



# *Lonoke Baptist Church*

*1841 Lonoke Avenue*

*Texarkana, AR 71854*

*(Auxiliaries and Ministries)*

*Rev. Arthur D. Hill, Sr.*

*Pastor*

# *Table Of Contents*

<b>Chapter</b>	<b>Pages</b>
• Letter from Pastor . . . . .	1
• Qualifications . . . . .	2
• Pastor. . . . .	3
• Associate Pastor . . . . .	5
• Deacon . . . . .	6
• Trustee . . . . .	7
• Administrative Secretary / Receptionist / Clerk . . . . .	9
• Financial Secretary . . . . .	10
• Driver/ Director of Church Transportation . . . . .	12
• Sunday School Superintendent . . . . .	13
• Sunday School Teacher . . . . .	14
• Youth Ministry President . . . . .	15
• Buildings Custodian. . . . .	16
• Pianist . . . . .	18
• Audio Technician . . . . .	19
• Video Technician . . . . .	20
• Usher Leader / Hospitality Coordinator . . . . .	21
• Kitchen Director . . . . .	22



**Rev. Arthur D. Hill, Sr., Pastor**

*Lonoke Baptist Church*  
*1841 Lonoke Avenue*  
*Texarkana, Arkansas 71854*

Phone (870) 772-1991 • Fax (870) 772-9877  
LonokeChurch@cableone.net  
www.LonokeChurchTexarkana.com

*"Connecting in unity with the Savior"*

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From the desk of the Pastor:

I greet you in the name of our Lord and Savior Jesus Christ. It is my responsibility as your Pastor to make sure that you have the proper guidance concerning serving in the various ministries of the church. Our way of accomplishing this task is by offering this booklet for our leaders and fellow co-laborers in the Lord.

I am aware of this fact: **The more people you lead, the more leaders you need.** Moses was the greatest leader in the Old Testament. However, he did not do it alone. Jethro, the father-in-law of Moses, suggested that Moses find, recruit, and train other leaders to assist him in his leadership responsibilities. Moses followed that advice. And soon he had other leaders to help him carry the load. **The end result: This needed change gave added strength to Moses and enabled all the needs of the people to be met.**

I trust that the information given here will help us all work together effectively in the Kingdom of God.

Yours in Christ,

Arthur Hill Sr., Pastor



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**These are the qualifications that the Pastor is looking for within each Officer and Church Leader.**

- **Positiveness:** The ability to work with and see people and situations in a positive way.
- **Servanthood:** The willingness to submit, play team ball, and follow the leader.
- **Growth Potential:** A hunger for personal growth and development; the ability to keep growing as the job expands.
- **Follow-Through:** The determination to get the job done completely and with consistency.
- **Loyalty:** The willingness to always put the leader and the organization above personal desires.
- **Resiliency:** The ability to bounce back when problems arise.
- **Integrity:** Trustworthiness and solid character; consistent words and walk.
- **"Big-Picture" Mind Set:** The ability to see the whole organization and all of its needs.
- **Discipline:** The willingness to do what is required regardless of personal mood.
- **Gratitude:** An attitude of thankfulness that becomes a way of life.

# PASTOR

The pastor shall serve as the chief under shepherd and overseer of this local church, feeding, leading and nurturing the sheep. This person's main responsibilities will be to communicate God's Word, minister to spiritual needs and provide biblical leadership for the church.

<b>Ministry Area/Department</b>	General staff/administration
<b>Position</b>	pastor
<b>Accountable To</b>	God, church board /church body (which may consist of deacons/trustee, depending on the denomination)
<b>Ministry Target</b>	Church and community
<b>Position Is</b>	Paid staff
<b>Position May Be Filled By</b>	
<b>Minimum Maturity Level</b>	Stable, mature Christian
<b>Spiritual Gifts</b>	Pastor/shepherd • Exhortation • Teaching • Prophecy • Evangelism
<b>Talents or Abilities Desired</b>	Leadership ability • Good communicator • Experience in teaching and/or preaching • Some training or experience in counseling • Experience in leading others to Christ • Discreet
<b>Best Personality Traits</b>	Expresser • Caring
<b>Passion For</b>	Shepherding the saints, equipping them for ministry and influencing the community for Christ
<b>Length of Service Commitment</b>	Indefinite

## ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** Sundays/Wednesdays and for emergencies and special occasions
2. **Participating in meetings/training:** one hour minimum a week

## RESPONSIBILITIES/DUTIES

1. Oversee pastoral staff.
2. Provide leadership and vision for the church. Direct plans for ministry and church growth; develop and fine-tune the church structure based on the Team philosophy of ministry.
3. Motivate, equip and nurture the people of the church through example, preaching and teaching God's Word and spiritual counseling.
4. Spend significant time in prayer and Bible study.
5. Contact/visit hospitalized or grieving church members.
6. Officiate at weddings and funerals.
7. Provide premarital counseling, counseling regarding salvation and spiritual issues and other counseling for church members as time permits.
8. Perform sacraments such as Communion and baptism.

9. Oversee church discipline and manage conflict in the church. Seek to reconcile relationships and promote unity within the church.
10. Participate in evangelism efforts through preaching and giving invitations during worship services, revival or other special services, visitation and other outreach efforts.
11. Participate in district, state, and national meeting, programs, and conventions

# ASSOCIATE PASTOR

The associate pastor shall serve as a right hand to the senior pastor and shall assist in carrying out the ministry of the church. The main responsibilities will involve assuming the pastoral pastor's absence; inreach through building relationships with members while ministering to their spiritual needs and obtaining help for their physical needs when needed; and outreach to **assimilate newcomers** and visitors into the body of the church.

<b>Ministry Area/Department</b>	General staff/administration
<b>Position</b>	Associate pastor
<b>Accountable To</b>	Pastor
<b>Ministry Target</b>	Church in general
<b>Position Is</b>	
<b>Position May Be Filled By</b>	<b>Church member</b>
<b>Minimum Maturity Level</b>	Solid, very mature Christian
<b>Spiritual Gifts</b>	Pastor/shepherd • Administration
<b>Talents or Abilities Desired</b>	Able to serve as a support person to the senior pastor • Experience in teaching/preaching • A desire to minister to people • Organizational skills • Some training in counseling is a plus.
<b>Best Personality Traits</b>	Dependable • Discreet • Friendly • Compassionate
<b>Passion For</b>	Supporting the senior pastor and ministering to people
<b>Length of Service Commitment</b>	Two years minimum

## ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** *as needed by the pastor and for emergencies and special occasions attend bible study*
2. **Participating in meetings/training:** four hours a month

## RESPONSIBILITIES/DUTIES

1. Participate in staff meetings.
2. Fill in when the pastor is ill or out of town.
  - a. Handle emergency situations.
  - b. Preach/teach/lead services.
3. Support the senior pastor in carrying out the ministry of the church; help as needed with administrative tasks, special projects and campaigns, teaching, etc.
4. Be heavily involved in outreach, visitation to church members, newcomers, visitors and handling special requests from members to visit loved ones they are concerned about.
5. Visit hospitalized members and follow up during their recovery.
6. Provide biblical counseling to church members regarding spiritual matters. Refer to professional counselor when necessary.
7. Be available to conduct funerals and weddings.
8. Pray, pray, pray for the pastor, other staff members, volunteer workers, members and the church as a whole.

## DEACON

A deacon is responsible for ministering to the needs of church members and offering support to the pastor.

<b>Ministry Area/Department</b>	General staff/administration
<b>Position</b>	Deacon
<b>Accountable To</b>	Pastor
<b>Ministry Target</b>	Church members
<b>Position Is</b>	<b>Volunteer</b>
<b>Position May Be Filled By</b>	<b>Church member</b>
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Serving • Exhortation • Mercy-showing
<b>Talents or Abilities Desired</b>	Enjoy working with people
<b>Best Personality Traits</b>	Dependable • Compassionate • Discreet • Good moral character
<b>Passion For</b>	Ministering to the Body of Christ and assisting the pastor with the work of the ministry related to congregational care
<b>Length of Service Commitment</b>	Two years minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four hours a week
2. **Participating in meetings/training:** five hours a month

### RESPONSIBILITIES/DUTIES

1. Follow up on sick, hospitalized or shut-in members; visit and contact them regularly.
2. Pray for and with church members experiencing hardships or needing to make decisions.
3. Visit and offer emotional/spiritual support to grieving members.
4. Report special needs to the pastor, congregational care pastor, benevolence committee or other appropriate person.
5. Remain in contact with prayer-group leaders regarding special prayer needs. (**Note:** Never share confidential information without the person's consent.)
6. Rejoice with/congratulate members on special accomplishments and events.
7. Pray regularly for the leaders of the church.
8. Meet with and offer input to the pastor and appropriate staff members regarding any special or critical issues within the church.
9. Attend deacon meetings once or twice a month to discuss needs and budget items.



# TRUSTEE

The trustees will help ensure ethical handling of all church funds and property.

<b>Ministry Area/Department</b>	Stewardship
<b>Position</b>	Trustee
<b>Accountable To</b>	<b>Pastor</b>
<b>Ministry Target</b>	Church
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	<b>Church member</b>
<b>Minimum Maturity Level</b>	Stable, mature Christian
<b>Spiritual Gifts</b>	Administration • Giving • Serving
<b>Talents or Abilities Desired</b>	Experience and/or education in business and finance
<b>Best Personality Traits</b>	Trustworthy • Honest • Sincere • Discreet • Levelheaded • Mature • Analyst-expresser or analyst- dependable
<b>Passion For</b>	Good stewardship
<b>Length of Service Commitment</b>	Three to five years

## **ANTICIPATED TIME COMMITMENTS**

1. **Doing ministry/preparing for ministry:** one to two hours a month
2. **Participating in meetings/training:** one to two hours a month or as needed

## **RESPONSIBILITIES/DUTIES**

1. Establish and review procedures for the church's financial management.
2. Serve as legal custodians of all church property.
3. Represent the church in legal matters.
4. Give input/financial advice to the stewardship committee and pastoral staff as requested.
5. Execute bank notes, deeds and other legal documents after receiving approval at the church's business meetings.
6. Examine quarterly financial reports to monitor financial expenditures of the church.
7. Fulfill the laws of this state while serving as a trustee of the church.
8. Assist in the process of awarding contracts for work that must be done to improve or repair church buildings and property.

## ADMINISTRATIVE SECRETARY/RECEPTIONIST/CLERK

The administrative secretary/receptionist is responsible to provide clerical support to the administrative assistant and pastoral staff and to present a positive image to those who contact the church by phone or in person.

<b>Ministry Area/Department</b>	General staff/administration
<b>Position</b>	Administrative secretary/receptionist
<b>Accountable To</b>	Administrative assistant
<b>Ministry Target</b>	Pastoral staff/church in general
<b>Position Is</b>	<b>Paid staff</b>
<b>Position May Be Filled By</b>	<b>Church member</b>
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Administration • Serving
<b>Talents or Abilities Desired</b>	Clerical skills such as filing and typing • Pleasant phone manner • Computer keyboard knowledge/experience • Organizational skills
<b>Best Personality Traits</b>	Dependable • Discreet • Friendly • Professional • Neat
<b>Passion For</b>	Providing clerical support to church staff and greeting church members and the public, presenting a good Christian testimony to those who contact the church office
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** twenty hours a week
2. **Participating in meetings/training:** up to one hour a month

### RESPONSIBILITIES/DUTIES

1. Participate in staff meetings upon request.
2. Receive, screen, direct incoming calls. Take messages when appropriate and distribute to the appropriate person in a timely manner.
3. Do simple typing projects and make copies as directed by the administrative assistant.
4. Update the church master calendar. Coordinate calendar with administrative assistant.
5. Greet visitors.
6. File correspondence, reports, church newspaper ads, etc.
7. Duplicate and fold Sunday bulletins and monthly newsletters.
8. Open incoming mail and distribute to appropriate persons.

## FINANCIAL SECRETARY

The financial secretary/bookkeeper is responsible for keeping the church's general ledger and financial records and will prepare related forms and reports as necessary, in addition to preparing all checks for the treasurer to sign. This person will help ensure that the church's finances are in accord with legal, ethical and biblical standards.

<b>Ministry Area/Department</b>	Stewardship
<b>Position</b>	Financial secretary
<b>Accountable To</b>	<b>Financial Director</b>
<b>Ministry Target</b>	Church in general
<b>Position Is</b>	Paid staff
<b>Position May Be Filled By</b>	<b>Church Member</b>
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Administration • Giving
<b>Talents or Abilities Desired</b>	Some accounting education and background • Good with figures • Discreet • Excellent organizational skills
<b>Best Personality Traits</b>	Dependable-analyst • Detail oriented
<b>Passion For</b>	Good stewardship • Accuracy

<b>Length of Service Commitment</b>	Indefinite
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## **ANTICIPATED TIME COMMITMENTS**

1. **Doing ministry/preparing for ministry:** twenty hours a week
2. **Participating in meetings/training:** one hour a month or as needed

## **RESPONSIBILITIES/DUTIES**

1. Keep accurate records of member contributions and prepare year-end summaries for each member for tax and individual review purposes.
2. Keep accurate records of all church income through tithes, offerings and special gifts, and compare to budget estimates.
3. Keep accurate records of all church expenditures and compare to budget allowances. By the way of, recording weekly receipts for Sunday School, Benevolent and Landscape Accounts.
4. Inform executive pastor if expenditures exceed budget allowances.
5. Prepare financial reports for church business meetings.
6. Prepare any required reports or forms for the auditor, IRS or other offices of accountability. (W-2, W-3, Arkansas State Tax Exempt Forms, and 1099s.
7. Be available at church business meetings to answer any questions related to church finances.
8. Prepare weekly payroll checks and related tax records/payments.
9. Prepare checks for monthly church expenses and obligations.
10. Prepare checks for contributions to missions work and other special endeavors. (Benevolent)
11. Prepare reimbursement checks upon approval of treasurer.
12. Reconcile and balance church checking accounts.
13. Research financial issues as requested by the church with attorneys, accountants, insurance companies and bankers
14. Participate in bank financing and loan rate negotiations and as signer on all checking accounts. Update signature cards for all bank accounts as requested by the church Trustees/Deacons.
15. Participate as Church Trustee and attend Trustee meetings. Attend business meetings.

## DRIVER/DIRECTOR OF CHURCH TRANSPORTATION

The driver of church transportation responsibilities will be distributed among several volunteers. A driver is responsible for safely transporting participants to and from church-related or church-sponsored activities.

<b>Ministry Area/Department</b>	General staff/administration
<b>Position</b>	Driver of church transportation
<b>Accountable To</b>	<b>Deacons</b>
<b>Ministry Target</b>	Church in general
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	<b>Church member</b>
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving
<b>Talents or Abilities Desired</b>	Valid driver's license with good driving record • Able to drive church van—additional certification/special license required if driving a bus • Enjoy driving follow all rules of the road
<b>Best Personality Traits</b>	Dependable • Observant • Patient—no road-rage history! • Kindly
<b>Passion For</b>	Serving the church
<b>Length of Service Commitment</b>	

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** as needed

### RESPONSIBILITIES/DUTIES

1. Shuttle seniors and other member from home, nursing home, colleges or other facilities to church and back on Sundays.
2. Provide transportation when more than 5 members need transportation to special events, such as concerts, retreats, seminars, recreational activities, etc.
3. Pick up neighborhood children and adults without transportation for church activities (either Sunday morning, evening or during the week).
4. Pick up and return neighborhood children to and from Vacation Bible School—one week a year, during summer.
5. Keep the Vans in working order.

## SUNDAY SCHOOL SUPERINTENDENT

The Sunday School director will lead and oversee the ministry of the Sunday School. This person will ensure proper staffing, training and operation of the department.

<b>Ministry Area/Department</b>	Sunday School
<b>Position</b>	Sunday School Superintendent
<b>Accountable To</b>	<b>Pastor</b>
<b>Ministry Target</b>	Church
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	<b>Church member</b>
<b>Minimum Maturity Level</b>	Stable, mature Christian
<b>Spiritual Gifts</b>	Administration • Exhortation
<b>Talents or Abilities Desired</b>	Good organizational and leadership skills
<b>Best Personality Traits</b>	Motivated • People oriented
<b>Passion For</b>	Reaching, teaching and nurturing people through Sunday School ministry
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three hours a week
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Recruit volunteers to serve in Sunday School ministry.
2. Develop and implement a training program for Sunday School leaders (teachers and workers).
3. Obtain information on Sunday School curricula; inform teachers of selection; order curricula.
4. Oversee distribution of Sunday School material or store it in a designated location for easy access by leaders.
5. Recognize, encourage and motivate Sunday School workers.
6. Communicate information regarding goals, special days, etc.
7. Oversee operation of Sunday School ministry (teachers on hand, lessons available, start/end on time, records procedures followed/forms completed, etc.).
8. Serve as a liaison between Sunday School and pastor.
9. Oversee operations of Vacation Bible School Ministry (teachers, handouts, lessons, and procedures).

## SUNDAY SCHOOL TEACHER

The children's teacher is the shepherd of the class and is responsible to keep watch over the flock and oversee or coordinate all class leaders and functions. The teacher is expected to teach, reach and minister to members and prospects, with the help of other leaders within the class.

<b>Ministry Area/Department</b>	Sunday School
<b>Position</b>	Sunday School Teacher
<b>Accountable To</b>	Children's ministry director or Sunday School director, depending on church structure
<b>Ministry Target</b>	Church Membership
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	<b>Church member</b>
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Shepherding • Teaching • Exhortation
<b>Talents or Abilities Desired</b>	Ability to communicate well with children and adults
<b>Best Personality Traits</b>	Expresser-leader • Dependable • Compassionate
<b>Passion For</b>	Nurturing a group of children • Teaching and leading children to Jesus
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three hours a week
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Participate in teacher's meetings and training opportunities.
2. Work with the director to choose curriculum for your class.
3. Study and prepare for each weekly lesson. Gather necessary materials: handouts, craft supplies, etc.
4. Pray for class members/visitors.
5. Arrive **15 minutes** before class begins to make sure classroom is prepared and to greet children and adults as they arrive.
6. Lead each week's class time and involve children and adults in studying and learning God's Word through various teaching methods and activities.
7. Promote spiritual growth and unity among class members.
8. Maintain contact with class members. Keep parents informed of topics/themes being studied, special events, etc. through printed notices, postcards and calls. Call, visit or send cards to members on special occasions or when a student is sick; class secretary can assist with these duties also.



## YOUTH MINISTRY PRESIDENT

The youth activities coordinator is responsible for planning, coordinating and overseeing activities for teens to promote fun, fellowship, spiritual development and ministry involvement.

<b>Ministry Area/Department</b>	Youth
<b>Position</b>	Youth Ministry President
<b>Accountable To</b>	<b>Pastor</b>
<b>Ministry Target</b>	Youth
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	<b>Church member</b>
<b>Minimum Maturity Level</b>	Stable, mature Christian
<b>Spiritual Gifts</b>	Pastor/shepherd • Administration • Teaching
<b>Talents or Abilities Desired</b>	Good planning and organizational skills • Good role model • No criminal record
<b>Best Personality Traits</b>	Leader-analyst • Dependable
<b>Passion For</b>	Organizing activities and promoting a sense of unity and fellowship among teens
<b>Length of Service Commitment</b>	Two years minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four to eight hours a month
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Plan special activities for youth.
2. Teach the youth of Lonoke about the Bible.
3. Develop and maintain a youth activities calendar. Every youth leader and teen and the administrative secretary should receive a copy of each month's activity calendar.
4. Recruit volunteers to become youth activities assistants to help oversee and carry out activities.
5. Meet with youth activities assistants to review the upcoming programs, fundraisers, activities, programs with other churches, and etc. (MLK,Jr., Church Programs, Vacation Bible School, Youth Day, Prayers, Responsive Readings, and Youth Alter Call).
6. Develop/provide travel activities permission slips for parents to complete and sign, containing emergency information; keep these on file and take copies with the group when traveling.
7. Pray for guidance and direction and for great spiritual results from the activities.
8. Work with the youth of Lonoke to become community leaders.

## BUILDINGS CUSTODIAN

The buildings custodian is responsible for keeping the church buildings clean and orderly. In the event of weddings, funerals and other non church sponsored events, the event host will be responsible for paying for the custodian's services. Church policy will dictate fees.

<b>Ministry Area/Department</b>	Buildings and grounds
<b>Position</b>	Buildings custodian
<b>Accountable To</b>	<b>Trustee</b>
<b>Ministry Target</b>	Church in general
<b>Position Is</b>	<b>Paid</b>
<b>Position May Be Filled By</b>	Other approved individual
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving
<b>Talents or Abilities Desired</b>	Able to perform physical labor necessary in cleaning church facilities
<b>Best Personality Traits</b>	Hardworking • Conscientious • Analyst-dependable or leader-dependable
<b>Passion For</b>	Good stewardship of the facilities God has given the church • Presenting a positive physical appearance of the church in the community
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** twenty to forty hours a week
2. **Participating in meetings/training:** one hour a month

## **RESPONSIBILITY/DUTIES**

1. Inform buildings and grounds administrator when cleaning supplies are low or when equipment or facilities need repair.
2. Empty all wastebaskets weekly; more often if necessary.
3. Dust furniture in offices, reception areas, visitor center, sanctuary and entrances.
4. Vacuum offices and carpeted areas weekly, or more often if needed. Dust-mop, sweep or vacuum other areas as needed.
5. Clean/disinfect drinking fountains.
6. Clean cobwebs from ceilings, corners, vents, fans, etc. as needed.
7. Thoroughly clean restrooms weekly. Check them after each event and reclean if necessary after events (funeral, special services and events - includes cleaning toilet bowls, urinals, partitions, tiled walls, mirrors and floors and refilling soap, towel and toilet paper dispensers, making sure toilet paper and paper towels are available and emptying trash and sanitary containers.
8. Clean windows and glass doors as needed.
9. Replace light bulbs. Turn off nonrequired lights.
10. Water plants as needed.
11. Pick up litter.
12. Check all areas for odors. Clean/disinfect as necessary.
13. Clean up after church-sponsored special events.
14. Clean up accidents as needed: spills, stomach upset, etc.
15. Check and clean baptistry area after baptisms and as needed.
16. Straighten hymnals and restock pew racks on Mondays and after midweek meetings and services.

## PIANIST

The pianist will play the piano for the choir during rehearsals and for the choir and congregation during church services.

<b>Ministry Area/Department</b>	Music
<b>Position</b>	Pianist
<b>Accountable To</b>	<b>Music Director / Pastor</b>
<b>Ministry Target</b>	Choirs and congregation
<b>Position Is</b>	Paid Staff
<b>Position May Be Filled By</b>	Church member/ approved individual
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Exhortation • Serving
<b>Talents or Abilities Desired</b>	Experience and ability to play hymns and special music on the piano • Good organizational skills • Neat appearance
<b>Best Personality Traits</b>	Dependable-expresser • Consistent • Good character
<b>Passion For</b>	Exalting God, exhorting the saints and influencing the lost through music
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four to five hours a week—more during special events
2. **Participating in meetings/training:** one hour a week

### RESPONSIBILITIES/DUTIES

1. Play piano during regularly scheduled services.
2. Play as scheduled for special services: revivals, concerts, seasonal programs, etc.
3. Play for choir practice as scheduled.
4. Play during offertories as scheduled.
5. **Optional:** Play during weddings and funerals as employed by the individuals requesting such services.

# AUDIO TECHNICIAN

The audio technician will record messages and special music presented during regular church worship services and occasional special services; keep an organized library of tape recordings; provide duplicate audio cassette tapes for the tape ministry, which provides recordings for people who are unable to attend services or who desire to share messages with others.

<b>Ministry Area/Department</b>	Media
<b>Position</b>	Audio technician
<b>Accountable To</b>	<b>Pastor</b>
<b>Ministry Target</b>	Congregation • Community
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	<b>Church member</b>
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving
<b>Talents or Abilities Desired</b>	Training and/or experience in operating sound recording equipment • Good hearing
<b>Best Personality Traits</b>	Dependable • Consistent • Leader-analyst or dependable-analyst
<b>Passion For</b>	Professionally recording messages and music for the glory of God
<b>Length of Service Commitment</b>	One year minimum

## ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to three hours a week
2. **Participating in meetings/training:** one hour a quarter or as requested

## RESPONSIBILITIES/DUTIES

1. Arrive prior to worship services to double-check and set up equipment as needed.
2. Operate sound recording equipment to record messages and special music for the tape ministry.
3. Label each master audio cassette/ DVD's appropriately with content, and date and keep an organized library of masters.
4. Duplicate DVD's as needed.
5. Maintain equipment and arrange for repairs as necessary. Report equipment and supply replacement needs or recommendations to the pastor and/or appropriate committee.
6. Create Audio Files for Website.

## VIDEO TECHNICIAN

The video technician will record messages, special services and events; keep an organized library of tape recordings; and provide duplicate videos for the tape ministry.

<b>Ministry Area/Department</b>	Media
<b>Position</b>	Video technician
<b>Accountable To</b>	<b>Pastor</b>
<b>Ministry Target</b>	Congregation and the community
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	<b>Church member</b>
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving
<b>Talents or Abilities Desired</b>	Experience in operating video recording equipment • Good hearing and eyesight
<b>Best Personality Traits</b>	Consistent • Dependable
<b>Passion For</b>	Producing professional quality videos to share God's message with others
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a month (more depending on special events)
- 2 **Participating in meetings/training:** one hour a quarter or as requested

### RESPONSIBILITIES/DUTIES

1. Arrive prior to special service or event, double-check and set up equipment as needed.
2. Operate video camera to videotape special services and events.
3. Edit master videotapes if necessary.
4. Label each master video appropriately with content and date, and keep an organized library of masters.
5. Duplicate videos as needed for the tape ministry.
6. Maintain equipment and arrange for repairs as necessary. Report equipment replacement needs or recommendations to the executive pastor and/or appropriate committee.

## USHER LEADER/ HOSPITALITY COORDINATOR

The hospitality coordinator will oversee the hospitality ministry to ensure that every person entering the church is greeted and that visitors are offered assistance as appropriate so that everyone feels important and welcome and is able to find his or her desired destination easily.

<b>Ministry Area/Department</b>	Hospitality
<b>Position</b>	Hospitality coordinator
<b>Accountable To</b>	<b>Pastor</b>
<b>Ministry Target</b>	Congregation and guests
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	<b>Church Member</b>
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving • Exhortation • Administration
<b>Talents or Abilities Desired</b>	Comfortable talking to and greeting guests • Ability to give good directions regarding church facilities • Ability to lead and direct others
<b>Best Personality Traits</b>	Hospitable • Outgoing • Sensitive to needs and feelings of others • Dependable-expresser or expresser-analyst
<b>Passion For</b>	Making people feel welcome
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** minimal, as needed

### RESPONSIBILITIES/DUTIES

1. Greet members and guests.
2. Direct or lead visitors to their desired destination.
3. Introduce visitors to church staff, teachers and members of similar age when possible.
4. Open doors for/assist the elderly or disabled.
5. Recruit and coordinate schedule of ushers and greeters to assist with welcoming and directing others on a regular basis as well as for special events. Maintain a list of greeters' phone numbers and addresses.
6. Oversee the welcome center operation.
7. Make sure the welcome center is stocked with information about the church's ministries, tracts, a map of the church, etc.
8. Recruit and coordinate schedule of parking lot attendants to assist with traffic flow, visitor and handicapped parking and directions for all church services and major events.
9. Oversee budget and expenditures for the hospitality ministry.

## KITCHEN DIRECTOR

The kitchen director is responsible for organizing and overseeing the use of the church kitchen.

<b>Ministry Area/Department</b>	Hospitality/fellowship
<b>Position</b>	Kitchen director
<b>Accountable To</b>	<b>Pastor</b>
<b>Ministry Target</b>	Congregation and guests
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	<b>Church member</b>
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving • Administration
<b>Talents or Abilities Desired</b>	Good organizational skills
<b>Best Personality Traits</b>	Dependable-leader • Hospitable
<b>Passion For</b>	Orderly and clean facilities to promote an efficient fellowship ministry
<b>Length of Service Commitment</b>	Two years minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to three hours a week
2. **Participating in meetings/training:** minimal, as needed

### RESPONSIBILITIES/DUTIES

1. Supervise all activities and kitchen committee members using the church kitchen.
2. Keep an inventory list of kitchen supplies and equipment and request funds to replace, repair or add to the inventory when needed.
3. Organize and clean the kitchen and appliances as needed.
4. Establish and post policies for the use and care of the kitchen.
5. Keep a running list in the kitchen so that those who use the kitchen know when supplies are low or depleted. Share this list with Financial secretary to make needed purchases
6. Shop and purchase supplies for church cleaning and annual events: Women's Day, Men's Day, Youth Day, Church Anniversary, Pastor and Wife Anniversary, Revival, Vacation Bible School, Church Picnic and etc.
7. Cook, set up food and serve as well as clean after functions
8. Purchase food for bereavement and serve after receiving funds from the Benevolent committee.
9. Serve and order food at special occasions (Southwest District, Four States Fair).
10. Meet with Pastor & Wife for their needs.
11. Open church for other church, funeral homes and etc for the use of the facility.
12. Maintain working appliances call Phillips and sons when repairs are needed.