

MINISTRY DESCRIPTIONS OVERVIEW

The purpose of this overview is to outline the ministry roles and responsibilities to ensure that there is good understanding of expectations and avoid misunderstandings as we work together in the kingdom.

GENERAL EXPECTATIONS OF ALL STAFF

These expectations apply to all paid staff of CCCMV.

1. Maintain consistent office hours (min.10hrs per week)
 - a. Post and maintain office hours to alert congregation as to when you are available
 - b. For part-time staff fewer hours are needed and negotiable
2. Actively look to engage CCCMV family
 - a. Be visible and available to greet and talk with members and visitors as they come and go in through the gathering area
3. Be available at front of worship area to talk and pray with those who come forward for help
4. Submit ministry reports to elders monthly (prior to monthly CCCMV business meeting)
5. Participate in yearly budgeting by submitting ministry budget requests by 1.Nov each year
6. Attend all regularly scheduled meetings
 - a. Monthly Elders/Ministers meeting
 - b. Monthly CCCMV business meeting
 - c. Weekly Staff meeting (w/ elder involvement/attendance as possible)
7. Submit time-off requests (to elders) in advance and add it to the CCCMV master schedule

SPECIFIC RESPONSIBILITIES OF VARIOUS MINISTRIES FOLLOWS

MINISTRY DESCRIPTIONS OVERVIEW

MINISTRY DESCRIPTION FOR YOUTH MINISTER / COORDINATOR

The youth ministries (YM) coordinator or Youth Minister is responsible for coordinating all church ministries for junior and senior high age youth. The emphasis is to facilitate the spiritual development and deeper commitment of our youth to Christ Jesus.

The YM will interface with the Children's and Education ministry teams of the church. The YM will also be expected to coordinate and work closely with all other ministerial staff. The YM is expected to look to the senior/preaching minister for mentoring and guidance but will be serving under the oversight and care of the CCCMV eldership.

GENERAL RESPONSIBILITIES

1. Coordinate all junior and senior high ministries of the church
2. Coordinate all youth activities in coordination with the children's ministry team and Education/Discipleship team
3. Plan and organize special Youth trips (CCU Winter Weekend, Teens For Christ, etc)
4. Plan, encourage and organize fellowships with other area Church of Christ / Christian Church youth (KIC, Overnights, RLCA retreats, etc.)
5. Encourage service (Service projects, mission trips, etc.)
6. Plan and organize Sunday & Wednesday evening youth programs in coordination with education team (Solace, Jr High Solace, etc.)
7. Oversee Youth budget including yearly budgeting and monthly reporting. Organize fund raising efforts if funds are required beyond the budgeted amounts.
8. Recruit and train youth ministries team (task is too large for one person)
9. Maintain good communication channels with youth and parents, including preparation and communication of annual youth calendar
10. Work with Discipleship team to develop transition plan for graduating seniors
11. Provide training, as required, for YM team
12. Keep general expectations for all staff.

SPECIFIC RESPONSIBILITIES

1. Plan and Organize Special Youth Trips
 - a. Develop schedule and publicize event
 - b. Obtain signed permission slips / emergency information
 - c. Recruit chaperons / helpers
 - d. Plan for expenses and transportation
2. Plan and Organize Youth Fellowships
 - a. Plan for Regularly scheduled events / attend planning sessions
 - b. Recruit chaperons / helpers
 - c. Ensure that the program does not violate Christian principles
3. Plan and Organize Service Opportunities (projects/mission trips, large and small)
 - a. (similar to Special Youth Trips above)
 - b. Organize fund raising if required
4. Sunday &/or Wednesday Youth Programs
 - a. Coordinate Sunday youth programs in conjunction with education team
 - b. Work w/ Educ./Discipleship team to recruit teachers & select teaching material

MINISTRY DESCRIPTIONS OVERVIEW

- c. Promote and help in preparing for Family Sunday w/ youth involvement

MINISTRY DESCRIPTIONS OVERVIEW

MINISTRY DESCRIPTION FOR CHILDREN'S MINISTRIES COORDINATOR

The coordinator of children's ministries (Coordinator) is responsible for coordinating all church ministries for elementary age children and younger.

The Coordinator will interface with the Youth, Education, and Worship ministry teams of the church and will be under the direction of the church eldership.

GENERAL RESPONSIBILITIES

1. Coordinate all children's ministries of the church, up through 5th grade
2. Coordinate elementary children's activities in conjunction with the Youth, Education/Discipleship, and Worship teams.
3. Plan and organize Junior Church Worship program
4. Plan and organize Vacation Bible School (VBS) program.
5. Plan and organize Sunday Morning Worship Service Nursery program.
6. Organize fund raising efforts with elder approval if funds are required beyond the budgeted amounts.
7. Plan elementary outings or special activities.
8. Plan and organize elementary or nursery needs/programs for church special events (revivals, seminars, etc.)

SPECIFIC RESPONSIBILITIES

5. Oversee and staff Sunday morning check-in station
6. Junior Church Worship Program
 - a. Develop or research and purchase lesson materials.
 - b. Recruit and train teachers / helpers
 - c. Schedule teachers/helpers
7. Vacation Bible School Program
 - a. Review and selection VBS program and materials
 - b. Recruit and train workers (teachers / helpers)
8. Sunday Morning Nursery Program
 - a. Develop / selection lesson materials
 - b. Recruit workers
 - c. Schedule workers
9. Maintain Regular Posted Office Hours as agreed
10. Plan and promote 4 children's events per year (guideline)
11. Lead at least one "Good As New" class each year
12. Promote and encourage summer Christian camp sign ups
13. Provide Monthly Children's Ministry Report to senior/preaching minister and elders prior to monthly business meeting
14. Provide yearly budget needs by 1.Nov each year

Keep general expectations for all staff.