnics and blacks.
 - Enlist and supervise Evangelism specialists as needed.
 - Follow up new Christians to assure they have opportunity for spiritual growth and development.
 - **Reach people for Christ through special events and mass evangelism.** This task is to present the gospel of Christ, in cooperation with other programs, through special events such as media,

recreation, resort evangelism, Scripture and literature distribution and mass evangelism in revivals, crusades, rallies and marketplace and institutional evangelism.

The Mass Evangelism director is to:

- Assist the pastor and Evangelism council in planning and implementing a church strategy of mass evangelism.
- Lead the church in studying its evangelistic possibilities.
- Discover and cultivate evangelistic prospects, in cooperation with other program organizations.
- Establish and maintain an up-to-date list of evangelistic prospects.
- Develop events or projects to reach certain target groups through revivals, crusades, media, Scripture and literature distribution, etc.
- Go outside the church building to the marketplace to present the gospel of Christ in resort areas, institutions and on campuses.
- Enlist and supervise Evangelism specialists as needed.

Organizational Representatives

- Sunday School
 - Inform Evangelism council of Sunday School activities related to evangelism.
 - Report evangelistic plans to Sunday School council
 - Provide input to help church plan to evangelize the lost.
- Church Training
 - Relay Church Training evangelistic plans to Evangelism council
 - Seek to work out ways of cooperating and coordinating the equipping of church members in evangelistic actions.
- Church Music
 - Work with Evangelism council to use music in evangelizing the lost.
 - Help the church to develop music in worship services that will create an atmosphere conducive to evangelism.
- Brotherhood
 - Inform council of Brotherhood efforts and programs in Evangelism.
 - Represent evangelistic requests to Brotherhood and report Brotherhood response actions.
 - Perform actions requested by the Evangelism council beyond Brotherhood representation.
- Woman's Missionary Union
 - Keep possibilities for personal witnessing before the WMU and provide organizations an up-to-date list of prospects.
 - Serve as liaison between WMU and the Evangelism council.
 - Encourage and assist age level organizations and group leaders in providing personal witness training for leaders and members.

Evangelism Specialists

Evangelism specialists should be trained to meet specific church evangelism needs. Associational, state convention and North American Mission Board personnel can provide expertise and materials to help train Evangelism specialists. Contact them for additional information.

Evangelism specialists should be enlisted and trained by the pastor and Evangelism council. Usually only larger churches need them and no church needs one in all areas. Some areas where an Evangelism specialist may be helpful are:

Evangelistic prospect discovery	Blacks
Witness training	Children
Renewal	Ethnics
Spiritual Awakening	Families
Relational Evangelism	Single adults
Revival preparation	Senior adults
Media	Women
Literature	College students
Bus	Youth
Marketplace	Resorts
Institutions	Follow-up

These specialists, when selected, are supervised by the Mass and Personal Evangelism directors.

PLANNING AN EVANGELISM STRATEGY FOR THE CHURCH

Planning an evangelism strategy for the church can be compared to baking a cake.

There are certain basic things that must be done to produce a good cake:

- Make a commitment to bake the cake
- Decide what kind of cake to bake
- Gather the necessary ingredients
- Put them in the proper sequence
- Mix them together in the right proportions
- Cook the cake at the right temperature for the right length of time
- Prepare and add icing to enhance the taste of the cake

The church Evangelism council is responsible for involving the church in planning an evangelism strategy. To develop and implement an effective Evangelism program in the church, principles similar to making the cake apply.

There are certain ingredients every Evangelism program must have to be successful:

- Create a spiritual atmosphere (prayer, renewal, worship services)
- Locate and cultivate evangelistic prospects (people search, build witness relationships, outreach Bible study)
- Enlist and train (TELL witness training. Lay Evangelism School, Continuing Witness Training, Training Sunday School Workers in Evangelism)
- Prepare adequately for evangelistic services and special evangelistic events. (Enlist and train the revival committee to conduct an eight-day revival. Enlist and train persons who will sing, do drama, be clowns or do puppets.)
- Follow-up new Christian (Survival Kit, witnessing training, enroll in church organizations).

These ingredients must be used in the right sequence and at the right time for maximum effectiveness. The Evangelism council must plan a comprehensive Evangelism program that will equip the saints spiritually and skillfully to present the gospel directly to persons in every dwelling place in the community. This is the goal of Bold Mission Thrust and, more important, this is what Jesus commissioned us to do.

SAMPLE

MINISTER OF SINGLE ADULTS

PRINCIPAL FUNCTION: The minister of single adults is to serve as the primary staff resource person for ministries with single adults. This person will assume specific responsibilities for meeting needs of single adults. The minister will develop and work with appropriate organizational structures to build, maintain, and expand a comprehensive and coordinated ministry with, to, for, and through single persons. This includes persons who are never married, divorced, widowed, and single parents. The minister of single adults is directly responsible to the personnel committee and the pastor (or minister of education) with associate responsibilities and relationships to other staff members in their particular areas of specialization.

Specific Guidelines:

- To create and promote a better understanding of never-married, divorced, widowed persons, single parents, separated persons, and their needs.
- To build and continue a program of ministry that meets the specific needs of single adults in the areas of socialization, spiritual directions, learning opportunities, service opportunities, and services needed.
- To work through the Single Adult Council to coordinate church programs and emphases which relate to single adults.
- To work together with staff, leaders with single adults, and single adults to integrate the single adults into the life and ministries of the church and congregation.
- To utilize existing and new methods of reaching single adults for Jesus Christ and church membership.
- To implement special ministries according to specific needs of never-married, divorced, widowed persons, single parents, and separated persons.
- To develop and implement annual budget for the ministry to single adults.
- To attend conferences and seminars to further develop skills for ministry.
- To maintain an awareness of new resources and developments which relate to needs of the target group.
- To service as a liaison with community agencies and services that offer help related of need areas of single adults.
- To serve as a resource to other congregations in helping develop their ministries with single adults.
- Serve in a counseling role as needed, officiate at weddings and funerals as requested, serve in pastoral and crisis situations as needed.

Sample 1

Minister to Students (Youth)

Principal Function: Work with pastor, staff, students, and their parents to develop, implement, and lead a ministry for students (6th grade through college) and their family, that equip and enables students to know Jesus Christ as their Lord, and to grow spiritually.

Responsibilities:

- Administrative
 - Establish and direct an effective Sunday School ministry for students.
 - Take responsibility for training of all leadership in the student ministry.
 - Cooperate with the nominating committee to enlist workers for all student programs.
 - Lead in cooperation with Minister of Education in curriculum selection and evaluation.
 - Develop budget for Student Ministry.
 - Coordinate with the pastor, staff, church council, and area schools in planning a church calendar.
 - Coordinate the planning of all student activities and cooperate with the Minister of Praise in Youth Choir activities.
 - Establish and maintain routine communications with parents.

- Ministerial
 - Lead students in faithful participation in worship activities.
 - Organize and lead a student outreach ministry that focuses on evangelism and discipleship.
 - Cooperate with the local BSU Director in planning college activities and providing church support.
 - Support the development of a student ministry on the middle, high school, and local college campuses.
 - Provide training and opportunities for students to discover and develop their spiritual gifts, encouraging them to utilize these gifts in the service of Christ's Body.
 - Plan and administer student activities that promote spiritual growth, Christian values, Christian fellowship, Bible study and family enrichment.
 - Counsel students, parents, and student's leaders as needed.
 - Promote respect for authority, for parents and for each other.
 - Recognize student's accomplishments and achievements.
 - Be an effectual Christian role model for students.

- Personal
 - Follow regular practice for equipping self spiritually, emotionally, mentally, and physically.
 - Pursue personal spiritual growth through private devotional time.
 - Maintain, as a priority, a right relationship with God, spouse, and family.
 - Attend all worship services.

- Other
 - Perform other duties as assigned by Pastor.
 - Serve on Church council.

Time Management:

- Schedule regular conference hours at church office, giving consideration to Saturday and after school to accommodate students and their parents.
- Take two days off each week for rest and relaxation.

Relationships:

- Directly responsible to the Pastor for functional duties.
- Cooperate with other staff members to complement and integrate their ministries in a total team effort.
- Cooperate with the local association and state denominational leaders in student programs and activities.
- Coordinate the student ministry with other church ministries to establish and realize common goals.

Sample 2

Minister to Students (Youth)

Purpose: The Minister of Students is responsible to the Pastor for the development, promotion, and execution of the student ministry. All such church-oriented student programs would be designed to provide fellowship and opportunities for Christian growth to the following age groups: Children (Grades 1-5), Middle School (Grades 6-8), High School (Grades 9-12), and college.

Duties:

- Organize and promote activities such as retreats, service projects, mission tours, Youth week programs, children's church, fellowships and conferences that will enhance spiritual growth. Coordinate all student activities with the church staff and Church Council.
- Work with Student Ministries Council to evaluate student activities.
- Maintain communications among parents, students, and leaders regarding the student program through such vehicles as the church newsletter.
- Promote the student programs during the regularly scheduled meeting times.
- Serve on the Church Council, First Aid and Scholarship committees.
- Determine the yearly budget requirements of the Student program in conjunction with the Student Ministries Council.
- Serve as the staff person through which the Puppet Ministry of the church operates.
- Make hospital and homebound member visits on a rotating basis with other ministerial staff members.
- Coordinate with Preschool Director to provide childcare for Grades 1-5 for church functions including but not limited to Parents' Night Out, Wednesday evenings, and Sunday School socials.
- Supervise the Student Summer Missions workers.
- Serve as the staff liaison to all Sunday School groups and mission groups that relate to students.
- Consult with the Minister of Education/Outreach on the Vacation Bible School program.
- Counsel with students and parents.

General: Other duties as may be assign by Pastor

Sample 3

Associate Pastor of Youth

Principal Function: The Minister of Youth is responsible to the church under the direction of the Youth Committee for planning, coordinating, directing and evaluating the youth educational ministry of the church.

Responsibilities:

- Plan, coordinate, direct and evaluate the youth ministries of the church through the Youth Committee of the church.
- Work with youth division leaders to plan a program for leading youth to acknowledge of the plan of salvation and to develop them in Christian nurture.
- Assist organizational leaders in the enlistment, training and guidance of youth division leaders to achieve the purposes of the church in youth education.
- Lead in planning and conducting special age-group activities and programs appropriate for the spiritual growth of the youth of the church including retreats, drama, conference center meeting, camps, fellowships, banquets, mission activities, and so forth.
- Coordinate the work of the youth division with the music and activities program.
- Promote a regular program of visitation for the youth division in cooperation with the overall church program of outreach.
- Participate in the staff visitation program to prospective members, potential leaders, and hospital and crisis visitation as it relates to the youth division.
- Study and make recommendations for needed changes in the youth division such as organizational changes, space use changes, equipment and furnishings needs and policies and procedures of operation.
- Prepare the annual budget for needs of the youth division in cooperation with the Youth Committee and administer the approved budget according to policy.
- Study new material, program, curriculum, and educational methods for youth and make recommendations when feasible.
- Serve as member of the church council representing the areas of youth.
- Visit campuses of junior and senior high schools with permission of appropriate authorities for personal contact and counseling with students.
- Maintain on-to-one contact with individual youth in all phases of the work.
- Perform other duties as assigned by supervisor.

Sample 4

Director of Youth Work

Principal Function: The Director of Youth Work is responsible to the Minister of Education for assisting church program organizations to develop a comprehensive program of youth education. He consults with other staff members concerning activities, policies, and procedures that relate to their areas of responsibility.

Responsibilities:

- Advise with program organization leaders to enlist youth workers.
- Conduct special training projects for youth workers in proper relationship to the church training program.
- Advise in the use of program materials, equipment, supplies, and space by youth groups in all church program organizations.
- Work with the director of library services and the director of the recreation service to provide needed services.
- Assist with planning and conducting special projects (such as camps and retreats) for youth program organization groups.
- Work with organization leaders to coordinate visitation for the youth division, and lead workers to visit prospects and absentees.
- Work with program leaders and teachers and appropriate staff members to resolve philosophical, procedural, and scheduling programs in the youth division.

SAMPLE

DIRECTOR OF RECREATION

PRINCIPAL FUNCTION: The Director of Recreation is responsible to the Minister of Education for leading the church in planning, conducting, and evaluating a program of recreation for church members and other persons in the community.

RESPONSIBILITIES:

- Direct the planning, coordination, conducting, and evaluation of recreation activities in the church.
- Coordinate and administer activities in the church's recreation center, as assigned by the church.
- Work with the Church Nominating Committee to recruit and enlist workers for the church's recreation program.
- Plan and coordinate training for all volunteer recreation workers, in proper relationship to the church training program.
- Serve as ex-officio member of the church council and coordinate the recreation activities with the calendar and emphases of the church.
- Serve as recreation resource person and advisor to organizations of the church, as requested.
- Lead the church to provide equipment and supplies needed in the recreation activities.
- Supervise the inventory, care, repair, and storage of recreation equipment and supplies.
- Provide representation for the church in planning, conducting, and evaluating recreation activities that involve other churches and groups.

SAMPLE

DIRECTOR OF CHILDREN'S WORK

PRINCIPAL FUNCTION: The director of children's work is responsible to the minister of education for assisting church program organizations to develop a comprehensive program of childhood education. He consults with other staff members concerning activities, policies and procedures that relate to their areas of reasonability.

RESPONSIBILITIES:

- Advise with program organization leaders to enlist children's workers.
- Conduct special training projects for children's workers in proper relationship to the church training program.
- Advise in the use of program materials, equipment, supplies, and space by children's groups in all church program organizations.
- Work with the director of library services and the director of the recreation service to provide needed services.
- Assist with planning and conducting special projects (such as camps and retreats) for children's program organization groups.
- Work with organization leaders to coordinate visitation for the children's division, and lead workers to visit prospects and absentees.
- Work with program leaders and teachers and appropriate staff members to receive philosophical, procedural, and scheduling problems in the children's division.

SAMPLE

MINISTER OF CHILDREN/DIRECTOR OF CHILDREN

FUNCTION: The Minister of Children/Director of Children is to lead the children of the church to fulfill its mission faithfully, effectively and lovingly.

ACCOUNTABILITY: The Minister of Children/Director of Children is accountable to the Pastor, Personnel Team and Church Body.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- **PLANNING:**
He/she will lead in the development of an annual church calendar.
He/she will lead in a long range plan for the Children's Department
He/she will assist in staff planning.
- **TRAINING:**
He/she will endeavor to take advantage of pertinent and reasonable training opportunities as to stay on the "cutting-edge" of leading the children of the church.
He/she will strive to provide periodic but adequate training for Children Team Leaders to equip them to effectively accomplish their assigned tasks.
He/she will assist in training opportunities church-wide for growth of the church.
- **REPORTING:**
He/she will report for regular staff meetings with Pastor. He/she will report annually with the Personnel Team. These meetings should include his work and assessment of the Children's Department.

BUDGET: He/she will work with Pastor to provide the budget team with a prepared annual budget that will challenge the children of the church to grow spiritually and be disciplined.

STAFF:

He/she will participate in regular staff meetings.
He/she will communicate fully concerning the work of the Children's Department make reviews, assignments, and delegate responsibilities as needed.
He/she will endeavor to use a team concept in staff relations welcoming input from all staff members.
He/she will be responsible for working with any designated committees to prepare and keep updated the work of the church.

QUALITY EXPECTATIONS:

He/she will look for and suggest ways to improve the quality of the Children's Program.
He/she will treat guests, visitors, and volunteers with care, courtesy, and respect.
He/she will try to listen effectively and communicate appropriately with others.
He/she will encourage and recognize initiative, responsibility and positive input which contributes to quality improvement.
He/she will show support for changes in decisions made.

He/she will demonstrate flexibility and cooperation in working with others.

He/she will give and accept feedback appropriately.

He/she will use all resources in a cost-effective manner while maintaining the highest level of quality.

He/she will use work time productively.

He/she will establish networks and seek information from many sources.

SAMPLE

DIRECTOR OF PRESCHOOL WORK

PRINCIPAL FUNCTION:

The director of Preschool work is responsible to the Minister of Education for assisting church program organizations to develop a comprehensive program of preschool education. He consults with other staff members concerning activities, policies and procedures that relate to their areas of responsibility.

RESPONSIBILITIES:

- Advise with program organization leaders to enlist preschool workers.
- Conduct special training projects for preschool workers in proper relationship to the church training program.
- Advise in the use of program materials, equipment, supplies, and space by preschool groups in all church program organizations.
- Work with the director of library services and the director of the recreation service to provide needed services.
- Assist with planning and conducting special projects (such as camps and retreats) for preschool program organization groups.
- Work with organization leaders to coordinate visitation for the preschool division, and lead workers to visit prospects and absentees.
- Work with program leaders and teachers and appropriate staff members to resolve philosophical, procedural, and scheduling problems in the preschool division.

Sample

NURSERY COORDINATOR

PRINCIPAL FUNCTION:

The Nursery Coordinator is responsible to the Minister of Education for the care of Preschool children during church-sponsored activities. This person is employed or discharged by the Minister of Education with the concurrence of the Pastor, Church Nursery Committee, Personnel Committee, and Deacons.

RESPONSIBILITIES:

- Work closely with the Nursery Committee and its Chairperson in seeing that Nursery Policies are carried out in all of our church's Preschool Programs.
- Be involved in, and encourage all volunteer workers to be involved in, training opportunities that will lead them to be more effective leaders of Preschoolers.
- Enlist and maintain a sufficient number of volunteer workers in conjunction with the Minister of Education. A copy of the list of volunteer workers should be kept in the church office.
- See that an adequate number of volunteer workers are provided for all activities that require care of Preschool children. (Exceptions include those time that other church organizations provide teaching sessions for Preschoolers.)
- The following activities will usually need volunteer workers:
 - Sunday morning worship for birth through three-year olds.
 - Sunday evening worship for birth through three-year olds.
 - Wednesdays for birth through two-year old children only, for Graded Choir workers, and for birth through five-year olds for all other activities, as needed.
 - Wednesday evenings for Preschool children of Adult Choir participants only, during Adult Choir rehearsal.
 - During revival services, January Bible Study, and Sunday School Preparation Week.
 - During church-wide special events when Preschool care is needed.
 - Prepare quarterly, a list of volunteer workers, who will provide Preschool care for all activities during the upcoming quarter. The list will include places, times, and dates of service for each volunteer worker. It will be mailed to each volunteer no less than two weeks prior to the beginning of the quarter. Should conflicts arise, volunteer workers should notify the Nursery Coordinator as soon as the list is received so arrangements can be made. A copy of the quarterly list of volunteer workers should be kept in the church office.
 - Send cards to, or telephone each worker, during the week prior to their time of service to remind workers of their responsibilities.
 - Prior to each activity that Preschool volunteer workers are needed, the Nursery Coordinator will make a personal check of each room. This will insure that all furnishings are in good shape and in place and that an adequate number of volunteer workers is provided.

SAMPLE

EDUCATIONAL SECRETARY

PRINCIPAL FUNCTION: The educational secretary is responsible to the Minister of Education for performing secretarial duties related to the educational ministries.

RESPONSIBILITIES:

- Maintain Sunday School and Church Training, WMU, and Brotherhood records and files; compile and type reports as requested.
- Perform stenographic work for the education staff.
- Serve as receptionist and answer the telephone.
- Maintain corrected copy of the church calendar.
- Maintain master church membership and educational files.
- Prepare stencils and operate duplicating machines.
- Maintain church mailing lists; address and mail weekly church publication.
- Maintain prospect and visitation file.
- Maintain training files for church training program.
- Compile literature orders; open and check literature.
- Inventory office supplies and requisition needed supplies after consultation with Minister of Education.
- Train and supervise volunteer clerical workers, as needed.
- Perform other responsibilities, as assigned.

SAMPLE

FINANCIAL SECRETARY

PRINCIPAL FUNCTION: The Financial Secretary is responsible to the business administrator for maintaining the church financial records and for preparing periodical financial reports.

RESPONSIBILITIES:

- Receive, assist in counting and depositing all church offerings according to church policy. *
- Post receipts and disbursements of all accounts according to the financial system.
- Post offerings weekly to individual accounts; file envelopes.
- Prepare bank reconciliation statements monthly.*
- Prepare financial reports for the Finance Committee, and church business meetings, prepare and cut stencils for monthly and annual financial statements.
- Make quarterly and annual government reports.
- Check and total all invoices when approved; inform responsible persons of the budget expenditures.
- Receive and answer queries concerning financial matters; maintain file of invoices, correspondence, and reports.
- Prepare and issue checks in accordance to church policy. *
- Mail pledge cards, stewardship letters, and envelopes to new members.
- Requisition and prepare all forms and records for the annual stewardship emphasis.
- Perform other responsibilities, as assigned.

The receiving and disbursing of funds should not be done by the same person. This insures protection of both the individual and the church issue checks in accordance to church policy.

SAMPLE

ORGANIST-MUSIC ASSOCIATE

PRINCIPAL FUNCTION: The organist-music associate is responsible to the Minister of Music for serving as organist of the church and assisting in the music ministry, as requested.

RESPONSIBILITIES:

- Play for all services of the church, both regular and special
- Serve as accompanist for choirs, ensembles, and soloists in regular and special rehearsals and performances, as assigned
- Play for weddings and funerals, as requested, and with the approval of the Minister of Music
- Assist the Minister of Music, if requested, in planning worship services, choir rehearsals, and special music events
- Assist the Minister of Music, if requested, in planning and giving direction to a training program designed for developing organists and pianists in the church
- Serve as secretary to the Minister of Music (if no music secretary is available)
- Prepare workbooks and study materials for the graded choirs, as assigned
- Perform other responsibilities, as assigned

SAMPLE

CUSTODIAN

PRINCIPAL FUNCTION: The full-time custodian is responsible to the Minister of Education/Administration for the upkeep, cleanliness, and orderliness of all church buildings, grounds, and equipment. He is employed and dismissed by the Minister of Education/Administration with the concurrence of the Pastor, Personnel Committee, and Deacons.

RESPONSIBILITIES:

- **Church Programs:** The full-time custodian is a vital part of the various programs of this church. He is responsible for making sure that rooms are set up, that the temperature is comfortable, and that necessary equipment is in place. This area of responsibility insures that those involved in the program can concentrate on the content and not be distracted by inadequately prepared facilities.
 - Acquire knowledge of program events by attending weekly staff calendar meetings and by consultation with the Minister of Education/Administration and/or the Church Secretaries.
 - Set up assembly, classrooms, and worship areas for regular activities.
 - Open and close buildings on Wednesday nights at agreed upon times.
 - Operate heating, cooling, and ventilating equipment on an agreed upon schedule to maintain comfortable temperatures.
 - Prepare baptistry for use as directed and clean following use.
 - Move furniture and equipment and set up tables and chairs for suppers.
 - Assist when facilities are used for weddings and funerals (except Friday evening through Sunday). (Extra remuneration for weddings will be paid according to church policies)
- **Program Support:** Many responsibilities of the full-time custodian do not relate directly to a specific program but help to undergird the total program and insure the smooth functioning of the church.
 - Open and close buildings daily as directed.
 - Check with the church office twice daily for special assignments.
 - Mow grass, edge walks and curbs, and trim shrubbery; maintain clean walkways, entrances, parking areas, and grounds.
 - Empty garbage cans daily.
 - Sweep and mop hallways and fellowship hall floors as scheduled.
 - Buff, strip and wax all floors and clean baseboards as scheduled.
 - Clean carpeted floors as scheduled.
 - Wash walls and windows as scheduled.
 - Request cleaning and maintenance supplies and equipment as needed.
 - Maintain neat, orderly supply closets and storage areas.
 - Work with the maintenance foreman to make minor electrical, plumbing, carpentry, and equipment repairs.
 - Recommend additional major maintenance and repair work as needed.

SAMPLE

DIRECTOR OF ADULT WORK

PRINCIPAL FUNCTION: The director of adult work is responsible to the minister of education for assisting church program organizations to develop a comprehensive program of adult education. He consults with other staff members concerning activities, policies, and procedures that relate to their areas of responsibility.

RESPONSIBILITIES:

- Advise with program organization leaders to enlist adult workers.
- Conduct special training projects for adult workers in proper relationship to the church training program.
- Advise in the use of program materials, equipment, supplies, and space by adult groups in all church program organizations.
- Work with the director of library services and the director of the recreation service to provide needed services.
- Assist with planning and conducting special projects (such as camps and retreats) for adult program organization groups.
- Work with organization leaders to coordinate visitation for the adult division, and lead workers to visit prospects and absentees.
- Work with program leaders and teachers and appropriate staff members to resolve philosophical, procedural, and scheduling problems in the adult division.

SAMPLE

THE CHURCH CLERK

1. The Clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided.
2. The Clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms.
3. The Clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these by-laws.
4. The Clerk shall be responsible for preparing the annual letter of the church to the association.
5. The church may delegate some of the clerical responsibilities to a church secretary who will assist the elected Clerk. All church records are church property and shall be kept by the church.
6. The church Clerk will be responsible for the minutes of each business meeting and for the corrections and updating of all changes to the church by-laws and policies.

SAMPLE

The Sunday School Director

Principle Function: The Sunday School Director serves as the general administrative leader of a church's Sunday School. This person is responsible for coordinating the work of all Sunday School classes and departments. The Sunday School Director leads the Sunday School Planning Team in planning, organizing, enlisting, and equipping leaders, and in mobilizing members to achieve goals toward the Sunday School's stated objectives. As your Sunday School ministry expands in size and scope, additional leaders may be needed or desired to deal with specific responsibilities that are assigned to the Sunday School Director. These people may become members of the Sunday School Planning Team and would be responsible to the Sunday School Director.

Major Responsibilities:

- Meet regularly with the Sunday School Planning Team.
- Communicate goals and actions to leaders and participants and evaluate progress.
- Lead in developing an effective organization that facilitates spiritual transformation.
- Lead in efforts to call participants into service and in enlisting and developing new leaders.

SAMPLE Associate Pastor/Pastoral Care

Principle Function

The Associate Pastor/Pastoral Care is responsible to the Church and Senior Pastor for ministries in pastoral care. This includes personal and group types of counseling, preaching, teaching, visitation, and other general pastoral responsibilities associated with the Senior Pastor's ministry responsibility.

Responsibilities

- Design, implement, and maintain a new member assimilation process.
- Serve with committees as assigned by the Senior Pastor.
- Oversee special events sponsored by the church including revivals, conferences and special events.
- Administer the Evangelism/Outreach and Visitation programs of the church.
- Provide pastoral care to the ill and bereavements by coordinating a ministry plan (i.e., hospital visitation, surgery visitation, etc.)
- Recommend, enlist, and supervise the following employees:
 - Senior Adult Director
 - Single Adult Director
 - Counselors
 - Evangelism Secretary
 - Receptionist
 - Financial Administrator
- Work with facilities development process – new facilities and renovations.
- Preach periodically, as requested by the Senior Pastor
- Perform other duties, as assigned by the Senior Pastor.

SAMPLE Minister of Education/Administration

Principal Function

The Minister of Education/Administration is responsible to the Pastor for the development and promotion of effective programs, which implement the established purposes of this church under the Lordship of Jesus Christ. As such, he coordinates the staff ministries and organizational activities, which undergird and facilitate these programs. He is called or discharged by the church with the consultation and concurrence of the Pastor. Responsibilities of the job include the following:

Responsibilities

Christian Education: Cooperate with the Pastor in guiding a long-range planning process particularly at the point of translating purposes and goals into specific objectives and programs. Design creative strategies of educational ministries for recommendation to the Pastor, and through him to the church, leading to the improvement of existing programs or to the inauguration of new programs. Evaluate the results of programs and the extent to which priorities have been observed.

- Direct the planning, organizing, conducting, coordinating, and evaluating of a comprehensive ministry of Christian education and discipleship through the Sunday School, Church Training, Woman's Missionary Union, Brotherhood, and other church programs and organizations.
- Develop a program in cooperation with the church nominating committee to discover, enlist, motivate, and train volunteer leadership for church programs.
- Organize and direct an outreach program on a church-wide basis that is definite and continuous, maintaining accurate and up-to-date prospect files through supervised personal visitation for the purpose of leading persons to God through Jesus Christ.
- Serve as a member of the Church Council.
- Develop and maintain, with the assistance of all other ministerial staff members and the Church Council, a coordinated church program and activities calendar including planning for seasonal quarters, annual calendar, five-year and ten-year long-range planning.
- Supervise the ordering, maintaining, and dispensing of all program literature and materials including the Church Media Center.
- Keep abreast of the best in educational methods, programs, and procedures through personal study and attendance at clinics, conferences, and assemblies.
- Cooperate with association, state, and national denominational leaders in promoting activities and programs of shared Christian concerns.

Church Support Ministries: Cooperate with the Pastor in administering the church support ministries needed to expedite the total church program. Design, recommend, execute, and evaluate more efficient methods and procedures for the support ministries of the total church program. Assist the Pastor in areas of proclamation, pastoral ministries, and administration as he might request. Serve as the acting administrator of the church on behalf of the Pastor when so designated by the Pastor.

Church Communication and Public Relations

- Supervise the editing of all church publications, including the weekly church paper, brochures, and other printed materials.

- Serve as the staff public relations officer in such matters as advertising and hospitality for visiting groups meeting in the church facilities.
- Develop ways to extend the impact of the church through such instruments as tape ministry, radio and television spots, newspaper ads, and other community media.
- Direct the use of bulletin boards and other channels of internal church communications.

Church Office Services

- Recommend to the Pastor personnel policies for all clerical and manual employees.
- Supervise the Educational Secretary and through her all records pertaining to church programs and assigned administration areas.
- Supervise the purchasing and maintenance of all office supplies, furnishings and equipment.

Church Stewardship and Financial Resources

- Supervise the Financial Secretary.
- Develop a mature stewardship program for continuous support of the unified church budget and special mission offerings.
- Lead in the preparation and promotion of the annual budget.
- Exercise budget control through sound procedures for purchasing, disbursements, accounting, and auditing.

Church Buildings and Grounds

- Supervise the Maintenance Foreman, Church Custodian, Building Maids, and Director of Food Services.
- Oversee the maintenance, improvement, and efficient utilization of the buildings, grounds, equipment and utilities.

SAMPLE Minister of Education and Outreach

Principal Function

The Minister of Education and Outreach is responsible to the church for providing staff leadership for the entire church education and outreach programs. This involves assisting church program leaders in planning, conducting, and evaluating a comprehensive Christian education and outreach program in support of the mission and objectives of the church.

Responsibilities: Education

- Lead the church in planning, conducting, and evaluating a comprehensive program of Christian education.
- Serve as education resource person and advisor to the leaders of church program and service organizations; such as, Sunday School, Discipleship, Woman's Missionary Union, Brotherhood, church media library, and church recreation.
- Serve as education resource person and advisor to the committees; train workers, conduct regular weekly planning meetings.
- Develop Christian education and training projects; such as, camps, retreats, and study seminars for various age groups within the congregation.
- Inform the church of the education and curriculum materials available, and assist the church in selecting those materials.
- Assist the Pastor in planning, conducting, evaluating the worship services and filling the pulpit as required.
- Prepare articles, news releases, and promotional materials to communicate program plans, projects, activities, and events.
- Engage in a continuing plan of self-developments, methods, and materials related to the education program.
- Keep abreast on current developments, methods, and materials related to the education program.
- Cooperate with other staff workers in promoting church-wide projects and goals.
- Cooperate with the association, state and denomination leaders in promoting activities of mutual interest.
- Serve on the Church Council.
- Annually in July prepare annual plan for Pastor.
- Prepare and recommend an annual education program budget for approval; administer approved budget.
- Perform other duties as assigned.

Responsibilities: Outreach

- Plan, organize, direct, and promote a regular church-wide outreach effort.
- Serve as outreach resource person to the leaders of church program and service organization.
- Serve as outreach resource person to publicize the church through media and advertising.
- Organize and implement special outreach events to the community.
- Enlist, train, and involve church members in visitation to prospects and church members.
- Enlist, train, and coordinate Greeter Ministry.

- Maintain and expand ministry skills and personal development through seminars and continuing outreach. Keep informed on methods, materials, principles, procedures, promotion, and administration as related to the outreach program.
- Engage in a continuing plan of self-developments, methods, and materials related to the outreach program.
- Keep abreast on current developments, methods, and materials related to the outreach program.
- Prepare and recommend an annual outreach program budget for approval; administer approved budget.
- Perform other duties as assigned.

Job Qualifications:

- **Education:** College and seminary graduate; major in religious education
- **Experience:** Three years

SAMPLE

Minister of Education and Worship

Principal Function: The Minister of Education and Worship is responsible to the Pastor for the development and promotion of the education and worship music programs of the church, as well as, assisting in other pastoral duties.

Education Responsibilities (specifically excluding educational ministries related to youth and college ages):

- Lead the church in planning, conducting, and evaluating a comprehensive program of Christian education.
- Serve as educational resource person and advisor to the leaders of church program and service organizations such as Sunday School, Discipleship Training, Woman's Missionary Union, Brotherhood, church library, Vacation Bible School, child care, and other projects.
- Lead the church to be aware of the educational and curriculum materials and lead the church to choose the most suitable.
- Serve as a member of the Church Council; coordinate the education program with the organizational calendar and emphasis of the church.
- Keep informed on methods, materials, principles, procedures, promotion, and administration as related to the education program.
- Lead in enlisting and training volunteer workers in cooperation with the church nominating committee.
- Coordinate budget preparation for the education ministries of the church and other assigned areas.
- Cooperate with association and state leaders in promoting activities of mutual interest.
- Coordinate outreach efforts through the Sunday School
- Promote Christian education and mission involvement within the church.
- Order and distribute curriculum for the educational organizations.
- Create a sense of growth among leaders, expanding departments and classes as necessary.
- Supervise and organize the Wednesday night fellowship supper activities.
- Perform other duties as assigned by the Pastor.

Worship Responsibilities (excluding music ministries related to youth and college ages):

- Assist the Pastor in planning all services of worship.
- Plan and oversee with the Music Committee all music activities.
- Direct the planning, organizing, conducting, and evaluating of a comprehensive music program including choirs, vocal and/or instrumental ensembles.
- Supervise the work of assigned paid staff workers.
- Serve as a member of the Church Council; coordinate the music program with the organizational calendar and emphasis of the church.
- Arrange and provide music for weddings, funerals, special projects, ministries, and other church-related activities upon request.
- Prepare and present budget requests relating to music activities to the Stewardship Committee and oversee all expenditures of music budget.
- Maintain music library, materials, supplies, musical instruments, and other equipment.
- Keep informed on music methods, materials, promotion, and administration.

SAMPLE Minister of Education/Young Adults

Principal Function

The Minister of Education is responsible to the Pastor for providing staff leadership to the entire church educational program. This involves assisting church program leaders in planning, conducting, and evaluating a comprehensive ministry of Christian education in support of the mission and objectives of the church. Also, it is the responsibility of this staff member to assist the church in designing effective strategies, programs and ministries to reach, enlist and fully integrate young adults and their families into the life of the church fellowship.

Responsibilities

- Lead the church in planning, conducting and evaluating a comprehensive program of Christian education.
- Serve as education resource person and advisor to the leaders of Sunday School, Discipleship Training, Woman's Missionary Union, Brotherhood, Senior Adult Ministry, Church Recreation, Preschool, Church Library and organizations within each of the above.
- Serve as resource person and advisor to the committees of the church, as requested (e.g. nominating, properties, family life).
- Coordinate the production of church publications by preparing and editing copy and supervising printing.
- Lead in congregational services, as requested.
- Develop special educational and training projects, such as camps, seminars, retreats and conferences for various age groups within the congregation.
- Lead the church to be aware of the educational and curriculum materials available and lead the church to choose the most suitable.
- Assist the Pastor in planning and evaluating congregational services, as requested.
- Assist in church visitation for the sick, shut-ins and prospects.
- Plan, coordinate, implement and evaluate a comprehensive ministry for young adults.
- Provide counsel in enlisting, training and supervision of leadership needed to develop this ministry for young adults.

Personal Characteristics

We are searching for a person about 30 years of age who has a minimum of two years' experience as a church education staff member. This person should be a *people* person, a self-starter with good organizational abilities and plenty of self-confidence.

SAMPLE Minister of Education/Youth-Children

Principal Function:

The Minister of Education/Youth-Children is responsible for leading and assisting the church program organizations in planning, conducting, and evaluating comprehensive educational programs assigned to other staff members. He will be responsible for planning and leading in a comprehensive Youth-Children Program.

Educational Responsibilities:

- Lead the church in planning, conducting, coordinating, and evaluating a comprehensive program of Christian education.
- Serve as educational resource person and advisor to the leaders of the following church programs and service organizations: Sunday School, Church Training, Woman's Missionary Union, Brotherhood, Kindergarten and Church Library Services.
- Develop special education and training projects as needed to train leaders and workers.
- Lead the church to be aware of Southern Baptist educational and curriculum materials available and direct the church to choose the most suitable.
- Develop a ministry to single college and career persons through the Sunday School and in other areas.
- Guide in the selection, enlistment, and training of workers.
- Recommend suitable educational and program equipment.
- Develop and administer a Sunday School visitation and outreach program.
- Maintain an adequate system of educational and church records.
- Direct and promote the weekly officers and teachers' meeting.
- In consultation with the Budget Committee and leaders of the church programs and organizations, formulate an annual budget to be recommended to the church. Plan an annual stewardship emphasis in the church and promote a year round stewardship program.
- Cooperate and participate with the Fairburn Association, the Georgia Baptist Convention and Southern Baptist Convention programs and aims.
- Assist the Pastor in areas of the Pastor's work, as requested and as available.
- Work with the leaders of church organizations and age divisions to assign classrooms and church facilities for regular meetings and special activities.
- Work with program organization leaders, the buildings committee and architects on projecting and evaluating need for additional buildings.
- Work with the kindergarten staff as needed.
- Work with the securing, training, and proper functioning of all committees.
- Plan and develop a yearly church calendar with the Pastor, other staff, and organizational leadership.

Youth Responsibilities:

- Lead the church in planning, conducting, coordinating and evaluating a comprehensive Youth program.
- Lead in planning and conducting special projects (such as trips, camps and retreats) for youth.
- Work with organizational leaders to coordinate visitation for youth and lead workers to visit prospects and absentees.

- Work with program leaders and teachers to resolve philosophical, procedural, scheduling problems with youth.
- Work with the Youth Council in developing a program, calendar and budget.
- Visit in hospitals, counsel, and minister to young people.
- Guide Youth to be participators and leaders in worship and service.
- Work in conjunction with Personnel Committee in securing and supervising additional children staff as needed.

SAMPLE MINISTER OF SINGLE ADULT/RECREATION

PRINCIPAL FUNCTION: Under leadership of the Pastor, seeks to provide leadership for a comprehensive recreation ministry that provides outreach, evangelism, ministry, and fellowship opportunities for the community and church. The minister shall also provide leadership to a comprehensive ministry to adults who consider themselves as single in the community and church in order to reach, evangelize and disciple these single adults.

Specific Responsibilities:

- Directs the planning, coordination, promotion, conducting and evaluation of the single and recreation ministries.
- Works with the appropriate committees and councils to develop, enlist and train workers in the recreation and singles ministries.
- Cooperates with all ministry leaders in planning recreation and singles activities.
- According to church policy develops and administers, in conjunction with the Recreation Committee, the recreation ministry budget and in conjunction with the Singles Committee, the singles ministries budget.

Recreation

- Develops and administers, in conjunction with the Recreation Committee, policies and procedures for all recreation resources.
- Leads the church to provide equipment and supplies needed in the recreation ministry.
- Coordinates the use of all recreation resources.
- Works with the Recreation Committee to inventory, care, repair, and provide storage of all recreation equipment and supplies.

Singles

- Works with the Singles Committee and Sunday School leadership to develop and implement strategies to meet the needs of single adults in the community and church.
- Serves on the Sunday School Council
- Utilizes the Sunday School to be the primary strategy in evangelizing and discipling single adults.

Minister

- Assist people in spiritual/emotional growth by counseling individuals and making referrals as necessary.
- Assists the church in reaching its goals by providing leadership to assigned Committees and Councils.
- Assists in coordinating, planning and evaluating the work of the church by participating in and leading (if assigned) staff meetings and leading regular volunteer staff meetings.

Knowledge, Skills, and Abilities:

- As far as humanly discerned, this minister shall:
 - Acknowledge Jesus Christ as his/her personal Lord and Savior.
 - Depend fully on His wisdom, guidance and strength for his/her daily activities.
 - Realize that his/her performance, dedication and attitude are under the scrutiny of both mature and weak Christians, as well as unbelievers. He/she must ensure that his/her actions reflect honorably on Christ and the church.

- Must be called by the Holy Spirit to serve as a Minister, trained to serve in the capacity to which he/she is called.
- Must have a growth mindset and must have demonstrated the ability to perform as a church mission's growth agent.
- Must have demonstrated the ability to plan, organize, direct and control the overall ministry of the assigned areas of a church. Must be willing to establish performance measurements and be accountable for expected results. Must possess exceptional leadership training skills.
- Must have a thorough knowledge of budgeting and forecasting.
- Must have demonstrated an in-depth ability to investigate research and analyze data and make sound decisions based upon facts.
- Must have demonstrated the ability to effectively manage support staff members and volunteers.
- Must have demonstrated the ability to deal effectively and tactfully with church personnel, members and the general public. Must be able to relate a positive image of the church to the membership and general public. Must be able to produce missions programs that appeal to and meet the needs of the congregation and community.
- Must be capable of administering church policies and procedures.
- Must be able to manage stress.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to the job.

SAMPLE

MINISTER TO SENIOR ADULTS/STAFF EVANGELISM

PRINCIPAL FUNCTION: Under the supervision of the Minister of Adult Education, responsible for ministering to our senior adults, facilitating the program outside of the Sunday School on a regular basis, and creating and implementing new methods of reaching, teaching and ministering to the Senior Adult division. To assist in the hospital ministry, provide support in our bereavement efforts. To assist in the evangelism training program. To make outreach visits and share the gospel on a daily basis.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Demonstrate a Christ-like attitude in performing all work in order to exalt our Lord and Savior, Jesus Christ.
- Demonstrate a team spirit as he works with other members of staff, as they meet ministry growth goals together.
- Plan, organize and direct all Senior Adult ministries outside of Sunday School and the Choir program.
- Facilitate that all new converts/members are introduced to church programs.
 - Ensure that all new members have the opportunity to become ministering members within the life of the church.
 - Ensure that all new seniors are discipled and are encouraged to grow in their new life as Christians in Study groups.
- Make a minimum of 5 homebound visits each week, when in town (200 per year)
- Direct in person or recruit director for Homebound Ministry. Ensure that every homebound member has someone from the Adult Sunday School Class ministering to them regularly.
- Make hospital visits 2 days a week, when in town.
- Lead in the church's outreach program. Share personal faith with others in such a way as to be a soul winner.
- Supervise support staff in agreement with the Minister of Adult Education, rate performance, make recommendations for wage adjustments, select personnel, resolve personnel problems, assign and re-define duties, etc. Ensure that all personnel actions are in keeping with fair employment practices.
- Serve as a counselor as the need arises for church members and others experiencing spiritual problems.
- Responsible for people being baptized that he has reached personally each year and witness daily.
- Make 250 personal prospect visits each year (an average of 9 a week for 48 weeks) and visit prospects daily.
- Cooperate with association, state and convention leaders in matters of mutual interest and concern. Keep the Pastor and/or church informed of denominational developments affecting the ministry of the church.

Knowledge, Skills, and Abilities:

- As far as can be humanly discerned, the employee shall:
 - Acknowledge Jesus Christ as his personal Lord and Savior

SAMPLE

SUMMER YOUTH AND CHILDRENS WORKER

RESPONSIBILITIES:

- Work on a part-time basis (Friday evenings, Saturdays, Sundays and Wednesdays as agreed) with youth and children.
- Plan and program activities for youth and children.
- Lead Bible studies.
- Serve as counselor to youth.
- Seek ways to involve youth in the overall ministry of the church to the community and church family.
- Reach out and make friends with new visitors with the intention of encouraging them to be part of the youth or children's groups.
- Coordinate combinations of recreation, mission, outreach and spiritual activities for each group.
- Lead youth and children to a saving knowledge of Christ when possible.
- Build relationships with youth and their parents.
- Offer ideas and input about future events for the church's ministry with youth and children.
- Work with adult volunteers and other members of the congregation to make youth and children's ministry effective and successful.
- Keep appropriate records of programs, activities and approved expenditures.
- Perform other duties as may be directed by church or pastor.

ACCOUNTABILITY:

- The pastor and youth ministry committee will supervise the work of the summer youth and children's worker.
- The summer youth worker will provide a written report to summarize and evaluate his or her work at the end of the summer.
- The church congregation or worker may dissolve this agreement by giving one week's written notice.
- The summer worker will meet once each week with the pastor and/or youth ministry committee to discuss past/present/future plans and strategies.

PERSONAL QUALITIES:

- A true, dedicated, spiritually mature Christian
- A cooperative, understanding and enthusiastic team member
- One who is able to stand up for convictions under pressure
- One who is friendly, patient and genuinely interested in people
- One who is a student of the Word and a soul winner

SAMPLE

MINISTER OF YOUTH AND ACTIVITIES

PRINCIPAL FUNCTION: The Minister of Youth and Activities is responsible to the Pastor for the development, promotion, and evaluation of an effective youth program and a church-wide activities/recreation program that implement the established purposes of this church under the Lordship of Jesus Christ. He is called or discharged by the Church with the consultation and concurrence of the Pastor.

RESPONSIBILITIES:

Youth Ministries: Plan, direct, and evaluate the youth division ministries of the church (grades 7-12) through the youth program organizations of this church. Specific duties in this area include, but are not limited to, the following:

- Consult, coordinate and cooperate with all church staff members and lay leadership concerning activities, ministries, and procedures that relate to the youth division.
- Work with all youth leaders to plan a program for leading youth to a saving knowledge of Jesus Christ as Savior and Lord.
- Assist organizational leaders in the enlistment, training, and guidance of youth leaders to achieve the purposes of the church youth organizations.
- Advise the use of program materials, equipment, supplies, and space by the youth division in all church programs and ministries.
- Lead in planning and conducting special age-group activities and programs appropriate for the spiritual growth of the youth of the church including, but not limited to, Youth Week, drama, retreats, conference center meetings, camps, fellowships, banquets, and mission activities.
- Lead in planning and conducting a parents' support group as related to the ministries of this church.
- Coordinate the work of the youth division with the Minister of Education and Minister of Music.
- Promote a regular program of visitation for the youth division in cooperation with the Sunday School and overall church program of outreach and ministry.
- Visit middle school and high school campuses as possible and appropriate for personal contact with students.
- Maintain one-to-one contact with individual youth in all phases of the work.

Activities Ministries: Plan, promote, direct, and evaluate a Christian activities and recreation program for all age groups. Specific duties in this area include, but are not limited to, the following:

- Lead in developing and inaugurating a program of Christian activities a program of Christian activities, recreation, and fellowship for preschoolers, Children, Youth, Single Adults, Single Parents, Young Adults, Median Adults, and Senior Adults that is appropriate for the spiritual growth and evangelistic outreach of these age groups and that can grow into full-time Family Life Ministry Program.
- Plan, coordinate, and evaluate all activities with church program leaders and staff members of the church so as to complement, and not conflict with, established programs.
- Enlist and train volunteer workers to assist in the Church activities/recreation program.
- Lead the church to provide equipment, supplies, and building space needed in the developing Family Life Ministry.
- Maintain inventory, care, repair, and storage of all activities/recreation equipment and supplies.

- Provide representation for the church in planning, conducting, and evaluating recreation/activities that involve other churches and groups.

Church Support Ministries: Cooperate with the Pastor, pastoral staff, and lay leadership of the church in the following areas:

- Serve on the Church Council.
- Serve as ex-officio member and staff support person of assigned church committees and assist the chairpersons of various church committees as needed.
- Prepare annual budget request for assigned areas and administer the approved budget assigned areas according to church policy.
- Participate in the pastoral staff visitation program by visiting the unchurched and prospects, inactive and homebound members, potential workers and leaders, hospital and crisis visitation as assigned by the Pastor.
- Keep abreast of the best in educational/recreational programs, methods, and procedures through personal study and attendance at clinics, conferences, and assemblies.
- Cooperate with association, state, and national denominational leaders and other Christian leaders as appropriate in promoting activities and programs of share Christian concerns.

Perform other duties as assigned by and with the consultation of the Pastor.

SAMPLE

DIRECTOR OF YOUTH AND CHILDREN'S MINISTRIES

The Director of Youth and Children's Ministries provides ministry for youth (7-12th grades) and children (grades 1-6) through leadership, programming and personal relationships. The Director of Youth and Children's Ministries is directly supervised by the Pastor.

Leadership Responsibilities:

- Attends weekly church staff meetings.
- Attends monthly deacon meetings and is prepared to give report to deacons on youth and children's activities, concerns, etc.
- Prepares youth/children's report for monthly church business meetings.
- Attends monthly Church Council meetings.
- Prepares weekly Children's Sermon for worship (may assign this task to others as appropriate)
- Participates in worship services as directed by Pastor
- Prepares and administrates annual youth/children's budget.
- Provides leadership through regular meetings of Youth Council.
- Provides leadership through regular meetings of parents advisory council.
- Schedules all youth/children's activities on church calendar.
- Encourages youth to take on leadership roles in various church programs and ministries as directed by Pastor.
- Provides an outreach and visitation program for youth/children and their families.

Programming Responsibilities:

- Plans, promotes and carries out a balanced youth program in consultation with the Pastor, youth council and parents. This program may include weekly activities, mission trips, retreats, fellowships, Bible studies and other appropriate activities. Planning includes the following routine matters:
 - Provides and collects permission forms from parents/guardians for all out of town or at-risk activities.
 - Secures appropriate adult chaperones for events.
 - Makes all financial arrangements for cost events.
- Plans fund raisers for youth activities with approval of Pastor, church council and parents.
- Consults with nominating committee in providing teachers for Youth Sunday School.
- Enlists teachers and/or programming for Sunday evening and Wednesday evening youth/children's activities.
- Organizes local summer mission endeavors including responsibility for organizing and planning Vacation Bible School.
- Recruits and trains lay leaders to work with the various youth/children's programs.