Hours: Part-Time (less than 30 hrs./week)

Reports to Elders

Below from ***Areas to be Covered in Addition to Preaching*** …

1. **Develop Annual Calendar** – with input from staff prepare and present a calendar to the shepherds for review and approval. Provide goal/purpose for each event to allow evaluation after the fact.
2. **Worship Structure:**
   1. Guidance, input, and feedback regarding Sunday Worship in conjunction with Kaylynn.

“Putting a good foot forward.”

* 1. Determine what and how event communication, announcements, and special communication takes place on Sunday morning.
  2. Inform Sunday Shepherd of pastoral needs and special announcements.
  3. Oversee timely communication via Email, Website, TVs, Banners, Church App.
  4. Make decisions on outside people that would like to speak or preach (with input from Shepherds).

1. **Staff**
   1. Oversee Office Staff.
   2. Weekly Staff Meeting and Next Gen Meeting.
   3. Elder / Staff Communication, particularly to Elizabeth and Kaylynn.
   4. Oversee congregational communications (weekly email, banners, bulletin boards, social media, TVs, Live-Stream, and Sunday announcements, etc.).
   5. Provide Annual Staff Reviews.
2. **Communication and Empowerment of Ministry Leaders.**

Worship (Kaylynn), Next Gen (Nathan and Jeff) Next Gen Implementation and Integration into larger church, especially 5th Sunday of Month Next Gen Sundays, Office Administration (Elizabeth), Building (Tom and Bret), Food Pantry (Barb), Fellowship (Kari) – Provide oversight for Church in the Park, Connect groups (Dale) - Kick-off, update Connect and Huddle groups, and make recommendations for Fall Connect Groups, Next Steps (Steve and Gwen), Pastoral Team (Collins) - Supply Pastoral Team with people needs and updated information., Tech (Brian), Christian Formation (Betty), Children (Jeff M.), ACTS (Katie), Safety (Bret), Urban Outreach (Dave), Beautify the Building (Kara), Women’s Ministry (Betty), Circle of Friends (Judy), Greeters (Joyce), Women’s Ministry, Worship Team (Kaylynn), Young Adult Ministry (Carrie S, Jayson), Library (Larry), Prayer Ministry (Dave W), Youth Ministry (Nathan), Finance Budget (Dave and Brad), Missions (Jeff M), Benevolence (Dave), CFS (Eric), Coffee (Becky), Faith-in-Action (Steve A. and Don F.), Hospitality (funerals, receptions, showers, Good-Bye Wind Chimes, etc.) – Baby shower upcoming, Pickleball Ministry.

1. **Christian Formation Group.**
   1. Guidance on Bible Reading Plans, Adult Classes, Marriage Classes, Parenting Classes, and Fellowship Events.
   2. Fellowship Event planned during No Class Date, Dec 29.
   3. Make decisions on which dates to not have Adult and/ or Children’s Bible Class.
2. **Next Steps Ministry.**
   1. Visitor follow-up letters.
   2. Reception, Class, and / or 1-1 Follow-up with potential new members.
   3. Update and provide materials.
3. **Attend to building and parking lot on Sunday mornings for worship readiness.**

Oversee Standards (building cleanliness, tables / chairs in right places, attention to flyers and posters, TVs, classroom set-up, timely update of display tables / bulletin boards, mats cleaned and straightened, and walkways cleaned, cobwebs, bugs, dirty glass doors, windows, auditorium, kitchen needing deep clean, walk parking lot, lights, heat / cool, doors locked and unlocked.

1. **Manage budget areas**

Outreach, Worship, Men’s, Women’s Ministry, Adult Education

1. **Oversee and / or Upcoming**

Website updates.

Church Center updates.

Directory updates.

Database strategy.

Leadership Development.

Men’s Ministry.

Below from ***Sr. Minister Job Description*** …

1. **Supervise Ministry and Administrative Staff.**
   1. Coordinate and oversee Ministry Staff to carry out the church’s vision, ensuring team cohesion, alignment, and execution of roles and tasks.
   2. Coordinate and facilitate staff meetings to nurture staff, respond to needs in church body, implement administrative tasks, and coordinate staff, ministry, and congregational calendars.
   3. Oversee congregational communications (email, banners, social media, Live-Stream, and Sunday announcements, etc.)
   4. Assist with technology initiatives that support the staff, ministries and congregational life.