

CAMPTON BAPTIST CHURCH

MINISTRY DESCRIPTIONS

WORSHIP

GREETERS/USHERS

1. Begin at least 15 min. prior to the start of the Worship Service.
2. Ring the bell 10 min. before the service (5-6 x's).
3. Hand out bulletins in the entryway until the offering is collected.
4. Hand out bulletins inside the sanctuary to latecomers after the offering.
5. Collect the offering.
6. Count and record the number of people in church.
7. Clean the pews after the service (pick up discarded bulletins, arrange Hymnals and Pew Bibles, replace Visitor/Prayer Cards in empty pew racks, collect communion cups, etc).
8. Place offering in the safe if the Financial Secretary is unavailable after the service.

READERS

1. Come forward when the Worship Leader announces the Responsive Reading.
2. Announce the Scripture and page # again from the lectern (small pulpit).
3. Give people time to look up the passage!
4. Beginning with the first verse, read alternating verses in a clear, loud voice.
5. After reading say, "May God bless the reading of His Holy Word."

HOSPITALITY

1. Organize refreshments for the "Fellowship Hour" following the service.
2. Organize clean-up after "Fellowship Hour".
3. Prepare the elements for communion.
4. Receive a monthly reimbursement from the Treasurer for supplies (\$20).

MUSICIANS

Keyboards: prelude, opening hymn, offertory, Doxology, Gloria Patri, communion, postlude (receive weekly remuneration of \$50).

Praise Leaders: lead praise songs.

TAPE MINISTRY

1. Tape the sermon (turn on the machine after the praise songs)
2. Mark and file the tape after the service.
3. Stock the Tape Request Forms.
4. Prepare tape copies as requested (don't lend master copies).

MISSIONS & MINISTRIES REPORTS

1. No M&M Report on Communion Sunday.
2. Mission report- 2nd Sunday of the month.
3. Prayer & Praise- 3rd (& 5th) Sunday(s) of the month.
4. Church ministry report- 4th Sunday of the month.
5. Other reports can replace these as appropriate.

WORSHIP LEADER

(See the Worship Leader notebook.)

ADMINISTRATION (Office Manager)

1. Print Bulletins and Praise song inserts.
2. Type and print the weekly Announcement inserts, place them in the bulletins with the Praise inserts, and deposit them in the appropriate basket in the sanctuary prior to the service.
3. Collect used bulletins after the service.
4. Discard Announcement inserts, save undamaged Praise song inserts and Bulletins.
5. Order office supplies for bulletins and tape ministry (paper, toner, cassette tapes, etc).
6. Print Visitor/Prayer cards, church postcards, and Tape Request Forms.
7. Document copyright information (CCLI).

CHRISTIAN NURTURE

SERVICE ACTIVITIES

1. Organize a phone tree and ensure that people receive a "wellness call" at least once a month.

2. Organize a simple church meal (soup, sandwiches, and cookies) after the Worship service regularly (generally once a month/ 10 months each year).
3. Regularly organize special “community building” activities (i.e. nursing home visits, Christmas caroling, potluck dinners, church work days, etc). These events should be planned with the Mission Coordinator.

FELLOWSHIP GROUP BIBLE STUDY

1. Discussion leader reads the study questions and facilitates discussion.
2. Prayer leader keeps a group prayer list (to include requests from the Visitor/Prayer cards) and leads prayer at each meeting.
3. Service leader organizes monthly service activities (normally held during the regular meeting time).
4. Host organizes simple refreshments.
5. Child-care plan organized by the group (even if it appears none is needed, have a plan in place in case someone shows up with children).

MISSIONS

MISSIONS SUPPORT

1. Direct the Treasurer in payments to approved missions.
2. Receive and review correspondence from mission agencies.
3. Deliver mission reports to the congregation (during M&M reports and Business meetings).

CHURCH OUTREACH

1. Plan and organize church outreach events in cooperation with the Christian Nurture Coordinator.
2. Deliver outreach reports to the congregation (M&M and Business meetings).
3. Collect the Visitor/Prayer cards. Send a church postcard to visitors and follow up on any items requested. Pass prayer requests to the Christian Nurture Coordinator for prayer during the Bible Studies and M&M prayer time.
4. Oversee Transitional housing residents.
5. Oversee the use of church facilities/equipment by outside organizations or individuals. Inform Trustees of such usage.

CHRISTIAN EDUCATION

1. Supply children's clipboard activities for the Worship service.
2. Coordinate child-care during the Worship service.
3. Direct Children's Church activities (see Children's Ministry Descriptions).
4. Coordinate special children's programs (i.e. Children's Sunday) and activities (i.e. Halloween Open House).

MATERIAL RESOURCES

TRUSTEES

1. The Trustee chairperson shall serve as the Material Resources Coordinator on the Church Council.
2. Conduct an annual inspection of the church's property, buildings, and equipment.
3. Create an annual project list, and complete projects as allowed by budgetary and personnel constraints (i.e. paint one exterior wall of the church building each year, pump the septic tank once every three years, service the furnaces each year, etc).
4. Organize janitorial duties (to include supplies).
5. Plan for winter snow removal and summer lawn maintenance.
6. Prepare a report for the Annual Meeting and each Quarterly Meeting discussing projects and ongoing maintenance.
7. Maintain the church's insurance policies and fire code compliance.

FINANCIAL SECRETARY

1. Count and document contributions immediately following each Worship service.
2. Maintain at least \$150.00 in the Deacons Fund envelope.
3. Give Visitor/Prayer cards placed in the offering plates to the Mission Coordinator.
4. Deposit contributions in the bank drop box immediately following their documentation.
5. Give deposit records to the Treasurer.
6. Hold any contributions received outside the Worship service in the church safe until they can be accounted for following the next Worship service.
7. Provide tax deductible receipts for the annual contributions of each giver.

TREASURER

1. Pay church bills in accordance with the annual church budget.
2. Keep a record of the church's accounts and investments.
3. Provide regular reports to the Church Council and Trustees.
4. Pick up the church mail and distribute appropriately.

ELDERS

1. Provide oversight of all church ministries.
2. Maintain membership rolls.
3. Engage in pastoral care, with the understanding that each church member is a pastoral care-giver and the elders and pastor aren't expected to do this work alone.
4. Administer the Deacons Fund.
5. Respond to messages on the church answering machine and the message log book at the back entrance to the church building.

PASTOR

1. Equip the church for service.
2. Serve as the primary teacher/preacher for the church.
3. Focus on leadership development and mentoring.
4. Engage in pastoral care, with the understanding that each church member is a pastoral care-giver and the pastor isn't expected to do this work alone.

CHURCH COUNCIL

1. Meet monthly to discuss the unified ministry of the church.
2. Set the agenda for church business meetings and preview reports that will be presented.
3. Prepare the annual budget for congregational approval.