

EVANGELICAL FELLOWSHIP CHURCH (EFC)

JOB DESCRIPTIONS FOR PASTORAL STAFF AND COMMITTEES

Senior Pastor Job Description

Duties & Responsibilities

1. Planning and Reporting

- a) Be involved in planning the following:
 - i) Sunday Morning Services - Themes and Topics
 - ii) Special series of meetings - Times and Speakers
 - iii) Baptism and Communion Services
- b) Report regularly to the Elders and the membership, and write a yearend report.
- c) Organize regular pastoral staff meetings

2. Relating to Church Committees

- a) The pastor is welcome to attend all committees' meetings
- b) The pastor is to serve as a resource person for the church workers and work in cooperation with various church committees
- c) The pastor is an ex-officio member of the Board of Elders

3. Sunday Morning Services Responsibilities

- a) Preach approximately three (3) times per month
- b) Oversee the printing and copying of Sunday's bulletin, censor the bulletin inserts and church bulletin board

4. Professional Development

The pastor is to attend the equivalent of one week of seminars per year. Extended leave for study may be negotiated with the Board of Elders.

5. Basis of preaching and ministry

The bible will be the basis for his preaching and ministry.

6. Outreach

The pastor is to promote evangelism and missions in the church.

7. Baptism and Membership

The pastor is to conduct classes for baptism and membership. The elders present candidates to the membership.

8. Discipling 2 Timothy 3:16-4:5

- a) Assist in the development and coordination of Bible Study groups among the adults of the church for the purpose of fellowship, support, and evangelism
- b) Assist the membership in integrating new people into the church
- c) Assist in contacting and seeking to help members who drop out of the fellowship
- d) Encourage gifted men and women to commit themselves to Christian service
 - i) Offer guidance as they train
 - ii) Help them get involved in service

9. Care Ministry Acts 20:20, 21, 31

- a) The pastor will consider home visitations an important part of his ministry
- b) He will personally (or see to) visit the sick, the needy, the elderly, the bereaved, the widowed, and the homes of members and non-members
 - i) The pastor will assist bereaved families with funeral arrangements

- ii) The pastor will conduct wedding ceremonies and funeral services for members as requested
- iii) the pastor will consult with Board of Elders before officiating at weddings that might be out of the norm and will ensure adequate premarital counselling
- c) The pastor is to teach people to feel responsible, in love, and to approach people who might have spiritual needs

10. Representation

The pastor is responsible to represent EFC in the Steinbach Ministerial Association and at the Conference level.

11. Accountability

The pastor is accountable to the Elders within the guidelines and policies of his job description and the Church Constitution. The final accountability of the pastor is to the membership.

Associate Pastor Job Description

Duties & Responsibilities

1. Planning and Reporting

- a) Be involved in planning the following:
 - i) Junior and Senior Youth
 - ii) Sunday morning Worship teams
- b) Report regularly to the Elders and the membership, and write a yearend report.
- c) Meet regularly with the pastoral staff

2. Relating to Worship Committee

- a) The pastor will attend all committee meetings
- b) The pastor is to serve as a resource person

3. Preaching Responsibilities

The pastor will preach approximately 4 times a year.

4. Professional Development

The pastor is encouraged to attend seminars that would benefit his ministry.

5. Basis of preaching and ministry

The bible will be the basis for the Associate Pastor's preaching and ministry.

6. Outreach

The pastor is to promote evangelism and missions in the church.

7. Baptism and Membership

The pastor will assist when/as requested with the baptism and membership candidates.

8. Youth Ministry

- a) Recruit, lead, train and care for youth leaders
- b) Connect with youth and parents
- c) Connect with young adults and be a resource for young adult programing

9. Worship ministry

- a) Plan, together with the Senior Pastor, the direction and themes for Sunday Services
- b) Give leadership to the Worship Teams
- c) Schedule, recruit and develop musicians and vocalists

10. Representation

The pastor is responsible to represent EFC at Steinbach Association of Youth Leaders (SAYL) and at the Region 8 Youth Pastors meetings.

11. Accountability

The pastor is accountable to the Elders within the guidelines and policies of his job description and the Church Constitution. The final accountability of the Associate Pastor is to the membership.

The pastor is an ex-officio member of the Board of Elders.

The pastor will meet regularly with the Senior Pastor.

Hispanic Pastor Job Description

Duties & Responsibilities

1. Planning and Reporting

- a) Be involved in planning the following: (with input from the Hispanic ministry committee)
 - i) Monthly Hispanic Services - Themes and Topics
 - ii) Latino Festival and camp out
 - iii) Weekly Bible Studies
- b) Report regularly to the Elders and the membership, and write a yearend report.
- c) Meet regularly with the pastoral staff

2. Relating to Hispanic Ministry Committee

- a) The pastor will attend all committee meetings
- b) The pastor is to serve as a resource person and work in cooperation with the Hispanic Ministry Committee.
- c) The pastor serves as a member of the Hispanic Ministry Committee.

3. Saturday Hispanic Services

The pastor will preach at the monthly services. On occasion is free to invite a guest speaker.

4. Professional Development

The pastor is encouraged to attend seminars that would benefit his ministry.

5. Basis of preaching and ministry

The bible will be the basis for his preaching and ministry.

6. Outreach

The pastor is to promote evangelism and missions in the Hispanic ministry.

7. Care Ministry

- a) The pastor will consider home visitations an important part of his ministry
- b) He will personally (or see to) visit new contacts. He will visit individuals or families that have particular needs and those who attend services sporadically (unless they are attending regular services elsewhere). He will also help organize an evangelistic outreach to seasonal workers
- c) The pastor is to teach people to feel responsible, in love, to approach people who might have spiritual needs

8. Accountability

The pastor is accountable to the Elders within the guidelines and policies of his job description and the Church Constitution. The final accountability of the pastor is to the membership.

The pastor is an ex-officio member of the Board of Elders.

The pastor will meet regularly with the Senior Pastor.

Prayer Ministry Coordinator

Duties & Responsibilities

1. Responsibilities

- a) Plan and coordinate church prayer events & prayer focuses throughout the year
- b) Prepare prayer items for Common Place Prayer insert
- c) Plan weekly prayer times (i.e.: prayer meetings, Prayer Sunday School Class, etc.)
- d) Recruit, Schedule & Train Prayer Ushers
- e) Oversee Urgent Prayer Ministry (recruit & train participants and be contact person for prayer needs)
- f) Provide prayer resources for the prayer room (keep bulletin boards up to date and provide prayer helps and teaching materials)
- g) Generally encourage prayer as a significant part of every ministry
- h) Prepare a written yearend report for the membership

2. Accountability

Prayer Coordinator/s is responsible to the pastoral staff and is to meet regularly to discuss prayer ministry events and overall plan.

Board of Elders Job Description

Mission Statement of the Board of Elders

The elders function as a representative of the church body, providing spiritual direction to the pastor and others in leadership positions.

The elders are accountable to the church membership, and ultimately to Christ as the Head of the Church.

1. Qualification of Elders

- a) Elders must be people who meet the Biblical qualifications for spiritual leaders as per 1 Tim. 3:1-7, Titus 1:5-9, 1 Pet. 5:1-4, Acts 6:1-7
- b) Elders must be recognized as spiritual leaders by the congregation and have a good reputation in the community
- c) Elders must be members of the local church at least two years (unless previous experience on ministry team or highly recommended from transferring church)

2. Election of Elders

- a) The membership shall register their votes by secret ballot. Upon selection each nominee shall be voted on separately in a confidence vote, and a 75% vote of confidence shall constitute an election
- b) In the event there is only one nominee for the position of an elder, or if an elder position could be filled by acclamation, a vote of confidence of 75% shall constitute an election
- c) The Board of Elders shall consist of five elected members elected by the membership

The pastors are ex-officio members. The membership annually decides which of the elected elders will serve as chairperson and vice-chairperson.

3. Responsibilities of Elders

- a) Provide spiritual oversight to the church, and give direction in setting goals and policy guidelines for the church
- b) Minister to the members through spiritual leadership, counselling and discipling
- c) Provide general guidance to the committees, and see to it that they report to the Board on a regular basis. Any items of business that the committee or individuals wish to present to the membership should be cleared by the Board first. The agenda shall be published in the bulletin one week prior to the membership meeting
- d) The Board of Elders is responsible for the agenda of all membership meetings, which shall be presided over by the Chairman of the Board
- e) The Board of Elders is also responsible for the year-end business meetings and annual elections
- f) Assist in administering communion and foot washing
- g) Seek the advice of the membership in regards to the calling of the pastors, performance reviews, extensions, or termination of their term in office
- h) Seek advice and counsel from the membership in regards to all major issues and oversee the implementation of church decisions (i.e. goals, guidelines, policies, etc.)
- i) Annually develop and submit an itemized budget to the Board of Trustees
- j) Keep an accurate set of minutes of every meeting and forward a copy to the church office
- k) Prepare a written yearend report for the membership

Christian Service Committee Job Description

Duties & Responsibilities

1. Organize services at local personal care facilities (i.e. Bethesda Place, Rest Haven, Cedarwood and Woodhaven) as outlined in the schedules given to us. This includes arranging for a speaker, song leader, and special music.
2. Promote missions in the church
 - a) process applications for Short Term Missions funding (see appendix for policy and forms)
 - b) provide care for our missionaries (i.e. missionary furlough housing, outfitting) (see appendix for policy and forms)
 - c) create an ongoing list of current service opportunities, in and around our community
3. Plan Missions Conference every other year (even numbered years i.e. October 2012). The purpose of Missions Conference is to promote missions in our church: local, foreign, short and long term
4. Minister to needy families, by providing for and arrange transportation, and coordinating distribution of hampers.
5. Annually develop and submit an itemized budget to the Board of Trustees
6. Keep an accurate set of minutes of every meeting and forward a copy to the church office
7. Prepare a written yearend report for the membership

Worship Service Committee Job Description

Duties & Responsibilities

1. Work in cooperation with pastoral staff to plan and give general oversight to Sunday Morning worship services
 - a) Schedule scripture readers
 - b) Recruit and oversee worship leaders (service chairperson)
 - c) Plan special features, music, drama
 - d) Plan ways to integrate special features and visual elements into the themes of the services
 - e) Evaluate Sunday morning service structure and content.
2. Oversee sound and projection work
 - a) Budget and plan for equipment (sound & projection) upgrades and maintenance
 - b) Oversee recruiting, training and scheduling of technicians

3. Oversee the aesthetics of the church sanctuary (decoration) by recruiting and overseeing a sanctuary decorator.
4. Oversee and communicate regularly with Head Usher, Sound and Projection technicians, especially for special events and services (i.e. funerals, baptisms, church picnics, etc.).
5. Maintain/Administer copyright licensing.
6. Annually develop and submit an itemized budget to the Board of Trustees
7. Keep an accurate set of minutes of every meeting and forward a copy to the church office
8. Prepare a written yearend report for the membership

Head Usher Responsibilities

Head usher is accountable to the Worship Service Committee. Role of Head Usher is to:

1. Select, train and schedule ushers
2. See to it that offering bags are available every Sunday
3. Count and record attendance every Sunday morning
4. Greet guests and new attendees making them feel welcome
5. Lock all doors and close all the windows before leaving the church after a service
6. Be trained and prepared to use the AED and other first aid resources
7. Ensure a lift operator is provided for services and special events
8. Set up extra chairs for special events when pews are filled to capacity

Social Committee Job Description

Duties & Responsibilities

1. The social Committee is responsible to plan social activities for our EFC church family. The purpose of these events is to unify our members and adherents in an informal setting and to provide a non-threatening atmosphere for members to introduce non-churched friends and neighbours to our church body.
 - a. These activities include our annual June picnic, our community BBQ, and our Thanksgiving supper. It would be good to have an event for most months of the year.
 - b. Keep a record of activities done in the past with dates and a brief review (evaluation, comments, recommendations)
2. The social committee appoints and partners with the food committee, assisting and supporting where necessary.
3. Annually develop and submit an itemized budget to the Board of Trustees
4. Keep an accurate set of minutes of every meeting and forward a copy to the church office
5. Prepare a written yearend report for the membership

Food Committee Responsibilities

The food committee functions under the direction of the social committee.

1. This committee is in charge of the food for all of the events that the social committee plans as well as for funerals
2. Food Committee needs to be consulted for any additional events rather than assuming their cooperation and participation
3. The food committee is in charge of keeping the kitchen stocked with regular staples.
4. Keep an accurate set of minutes of every meeting and forward a copy to the church office

Christian Education Committee Job Description

Duties & Responsibilities

The Christian Education Committee is responsible for the total Christian Education program of the church, including the following: Sunday School, Children's Church, Library, VBS, and Cradle Roll. Additional programs, if approved by the church (such as Adventure Clubs) would be the responsibility of this committee.

Committee members are elected by the membership and the chairperson and secretary are appointed within the committee.

1. Appoint a Sunday School superintendent and the assistant superintendent, a librarian, leaders for Cradle Roll and Children's Church as well as a Small Groups co-ordinator
2. Support and counsel the Sunday School Superintendent
3. Assist the Sunday School superintendent in teacher recruitment
4. Annually develop and submit an itemized budget to the Board of Trustees, in consultation with the leaders of the various programs
5. Plan and implement a teacher-training program in cooperation with the Sunday School superintendent
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6. Support, encourage and motivate the leaders of the various programs and ensure that the programs are functioning well
7. Appoint someone to prepare the Christmas "goody bags"
8. Keep an accurate set of minutes of every meeting and forward a copy to the church office
9. Prepare a written yearend report for the membership

Sunday School Superintendent and Assistant Superintendent Job Description

The Sunday School Superintendent and Assistant are responsible for developing, supervising, and administering the policies and activities for the Sunday School.

Duties & Responsibilities

1. Recruit teachers and substitute teachers and match the gifts of the teachers with appropriate classes
2. Determine curriculum needs and order appropriate materials
3. Maintain departmental attendance records
4. Prepare the Sunday School budget
5. Organize teacher appreciation events
6. Plan and organize promotional activities
7. Plan curriculum and activities for the summer Sunday School program
8. Plan the Sunday School Christmas program
9. Encourage teachers and classes to keep in contact with missionary children
10. Decorate assembly rooms
11. Designate Sunday School offerings for a variety of projects (with teacher input)
12. Make lists of Sunday School students' birthdays and acknowledge birthdays in a manner appropriate to the class
13. Acting as liaison between the Sunday School staff and the Christian Education Committee, reporting concerns, needs and accomplishments of the Sunday School
14. Supervising the work of the Sunday School staff in planning, implementing and evaluating their work.
15. Motivating Sunday School teachers to grow in effectiveness, to continue to find meaning and satisfaction as teachers, to serve from a commitment to Jesus Christ

Librarian Job Description

The Christian Education Committee is responsible for the operation of the Library. The librarian is appointed by the committee. There is no set term for the position of librarian.

Duties & Responsibilities

1. Keep the library neat and organized
2. Make library purchases in accordance with the approved budget
3. Keep records on all books, cassettes and videos
4. Catalogue and classify library items
5. Control the circulation: signing out by children; returning the circulation card to the items when returned; returning the items to their proper spots on the shelves.
6. Supervise the library during library hours. General Library hours: Sunday: 9:30-9:45 a.m.; 12:00-12:15 p.m.
7. The library is organized according to the Dewey Decimal Classification System

Cradle Roll Job Description

A leader for the Cradle Roll program is selected by the Christian Education Committee. There is no set term for this position.

Duties & Responsibilities

Cradle Roll has four areas of activity:

1. Birth of Baby
 - a) Announcement in the Church bulletin
 - b) Flower at the pulpit (pink or blue)
 - c) Visit new parent's house and bring a gift on behalf of EFC Cradle Roll (Currently gift is a Christian Baby Calendar)
 - d) Inform the Parenting Sunday School Class teacher of the birth
 - e) Record birth and other information in Cradle Roll book
 - f) Plan an EFC Baby Shower for the first-born child of the family
2. First Birthday
Gift - Christian book age appropriate (under \$20)
3. Second Birthday
 - a) Visit with parents and child
 - b) Invite child to Sunday School
 - c) Gift – Christian book age appropriate (under \$20)
4. Graduation
 - a) Encourage parent to enroll child in Sunday School in September (September 30 is cut of date)
 - b) Inform parents of graduation of child from Cradle Roll to Nursery Class in Sunday School (S.S. Promotion Sunday)
 - c) Make hats and fill out diplomas to give at graduation.
 - d) Give out the hats and diplomas as well as MC the graduation on Promotion Sunday

Small Groups Coordinator Job description

The Small Group Coordinator's responsibility is to organize, facilitate, and encourage community and relationship opportunities in small group settings for the purpose of relationally discipling people to fall in love with Jesus.

Duties & Responsibilities

1. Brainstorming and planning 4-6 week modules throughout the year and having them planned in advance so that people can see where they might like to plug in (i.e. topics: marriage, family, men's, women's, prayer, etc.)
 - a. Procure leaders for these modules
 - b. Ensure these modules accomplish our CE vision
2. Organize, support, and plug people into smaller bible study groups. This includes finding leaders for these groups and helping them find resources when necessary
3. Recognize and promote discipleship among existing small groups – Sunday School, Men's Prayer Breakfast, Scrapbooking, Hockey Nights, Youth Leadership Team, Committees, etc.
4. Encourage and support the leaders of all small groups, offering resources and training as necessary
5. Advertise and regularly promote relational discipleship (small groups) opportunities at EFC

Children's Church Job Description

Duties & Responsibilities

A leader for the Children's Church program will be part of the Christian Education Committee, or chosen by the Christian Education Committee.

1. The teachers and helpers for Children's Church are organized by the leader
2. The leader also purchases curriculum and supplies for the program, and sees to the ongoing operation
3. Children's Church happens during the sermon of each Sunday morning service

4. Children's Church is available for children ages 3-6
5. There is always one teacher, one helper, and one parent volunteer scheduled to be present
6. The curriculum for this program is chosen to compliment that which is being taught in Sunday School
7. Each session consists of a Bible lesson which is taught by the teacher, as well as other activities to go along with the theme
8. All preparation is done by the teacher for that particular Sunday
9. It is the teacher's responsibility to see to the safety and wellness of each child present during the duration of the program
10. It is the parent's responsibility to pick up their child at the end of the service

Trustee Job Description

Duties & Responsibilities

The Trustee Committee is responsible to look after the financial, physical, and personal aspects of our church.

1. Establish and maintain banking arrangements for the church
2. Count and deposit church offerings (Sunday mornings)
3. Co-ordinate setting the annual church budget for membership approval
4. Oversee expense disbursements and monitor to ensure they have been appropriately authorized
5. Present financial reports at Congregational Meetings
6. Ensure an annual audit of the financial statements
7. Ensure that all government and other regulatory filings on behalf of the church are made on a timely basis. (T3010, Income payroll tax withholdings, etc.)
8. Hire, manage and terminate the church secretary/book keeper as necessary
9. Negotiate the pastors' salaries and terms of employment in consultation with the Board of Elders
10. Hire, manage and terminate custodial staff as necessary (cleaning, outdoor, repairs)
11. Field suggestions and complaints from the congregation regarding building and grounds
12. Oversee maintenance of building and grounds
13. Plan workdays as needed
14. Maintain proper insurance for buildings and properties as well as third party liability insurance
15. Maintain AED and other first aid resources
16. Keep an accurate set of minutes of every meeting and forward a copy to the church office
17. Prepare a written yearend report for the membership

EFC Delegates and Representatives to other Boards

EMC Conference Delegates

1. It is the duty of the Council members to attend the Conference sessions (usually twice a year), to represent their local churches as they participate in Conference business and to strengthen Conference/church relationships by representing and interpreting Conference issues and concerns at the local level
2. Delegates will present conference budget requests to the membership, and vote at conference council as directed
2. Delegates will meet and draw up a slate of EFC nominees, for E M Conference elections, and will present slate to conference nominating committee
3. Delegates represent EFC at the Haven Group annual meeting

Haven Group Delegate

One EFC member to be elected, able to only serve 2 consecutive 3 year terms. Duties of delegate include attending monthly meetings, annual general meetings, and report to the local Church re: changes/ requests (Haven Group Board Members - Sept 2013)

Mennonite Central Committee (MCC) and Mennonite Disaster Service (MDS) Delegates

One EFC member to be elected to function as a representative between EFC and MCC/MDS. Term of office is 3 years, and delegate can serve for 2 consecutive terms.