# **Senior Pastor**

Job Description

**General**

The Senior Pastor shall have oversight of this church. He shall be chairman of the governance authority except as he may choose to proceed according to the provisions in Article VI of the church constitution (at his request, the governance authority shall elect an elder as chairman). He shall preside at all regular or special meetings of the church membership. He is a member ex officio of all church committees and organizations. When the church has no pastor, the chairman or vice chairman of the governance authority shall have oversight of the church in conjunction with the district superintendent. The senior pastor shall be the president of this church where such office is required by law.

**Basic Duties**

On spiritual oversight, the senior pastor has responsibility over the church’s preaching, worship, teaching, and discipleship making. When on vacation or away, he should assign other competent leaders to preach on Sunday worship services. As for other teaching events, such as Wednesday prayers, funerals, and counseling, he may delegate to other competent laity, including interns and student trainees. When biblical or theological questions arise, he should call the elders together and they, as one, shall resolve such questions.

On administrative oversight, the senior pastor signs legal documents on behalf of the governance authority. He oversees, trains, and assists the pastoral staff, officers, interns, and other workers. Where possible, he attends committee and organizational meetings or send a representative to attend.

He has oversight of the worship service. The worship director and/or worship teams respond directly to him.

Disciple making is essential and the senior pastor is expected to regularly “do life” with individuals or groups to carry out Jesus’ commands (Matt 28:19-10; Mark 3:14; Acts 1:8).

# **Associate Pastor for Missions**

Job Description

**General**

The associate pastor is called by the governance authority and appointed by the district superintendent. He serves under the supervision of the senior pastor and reports through the senior pastor to the governance authority. He attends board meetings but does not vote. An associate pastor has spiritual and administrative oversight on a specific ministry, to carry out the tasks thereof, to train and disciple individuals under his care, and to perform other ministries as the senior pastor and governing board may assign.

**Basic Duties**

* Plan and executes three evangelistic events: Easter, Community Night Out, and Thanksgiving
* Does outreach and evangelism in the community
* Disciples new believers and trains them on the foundations of faith
* Oversees mission promotions, including mission conference and the GCF giving
* Organizes, leads and guides the church’s short-term missions

# **Associate Pastor for Youth and Single Adult Ministries**

Job Description

**General**

The associate pastor is called by the governance authority and appointed by the district superintendent. He serves under the supervision of the senior pastor and reports through the senior pastor to the governance authority. He attends board meetings but does not vote. An associate pastor has spiritual and administrative oversight on a specific ministry, to carry out the tasks thereof, to train and disciple individuals under his care, and to perform other ministries as the senior pastor and governing board may assign.

**Basic Duties**

The associate pastor has spiritual and administrative oversight of youth and single adult ministry. He spearheads evangelism, discipleship, mentorship, small groups, bible studies, preaching and other tasks as maybe required in his areas of ministries.

On a weekly basis, he leads a single adult worship service. This can be done on Saturday or Sunday at a time that will be productive in bringing people together.

He will assist youth ministry as maybe necessary.

# **Elder**

Job Description

**General**

Elder is an under shepherd of Jesus Christ for his church and a minister of the Gospel. Elder is elected by members at the annual membership meeting. He serves with the senior pastor and other elders to oversee spiritual and administrative affairs of the church. A member of the committee on membership as well as the committee on discipline, he attends board and other meetings and performs various spiritual and administrative duties as may be required, including preaching and teaching.

**Basic Duties**

* Attend board and committee meetings
* Reports regularly on ministries assigned
* Leads and attends prayer meetings
* Disciples at least one member or family of the church
* Teaches membership class
* Meets and greets people during services and receptions

# **Secretary**

Job Description

**General**

The secretary shall keep the minutes of membership and board meetings and conduct the correspondence of this church as directed by the governance authority. The secretary shall attend and keep minutes of other meetings as specified in the local church bylaws. S/he shall keep all records, other than current records, in a secure repository selected by the governance authority.

**Basic Duties**

* Takes board and membership meeting minutes. The secretary makes sure that all minutes are properly approved, saved, and distributed
* Make summary monthly report to church members by posting it at the church building or website
* Helps the senior pastor in the administration of church calendar, ministries, and meetings
* Announces upcoming ministry events
* Attends officers’ meeting and keeps records of how officers and staff will implement ministries in the church
* With the senior pastor, maintains membership rolls and reports changes to the governing board
* With the senior pastor, files the annual report to the national office as required

# **Assistant Secretary**

Job Description

**General**

With the many administrative duties required to run the church efficiently, the Assistant Secretary shall provide administrative and clerical support to the Board Secretary. In the absence of the Secretary, the Assistant Secretary shall substitute and take minutes during the Board Meetings, Coordinators Meetings, and Annual Meeting.

**Basic Duties**

* Make announcements for Sunday service
* Update announcements on the church website
* Perform reservations for church ministries & private reservations
* Stock office supplies
* Perform other secretarial duties as necessary

# **Treasure**r

Job Description

**General**

The treasurer shall receive all monies of this church and shall be responsible for the payment of all bills on the order of the governance authority as specified by the local church bylaws, keeping proper book records of all transactions, including filing canceled vouchers and receipts for payments made. The governance authority shall determine where funds of this church shall be kept. No offerings shall be solicited from the membership except upon approval of the governance authority.

**Basic Duties**

* Along with the assistant treasurer, pays church bills and disbursements on a monthly basis
* Twice a month, pay staff salaries and taxes; and quarterly file tax returns to the appropriate agency
* Forwards GCF to the national office before the 10th of each month
* Makes monthly report to the governing board of all accounts: income, expenses, balances, pass throughs, etc.
* Prepares records for the auditors by the 5th of January and July
* Enters membership giving and tithes into membership roll
* With the help of the assistant treasurer, signs and sends membership contributions by the end of January
* With the senior pastor, files other governmental documents as necessary

# **Assistant Treasurer**

Job Description

**General**

The assistant treasurer shall, with another person or persons appointed by the governance authority, be responsible to count all monies and keep separate record of all receipts. The assistant treasurer may be empowered to issue receipts to donors.

**Basic Duties**

* Receives all monies from the ushers every Sundays and deposits them into the designated church account the following Monday
* Retains a copy of the deposit receipt for the file
* Gives receipts to donors
* With the church treasurer, s/he shall prepare a giving statement to all members of the church for their giving and tithe

# **Bookkeeper**

Job Description

**General**

The bookeeper shall assist the treasurer to ensure the payment of all bills and disbursements in a timely manner, assist with the expense reimbursement process including filing and maintaining forms and supporting documentation, respond to varying requests from our lender, service providers and governmental authorities.

**Specifics**

* Along with the treasurer, pays church bills and disbursements on a monthly basis
* Assist with the expense reimbursement and funds request process, which include reviewing and filing request forms and supporting documentation
* Respond to/resolve requests or issues of various sorts from our lender, service providers and governmental authorities
* Assist treasurer in preparing reports for semi-annual audits
* Assist treasurer in preparing annual donation statements

# **Youth Coordinator**

Job Description

**General**

The Youth Coordinator shall serve in multiple areas within the youth ministry.

* Youth Members:To assist in providing a space where youth members can grow in their faith and their relationships with fellow youth members.
* Leadership Team: To work alongside the youth leadership team in providing guidance, counsel, and insight in organizing, planning, and carrying out youth activities/events.

**Basic Duties**

* To be present at church and youth events.
* To be intentional in building and maintaining relationships with youth members.
* Assist in providing transportation sometimes to and or from youth events.
* To be able and willing to present the Word of God to the youth group upon request or in the absence of the pastor.
* To accompany youth participating in events that take place outside of ELC. (ex: Hlub camp, church visitation, etc.)
* Assist in planning and coordinating fundraisers and fellowship activities.

# **Worship Director**

Job Description

**General**

The worship director is appointed by the governance authority and oversees the praise and worship team(s). S/he maintains and adds new songs the praise and worship repertoire (a collection of songs, which are sung regularly in Sunday worship services and other church events). When a new song is added, s/he will teach it to the congregation.

**Basic Duties**

* Organizes worship teams and recruits team members
* Leads devotion and team meetings
* Encourages musicians, singers, and trainees
* Adds/removes songs from the repertoire
* Teaches (or find someone to teach) new song to the congregation
* Arranges training for the teams, members, and trainees
* Disciples new recruits and/trainees
* Attends monthly coordinators’ meeting

# **Worship Team Leader**

Job Description

**General**

The worship team leader is appointed by and served under the worship director and oversees his/her praise and worship team members. S/he is responsible for knowing the praise and worship repertoire (a collection of songs, which are sung regularly in Sunday worship services and other church events). S/he will enable the team to meet, practice, and get ready to lead the congregation in worship.

**Basic Duties**

* Knows each team member’s talent and skills
* Be able to work with each team member to enhance his/her skills and talent to glorify God
* Scheduled regular team meeting and practice
* Leads or assigns a team member to lead devotion and prayer at team meeting and practice
* Encourages musicians, singers, and trainees
* Disciples new recruits and/trainees

**Lead Usher**

Job Description

**General**

The lead usher is appointed by the governance authority and oversees the ushering ministry of the church. ELC ushering ministry includes greeting guests and counting the offerings. The lead usher supervises the ushers and assigns them to serve in rotation. Each Sunday or church event, enough ushers should be present to carry out this ministry.

**Basic Duties**

* Recruits team members for board approval
* Organizes and schedule usher rotation
* Be able to lead and train new ushers to properly count and record offerings
* Encourages ushers and trainees
* Attends monthly coordinators’ meeting
* Coordinate with other ushers to greet and usher members/visitors

**Men Ministry Coordinators**

Job Description

**General**

There are four or more men ministry coordinators to be appointed by the governance authority. They oversee the men ministry here at ELC. Once appointed, they will choose a leader, who will become the main contact person. Men ministry exists to provide mutual support and fellowship, to nurture Christian character and friendship evangelism. In general, men ministry seeks to demonstrate God’s love and the priesthood of believers, in furthering the mission and vision of the church.

**Basic Duties**

* Organizes and creates fellowship events and opportunities
* Leads devotion and team meetings
* Encourages men and youth to live the faith
* Performs other tasks as assigned by the governing board
* Invites friends and coworkers to men’s events
* Prayers for others
* Disciples new brothers in the faith

**GGs Coordinators**

Job Description

**General**

There are four or more GGs ministry coordinators to be appointed by the governance authority. They oversee the women ministry here at ELC. Once appointed, they will choose a leader, who will become the main contact person. Women ministry exists to provide mutual support and fellowship, to nurture Christian character and friendship evangelism. In general, GG’s ministry seeks to demonstrate God’s love and the priesthood of believers, in furthering the mission and vision of the church.

**Basic Duties**

* Organizes and creates fellowship events and opportunities
* Leads devotion and team meetings
* Encourages women and youth to live the faith
* Performs other tasks as assigned by the governing board
* Invites friends and coworkers to GGs’ events
* Prayers for others
* Disciples new sisters in the faith

# **Deacons and Deaconesses**

Job Description

**General**

Deacons and Deaconesses are qualified ministers of the Gospel as given in Acts 7 and Timothy 3. Their works are described further in the C&MA’s church constitutions and bylaws: to oversee ministries and charities, to receive offerings and dispense them accordingly. They are appointed by the governance authority to carry out God’s call on their lives and to serve the body of Christ, his church.

**Basic Duties**

* To collect funds and supports for church ministries and charities
* To distribute funds and supports in accordance with their respective purposes
* To pray for the sick and care for the needy
* To minister to weak and encourage the brokenhearted
* To preach and teach the Gospel of Jesus Christ
* To report their works regularly to the governance authority and annually to the membership

# **Children Ministry Coordinators**

Job Description

**General**

Children ministry is one of the key disciple-making ministries of the local church. The coordinators (at least four) have oversight of Sunday school, which provides bible classes for children from toddlers to elementary school age. They run Sunday school, recruit teachers, and provide a Christ-centered curriculum for biblical instruction.

**Basic Duties**

* To receive the children from their parents
* To provide comforting and conducive classrooms for learning
* To support and maintain materials for teachers
* To recruit and train teachers
* To evaluate curriculum and instructions for teaching Christ to children
* To remove barriers and stumbling blocks for the discipleship of children
* To communicate children’s needs to parents and the board

# **CLA Coordinator**

Job Description

**General**

Christian Leadership Academy (CLA) is a certified discipleship program, sanctioned by the C&MA national office. This program offers two years of classroom training on the life and ministry of the Lord Jesus Christ. Each student would grow in knowledge and faith in Christ, the Son of God, as Savior, Sanctifier, Healer, and King. Upon graduation, every graduate receives a diploma from the national office. Eternal Life Church has adopted CLA as out main discipleship ministry program. Our goal is to make each member a disciple of Jesus Christ. The coordinators administer this program from start to finish.

**Basic Duties**

* To administer CLA in conjunction with the national office
* To facilitate communication between students and the national office
* To recruit teachers
* To promote CLA and recruit students
* Plan graduation ceremony for the graduates

7

# **Hmong Ministry Coordinator**

Job Description

**General**

Eternal Life Church was originally established to serve second generation Hmong in the Sacramento area.  This generation still understands their native tongue, though their primary language is English.  Their parents, however, speak Hmong. Hence, a ministry in the Hmong language remains essential to meet their spiritual needs, offering small group for fellowship, bible study, preaching, teaching and worship.  In recent years, the church became aware of the need of the second and third generations to retain their native language.  Furthermore, our desire to reach out to the Hmong in Asia, specifically Laos, Thailand, and Vietnam, has increased. Thus, this ministry continues to grow in number and in its importance. Rather than diminishing, the work of the Hmong ministry coordinators must necessarily be enhanced and expand in magnitude. Together, they run a gamut of programs and activities, much like a church within the church.

**Basic Duties**

* To coordinate bi-monthly bible study
* To create fellowship groups/ministry7
* To organize and plan Sunday praise & worship
* To evangelize the Hmong speaker in the metro
* To disciple new believers in the Hmong service
* To demonstrate the love of Christ inside and outside of the church

# **Fellowship Coordinator**

Job Description

**General**

One aspect of being a church is to bring people together in fellowship.  We have fellowship with one another as well as with Jesus Christ, our Lord and Savior.  And through him, we fellowship with God. ELC takes fellowship seriously. As a Christ-centered and Gospel proclaiming church, we want to invite people to this fellowship, and the best time to do so would be when we expect visitors.  That means, we need people to make sure that we have some finger foods, snacks, or a light meal for everyone, when people gather after worship on Sunday. Providing visitors with an opportunity to talk to members of the church, the fellowship coordinators make fellowship happened. They are appointed by the governance authority.

**Basic Duties**

* To administer fellowship time for church families and guests
* To prepare finger foods, snacks, or light meals
* To serve food and drinks

**Janitor**

Job Description

**General**

God has given a great facility to us to do the work of the kingdom.  Like the Garden of Eden given to Adam and Eve, where God instructed them to tend and care for it, we are responsible for tending and caring for this great facility. This is an important affair of the church. The janitor is employed by the governance authority.

**Basic Duties**

* To care for the ground, cut the grass, and trim the trees and bushes
* To clean the restrooms, vacuum the carpets, mob the floors, etc
* To change the toiletries and paper towels
* To take inventory of janitorial supplies
* To remove the garbage bags into the dumpster and replace with new ones
* To remove the recyclable materials into the cycle bin

**Missions Coordinator**

Job Description

**General**

The Missions Coordinator can be a man or a woman and is appointed by the governance authority.

He serves under the supervision of the Board or the Associate Pastor of Missions. His duties include but not limited to:

* Coordinating the Missions Conference
* Reminding the church that the Great Commission is one of the primary reasons it exists
* In the absence of Outreach ministries, the Missions Team also take on those ministries

**Basic Duties**

* Anticipates expenses relating to holding a Missions Conference to submit for budget
* Contact the District for Missions speaker
* Coordinate the conference:
  + Timeframe
  + Duration
    - Planning the event
    - Praise & Worship, refreshments, etc.
  + Lodging for the speaker
  + Rental car
  + Daily stipends and honorarium

History

Our church has both held traditional Missions Conferences with missionaries from the fields as speakers, and we also have used local speakers, and even one time we sent our pastor and his wife on a mission trip. This is to say that bringing back a missionary is great but we can also prayerfully consider other avenues of promoting the Great Commission.

**AV Description**

Job Description

**General**

AV is responsible for supporting Eternal Life Church through the use of Audio and Visual

technology. AV seeks to help provide quality Worship services and events.

**Basic Duties**

* Setup, teardown, and staging of equipment
* Operate audio and visual equipment for Worship practice
* Operate audio equipment for in house, outdoors, and live stream services
* Operate computer systems for audio/video recording and media/lyric projection
* Transportation of equipment to and from Eternal Life Church
* Maintain audio and visual equipment.
* Perform post production of recorded media if needed

**Safety and Security Team**

Job Description

**General**

The safety and security team is committed to provide safety and security services for the facility and all who worship at Eternal Life Church. The primary purpose is to stand watch during worship services and special events to protect and maintain a peaceful, safe environment which is conducive to teaching, learning, working, living, and sharing in the Word of God.

Stand watch during worship services and special events to ensure the safety of members and visitors by physical and/or remote security monitoring inside and outside of the facility, directing traffic, addressing any unusual activity. Also, be ready to respond and assist in any critical incidences or emergencies related to medical, fire, gas, power and natural disaster to name a few.

**Basic Duties**

1. Have a desire and willingness to serve the Lord.
2. Have a desire to build a Godly relationship with other team members and provide them encouragement and prayer.
3. Be responsive and accountable to the team.
4. Have the ability to commit to serve at least one Sunday per month and special events when needed.
5. Understand security plans and procedures.
6. Have the ability to lead and staff a security team, which include running operational logistics i.e. performing an equipment check before going out on duty and ensuring coverage of critical locations.
7. Be aware of surroundings and maintain a watchful eye while making rounds, ensuring assigned area is properly patrolled and monitored.
8. Manage and direct traffic flow as members or guests drop off/pick up children and enter/exit the chapel area where worship services take place.
9. Conduct sweep of the facility inside and outside.
10. Check doors to ensure that those that should be locked are locked.
11. Stay in walkie-talkie communication with other security team members as well as other ministry leaders who may need assistance (Children’s Ministry, Fellowship Ministry and Ushers).
12. Ability to deter, deescalate, and resolve issues that may arise.
13. Assist and respond to critical incidences and emergencies.
14. Responsible for calling 911 in case of any emergency.
15. Document all incidences and report concerns to the team lead or the Senior Pastor if the team lead is absent.
16. Keep confidential information within the team and with the Senior Pastor.
17. The ability to monitor remotely when assigned and be responsible for calling 911 in case of any emergency.

**Training and Resources**

Completion of periodic training on church security plans, procedures and best practices is required of each team member. Other training in security or medical response may be requested of team members as needed to equip team members in carrying out their role.

**Purchaser**

Job Description

**General**

The church requires basic supplies for operation. The purchaser ensures that supplies are available by replenishing depleting/depleted inventory. The purchaser is assigned as the main person to make purchases. All ministries are encouraged to notify the purchaser when supplies are needed.

**Basic Duties**

* Purchase cleaning supplies, trash bags, toiletry, etc.
* Purchase paper plates, napkins, utensils, and water for the fellowship team or for church events.
* Purchase office supplies.

**Facility Maintenance Committee**

Description

**General**

Members of this committee are a liaison of the church to the general public and to other church ministries regarding facility care. The members of the committee maintain and install facility structures, components and operational machinery. General tasks include basic plumbing, painting, carpentry, roofing and electrical including HVAC system maintenance. Any repairs or tasks beyond the committee’s capabilities should be consulted with professional assistance.

**Basic Duties**

* + Repairing machines, equipment, or structures as necessary Conducting routine and seasonal inspections of premises and equipment
  + Performing preventative maintenance
  + Handling basic repairs and maintenance
  + Overseeing contractors when professional repairs are necessary
  + Diagnosing mechanical issues and correcting them