

**JOB DESCRIPTIONS
OF
FAITH CHURCH**

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1. Pastoral Administration

Vision Cabinet Description

The Vision Cabinet is made of the Senior Pastor and four to six Elders and Deacons who are spiritually mature. The Elders/Deacons would be individuals committed to Christ and committed to the church. They would meet with the Pastor weekly in a time frame of his daytime schedule. The meeting would be informal with a family model of leadership; no minutes or leadership defined. Each individual would be supportive of the other with no one individual carrying authority over the other.

No votes would be cast on any particular topic of the agenda. A consensus of agreement would always be sought on issues to be brought before the Council. Confidentiality would be a sacred commitment.

Each Elder/Deacon would hold responsibility as a liaison between a designated ministry or ministries of the Church and the Cabinet. Accountability would be the emphasis as well as informational to the cabinet.

The Cabinet in turn would be held accountable and report to the Council. One seat on the Council would be afforded to the cabinet along with the Pastor.

Senior Pastor Position Description

1.2.1 Job Summary

The role of the Senior Pastor of Faith Church is to assist the elders and overseeing the life and direction of the church. The pastor will have a firm grip on the purpose, values, and strategy of the church and the ability to align ordained and lay staff and key leadership teams with its mission. The pastor will offer pastoral leadership to the congregation with other staff and lay ministers. He is expected to contribute through fellowship, encouragement, cooperation, prayer support, and other appropriate ways as he serves his Lord Jesus Christ. The pastor will insure that the systems, practices, and policies of the church responsibly and effectively support its ministries.

1.2.2 Evaluation and Compensation

A group of 3 Elders will conduct an annual performance evaluation and report it to the full Elder Council (minus the Lead Elder) for review and action on a compensation package.

1.2.3 Support

The senior pastor will support the ministry of Faith Church by attention to the spiritual direction of the church. The senior pastor will also support the ministry by attention to living the highest level of moral integrity and by faithful attendance to the church services.

1.2.4 Expectations

We expect spiritual and professional growth while being a part of the Faith Church. The use of skills from previous experience will prove to be an invaluable asset to this ministry. The senior pastor is a key team player in helping guide this ministry to fulfill its purpose statement. Time will be given for spiritual growth opportunities in workshops and/or leadership conferences.

1.2.5 Essential Functions

1. To lead the church in being a praying church. To call for corporate prayer times and prayer and fasting times, to see that prayer is made for all people and places (1 Pet. 4:7).
2. Provide for the overall health and welfare of the church.

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3. To be the primary preacher of the Word of God. This shall be done with love, faithfulness, impartiality and fearfulness knowing that he will be held accountable for the welfare of the flock (Heb. 13:17).
4. The pastor will also provide leadership in planning and executing education programs and other programs in discipleship and ministry training in coordination with other ordained and lay leaders.
5. To administer communion, perform baptisms and baby dedications.
6. To work to facilitate peace among members of the staff and congregation; to seek to win back the estranged and to reconcile those with broken relationships, particularly when such conflict threatens the welfare of the church; at times, to work with the church leadership council to determine solutions to some problems of this nature. (Col. 3:15)
7. To serve as the chairman of the Elder Council.

1.2.6 Team Leader Responsibilities

1. Overseeing staff training and development.
2. Hiring and dismissing staff and prioritizing staff additions after consultation and guidance from the Elders.
3. Providing leadership to the pastoral staff in the design and implementation of all church ministries.
4. Working with the Elder board to implement salary reviews and recommendations.
5. Maintaining efficient and effective lines of communication between the staff and Elders.
6. Serving as business manager - oversee the negotiation of insurance and other benefits, conduct performance evaluations, and provide on-going informal performance feedback.

1.2.7 Administration

1. Oversee the pastoral care needs of the congregation and, as necessary, share with other ordained and lay ministers in hospital visitation, home visits, counseling, marriages and funerals.
2. Supervise all office personnel for effective functioning of the church office.
3. Oversee development of and adherence to church policies and procedures.
4. The pastor will file a pastoral report at every regular Elder meeting on ministry accomplishments and activities.
5. Other various duties as directed by the Eldership for the enrichment of the staff, leadership, and ministries.

Associate Pastor Position Description

The role of the Associate Pastor is to work in harmony with the Senior Pastor, have a firm grasp on the purpose, values and strategy of Faith Church and align key leadership teams with its mission.

1.3.1 Key Responsibilities

1. Focused ministry in Student Ministry: In accountability to the Senior Pastor, the Associate Pastor will develop ministry and outreach to Junior High, High School, and College-age persons. Responsibilities include:
 - a. Developing goals and objectives for student ministries in line with the strategic plan.
 - b. Assessing ministry needs and developing programs and activities to meet those needs.
 - c. Identifying pastoral, lay staff and lay volunteer resources and needs.
 - d. Providing teaching in the congregation in student ministry and the needs of young adults.
 - e. Serving as a motivating, inspiring, and engaging teacher to our students on a regular/weekly basis as part of a larger plan for the spiritual development of our students.
 - f. Leading or developing a student ministry worship program.
 - g. Addressing specific personal and spiritual needs of students as they arise through one-on-one or small group meetings, hospital visits, or other connections appropriate to the circumstances.
2. Team Leader Responsibilities: The Associate Pastor serves as director to ordained and lay staff and lay volunteers as per the ministry responsibility, and leads, evaluates, and mentors existing staff in their respective areas of ministry by:
 - a. Overseeing, planning and implementing staff recruitment, training and development.
 - b. Providing leadership to the pastoral and lay staff in the design and implementation of student ministry.
 - c. Serving as manager by conducting performance evaluations, providing ongoing informal performance feedback, and reporting to the Senior Pastor regarding ministry activity and performance.
 - d. Developing lay leaders who can love and lead our students effectively one-on-one and in small groups.
3. Administration: The Associate Pastor oversees and executes the administration of student ministry through appropriate staff and lay leadership teams, and monitors work progress and completion. The Associate Pastor must:
 - a. Develop short and long-term goals and plans for the ministry.
 - b. Develop and administer a program budget and report to the Senior Pastor and Elder Council on adherence to it.
 - c. Develop and implement an annual calendar of activities and programs that are inclusive and promote relationship development and discipleship at levels appropriate to the group.
 - d. Oversee development of and adherence to church policies and procedures in this area of ministry.
 - e. Participate in worship and pastoral care activities as assigned by the Senior Pastor and participate with others in leadership in worship services; preaching at appointed times;

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participating in marriage services and funerals; assisting with hospital calling and other visits of need; and counseling, as required.

- f. Develop relationships with schools, churches, and parachurch organizations that support our efforts to reach students in the church and the community.
- 4. Evaluation and Compensation: The Associate Pastor will file monthly reports to the Senior Pastor and, when requested, to the Elders, on ministry accomplishments and activities. The senior pastor will conduct an annual performance evaluation and report it to the Elder Council for review and action on a compensation package.

Pastoral Contract

Pastoral Contract

The parties to this agreement are _____, 107 E. Vance, Fairmount, IL 61841 and _____. Faith Church is a locally established church. It operates as a non-profit, faith based, tax exempt entity and incorporated under the Governmental Laws of the land.

Government and Authority

Faith Church is governed by an Elder Council, Leadership Conference, and General Conference. These entities are defined and Ruling Powers are set forth in the Constitution, By-Laws, Job Descriptions and Cabinet Policies. Faith Church is not signatory or committed to, in any way, an association, denomination or organized entity of any kind. Faith Church is member driven and supported. It is independent in all aspects.

Contract Intent and Terms

Faith Church desires the individual designated above and signatory to this agreement to serve as its _____.

The term of this contract shall be from _____2012 to _____2013. The Salary Package set forth, including insurance and housing allowances, social security contributions and personal income is _____per contract year. Personal income will be paid _____.

The position is considered _____ and is defined by a _____ hour work week and/or whatever is required to fulfill the duties and ministry required of the position. This is an hourly / salary position. (Circle one)

Sick Leave

Sick leave will be addressed by Church Leadership with compassion and understanding. No salary dockage will occur unless job absence becomes extensive. This would be any absence that runs beyond _____ work days. A totally debilitating injury or disease would terminate this contract _____ days after diagnosis if recovery is not imminent.

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Emergency Leave

Emergency leave would be addressed with compassion and approved or denied by the Elder Council per each occurrence.

Vacation Time

Vacation time would be afforded the _____ (position). During the first year of employment _____ week would be awarded. During the second year _____ weeks would be awarded. One day per year thereafter would be added up to a cumulative total of _____ total vacation days. Vacation days accumulated cannot be carried forward for future use. Accumulated days cannot be collected if an early termination of this contract occurs (for any reason). All vacation time must have a request sent to and be approved by the Elder Council. All request would preferably be made in advance as far as possible to help in planning and scheduling.

Position Statement

Appointment is considered by Faith Church as a position of Leadership and Spiritual Mentoring over a Church Conference. The position is one requiring God-given wisdom, ordained of God and divinely inspired and directed. The position authority comes from the Holy Spirit and the _____ Conference through which the appointment was made. The position defined as Pastor is shown on the Organization Chart.

Defining the Responsibilities

The overall responsibilities are indicated in the Official Documents of Faith Church. They are the Constitution, By-Laws, Job Description, and Cabinet Policies. The parties defined in this contract will have reviewed the aforementioned documents and understand the responsibilities before being signatory to the contract.

Those signatory to this agreement understand this is a church going through re-organization and church documents, through consensus of both parties, could be changed during the course of the contract. It is also evident that Christian Ministry is God ordered and directed. Therefore job responsibilities possibly will go beyond the scope of things set forth in said documents.

It is with great joy the parties designated in this document set forth their signatures in mutual understanding. They agree to the terms set forth and agree to work together in unity to fulfill the commission given by Jesus Christ in Matthew 28:19,20.

_____ Date _____

(Position)

_____ Date _____

Elder of the Finance Cabinet

(Representing the Elder Council)

2. Business Administration

Physical Plant Elder

2.1.1 Job Summary

The Physical Plant Elder will support and supervise all areas of building maintenance and custodial care. Responsibilities include: regularly inspect the church premises for areas of need or concern and report findings to the Elder Council; assist in the coordination of church workdays and other building projects done with volunteers.

1. Keep the building clean, attractive and well maintained, inside and out.
2. Oversee the maintaining of attractive grounds, performing basic functions as cutting grass, care of flowerbeds, shoveling snow, arranging for snow to be removed from the parking lot, and other maintenance duties.
3. Perform minor repairs.
4. Hold meetings as needed.
5. Supervise the grounds keeper(s), custodial assistant(s), and church members who volunteer for maintenance responsibilities.

2.1.2 Essential Functions

1. Regularly inspect the church premises for areas of need or concern and report findings to the Elder Council.
 - a. Support the ministry goals of Faith Church through the application of expertise primarily in areas including the custodial care and maintenance, building operations, and mechanical systems.
2. When necessary, contact applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing.
3. Review all outside vendor invoices to ensure satisfactory completion and report to the Elder Council.
4. Respond to office and ministry service and maintenance requests.
5. The church custodian works directly under the Physical Plant Cabinet and receives a quarterly performance evaluation. Compensation is reviewed annually.
6. Coordinate the maintenance of the plumbing, electrical and mechanical systems including minor repairs and coordination of volunteer or outside vendors for major repairs or replacements.
7. Ensure compliance and implementation of policies put in place by Leadership Conference.
8. Oversee maintenance and safety inspection of church owned vehicles.
9. Organize and retain maintenance records for the building, contacts of outside vendors and annual/seasonal maintenance checklists.
10. Coordinate and monitor schedules with all building employees.

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11. Develop and recommend a plan to repair and/or replace needed items around the church. Discuss best ways to utilize church volunteers to accomplish needed improvements.
12. In addition to the above and as required from time to time, there may be additional areas of supervision for which this position will have responsibility, as assigned by the Senior Pastor or Elder Council.

2.1.3 Supervision

1. This position takes direction from and reports to the Elder Council.

2.1.4 Properties Management

1. Develops and administers policies and procedures concerning the use of all church properties, and facilities.
2. Assists the church building committees in their work with architects, contractors and others in evaluation, planning, building, remodeling and equipping church buildings.
3. Evaluates periodically the insurance needs of the church and reporting to the Elder Council.
4. Oversees the energy management system, if and when acquired.
5. Oversees the security of the church.
6. Maintains an inventory of church property and equipment.

Financial Cabinet Elder

2.2.1 Job Summary and Essential Functions

1. Oversees the work of the church treasurer and church accountant in the receipt, deposit and disbursement of all church funds.
2. With the church accountant, establishes a financial record system for the church and directing its operations.
3. Oversees the purchasing process and maintaining vendor relationships.
4. Oversees the preparation of financial reports to ministries and committees as required.
5. Maintains a proper cash flow control to meet obligations.
6. Works with the Elder Council, church treasurer, and the church accountant to prepare an annual budget for approval by the elders, and implements it upon approval.
7. Works with the appropriate committees in planning and promoting the annual church stewardship campaign and capital fund drives.
8. Works with the Elder council to obtain or restructure long or short-term debt financing.
9. Oversees the administering of the payroll for church employees.
10. Ensures all payroll tax forms and W-2s are prepared in a timely fashion.
11. Oversees the deposit of weekly contributions to the general fund, building fund, special funds, and donor designated funds.
12. Makes sure all financial contribution information is kept confidential.
13. Makes sure that all invoices and bills received are recorded and that checks for payment are cut, signed and mailed.

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14. Oversees the balancing and reconciliation of all financial accounts.
15. Makes sure a report of all deposits and expenses is submitted to the Elder Council regularly.
16. Ensures reports for the Elder Council and individual ministry cabinets are prepared.
17. Makes sure that the financial computer records are backed up.
18. Prepares for and cooperates with those appointed to perform a yearly audit of financial records.
19. Ensures a year-end financial report is prepared for the annual meeting.
20. Performs other necessary and related work as may be assigned.

3. Spiritual Administration

Missions Cabinet

Discipleship Cabinet

Role

The Role of the Discipleship Cabinet is to develop Spiritual growth Ministries within the Body of Christ. The cabinet will work in concert with the Pastor and staff to carry out this mission as members in team ministry.

Makeup

The Discipleship Cabinet will be made up of one Elder as leader and at least 4 Deacons/Deaconesses. The Senior Pastor will provide counsel and oversight as needed.

Purpose

The purpose of the Discipleship Cabinet is to establish ways and means within the body to encourage and challenge individuals spiritually, help persons to a firm foundation in their faith, and to provide training for potential leaders.

The Discipleship Cabinet will follow the biblical model of Jesus and the “twelve”.

Responsibilities

1. Bring to the General Conference, through teaching, a clear understanding of Discipleship from a Biblical perspective.
2. Provide activities for the Church Body that will help build relationships. These activities would have a spiritual emphasis as well as personal interaction.
3. Provide special studies within the church that provide Biblical guidance, encouragement and release from problems in their lives.
4. Establish a Small Group Ministry within the congregation. These groups would require a deep level of commitment and specific levels of Spiritual Disciplines.
5. Identify leaders for various ministries within the church.
6. Work to establish Discipleship Principles to all facets of ministry within the church.
7. Define Small Group Leaders to minister to those open to spiritual growth.
8. Budget for and provide leadership training events and working retreats.
9. Schedule a yearly Pastor/self-evaluation meeting of the cabinet and the individual members.

In keeping with the mandate given and recorded in Matthew 28:19-20, every effort will be made to fulfill it. To encourage every person to grow in their relationship with Jesus Christ. That each individual may “become mature, attaining to the whole measure of the fullness of Christ.” (Ephesians 4:13).

Prayer Cabinet

4. Governing Bodies

Elder Council

The Elder Council is the representative body as defined in the Constitution. Its members are the active elders as defined in the Constitution.

Purpose

The Elder Council oversees all activities of the church (???)

Essential Functions

Oversees the individual cabinets of the church.

Physical Plant Cabinet

1. Accept reports.
2. Rule on items that are beyond the scope of the Physical Plant but that would be handled by it.
3. Approve budget items beyond the budget established.
4. Provide accountability for cabinet policies and meetings and church contracts and insurance.

Financial Cabinet

1. Accept reports, review overall cash position, and approve and review debt.
2. Approve yearly budget.
3. Approve financial campaigns.
4. Approve annual audit.
5. Approve investment accounts.
6. Approve salary package/aligments.

Operations

1. Approve reports.
2. Review established yearly events calendar and corrections.
3. Approves fixed agenda

Other Cabinets

Emergency Procedures

Leadership Conference

General Conference