

Pasco Riverview



SEVENTH-DAY
ADVENTIST
CHURCH

Ministry Job Descriptions

Feb 25, 2015 Edition

Riverview Responsibility Structure

Church in Business Session

Governs by providing encouragement, accountability and support to the...



Church Board

Governs by providing encouragement, accountability and support to the...



Church Pastors and Ministry Teams

Provide servant leadership to encourage and equip our church family and ministry teams to
“know God and to make Him known as we anticipate His soon return!”

Ministry Descriptions:

Adventurer Ministry Leader

Purpose

To provide an inspiring, enriching, safe, Christ-centered program of learning and service for Adventurer-age children.

Plan

- * Choose and develop a support staff to plan and perform the events and activities for the year;
- * Contact church secretary to secure available dates on master calendar for any major events.

Accompanist Ministry Team

Purpose

To create an uplifting, encouraging musical atmosphere for the worship service.

Plan

- * Work with the song leaders for inspiring singing;
- * When a new song is sung, be sure to play the melody line clearly for all to follow;
- * If you wish, play during some or all of the break time between 10:30–10:45, informing the P/A person of your plans, otherwise a CD or tape will be used;
- * Provide an offertory and musical meditations at the end of the worship service;
- * Provide background music before and after the congregational prayer and children’s offering/story;
- * In keeping with an atmosphere of joy and celebration, play with heart-felt passion!

Building Operations & Maintenance Committee

Purpose

To keep church buildings and operating systems in good working order while providing for and monitoring the physical safety objectives of the church campus.

Plan

- * Monitor the need for maintenance or repair;
- * Recommend to the Church Board any major replacement/updating needs of the buildings or operating systems (doors, painting, HVAC, water, electrical panels, etc.);
- * Carefully follow the Risk Control Plan Notebook provided by UCC for maintaining building safety;
- * Verify that insurance payments have been made;
- * Keep an eye out for potential physically hazardous situations on the church campus, making sure those situations are

corrected as soon as possible;

- * Arrange for and supervise implementation of recommendations passed by the Board.

Building Project Committee

Purpose

To process building projects voted by the Church in Business Session.

Plan

- * Coordinate with various entities for input details;
- * Provide a projected time-line of completion dates;
- * Communicate often with and be accountable to the Church Board during the building phase;
- * Report total expenditures when each phase of the project is complete, and at the end of the project.

Children's Worship Supplies Ministry

Purpose

To provide children with spiritual attention keepers for the worship service.

Plan

- * Maintain a supply of quiet toys and materials for use during the worship service;
- * Distribute to and collect from those who may need them.

Church Board Ministry Team

Purpose

To govern the pastors and ministry teams as they lead the congregation to develop and implement plans to fulfill our God-given mission as a church.

Plan

- * Faithfully attend board meetings;
- * Provide empowerment, encouragement and general oversight within the guidelines of the Church Manual and the Church in Business Session.

Church Camp-Out Ministry Team

Purpose

To give an opportunity to worship God and fellowship in a camp setting

Plan

- * Plan, promote and coordinate at least one church camp-out per year by finding a place to camp and people to do the worship services;
- * Contact church secretary to secure available dates on master calendar.

Church Clerk Ministry

Purpose

To process membership data for staying in touch with our membership.

Plan

- * Record, type, file and submit minutes of Church Board and Church Business meetings;
- * Make and keep records of all reports for the Conference including membership;
- * Process membership transfers, data changes, etc.

Church Secretary Ministry*

Purpose

To provide the pastors with administrative assistance while fulfilling the various functions of the church office.

Plan

- * See Appendix A for details.

Community Services Ministry Team

Purpose

To mercifully give tangible assistance to those who suffer from economic and social needs.

Plan

- * Provide direction in seeing that food, clothing, diapers and other necessary items are provided for qualifying people in need;
- * Coordinate with other community agencies for homeless needs, and disaster and famine relief;

- * Organize and maintain the supplies in the Community Services Center in an orderly, presentable fashion.

Church Sign Ministry

Purpose

To spiritually encourage people in the community while informing them of the next worship service time and sermon title.

Plan

- * Change the church sign each Sunday, using the messages prepared and supplied by a pastor;
- * Maintain the church sign in a clean and working fashion.

Custodian Ministry*

Purpose

To keep the interior of the church facilities clean, fresh and tidy for maximum enjoyment of those who attend.

Plan

- * Be accountable to the Finance Committee and perform the weekly cleaning duties as specified in Appendix B.

Deacon Ministry Team

Purpose

To serve the church membership as Christ did.

Plan

Head Deacon

- * Work with the head deaconess to organize a yearly schedule for weekly deacons, deaconesses & deacon-in-charge to be on duty each Sabbath to monitor children's Sabbath School classes if needed, pick up offerings, serve communion, etc.;
- * Arrange for Friday night communion practices;
- * Clean, fill and drain baptismal tank when needed;
- * Coordinate with head deaconess for assisting with baptisms;
- * Give a reminder call to the assistant head deacon on duty at least two days before they are on duty;
- * Help with the general maintenance of the church building such as replacing lights, touch up painting, etc.;
- * Attend various committees assigned by virtue of your position;
- * Meet with all deacons at least once at the beginning of the new ministry year to cast vision, explain duties and answer questions;
- * Encourage your team to do their best "as unto the Lord" while affirming their willingness to serve.

Asst Head Deacon

- * Give a reminder call a day or two before the church service to each deacon scheduled to be on duty;
- * Involve deaconesses during offerings & serving communion;
- * Gather deacons and deaconesses on duty to meet with the worship coordinator for instruction and prayer on Sabbath mornings no later than 10:40 a.m.;
- * Appoint a deacon to monitor the foyer and balcony during church service to prevent horseplay or welcome very late attendees;
- * Be sure the church is opened and closed as necessary for all regular and special church services, as well as ensuring someone closes up after a fellowship meal (doors shut & locked after only a handful of people are left in the building, lights except for six lights over the pews off, copy machine off, sanctuary de-cluttered, hymnals arranged, etc.).

All Deacons

- * Willingly perform duties requested of you by the head or asst head deacon on duty;
- * If unable to show up when scheduled, please call (several days in advance) the deacon-in-charge with the name of the one you have arranged to take your place;
- * Anticipate people's needs and be available to assist or serve when needed;
- * Assist greeters by opening doors for people as they arrive;
- * Take up offering and serve communion when invited to do so;
- * Help with set up for and clean up after fellowship meals;
- * Help with set up for and clean up after communion;
- * Assist people in finding seating in the sanctuary when necessary;
- * Help head deacon on duty de-clutter hallways, restrooms, classrooms and sanctuary after services;
- * Monitor and keep the parking lots tidy.

Deaconess Ministry Team

Purpose

To serve the church membership as Christ did

Plan

Head Deaconess

- * Work with the head deacon to organize a yearly schedule for weekly deacons, deaconesses and deacon-in-charge to be on duty each Sabbath to monitor children's Sabbath School classes if needed, pick up offerings, serve communion, etc.;
- * Arrange for people to serve basins of water and towels during communion Sabbath;
- * Be sure communion bread and juice is prepared, arranged in trays and properly disposed of;
- * Assist with baptisms seeing that towels and robes are washed;
- * Arrange for the physical care and spiritual encouragement of the sick, needy and unfortunate of the church;
- * Coordinate funeral/memorial meals as needed;
- * Attend various committees assigned by virtue of your position;
- * Meet with all deaconesses at least once at the beginning of the new ministry year to cast vision, explain their duties and answer questions;
- * Encourage your team to do their best "as unto the Lord" while affirming their willingness to serve!

Asst. Head Deaconesses

- * Fulfill the duties of the head deaconess in her absence or as directed by her;
- * Monitor the mother's rooms in order to maintain a quiet atmosphere by requesting those not directly caring for a child to leave, engaging the help of a deacon to relocate the uncooperative if needed!

All Deaconesses

- * Anticipate people's needs, especially young mothers, widows and older ladies, and be available to assist or serve when needed;
- * Take up offering when scheduled to do so;
- * If unable to show up, please call (a few days in advance) the deacon-in-charge with the name of the one you have arranged to take your place;
- * Assist in serving basins and towels during foot washing ceremonies, assisting with laundering towels, and cleaning and storing basins;
- * Assist female baptismal candidates and help wash towels and robes;
- * Help prepare and serve funeral/memorial meals when asked;
- * Help in the physical care and spiritual encouragement of the sick, needy and unfortunate of the church.

Design & Decor Ministry Team

Purpose

To provide a relaxing and coordinated appearance for the interior of the church building.

Plan

- * Coordinate weekly decorative arrangements for the church service;
- * Arrange banners, wreaths, boughs and other floral centerpieces as needed throughout the year;
- * Organize, maintain and provide silk plants and flowers;
- * Provide floral/plant arrangements for hospitalizations, deaths, child dedications and other extraordinary occasions for church members;
- * Maintain the glass covered bulletin board in the south hallway;
- * Coordinate accessories, style and colors in a tasteful manner that will provide an inviting, friendly atmosphere to the church rooms;
- * For potential projects, use display boards in the foyer showing samples of fabrics, wall & window coverings, paint colors, accessories, etc. intended for use;
- * Welcome and analyze input and suggestions from members;
- * For permanent changes in decor, obtain board approval;
- * Coordinate the fulfillment of plans.

Elders Ministry Team

Purpose

To assist the pastors with attending to the spiritual needs and nurture of the church family, while helping them lead the church to fulfill its mission in a spiritually uplifting way.

Plan

- * Regularly visit the Riverview church family;
- * Lead the worship service when scheduled (see Appendix D);
- * Read 'Praises & Prayer Requests' during worship service when scheduled and email the responses a.s.a.p. afterwards to the Prayer Team;
- * Meet every month to report, encourage, give input and pray;
- * Assist the pastors with reconciling divisions or conflicts in the congregation;
- * Provide the pastors with encouragement, wisdom, prayer support and accountability in leading the congregation;

- * Be a member of and attend Church Board (optional).

Fellowship Meal Ministry Team

Purpose

To provide nourishing meals in a friendly atmosphere.

Plan

Leader

- * Coordinate a fellowship meal the first Sabbath of each month;
- * Develop and provide a schedule involving four to six hosts for each meal;
- * Early in the week, give a reminder call to those who are scheduled to be on duty that Sabbath;

Hosts

- * Bring three to four dishes of extra food;
- * Provide or arrange for drink and decorations;
- * Before & after Sabbath School, check to see if any dropped-off food needs to be refrigerated;
- * Start warming food before the church worship service;
- * Ask deacons to set up tables between Sabbath School & Church service;
- * Set up table decorations, dishes, cups, plastic ware, etc.;
- * Clean up after the meal by taking out the trash, washing silverware, sweeping, vacuuming, washing down & disinfecting counters;
- * Ask deacons to replace tables & chairs as they were before meal;
- * When the weather is warm enough, arrange for picnic tables to be set up for those who wish to eat outside.

Finance Committee Ministry

Purpose

To give fiscally responsible leadership and oversight.

Plan

- * Maintain the highest level of confidentiality, integrity and honesty at all times;
- * Meet together two to three times each year to...
 - ~ anticipate church financial needs in order to prepare & monitor the local church budget & its trust funds;
 - ~ process requests for Student Tuition Assistance (STA) while monitoring the continued eligibility of recipients in line with the STA guidelines;
 - ~ supervise all paid staff by annually reviewing their performance and pay while making recommendations to the Church Board for any needed personnel or wage changes.

Greeter Ministry Team

Purpose

To ensure a welcoming atmosphere for all who attend.

Plan

- * Open the door (or invite a deacon to do so) for people to help assist them into the building, making sure all three main entrances are covered from 9:00 to 11:15;
- * Warmly welcome all, members and guests, old and young, with a smile while handing them a bulletin;
- * Encourage guests to sign the guest register;
- * Assist guests to a Sabbath School class by doing it yourself or asking a deacon/deaconess/elder to do it;
- * If unable to show up at your scheduled time of service, work with the head greeter for rearrangements;
- * Follow any other guidelines in the "Greeters Guidelines" booklet.

Lay Advisory Representative

Purpose

To represent local church issues and outreach plans to the Conference while relating Conference issues and outreach plans to the Church Board.

Plan

- * Attend the annual Lay Advisory meeting;
- * Give a report of the meeting to the church board.

Library Ministry Team

Purpose

To maintain an easy-to-use system for checking out library materials.

Plan

- * Accession, recover and re-shelve library materials;
- * Supply new books and remove unnecessary ones;
- * Keep the library free of clutter and well organized.

Lighting Ministry Team

Purpose

To anticipate and fulfill lighting needs for worship services.

Plan

- * Work with the multimedia person to know how and when to adjust the lighting in the sanctuary;
- * Be sure to ask deacons to adjust the window shades when needed.

Multimedia Ministry Team

Purpose

To give smooth visual support for the worship and other church services through the use of multimedia technology.

Plan

- * Meet once a quarter to create or review plans for this ministry;
- * Keep the multimedia computer and satellite system in good working order, upgrading hardware and software when needed;
- * Work with the song leader for creating and presenting a Power Point presentation for the singing, using darker backgrounds and light letters while keeping words on the top half of the screen;
- * Maintain an updated song bank of songs already presented;
- * Set up and test equipment and any Power Point programs on Sabbath morning before 9:30, and close up system when finished;
- * If you wish, present the day's announcements and/or calendar of events during break time bet. 10:30-45;
- * Show Mission Spotlight video when arranged by the worship coordinator;
- * Work with the speaker for any needed Multimedia presentations;
- * See that the screen is raised and lowered at appropriate times, usually being lowered at the beginning of Children's Story if not needed for sermon.

Network Management Ministry Team

Purpose

To keep church computers, Internet, web-site and network system in good working order for the various ministries of the church.

Plan

- * Keep these systems maintained, up-to-date and safe from misuse or abuse.

Nominating Committee Ministry

Purpose

To place our members in meaningful ministry.

Plan

- * When elected by the church body by the first Sabbath of March, meet as often as necessary to fill the Riverview Church Ministry Teams list in order to have the second reading of the list by the first Sabbath in June of each year;
- * Maintain the highest level of confidentiality;
- * Serve as needed until the next Nominating Committee is elected.

Outreach Leadership Team

Purpose

To lead and involve our members in Christ's method of evangelism.

Plan

- * Learn and follow in your own life the four steps in Christ's method of evangelism:
 - 1) "He *mingled* with men as one who desired their good":
 - ***Socialize** with non-Adventists
 - 2) "He showed His *sympathy* for them":
 - ***Sympathize** with them, listening in order to discover their needs
 - 3) "He *ministered* to their needs"
 - ***Serve** them, by meeting their needs with the help of other members.
 - 4) "He *bid* them follow me"

- ***Share** with them what God has done for you, study the Bible with them when they are ready, etc.
- * Invite our members to join you or to do the same;
- * Meet as often as desired as a team to pray, plan, promote and facilitate outreach activities.

Pathfinder Ministry Leaders

Purpose

To provide an inspiring, enriching, safe Christ-centered program of learning and service for Pathfinder-age children of the Riverview church.

Plan

- * Choose and develop a Pathfinder support staff to plan and perform the events and activities for the year;
- * Attend and support Conference Pathfinder events;
- * Have an Investiture or Pathfinder Sabbath once each year, coordinating with the church secretary for securing a date.

Phone Ministry Team

Purpose

To inform the attending congregation with urgent information.

Plan

- * Organize the local membership into equal parts and assign them to team members;
- * Contact the members with needed information as directed by the pastors.

Photography Ministry Team

Purpose

To encourage our members with photographic memories of various church experiences.

Plan

- * Be available to take photos of various church events, such as baptisms, child dedications, socials, etc.;
- * Send photos to the church office for posting on bulletin boards or sending to *The Gleaner*, etc.

Press Secretary Ministry

Purpose

To facilitate the production of interesting, uplifting articles.

Plan

- * Invite a photographer to take pictures of newsworthy events;
- * Assign, edit and submit articles and photos of such events to *The Gleaner*;
- * In consultation with the pastors, assign, edit and submit articles to the church secretary for publication in our monthly newsletter.

Prison Ministry Team

Purpose

To provide encouraging worship services to the inmates of Coyote Ridge Corrections Center in Connell, WA.

Plan

- * Work with the leader of this team in providing Sabbath services and/or weekly Bible study support at the Minimum and/or Medium security units.

Public Address Ministry Team

Purpose

To anticipate and provide audio support for church services whenever needed.

Plan

- * Set up and test equipment before 9:30 on Sabbath morning, and close up system when finished;
- * Provide and monitor needed mics throughout the services for those up front;
- * Record the children's story and sermon on the digital device provided and post on the website as soon as possible.

Sabbath School Ministry Coordinators & Teams

Purpose

To facilitate an enriching, uplifting Sabbath School experience.

Plan

Coordinator for Adult Classes

- * Briefly stop by all classes each Sabbath to see that all is well, encourage and give any needed assistance;

- * Lead out in Sabbath School Counsel meetings whenever needed;
- * Encourage and start a variety of classes.

Coordinator for Younger Classes

- * Briefly stop by all children's classes each Sabbath to see that all is well, encourage and give or arrange for any needed assistance.

Beginner (Ages 0-3), Kindergarten (Ages 3-5), Primary (Ages 6-9), Junior/Earliteen (Ages 10-14), and Youth (Grades 9-12) Classes...

- * Welcome and encourage visitors and members in their daily walk with God;
- * Be creative in planning and setting up for age-appropriate, engaging classes during Sabbath School time;
- * Seek and be open to suggestions for how to improve the learning environment of the class;
- * Maintain an attitude of joyful focus on God and His goodness;
- * Dismiss class at 10:35 a.m.

Young Adult (Post High School through 30s) and Adult Classes...

- * Welcome and encourage visitors and members in their daily walk with God by maintaining an attitude of joyful focus on God and His goodness;
- * Foster fellowship through mutual sharing, prayer and study of God's word;
- * Encourage discussion by primarily asking questions;
- * Dismiss at 10:30 a.m.

Sabbath School Accompanist Team

- * Play the keyboard for Sabbath School classes when asked.

Sabbath School Outreach Team

- * Provide meaningful contact to non-attenders as is welcomed by them.

Sabbath School Secretary Team

- * Organize and distribute supplies and teaching materials to the leaders and teachers of each Sabbath School class;
- * Distribute and collect record envelopes;
- * Maintain records of Sabbath School membership, attendance, offerings, etc.;
- * Give treasurer all monies received;
- * Compile and distribute required quarterly reports;
- * Inform the Sabbath School Supplies Coordinator of any needed materials or supplies which need to be ordered.

Social Activities Ministry Team

Purpose

To foster opportunities for social interaction and fellowship.

Plan

- * Select people to plan, organize and direct at least two to three social events each year, primarily during the winter months, including International Food Fair, Christmas Vespers and Valentine's/Friendship Banquet, while trying to select different ones to lead out each year to provide variety and minimize burnout;
- * Coordinate with the church secretary to secure available dates on the master calendar.

Song Leader Ministry Team

Purpose

To lead the singing for the weekly worship service in a joyful, uplifting way.

Plan

- * Arrange to meet with the scheduled multimedia person to set up and review the power point program before Sabbath morning;
- * Include both hymns and praise songs each Sabbath;
- * Sing no more than one new song on any given Sabbath while being sure to learn the melody line beforehand;
- * Contact or practice with the accompanist to verify number of stanzas, etc.;
- * Lead the singing, by yourself or with others, with joy and a smile;
- * Try to use meaningful five-ten second segues between songs.

Special Music Coordinators Ministry

Purpose

Arrange for one special music for each worship service in your assigned month.

Plan

- * Attempt to have a balance of vocals and instrumentals with a variety of people and ages;
- * Try to involve our own in-house talent before looking elsewhere;
- * Provide the church secretary with the special music information by Wednesday evening prior to Sabbath.

TCAS School Board Ministry

Purpose

To govern the principal and his administration in implementing his vision for fulfilling the mission of TCAS in an encouraging, helpful way.

Plan

- * Faithfully attend school board meetings and participate in subcommittees as asked;
- * Support the mission and leadership of TCAS in every way possible.

Treasurer Ministry Team

Purpose

To serve our members by handling and accounting for all church funds with the highest degree of accuracy and fidelity.

Plan

Head Treasurer*

- * Maintain the highest level of confidentiality, integrity and honesty at all times;
- * Prepare financial statements or reports for monthly Church Board meetings;
- * Attend various committees assigned by virtue of your position, providing appropriate information for answering questions which arise;
- * Promptly pay bills and handle other required financial activity;
- * Limit Sabbath duties to that of handling that day's contributions;
- * Provide yearly receipt to contributors.

Assistant Treasurers

- * Maintain the highest level of confidentiality, integrity and honesty at all times;
- * Acquire, count and deposit weekly offerings as instructed.

Vespers Ministry Team

Purpose

To arrange for a time of spiritual nurture and fellowship in a home environment.

Plan

- * Organize and direct a vespers/potluck event in someone's home in your scheduled month;
- * Coordinate with the church secretary for securing available dates on the master calendar.

Wedding & Baby Shower Coordinator Ministry

Purpose

To celebrate each soon-to-be-wed/newlywed couple, or newborn baby in our church family by way of a party.

Plan

- * Find people to host showers for those getting married and/or those among us who will be having babies;
- * Coordinate with the church secretary for securing available dates on the master calendar.

Wedding Coordinators Ministry

Purpose

To provide wonderful, memorable wedding planner services to those using our church facilities for a wedding.

Plan

- * Be the liaison between the church and the wedding party while fulfilling the duties listed in Appendix C.

Women's Ministry Coordinator

Purpose

To facilitate female get-togethers for personal encouragement and spiritual growth.

Plan

- * Plan, promote and facilitate service or nurture oriented events involving women;
- * Coordinate with the church secretary for securing available dates on the master calendar for events.

Worship Coordinator

Purpose

To create a worship service in which young and old, members and guests are enabled to meet Jesus and be encouraged in their walk with Him.

Plan

- * See Appendix D below.

Young Adult Ministry Coordinators

Purpose

To engage, encourage and support young adults to seek Christ in their daily lives through group fellowship and activities.

Plan

- * Plan a wide range of get-togethers and activities at various times;
- * Coordinate with the church secretary when planning events to be able to allow for participation in other events planned for the whole church family;
- * Limit attendance to the post-high school to early 30 year-old age range;
- * Process funds through the Young Adult trust fund, keeping account of costs and turning in receipts to the Treasurer for reimbursement.

Youth Ministry Coordinator

Purpose

To engage the high school youth in an exciting, meaningful relationship with God and each other through a variety of activities outside of Sabbath School time while providing general oversight to the Sabbath School Youth leader and teachers.

Plan

- * Coordinate get-togethers for high-school age youth outside of Sabbath morning services;
- * Check with the church secretary for possible dates when planning events to allow for participation in other events planned for the whole church family;
- * Manage, authorize and process funds used for Youth Ministry through the Youth Ministry trust fund, keeping track of costs and turning in receipts to the Treasurer for reimbursement;
- * Give guidance and encouragement to the Sabbath School Youth leader and teachers.

Yard Maintenance Ministry*

Purpose

To provide a place of beauty and peace by keeping the church grounds well groomed, maintained and clutter-free.

Plan

- * Be accountable to the Finance Committee for keeping the yards, shrubs, flower beds attractive & well maintained by performing the duties as specified in Appendix E.

*Church Board Appointments

APPENDIX A –

Church Secretary

- * Be supervised by and answer to the lead pastor;
- * Maintain regular office hours two to three days a week with doors locked when alone;
- * Answer phone, retrieve answering machine messages, return calls, and make phone calls as directed by the pastor;
- * Regularly pick up mail at the street & P.O. box;
- * Process correspondence from the pastors;
- * Produce Children’s Bulletins weekly;
- * Schedule and send out a quarterly worship schedule;
- * Process bulletin inserts as requested and approved by a pastor (info to be in by Wednesday evening);
- * Produce newsletter 10-12 times a year;
- * Schedule and maintain a Master Calendar of church events;
- * Print and email church board agendas to board members;
- * Keep church directory addresses and information current, & produce a new copy for members once/year;
- * Inform church clerk of address changes, requests for membership transfers, etc.;
- * Keep office in a clean and orderly fashion;
- * Keep the guest register up-to-date each Sabbath;
- * Keep open bulletin board in foyer updated;
- * Keep supply of tithe envelopes for custodian to replenish in pews;
- * Keep supplies available for those using the second copy machine downstairs;
- * Purchase office supplies;

- * Purchase supplies for fellowship meals;
- * Call copy machine technicians as needed;
- * Compile and process orders for Sabbath School materials and supplies;
- * Distribute them through the Head Sabbath School Secretary.

APPENDIX B –

Custodian

- * The Custodian will perform duties on a weekly basis (or when needed) in the following areas:

Sanctuary

- ~ collect and discard all old bulletins and extra papers;
- ~ vacuum carpets in the main sanctuary & around the legs of each pew;
- ~ vacuum each pew, removing any debris that could be lodged between the seat & the back of the pew;
- ~ dust & polish woodwork pieces including the alter, pulpit, piano, organ;
- ~ inspect walls and doorways to insure they are clear of any finger prints & marks;
- ~ keep tithe envelopes & welcome cards neatly stocked in back of pews.

Hallways (upstairs and downstairs)

- ~ vacuum all carpets;
- ~ wash marks and hand prints off walls;
- ~ wash & clean the glass doors and also the glass on the bulletin board.

Kitchen

- ~ scrub sinks and polish faucets;
- ~ wipe out microwaves;
- ~ use 'clean oven' feature for ovens, as necessary;
- ~ wash and disinfect all counter tops;
- ~ remove any leftover food from refrigerators;
- ~ unload dishwasher of clean utensils & store in proper cupboards;
- ~ wash down fronts of cabinets and ovens;
- ~ clean stove tops; when necessary, wash burner pans;
- ~ sweep and wash tile floor;
- ~ empty all wastebaskets.

Bathrooms (behind baptistry, etc.)

- ~ scrubs sinks, removing all yellow water stains;
- ~ polish & shine sink faucets;
- ~ clean & disinfect towel bowls & urinals;
- ~ wash down toilet seats with disinfectant;
- ~ restock bathrooms with toilet paper, seat covers & paper towels;
- ~ empty wastebaskets.

Classrooms

- ~ vacuum the carpets;
- ~ empty wastebaskets;
- ~ dust as necessary;
- ~ set up rooms for Sabbath.

Drinking Fountains

- ~ clean & polish drinking fountains.

APPENDIX C –

Wedding Coordinators

- * Be the liaison between the church and the wedding party;
- * Give the couple a copy of the church wedding guidelines;
- * Be sure to secure deposits, and wedding rehearsal and service dates in cooperation with the master calendar maintained by the church secretary as soon as possible;
- * Meet with wedding party (prior to rehearsal) to discuss the wedding ceremony;
- * Guide the bride and groom in the organization of details for the rehearsal practice and for their wedding day;
- * Assist in preparation of the church for the rehearsal practice;
- * Be responsible for insuring that the rehearsal will run in a smooth and orderly manner;
- * Coordinate the moving of church furniture for the rehearsal and on the wedding day;
- * Be responsible for unlocking and locking the church doors on the day of rehearsal and the day of the wedding;
- * Arrive at the church two hours before the wedding to open up the bridal room, set up the ironing board and make sure all is

- ready for the convenience of the bridal party;
- * Will have all the selected wedding equipment ready for use;
- * Arrange for a Sound Technician;
- * Appoint a Custodian for the general clean-up;
- * Make the final decisions regarding all phases of planning;
- * Make the final judgment in the interpretation of church policies, including the fees and refunds;
- * Will collect fees and bill patrons for candles used at the wedding;
- * Be present at all times;
- * Keep ample supply of non-drip candles available at all times;
- * Order parts and supplies as needed;
- * Keep wedding supply room clean and picked up after each wedding;
- * Clean and reload mechanical candles as needed;
- * Oversee that all equipment is in good and working condition;
- * Wash and store glass hurricanes after each use;
- * Keep storeroom stocked with matches, lighters, paper towels, cleaners, etc.

APPENDIX D –

Worship Coordinators

- * Create an inspiring, Christ-centered, family-oriented worship service which leaves people refreshed in their relationship with God
- * Work with a pastor in coordinating all that happens from 10:30 on, in the sanctuary (background music, etc.);
- * Find a mixture of young and not as young, male and female participants to have the congregational prayer and another to read the scripture;
- * Gather bulletin information for the service and give it to the church secretary by Wednesday evening;
- * Be creative and brief;
- * Work with a pastor to fill the “Church Life” time with presentations such as Mission Spotlight programs, focus on ministry, focus on the family, testimonies, etc., if it is scheduled to happen;
- * Give a reminder call on Thursday or Friday to the participants listed on the “Church Worship Schedule”, except for the Head Deacon;
- * Remind the one who will be reading the praises & prayer requests to choose a very young person (about Kindergarten through Primary age) to collect the praises and prayer requests, and inform the song leader of their name;
- * Notify a photographer or the press secretary, and the head deacon and deaconess on duty at least a few days in advance of special events such as baptisms, ordinations, etc.;
- * On Sabbath morning, gather the participants and deacons and deaconesses for instruction and prayer no later than 10:40 to be able to start right at 10:45;
- * Be sure each participant has a bulletin showing when they are on;
- * Exude an uplifting, encouraging attitude of joy and anticipation as you warmly welcome the congregation;
- * Keep any remarks or announcements very brief;
- * Invite the congregation to fill out a blue slip with a praise or prayer request, and encourage them to **print clearly** and **put their name on it**. If it is **confidential** for the prayer team only, ask them to fold it in half, otherwise send it in unfolded when the song leader asks for them during the singing time;
- * Make an offering call, or have someone else do it, briefly explaining what the offering for the day will be used for, ask the deacons/deaconesses to stand, offer a short prayer, then be seated;
- * Stay on the front pew until the sermon starts, in case an unanticipated need arises, especially when there is a guest speaker.

APPENDIX E –

Yard Maintenance

- * Remembering that the church yard makes a statement about us and our God to the community, the yard maintenance personnel will...
 - ~ supply own lawn mower;
 - ~ maintain all church owned equipment used in caring for the yard;
 - ~ keep a supply of gasoline for mowers, grass edger and weed eater;
 - ~ rotate lawn mower blades every two to three mowings to keep grass cut even;
 - ~ mow the church yard and community service lawn weekly on Thursday or Friday during the growing season;
 - ~ trim and edge grass along all the sidewalks;
 - ~ sweep or blow sidewalks after mowing and trimming;
 - ~ inspect and weed planters weekly;

- ~ trim and fertilize rose bushes, as needed;
- ~ keep branches and sticks picked up;
- ~ weed and control grass around curbs;
- ~ contact yard care service to fertilize grass and spray greenery for insect control;
- ~ keep leaves and garbage cleaned out of flower beds and planters;
- ~ maintain the health of shrubs and flowers;
- ~ keep tree limbs and shrubs trimmed;
- ~ keep the yards attractive and well-maintained at all times.

“Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving!”

~ Colossians 3:23-24, NIV

Thank you for your willingness to serve the Lord!