

Job Descriptions for Various Roles

Community Mennonite Fellowship - Corning, NY

2009 draft

Role of Elder Team (meet every 3-4 weeks; currently 3 persons, including Pastor; often Church Coordinator meets with Team)

1. Pray in order to discern God's overall vision for the congregation; lead congregation in setting ministry Ends (goals, priorities)
2. Lead Ministry Council and congregation toward ministry Ends
...lead Ministry Council with Church Coordinator
...lead congregational meetings (bring agenda, nominations, etc.)
3. Watch over the overall church system and the spiritual condition of members
4. Equip and disciple congregational leaders to do God's work and build up Christ's body

Congregational meetings (meet every Jan, May, and Oct; all members and regular attenders; led by Elder Team)

1. Hear reports from Elder Team on what is being done to carry out the ministry Ends (particularly the annual goals or priorities for congregation); give feedback
2. Hear reports from Trustees; give feedback
3. Have final say on appointments to congregational roles (Ministry Coordinators, etc.)
4. Have final say on budget (budget proposal is brought by Trustees and Treasurer)

(When the congregation grows larger, we perhaps should move to having a Church Board which would carry out many of the above functions as a representative of the congregation and would be led by a non-elder church chair.)

Role of Ministry Council (meet every month and a half; comprised of Church Coordinator, Elder Team, and Ministry Coordinators who oversee various areas of church life--currently worship, fellowship, discipleship, visitation, children, youth; often Treasurer and Head Trustee meet with Council; led by Church Coordinator in consultation with Elder Team)

1. Lead congregation toward ministry Ends
2. Provide opportunity for communication and coordination among those leading ministry; also opportunity for mutual accountability and brainstorming

Role of Pastor

1. Lead Elder Team
2. Be a catalyst for mutual spiritual care, spending quality time with those who care for others; do crisis counseling, pre-marital counseling
3. Give sermons that are biblical, practical, yet simple; help lead meaningful church celebrations (communion, weddings, etc.)
4. Represent the church in the community and in the broader Mennonite church

Role of Overseer (appointed by NY Mennonite Conference in consultation with pastor)

1. Provide resources to Elder Team
 2. Give spiritual care for Pastor
 3. Represent NY Mennonite Conference program and vision in the congregation; help "mind the faith" (maintain core values of conference)
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Role of Church Coordinator

1. Be a team leader for the Ministry Coordinators
 - ... convene and chair Ministry Council meetings
 - ... be available if Coordinators have questions or need support
2. Represent the Ministry Council when it's not in session
 - ... communicate Council work to congregation
 - ... notice when the Coordinators serve well (give affirmation) and when they are not fulfilling responsibilities (bring accountability)
 - ... attend NY Mennonite Conference delegate sessions
3. Be one who monitors the overall church ministry system
 - ... keep aware of the gifts/passions of members (regular attenders) and of how much they are involved in a ministry in the church
 - ... give Coordinators leads concerning people gifted in their ministry area
 - ... sit down with new members and do an inventory or assessment of their gifts and passions; shepherd new members until they have gotten plugged in to the church ministry that is right for them; follow up with the Coordinator of that ministry, asking about the new member
 - ... meet at least monthly with the elders.
4. Maintain church calendar
 - ...oversee bulletin editor

Job Description for Worship Ministry Coordinator

1. Draw persons to meet with the living God; discern others who have gifts and passion in this ministry area, empowering and mentoring them.
2. Coordinate regular Sunday morning worship services
 - ...can establish theme (in conjunction with one preaching sermon) and plan service around theme, adding elements that fit in (eg. scripture reading, skit, liturgical dance, choral reading)
 - ...schedule "worship leaders" who give Call to Worship, lead Sharing and Prayer time (includes announcements, offering), and give Benediction
 - ...oversee Music Director who schedules songleaders and maintains CCLI compliance and sound system.
3. Coordinate special worship services
 - ...oversee planning of Lent and Advent services, including sanctuary decoration for Easter and

Christmas

...arrange obtaining elements for communion (bread, cup)

4. Take seriously Coordinator role
 - ...attend Ministry Council meetings (approx 9 a year); key values in Council meetings: openness to the Spirit and each other, humor, appreciation for healthy dissent, confidentiality
 - ...at each Council meeting, report 1) up-coming events, activities, programs and 2) persons being tapped to work in ministry area
 - ...have final say in ministry area
 - ...lead in ministry area as a servant leader, listening to "stakeholders" and ones who are seeking the Lord, never making major decisions without valuing the counsel of others
 - ...model commitment to Christ and active involvement in congregation

Job Description for Fellowship Ministry Coordinator

1. Provide social opportunities to strengthen relationships and unity among God's people; discern others who have gifts and passion in this ministry area, empowering and mentoring them
 2. Coordinate planning social events for church attenders
 - ...monthly fellowship meals
 - ...quarterly fellowship events (like an International Meal, Sweetheart Banquet), except during summer when monthly or bi-weekly events are planned
 - ...showers, farewells
 - ...opportunities for inviting unchurched friends & acquaintances
 3. Oversee kitchen
 - ...maintain supplies
 4. Take seriously Coordinator role
 - ...attend Ministry Council meetings (approx 9 a year); key values in Council meetings: openness to the Spirit and each other, humor, appreciation for healthy dissent, confidentiality
 - ...at each Council meeting, report 1) up-coming events, activities, programs and 2) persons being tapped to work in ministry area
 - ...have final say in ministry area
 - ...lead in ministry area as a servant leader, listening to "stakeholders" and ones who are seeking the Lord, never making major decisions without valuing the counsel of others
 - ...model commitment to Christ and active involvement in congregation
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**Job Description
for Youth Ministry Coordinator**

1. Draw youth of the church to grow in knowing and following Christ; discern others who have gifts and passion in this ministry area, empowering and mentoring them
2. Be a liaison between the Ministry Council and the Middle School youth leaders and High School youth leaders
3. Oversee middle and high school Sunday School classes [*currently middle school SS is under Children's Coordinator*]
...find teachers; then contact teachers toward the end of their teaching commitment to see if they want to continue for another term
...make any decision re: SS curriculum or teaching materials; should consult with the elders before making any major change in curriculum
4. Encourage and support those working in ministry with our youth
5. Coordinate youth trips (eg youth convention, service projects)
6. Take seriously Coordinator role
...attend Ministry Council meetings (approx 9 a year); key values in Council meetings: openness to the Spirit and each other, humor, appreciation for healthy dissent, confidentiality
...at each Council meeting, report 1) up-coming events, activities, programs and 2) persons being tapped to work in ministry area
...have final say in ministry area
...lead in ministry area as a servant leader, listening to "stakeholders" and ones who are seeking the Lord, never making major decisions without valuing the counsel of others
...model commitment to Christ and active involvement in congregation

**Job Description
for Children's Ministry Coordinator**

1. Draw children of the church to grow in knowing and following Christ; discern others who have gifts and passion in this ministry area, empowering and mentoring them
2. Oversee any childrens' Sunday School classes (up through grade 5) [*currently middle school SS is also under Children's Coordinator*]
...determine need for classes
...find teachers (and substitutes); call teachers (and substitutes) at end of each quarter to see

- if they want to continue for another quarter
...will coordinate any "teacher training"
...make any decision re: SS curriculum or teaching materials; should consult with the elders before making any major change in curriculum
...get resources for teachers; order materials
...promote the programs
3. Coordinate any nursery/cry room childcare during Sunday School and Sunday worship service
...each quarter make up schedule as to who will do each Sunday; post the schedule
...oversee how it's going
 4. Coordinate any Children's Church (for children age 2 thru grade 2) during Sun worship service sermon time
...each quarter make up schedule as to who will do each Sunday
...collect resources for persons who want ideas for doing children's church
 5. Replenish and maintain "busy bags" (bags of quiet activities for young children to do in sanctuary)
 6. Take seriously Coordinator role
...attend Ministry Council meetings (approx 9 a year); key values in Council meetings: openness to the Spirit and each other, humor, appreciation for healthy dissent, confidentiality
...at each Council meeting, report 1) up-coming events, activities, programs and 2) persons being tapped to work in ministry area
...have final say in ministry area
...lead in ministry area as a servant leader, listening to "stakeholders" and ones who are seeking the Lord, never making major decisions without valuing the counsel of others
...model commitment to Christ and active involvement in congregation

(Possible additional roles:

1. Oversee and/or support Vacation Bible School
 2. Coordinate Hallway Monitor who observes and assists SS teachers
...each quarter make up schedule as to who will do each Sunday
...oversee how it's going)
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Job Description for Discipleship Ministry Coordinator

1. Draw adult attenders to grow in knowing and following Christ; discern others who have gifts and passion in this ministry area, empowering and mentoring them
2. Oversee adult Sunday School
3. Oversee small groups
 - ...shoulder-tapping new leaders
 - ...discipling and training leaders
4. Plan (with Elders) seminars and conferences (eg. spiritual challenge weekend, missions weekend)
4. Take seriously Coordinator role
 - ...attend Ministry Council meetings (approx 9 a year); key values in Council meetings: openness to the Spirit and each other, humor, appreciation for healthy dissent, confidentiality
 - ...at each Council meeting, report 1) up-coming events, activities, programs and 2) persons being tapped to work in ministry area
 - ...have final say in ministry area
 - ...lead in ministry area as a servant leader, listening to "stakeholders" and ones who are seeking the Lord, never making major decisions without valuing the counsel of others
 - ...model commitment to Christ and active involvement in congregation

Job Description for Visitation Ministry Coordinator

1. Bring Jesus' presence to persons, especially the hurting and lonely; discern others who have gifts and passion in this ministry area, encouraging and affirming them as they do visitation.
2. Oversee that new persons to our worship services receive a warm welcome:
 - ...supervise Greeter/Welcomer (person handing out bulletins)
3. Coordinate outreach to local persons visiting the church:
 - ...arrange that those who visit us a 2nd time receive some follow-up contact (phone call or visit; 15 mins or less)
 - expressing our interest in them
 - hearing their interests
 - perhaps making some connections (passing on information to other members who could relate to them)
 - ...perhaps line up families who will be intentional about hospitality and "enfold" people who attend more than once.

4. Oversee reaching out to regular attenders who have major illnesses or hospital stays:
 - ...coordinate getting meals to those needing them
 - ...see that they receive cards, flowers.
5. Contact regular attenders who stop coming:
 - ...listen to them
 - ...pass concerns on to those who can reach out to them (eg friends, elders).
6. Oversee that someone sends bulletins to core persons who are absent; also see that someone fills out attendance sheet (typically bulletin editor places new sheet with bulletins and Greeter/ Welcomer fills it out).
7. Take seriously Coordinator role
 - ...attend Ministry Council meetings (approx 9 a year); key values in Council meetings: openness to the Spirit and each other, humor, appreciation for healthy dissent, confidentiality
 - ...at each Council meeting, report 1) up-coming events, activities, programs and 2) persons being tapped to work in ministry area
 - ...have final say in ministry area
 - ...lead in ministry area as a servant leader, listening to "stakeholders" and ones who are seeking the Lord, never making major decisions without valuing the counsel of others
 - ...model commitment to Christ and active involvement in congregation

Role of Trustees (meet as needed; includes Treasurer)

1. Maintain church property; make sure are adequate facilities for worship and Sunday School
 2. Prepare annual church budget proposal
 3. Audit church financial records
 4. Perhaps assign someone to be "project manager for building aesthetics"
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Vision or Mission statement:

All our activities are explicitly designed to make disciples -- apprentices to Jesus in kingdom living, doing the things Jesus did and taught (Matt 28:19-20, Rom 8:29, Eph 4:13, Phil 2:5).

A list of ways people are helped to move toward being like Jesus -- for use in setting annual ministry Ends (goals and priorities for congregation for year):

requisite attitudes

1. **brokenness/humility** before God (choosing to confess, repent, be taught); **commitment to Jesus as Lord**
2. **inner freedom** (healing of past wounds, addictions; deliverance from what binds and hinders obedience to God); **Jesus as Savior**
3. **submission** (not have to get own way in relationships); **commitment to local congregation** (work through differences and difficult times, forgive each other)

requisite actions

4. **disciplines** (give up natural desires for the sake of loving God and neighbor--eg. fasting, solitude, simplicity, tithes & offerings)
5. **prayer** (God guides, strengthens us; an interactive friendship with God; we know his presence and love as his Spirit fills us)
6. **bible study** (we learn who God is and what he calls us to do)
7. **fellowship** (affection; mutual encouragement, affirmation); **celebration** (delight in goodness experienced in each other and life; fuels and sustains community); **accountability** (give and receive counsel; mentoring and discipling)

requisite structures

8. **leaders** who unite the church toward a common vision, and empower and release persons' gifts
9. inspiring **worship services** (love for God is expressed and grows; focus is taken off self)
10. **small groups** that have loving and healing power

BEING LIKE JESUS
as we

LOVE GOD (please and obey God; seek God's kingdom; be filled with Spirit)

shown as we redouble and deepen #1-10 in our life

and as we

LOVE OUR NEIGHBOR (family, church; care for those with needs; even love enemies)

shown by

11. **service and justice** (active promotion of the good of others, especially the poor and powerless)

12. **church roles/tasks** (doing what helps #1-10 to happen in local congregation; assigned according to one's gifts and passion; training, mentoring)

13. **evangelism** (choose someone who does not know Christ, and build a relationship on a common interest, looking for opportunity to talk about spiritual life); **outreach** (the church reaching out by meeting needs)

14. **missions** (go and/or give to build Kingdom of God in the world)