



# Lay Leader & Volunteer Job Descriptions

### Worshiping

- Serve as an acolyte, bible bearer, scripture reader, usher, greeter, praise team member, choir member, artist, communion steward, technology position etc.
- Assist with one of our newly launched worship services in the afternoon and evening.
- Assist with special gatherings, such as "Surviving the Holidays", "Divorce Care" and Blue Christmas.
- Flower Ministry

### Helping Hands

- Landscape ministry – helping our grounds look their best!
- Facilities – if you love to "fix stuff," our decades old campus provides many opportunities!
- Office Angels – print and fold our bulletins and flyers, stuff envelopes, and assist with administrative tasks
- Sanctuary Angels – help keep our Sanctuary welcoming and tidy
- Technology Angels – help with our website, emails, computers, light and sound systems, or cameras

### Mission

- Coalition for the Homeless of Central Florida (serve meals once per quarter)
- Dillard Street School (helping children and the Parent-Teacher organization)
- Disaster Ministry - help our church be prepared for severe weather
- Bereavement Ministry



### Leaders for Children, Youth and Adult Activities

Be prepared to: know your students; care for and about your students; provide a safe and pleasant place in which to learn and experience the Christian faith; support a climate of curiosity, exploration, and creativity; and to be a model for Christian spiritual leadership.

#### Positions

- Nursery care-givers
- G3 for Kids (Elementary School) – leaders, assistants, and care-givers
- “Youth Matters” (Middle and High School) – leaders, assistants, chaperones for retreats etc.
- Children’s Church on Sunday morning during worship (teaching resources are provided)
- Sunday School leaders at 10:15am (leaders and helpers needed for all age groups)
- Leaders for our mid-week groups (curriculums provided, many options available)

### Stewardship

Nurtures generous living in our personal lives and in our life together as part of our congregation and Christ's interconnected, connectional church.

### Church Council Members at Large

- Provides for planning and implementing a program of nurture, outreach, witness, and resources in the local church.
- Provides for the administration of its organization and temporal life (calendar!).
- Envisions, plans, implements, and annually evaluates the mission and ministry of the church.
- Addresses the concerns and conditions of people in their congregations and communities so that they may grow in their spiritual lives and become better equipped for life as Christian disciples.
- Works with other church leaders to plan and implement ministries that help the church fulfill its mission.

### Christian Education and Evangelism

- Finds ways to tell the good news, announce the kingdom (reign) of God, and bear witness
- Goes out into the community in service, witness and mission (e.g., booths at events on Plant Street, special events on and off campus).
- Provides people of all ages with opportunities for learning so that they will grow in their understanding of the gospel and become better equipped for daily living as faithful disciples.
- Participates in a comprehensive plan for growth and nurture for all ages and all stages of faith.
- Stephen’s Ministry (provides high-quality, confidential, Christ-centered care to people who are hurting – requires some training.)

### Helpful Spiritual Gifts

- Servanthood, teaching, exhortation (encouragement), leadership, wisdom, knowledge, faith, discernment, administration, helping, and shepherding.
- The ability to listen to and communicate with people of all ages; interest educational experiences; the ability to work with teachers, small-group leaders, facilitators, and others involved in Christian nurture

### Worship

#### Result Expected

- Leads the congregation in providing opportunities for worship celebrations that focus on God
- Helps people of all ages grow in their understanding of the gospel and become faithful disciples in daily living.
- Coordinates with the pastor and others to support vibrant worship of God.
- Identifies, trains and supports acolytes, scripture readers, ushers, greeters, choir members, artists and others.
- Uses the creativity and the resources of the church to reach people of all ages.
- Explore resources (United Methodist and other) for worship in order to recommend their use with children, youth and adults.
- Promote individual and family worship and opportunities for spiritual formation.
- Coordinates with the pastor and other worship leaders so that worship celebrates the whole life of the congregation and community.

#### Helpful Spiritual Gifts

- Servanthood, teaching, encouragement, leadership, wisdom, knowledge, faith, discernment, administration, evangelism, and shepherding
- Passion for worshiping God and helping others worship through music, liturgy, and in personal and community practices.
- Ability to listen, learn and communicate with people of all ages, interest in diverse worship experiences, interest in music and worship-related arts and sensitivity the different ways people relate to God.

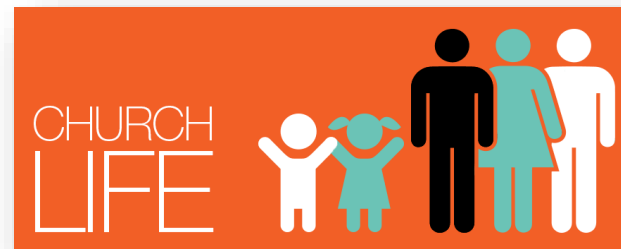
### Nominations and Leadership

#### Result Expected

- Identifies, develops, deploys, evaluates, and monitors Christian spiritual leadership so that the congregation carries out the ministries for transformation of the community.
- Guides church council on the appointment and development of lay leaders throughout the church.
- Matches people who have different spiritual gifts with different leadership and volunteer opportunities in the church.
- Works cooperatively with other groups or individuals to prepare volunteer job descriptions that are adapted to the needs and organizational style of the church.

#### Helpful Spiritual Gifts

- Must be committed to spiritual growth to and helping people discover and develop their spiritual gifts, name their skills, interests, knowledge, and life experiences.
- Must be willing to become familiar with people in the congregation and find a way tracking them, their gifts and needs.
- Interest in spiritual growth assessment, training and encouraging others.



### Children and Families

#### Result Expected

- Encourages children and families in the congregation and community to grow in faith as Christian disciples.
- Addresses the needs of people of all ages so that all God's children grow in strength and wisdom.
- Ensures that children are considered and included within the life of the congregation.
- Works closely with the pastor and staff.
- Visions, plans, advocates and works with children, especially to support faith development, safety (e.g., background checks), and discipleship.

#### Helpful Spiritual Gifts

- A combination of servanthood, teaching, encouragement, leadership, administration, and shepherding.
- A passion for ministry with children and deep commitment to faith formation of children,
- Basic knowledge of child development and understand the importance of providing a safe and nurturing environment for children.
- Useful skills for this position are the ability to listen to and communicate with people of all ages, the ability to work with other ministry leaders, the ability to delegate responsibility and to follow up to complete tasks.
- Genuine interest in responding to the hopes, needs, and concerns of children in the community, as well as interest in ways to involve them in worship, service, education and mission

## Trustees

### Result Expected

- Function as Christian stewards of property God has entrusted to the congregation.
- Supervise and maintain both the physical property of the congregation and gifts made to the congregation
- Ensures that the ministries of the congregation can be effective and all legal requirements related to the property are satisfied.

### Helpful Spiritual Gifts

- Servanthood, helping, discernment, leadership, administration, and giving.
- Useful knowledge and skills include knowledge of property and asset management, ability to listen to and communicate with people of all ages and the ability to work with other ministry leaders.
- Genuine interest in responding to the hopes and concerns of people in the community and show willingness to partner with community interests.
- Interest in helping with the management of our landscape and buildings.



## Finance

### Result Expected

- Ensures that the church's spending is aligned with our church's mission and ministry goals.
- Compiles a budget for supporting the mission and vision of the church and submits it to the church council
- Recommends any changes to the approved annual budget to church council.
- Develops and carries out plans to raise income to support the budget after approval
- Works closely with the Business Manager.

### Helpful Spiritual Gifts

- Giving, faith, wisdom, encouragement, teaching, and servanthood
- Experience with Christian approaches to financial stewardship is useful (e.g., Crown Ministries, Financial Peace or others)
- Knowledge of biblical stewardship and management of all that God provides.
- Basic skill with financial matters is helpful and can be supplemented by skills of others on the committee.



## Staff-Parish Relations

### Result Expected

- Builds a strong positive relationship between staff and congregation
- Bring all interests of the ministry to the attention of the staff.
- Keeps up-to-date job descriptions for staff positions and communicates effectively about them
- Works with the lead pastor and other staff to fulfill legal and ethical responsibilities related to staff.

### Helpful Spiritual Gifts

- Should have one or more of these spiritual gifts: encouragement, wisdom, discernment, administration, shepherding, helping, servanthood, and leadership.
- Committee members should be diverse in age, experience, and interests
- Some prior experience in human relations, personnel management, and communications is extremely helpful.
- Able to listen well to both staff and people of all ages in the congregation, while keeping a focus on the mission of the church.
- Must be able to maintain confidentiality.