

## **WCF DRAFT MINISTRY DESCRIPTIONS**

### **ADMINISTRATOR -**

Responsible for:-

- ✓ Handling bookings for Charlton Centre
- ✓ Sends details of our Services to free local papers.
- ✓ Taking the minutes at the AGM, Sunday Focus and Admin meetings and distributing them to as necessary to members.
- ✓ Typing and distributing the agenda and relevant information to church members prior to the Sunday Focus & AGM.
- ✓ Compiles Annual Report
- ✓ Dealing with correspondence as required.
- ✓ Updates Contact Details and produces booklet annually.

### **TREASURER -**

Responsible for:-

- ✓ Counting the Sunday offerings each week and recording the details with another approved member.
- ✓ Keeping a confidential record of all money received by the Church through the gift aid schemes, and claiming the tax due from such gifts.
- ✓ Setting up payments systems, direct debits, SO, and BACS.
- ✓ Overseeing depositing of weekly offerings into the bank.
- ✓ Making all payments of bills and expenses.
- ✓ Keeping full accounting records of all the Church's financial transactions, subject to audit.
- ✓ Visiting preachers travelling expenses.
- ✓ Presenting written reports of finances to Elders, Trustees & Church as required.
- ✓ Presenting a report at AGM.
- ✓ Dealing with PAYE, insurance, pensions and Pastor's/employees pay.

### **SUNDAY PROGRAMME CO-ORDINATOR -**

Responsible for:-

- ✓ Liaising with the Elders to book additional speakers for Sunday's
- ✓ Assisting the Service Production Co-ordinator with securing and locking up Centre
- ✓ Developing Sermon Library and making DISC available to people who request them, church copies and website

### **SERVICE PRODUCTION CO-ORDINATOR**

Responsible for:-

- ✓ Arranging a rota & overseeing a team to arrange provision for setting up furniture and operating sound and visual equipment for Sunday and other services as necessary.
- ✓ Ensuring the team serves the needs of worship leaders and preachers, Children's Talk regarding microphones playing of recorded music etc.
- ✓ Liaising with Music department
- ✓ Arranging that list of songs from worship leader are received by the team weekly ensuring they are available on ppt files online
- ✓ Providing rota of people to display visuals during services and ensuring they are trained for the task
- ✓ Overseeing recording Sunday sermons.
- ✓ Maintenance of equipment
- ✓ Ensures someone checks heating, keys are available and building locked again for each Sunday service.
- ✓ Ensure a steward sits at the back of church to help later comers find seats or add extra rows.

## **MUSIC GROUP CO-ORDINATOR**

Responsible for :-

- ✓ Overseeing musicians and liaising with pastor regarding new recruits
- ✓ Drawing up a musicians rota
- ✓ Liaising with the Worship leaders, Projection Team, Sunday Programme co-ordinator and pastor as necessary
- ✓ Arranging in times of prayer and practice for musicians
- ✓ Keeps Copyright records
- ✓ Writing annual report for the AGM.

## **CATERING CO-ORDINATOR**

Responsible for:-

- ✓ Co-ordinating fellowship meals and refreshments
- ✓ Checking necessary catering supplies and liaising with Church purchaser.
- ✓ Maintaining church table-cloths
- ✓ Checking crockery etc.
- ✓ Ensuring awareness of any forthcoming events that may need refreshments
- ✓ Liaising with pastor regarding Communion Services
- ✓ Laying out communion as necessary
- ✓ Arranging purchasing supplies of bread, wine and equipment and care of the cloths

## **PURCHASING CO-ORDINATOR**

Responsible for:-

- ✓ Liaising with pastor regarding Office and other supplies
- ✓ Liaising regarding catering and communion supplies.
- ✓ Co-ordinating other purchases as needs arise to secure economies of scale
- ✓ Being aware of and working within department budget constraints

## **CHILDREN'S WORK DIRECTOR -**

Responsible for:-

- ✓ The welfare of children aged 0 - 13.
- ✓ The Bible programme and outreach to children.
- ✓ Leading the children's work team.
- ✓ Appointing teachers and helpers.
- ✓ Organising extra children's events with Children's Work team.
- ✓ Chairing planning meetings.
- ✓ Writing annual report for the AGM.
- ✓ Overseeing budget

## **YOUTH DIRECTOR -**

Responsible as a facilitator for all things concerning the church young people's work.

They have overall responsibility for;

- ✓ Those leading the various youth groups
- ✓ Youth camps and weekends away.
- ✓ Liaising with the Children's Work Director and pastor regarding Integration of young people from children's work into youth groups and into the main body of the church.
- ✓ Promoting spiritual growth in the young people and the team.
- ✓ Youth Work finances
- ✓ Dealing with problems on a social, legal and spiritual level as and when they occur.
- ✓ Writing annual report for the AGM.

## **HOUSE-GROUP LEADERS**

House group leaders should be mature Christians with a good understanding of scripture.

Responsible for:-

- ✓ Leading prayer and bible study
- ✓ Providing study notes as loose framework to stimulate thinking and discussion.
- ✓ Helping to encourage house group members in their faith and their ministry within the life of the church
- ✓ Encouraging caring relationships within the life of the group

## **PASTORAL TEAM CO-ORDINATOR -**

Responsible for:-

- ✓ Liaising with the pastor concerning needs in the church.
- ✓ Leading team meetings.
- ✓ Overseeing team and communicating the needs of the church members and friends of the church who have become ill or need support. This might include visits to the sick, the elderly and the infirm, Hospital visits, bringing prayer, support and the greetings and well wishes of the church to people's bedside. For those who have no close relatives, we do our best to be a "family" to them. For the elderly who spend their retirement years in a nursing home the team will endeavour to visit from time to time to pray with them and encourage them.

## **EVENTS CO-ORDINATOR -**

Responsible for:-

- ✓ Liaising with the Elders regarding events including Cafe-world, Harvest, New Year and other outreach events.
- ✓ Encouraging teams to produce events for our church, young people and community
- ✓ Co-ordinating Alpha
- ✓ Booking and liaising with speakers and visiting teams as required
- ✓ Handling budgets for various events

## **MINISTRY LINKS CO-ORDINATOR -**

Responsible for:-

- ✓ Leading a team to encourage interest in mission beyond our community
- ✓ Encouraging the church to pray for missionaries
- ✓ Promoting interest through the distribution of prayer letters and missionary magazines
- ✓ Assisting the Elders in allocation of church missions budget
- ✓ Liaising with the Pastor to arranging missions focus events at the church
- ✓ Connecting with young people and others who travel from the church on ministry projects