

**Title:** Official Board

**Purpose:** To administer and carry forward the policies and practices of the church

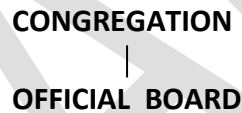
**Term of Service:** One year (varies by member)

**Time Commitment:** 2 hours / month

**Qualifications:** Elected by the congregation or appointed by committee

**Duties:** Serve as the administrative agency of the church  
Serve as the nominating committee for elected positions  
Appoint individuals to the Service Committees  
Appoint individuals to fill vacancies on committees  
Make recommendations to the congregation  
Approve membership requests and issue letters of transfer  
Approve the use of church property by agencies other than the church  
Fulfill other duties as requested by the congregation  
Appoint special committees as needed

**Organization:**



**Spiritual Gifts:** Leadership, Administration, Discernment

**Passion:** To see the church faithfully steward its resources for the benefit of the Kingdom

**Personal Style:** Task oriented / Unstructured

**Title:** Moderator

**Purpose:** To conduct the business meetings of the Congregation and Official Board.

**Term of Service:** 3 years

**Time Commitment:** 3 – 5 hours / month

**Qualifications:** Member of SBC  
Must be 21 years of age or older  
Stable, growing Christian  
Elected by the congregation  
General knowledge of SBC’s Constitution, By-Laws and Rules of Order

**Duties:** Preside at all business meetings of the Congregation  
Preside at all business meetings of the Official Board  
Approve Good Samaritan Fund disbursements in consultation with a pastor and the Chairperson of the Deacon Board  
Work with the pastor to press forward the purpose of the Church  
Sign the National District Credential cards  
Sign employment contracts  
Coordinate Christmas gifts for Pastors

**Organization:**



**Spiritual Gifts:** Leadership, Discernment, Faith, Administration, Wisdom

**Passion:** To see the church faithfully steward its resources while pursuing its vision

**Personal Style:** Task oriented / Unstructured

**Title:** Vice-Moderator

**Purpose:** To serve in the Moderator's absence

**Term of Service:** 3 years

**Time Commitment:** 2 – 3 hours / month

**Qualifications:** Member of SBC  
Stable, growing Christian  
Must be 21 years of age or older  
Elected by the congregation  
Possess leadership skills

**Duties:** Perform duties of Moderator in his/her absence  
Assume office of the Moderator for the remainder of the term in the event it becomes vacant  
Attend Official Board meetings  
Attend Congregational Business meetings  
Serve on Special Committees as assigned

**Organization:**



**Spiritual Gifts:** Administration, Discernment, Faith, Leadership, and Wisdom

**Passion:** To see the church faithfully steward its resources while pursuing its vision

**Personal Style:** Task oriented / Unstructured

**Title:** Clerk

**Purpose:** To be the custodian of the records of the Church

**Term of Service:** 3 years

**Time Commitment:** 2 – 3 hours / month

**Qualifications:** Member of SBC  
Stable, growing Christian  
Must be 21 years of age or older  
Elected by the congregation  
Possess excellent written communication skills

**Duties:** Take detailed notes that reflect the decisions and activities at all Congregational Business meetings and Official Board meetings  
Finalize these notes to be used as the official minutes for these meetings  
Prepare correspondence as needed on behalf of the Official Board  
Keep membership rolls of the Church

**Organization:**



**Spiritual Gifts:** Administration, Helps

**Passion:** To keep accurate church records

**Personal Style:** Task oriented / Unstructured

**Title:** Treasurer

**Purpose:** To properly account for and dispense funds of Smithville Brethren Church

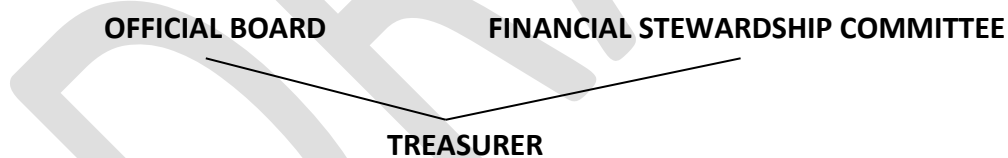
**Term of Service:** 3 years

**Time Commitment:** 5 hours / week

**Qualifications:** Member of SBC  
Stable, growing Christian  
Must be 21 years of age or older  
Elected by the congregation  
Able to keep accurate records  
Accounting background preferred

**Duties:** Serve on the Official Board  
Serve on the Financial Stewardship Committee  
Keep record of all monies at SBC  
Pay all obligations/bills of SBC as directed by the congregation or the Official Board  
Process payroll and file Federal, State, and Local taxes for all paid staff  
Prepare a monthly financial statement and present it to the Official Board for approval  
Prepare a written annual report for the Congregational Business Meeting

**Organization:**



**Spiritual Gifts:** Administration, Giving, Helps

**Passion:** Maintaining accountability and transparency in church finances

**Personal Style:** Task oriented / Structured

**Title:** Financial Secretary

**Purpose:** To accurately account for monies received by SBC

**Term of Service:** 3 years

**Time commitment:** 2 hours / week, 2 extra hours / month

**Qualifications:**

- Member of SBC
- Stable, growing Christian
- Must be 21 years of age or older
- Elected by the congregation
- Accounting skills
- Able to keep accurate records and reports
- Able to maintain confidentiality

**Duties:**

- Serve on the Financial Stewardship Committee
- Count all monies received by SBC on a weekly basis
- Keep an electronic record of all monies received
- Deposit all monies received on a weekly basis
- Give Treasurer a weekly summary of deposits
- Prepare a yearly record of giving for each donor

**Organization:**

**OFFICIAL BOARD**

**FINANCIAL STEWARDSHIP COMMITTEE**

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**FINANCIAL SECRETARY**

**Spiritual Gifts:** Administration, Helps, Giving

**Passion:** Maintaining accurate financial records

**Style:** Task oriented / Structured

**Title:** Assistant Financial Secretary/Treasurer

**Purpose:** To assist the Financial Secretary or Treasurer, and to serve in their absence

**Term of Service:** 2 years

**Time Commitment:** 1 hour / week

**Qualifications:** Member of SBC  
Stable, growing Christian  
Elected by the congregation  
Must be 21 years of age or older  
Accounting skills  
Able to keep accurate records and reports  
Able to maintain confidentiality

**Duties:** Serve in the absence of the Financial Secretary  
Serve in the absence of the Treasurer  
In the absence of both, serve only as Financial Secretary  
( *A member of the Financial Stewardship Committee will serve as Treasurer* )  
Review all electronic payments and checks written by the Treasurer  
Reconcile bank statements monthly

**Organization:**



**Spiritual Gifts:** Administration, Helps

**Passion:** Maintaining accurate financial records

**Personal Style:** Task oriented / Structured

**Title:** Board of Trustees Member

**Purpose:** To facilitate worship and ministry through continued improvement as well as maintenance and repair of the building and grounds.

**Term of Service:** 2 years

**Time Commitment:** 2—4 hours / month

**Qualifications:** Member of SBC  
Stable, growing Christian  
Elected by the congregation  
Must be 21 years of age or older

**Duties:** Hold in trust the title to all real estate and property of SBC  
Sign all notes of indebtedness  
Oversee the maintenance and repair of all facilities  
Coordinate all improvements to buildings and grounds

**Organization:**



**Spiritual Gifts:** Helps, Craftsmanship, Administration, Leadership

**Passion:** To maintain and improve facilities to enhance church ministry

**Personal Style:** Task oriented / Structured



**Title:** Board of Trustees Chairperson

**Purpose:** To lead and organize the work of the Trustees

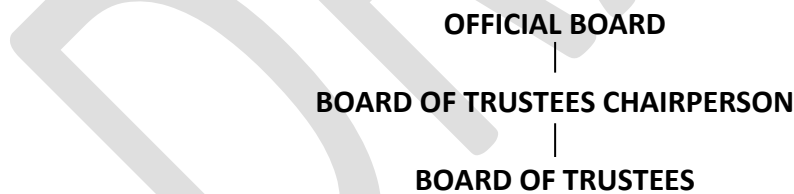
**Term of Service:** 1 year

**Time Commitment:** 3—5 hours / month

**Qualifications:** Member of the Board of Trustees  
Selected by members of the Board of Trustees

**Duties:** Coordinate Board of Trustee meetings  
Coordinate any church workdays planned by Board of Trustees  
Serve on the Official Board or find a replacement as needed  
Prepare and present report of Board of Trustees work to Official Board  
Prepare a budgetary request in coordination with members of the Board of Trustees  
Present to the Official Board, nominees to be elected at the Congregational Business Meeting  
Prepare an annual written report for the Congregational Business Meeting  
Maintain a record of expenditures, duties, and procedures to promote continuity  
Approve and sign all applicable Expense Reimbursement Forms

**Organization:**



**Spiritual Gifts:** Leadership, Administration, Discernment, Craftsmanship

**Passion:** Building and grounds maintenance and improvement

**Personal Style:** Task oriented / Structured

**Title:** Deacon Board Member

**Purpose:** To fulfill the duties outlined in the New Testament

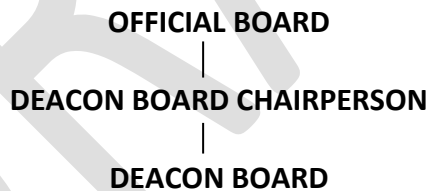
**Term of Service:** 6 years

**Time Commitment:** As needed

**Qualifications:** Member of SBC  
Stable, growing Christian  
Elected by the congregation  
21 years of age or older  
Able to maintain confidentiality  
Reference I Timothy 3: 8-13

**Duties:** Facilitate communion services  
Assist at baptisms  
Arrange for pulpit supply as needed  
Do the initial screening of full-time Pastoral Staff  
Assist Pastoral Staff in meeting the needs of the congregation  
One member, in addition to the Chairperson, shall serve on the Official Board

**Organization:**



**Spiritual Gifts:** Helps, Leadership, Shepherding, Encouragement

**Passion:** Meeting the needs of the congregation

**Personal Style:** People oriented / Unstructured

**Title:** Deacon Board Chairperson

**Purpose:** Lead the Deacon Board in fulfilling its duties

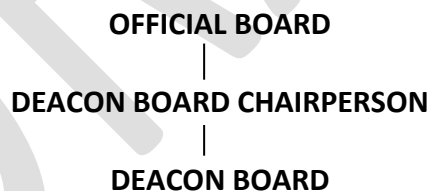
**Term of Service:** 1 year

**Time Commitment:** 2—4 hours / month

**Qualifications:** Member of Deacon Board  
Selected by members of the Deacon Board

**Duties:** Plan and conduct all Deacon Board meetings  
Serve on the Official Board or find a replacement as needed  
Maintain a record of expenditures, duties, and procedures to promote continuity  
Approve Good Samaritan Fund disbursements in consultation with a pastor and the Moderator  
Submit monthly report to Official Board  
Submit yearly report to the congregation  
Submit budget request to the Financial Stewardship Committee  
Meet with pastor to adjust Under-Shepherd ministry lists  
Initiate the process to elect new Deacons and Deaconesses  
Submit names of potential members to the Official Board  
Approve and sign applicable Expense Reimbursement Forms

**Organization:**



**Spiritual Gifts:** Leadership, Administration

**Passion:** To effectively organize the Deacon Board

**Personal Style:** Task oriented / Unstructured

**Title:** Board of Christian Education Member

**Purpose:** To develop, organize, and oversee the Christian Education programs of SBC in order to guide people to a closer relationship with Christ through spiritual learning and fellowship.

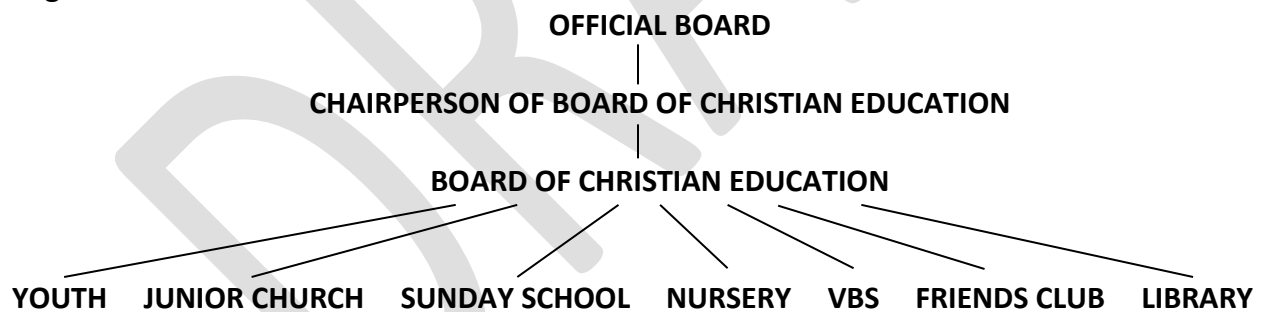
**Term of Service:** 3 years

**Time Commitment:** 2—4 hours / month

**Qualifications:** Member of SBC  
 Stable, growing Christian  
 Elected by the congregation  
 Able to maintain confidentiality

**Duties:** Attend and participate in all scheduled CE Board meetings  
 Act as a liaison to one or more ministries of the CE Board  
 Recruit and train volunteers for ministries of the CE Board  
 Support and encourage all areas of Christian Education at SBC  
 Work to secure volunteers for various Christian Education programs

**Organization:**



**Spiritual Gifts:** Leadership, Discernment, Encouragement, Administration, Wisdom

**Passion:** To see people grow and mature in their faith through Christian Education

**Personal Style:** Task oriented / Unstructured

**Title:** Board of Christian Education Chairperson

**Purpose:** To lead Board of Christian Education in identifying and accomplishing goals for Christian Education

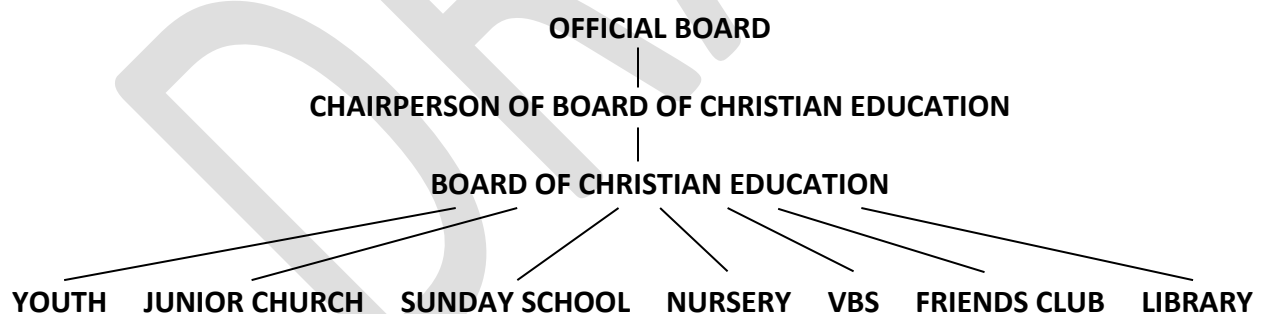
**Term of Service:** 1 year

**Time Commitment:** 2—4 hours / month

**Qualifications:** Member of Board of Christian Education  
Selected by members of the Board of Christian Education

**Duties:** Set agenda for and conduct all Board of Christian Education meetings  
Serve on the Official Board or find a replacement as needed  
Approve and sign all applicable Expense Reimbursement Forms  
Submit monthly report to the Official Board  
Submit yearly report to the Congregational Business Meeting  
Submit names of potential board members to the Official Board  
Work with other board members to staff and provide training for Christian Education volunteers  
Monitor 5 year background check cycle of all volunteers working with children  
Maintain a record of expenditures, duties, and procedures to promote continuity

**Organization:**



**Spiritual Gifts:** Leadership, Administration

**Passion:** To organize the Board of Christian Education effectively

**Personal Style:** Task oriented / Structured

**Title:** Financial Stewardship Committee Member

**Purpose:** To administer church funds and teach stewardship principles

**Term of Service:** 3 years

**Time Commitment:** 1 hour / month (2 meetings / year—about 6 hours each)

**Qualifications:** Member of SBC  
Stable, growing Christian  
Elected by the congregation  
Possess an understanding of finances and Biblical principles of finance

**Duties:** Administer church funds by using sound principles of financial management  
Develop overall stewardship information  
Prepare Unified Budget and present at annual Congregational Business Meeting  
Supervise work of the Treasurer and Financial Secretary  
Conduct an audit of financial records by outside accountant as deemed necessary  
Arrange for financing of loans as needed for purchases  
In the absence of both Financial Secretary and Treasurer, a member of this Committee shall serve as Treasurer pro tempore

**Organization:**



**Spiritual Gifts:** Discernment, Giving, Administration, Leadership

**Passion:** Sound financial management

**Personal Style:** Task oriented / Unstructured

**Title:** Financial Stewardship Committee Chairperson

**Purpose:** To lead Financial Stewardship Committee in the achievement of its goals and objectives

**Term of Service:** 1 year

**Time Commitment:** 1 hour / month

**Qualifications:** Member of Financial Stewardship Committee  
Selected by members of the Financial Stewardship Committee

**Duties:** Organize the work of the Financial Stewardship Committee  
Present the Unified Budget at the Annual Congregational Meeting  
Serve on the Official Board or find a replacement as needed  
Prepare a budgetary request in coordination with Committee members  
Prepare and present report of Committee's work to Official Board  
Prepare written annual report for the Congregational Business Meeting  
Approve and sign applicable Expense Reimbursement Forms  
Maintain a record of expenditures, duties, and procedures to promote continuity

**Organization:**



**Spiritual Gifts:** Leadership, Discernment, Faith

**Passion:** Sound financial management

**Personal Style:** Task oriented / Unstructured

**Title:** Personnel Committee Member

**Purpose:** Promote good relationships between congregation and paid staff

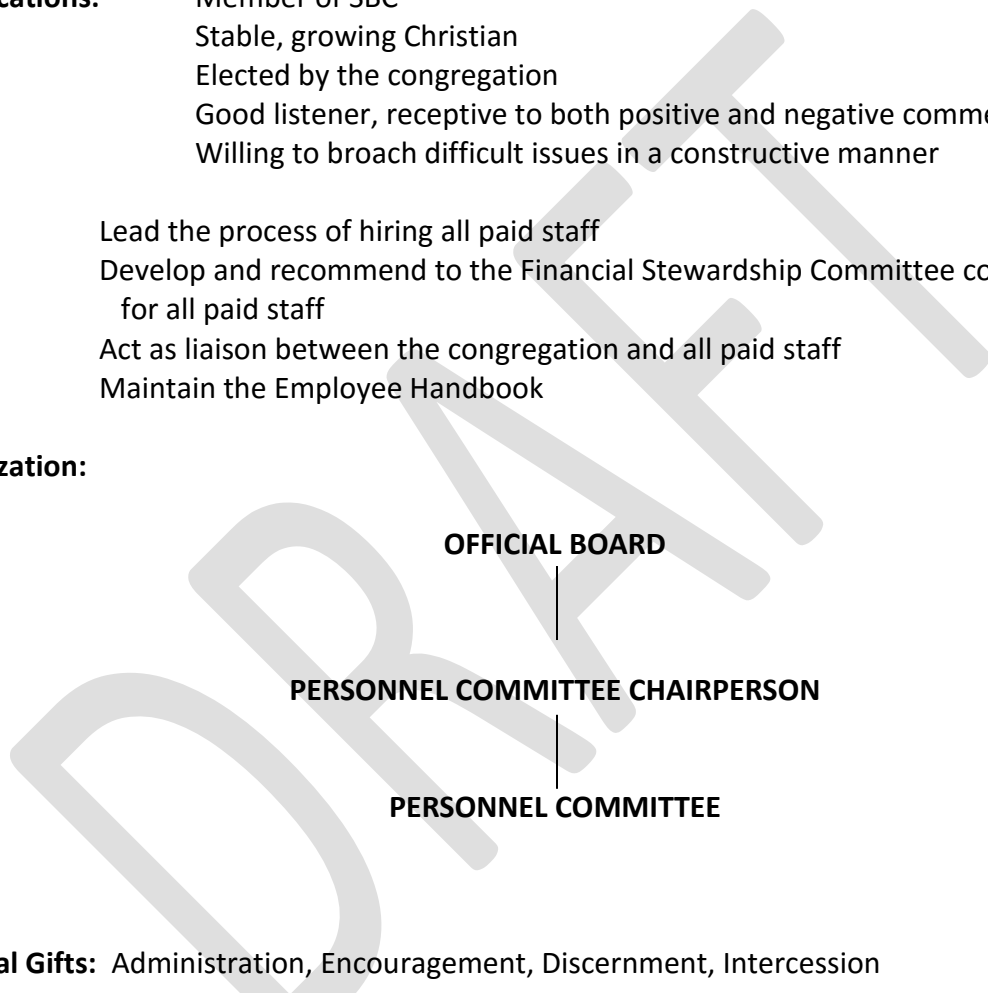
**Term of Service:** 3 years

**Time Commitment:** 3 hours / month

**Qualifications:** Member of SBC  
Stable, growing Christian  
Elected by the congregation  
Good listener, receptive to both positive and negative comments  
Willing to broach difficult issues in a constructive manner

**Duties:** Lead the process of hiring all paid staff  
Develop and recommend to the Financial Stewardship Committee compensation for all paid staff  
Act as liaison between the congregation and all paid staff  
Maintain the Employee Handbook

**Organization:**



**Spiritual Gifts:** Administration, Encouragement, Discernment, Intercession

**Passion:** Healthy relationships

**Personal Style:** People oriented / Unstructured



**Title:** Personnel Committee Chairperson

**Purpose:** To lead the Personnel Committee in accomplishing its goals

**Term of Service:** 1 year

**Time Commitment:** 4—6 hours / month

**Qualifications:** Member of Personnel Committee  
Selected by members of the Personnel Committee

**Duties:** Organize Personnel Committee for its work in the congregation  
Serve on the Official Board or find a replacement as needed  
Prepare and present report of Committee's work to Official Board  
Prepare written annual report for the Congregational Business Meeting  
Prepare a budgetary request in coordination with Personnel Committee members  
Approve and sign applicable Expense Reimbursement Forms  
Maintain a record of expenditures, duties, and procedures to promote continuity

**Organization:**



**Spiritual Gifts:** Leadership, Discernment, Encouragement

**Passion:** To promote good relations between staff and congregation

**Personal Style:** People oriented / Unstructured

**Title:** Head Usher

**Purpose:** To make members and guests feel at home in our church by meeting their needs

**Term of Service:** 1 year

**Time Commitment:** 1 to 1 ½ hours / week

**Qualifications:**

- Member of SBC
- Stable, growing Christian
- Must be 21 years of age or older
- Elected by the congregation
- Dependable
- Have knowledge of church layout (e.g. location of classrooms, restrooms, emergency exits, lighting controls, AED, wheelchair)

**Duties:**

- Ensure that there are at least four ushers available for offering collection
- Greet members and guests, providing bulletins and church information as needed
- Light sanctuary candles and ensure flowers are in place
- Communicate with Church Secretary to order sanctuary candles when needed
- Monitor side doors to sanctuary and close once announcements begin
- Monitor hearing devices as needed; ensure fresh batteries are on hand
- Recruit and train ushers
- Maintain a master list of ushers
- Provide the Church Secretary with an usher schedule for printing in *Forward Look*
- Care for offering in accordance with Financial Stewardship Committee procedures

**Organization:**

**FINANCIAL STEWARDSHIP COMMITTEE**

**CHURCH SECRETARY**

**HEAD USHER**

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    A[FINANCIAL STEWARDSHIP COMMITTEE] --- B[HEAD USHER]
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**Spiritual Gifts:** Administration, Encouragement, Hospitality

**Passion:** Making members and guests feel welcome

**Personal Style:** People oriented / Unstructured

**Title:** Music Committee Member

**Purpose:** To promote worship through the music programs at SBC

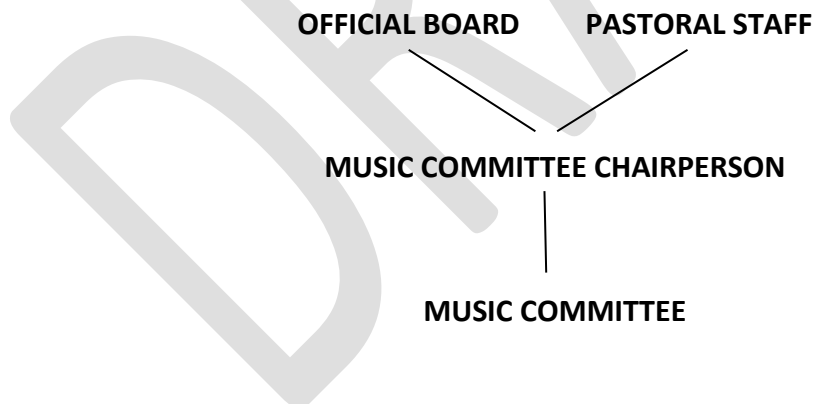
**Term of Service:** 2 years (appointed members)

**Time Commitment:** 1—2 hours / month

**Qualifications:** Member and/or regular attender of SBC  
 Stable, growing Christian  
 2 members appointed by Official Board  
 1 member selected by Choir

**Duties:** Attend scheduled Music Committee meetings  
 Coordinate with the Pastoral Staff to provide music for all services  
 Arrange for special music for Traditional Worship Service during the summer months  
 (this responsibility is shared equally by the committee members) and for special occasions  
 Assist musicians as needed  
 Arrange for purchase of all needed music  
 Purchase and maintain musical instruments  
 Initiate hiring of Choir Director, Bell Choir Director, Organist, Pianist

**Organization:**



**Spiritual Gifts:** Administration, Creative Communication

**Passion:** Love for music

**Personal Style:** Task oriented / Unstructured

**Title:** Music Committee Chairperson

**Purpose:** To lead the Music Committee in the achievement of its goals and objectives

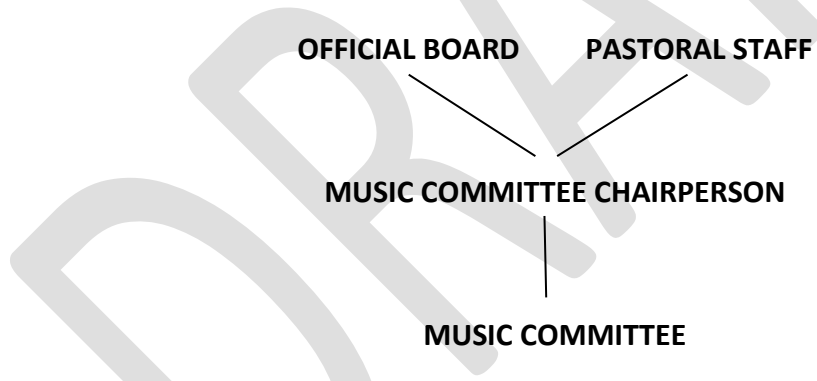
**Term of Service:** 1 year

**Time Commitment:** 1 hour / month

**Qualifications:** Member of SBC  
 Member of the Music Committee  
 Selected by members of the Music Committee

**Duties:** Organize Music Committee  
 Prepare written annual report for the Congregational Business Meeting  
 Prepare a budgetary request in coordination with the Music Committee  
 Schedule a minimum of two Music Committee meetings each year  
 Submit names of potential committee members to the Official Board  
 Approve and sign applicable Expense Reimbursement Forms  
 Maintain a record of expenditures, duties, and procedures to promote continuity

**Organization:**



**Spiritual Gifts:** Administration, Creative Communication, Leadership

**Passion:** Love for music

**Personal Style:** Task oriented / Unstructured

**Title:** Fellowship Committee Member

**Purpose:** To promote relationships among attendees of the church and members of the community

**Term of Service:** 2 years

**Time Commitment:** 2 hours / month

**Qualifications:** Regular attender of SBC  
Appointed by the Official Board  
Stable, growing Christian

**Duties:** Plan an annual schedule of activities to promote fellowship  
Set up for and organize scheduled activities / meals  
Organize Supper Clubs

**Organization:**



**Spiritual Gifts:** Administration, Creative Communication, Helps, Hospitality

**Passion:** Helping people build meaningful relationships

**Personal Style:** People oriented / Unstructured

**Title:** Fellowship Committee Chairperson

**Purpose:** Organize the work of the Fellowship Committee

**Term of Service:** 1 year

**Time Commitment:** 1—2 hours / month

**Qualifications:** Member of SBC  
Member of the Fellowship Committee  
Selected by members of the Fellowship Committee

**Duties:** Chair Fellowship Committee meetings  
Prepare annual budget request and submit to Financial Stewardship Committee  
Submit names of potential committee members to the Official Board  
Coordinate with Pastoral and Office staff  
Maintain a record of expenditures, duties, and procedures to promote continuity  
Approve and sign applicable Expense Reimbursement Forms

**Organization:**



**Spiritual Gifts:** Leadership, Administration

**Passion:** Helping people build meaningful relationships

**Personal Style:** People oriented / Unstructured

**Title:** Flower Committee Member

**Purpose:** To enhance worship through the coordination of flowers / decorations

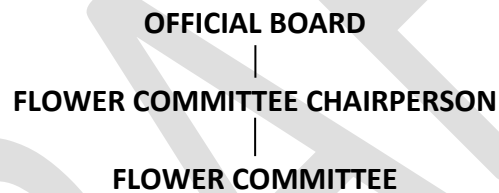
**Term of Service:** 2 years

**Time Commitment:** Varies by season

**Qualifications:** Regular attender of SBC  
Stable, growing Christian  
Appointed by Official Board

**Duties:** Coordinate and order flowers / decorations for sanctuary  
Provide the church secretary with pertinent information for the bulletin  
Coordinate decoration of church for Christmas / Easter  
Purchase plants, plant and maintain flower beds and pots

**Organization:**



**Spiritual Gifts:** Craftsmanship, Helps, Creative Communication

**Passion:** Highlighting God's Creation

**Personal Style:** Task oriented / Unstructured

**Title:** Flower Committee Chairperson

**Purpose:** To organize the ministry of the Flower Committee

**Term of Service:** 1 year

**Time Commitment:** 1 hour / month

**Qualifications:** Member of SBC  
Member of the Flower Committee  
Selected by members of the Flower Committee

**Duties:** Organize and chair meetings of the Flower Committee  
Submit annual budget request to Financial Stewardship Committee  
Submit names of potential committee members to the Official Board  
Submit annual written report for the Congregational Business Meeting  
Obtain and post annual Flower Chart  
Provide information to church secretary for Christmas and Easter flower donations  
Maintain a record of expenditures, duties, and procedures to promote continuity  
Approve and sign applicable Expense Reimbursement Forms

**Organization:**



**Spiritual Gifts:** Administration, Leadership

**Passion:** Highlighting God's creation

**Personal Style:** Task oriented / Unstructured



**Title:** Hospitality Committee Member

**Purpose:** To help people feel welcome at church-related activities

**Term of Service:** 2 years

**Time Commitment:** 1—5 hours / month (depending on scheduled activities)

**Qualifications:** Regular attender of SBC  
Stable, growing Christian  
Appointed by Official Board

**Duties:** Responsible for refreshments on Sunday mornings  
Work cooperatively with Fellowship Committee to provide food, etc. at church-sponsored events  
Offer and provide a funeral meal for grieving families  
Coordinate housing and meals for visiting groups and pastors as requested by the Official Board

**Organization:**



**Spiritual Gifts:** Hospitality, Helps, Administration

**Passion:** Making people feel welcome

**Personal Style:** Task oriented / Unstructured

**Title:** Hospitality Committee Chairperson

**Purpose:** To organize the work of the Hospitality Committee

**Term of Service:** 1 year

**Time Commitment:** 3 hours / month

**Qualifications:** Member of SBC  
Member of the Hospitality Committee  
Selected by members of the Hospitality Committee

**Duties:** Organize and chair committee meetings  
Coordinate kitchen supplies and maintenance  
Submit an annual written report for the Congregational Business Meeting  
Submit an annual budget request to the Financial Stewardship Committee  
Submit names of potential committee members to the Official Board  
Maintain a record of expenditures, duties, and procedures to promote continuity  
Approve and sign applicable Expense Reimbursement Forms

**Organization:**



**Spiritual Gifts:** Leadership, Administration

**Passion:** Making people feel welcome

**Personal Style:** Task oriented / Unstructured

**Title:** Nursery Committee Member

**Purpose:** To provide a safe and caring environment for infants

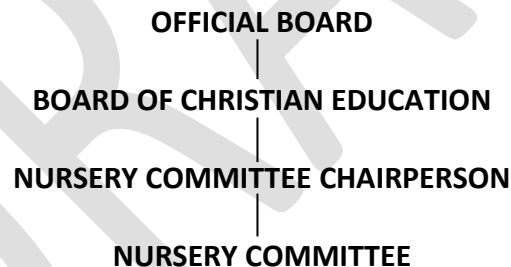
**Term of Service:** 2 years

**Time Commitment:** 2—4 hours / month

**Qualifications:** Regular attender of SBC  
Stable, growing Christian  
Appointed by the Official Board

**Duties:** Enlist volunteers to staff the nursery for all services and other times as requested  
Ensure that all nursery volunteers meet Child Safety Policy requirements  
Clean and maintain nursery toys and equipment  
Approve material donations to the nursery  
Arrange meals for families with new babies

**Organization:**



**Spiritual Gifts:** Helps, Discernment

**Passion:** Nurturing infants and children

**Personal Style:** People oriented / Unstructured

**Title:** Nursery Committee Chairperson

**Purpose:** To organize and lead the Nursery Committee

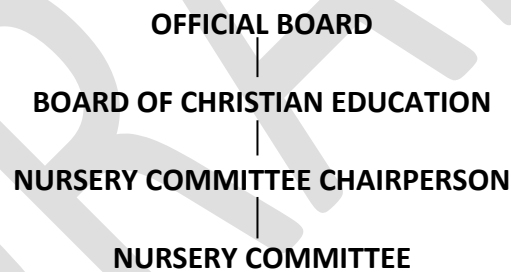
**Term of Service:** 1 year

**Time Commitment:** 1 hour / month

**Qualifications:** Member of SBC  
Member of Nursery Committee  
Selected by members of the Nursery Committee

**Duties:** Organize and chair committee meetings  
Submit an annual written report for the Congregational Business Meeting  
Submit an annual budget request to the Board of Christian Education  
Submit names of potential committee members to the Official Board  
Maintain a record of expenditures, duties, and procedures to promote continuity  
Approve and sign applicable Expense Reimbursement Forms

**Organization:**



**Spiritual Gifts:** Administration, Shepherding, Helps

**Passion:** Nurturing infants and children

**Personal Style:** People oriented / Unstructured

**Title:** Adult Sunday School Superintendent

**Purpose:** To support and encourage spiritual growth through adult Sunday School

**Term of Service:** 2 years

**Time Commitment:** 2—4 hours / month

**Qualifications:** Member of SBC  
Regular attender of SBC  
Stable, growing Christian  
Appointed by Board of Christian Education

**Duties:** Attend and participate in meetings of the Board of Christian Education  
Order Adult Sunday School class material as needed  
Fill teacher vacancies in conjunction with the Board of Christian Education  
Assist in finding substitute teachers for Adult Sunday School classes  
Maintain a record of expenditures, duties, and procedures to promote continuity

**Organization:**

**BOARD OF CHRISTIAN EDUCATION**

|

**ADULT SUNDAY SCHOOL SUPERINTENDENT**

|

**ADULT SUNDAY SCHOOL TEACHER**

**Spiritual Gifts:** Discernment, Encouragement, Leadership

**Passion:** To see adults grow in their faith through Sunday School

**Personal Style:** People oriented / Structured

**Title:** Adult Sunday School Teacher

**Purpose:** To teach adults the truth of God’s Word and to set an example of a growing Christian

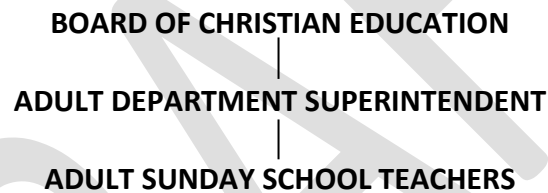
**Term of Service:** 1 year

**Time Commitment:** 3 – 4 hours per week including preparation time

**Qualifications:** Stable growing Christian  
Regular attender of SBC

**Duties:** Prepare weekly lesson for class  
Participate in training offered  
Notify Adult Sunday School Superintendent as early as possible if unable to find a replacement

**Organization:**



**Gifts:** Teaching, Encouragement

**Passion:** Enjoy helping adults become completely committed Christians

**Personal Style:** People oriented / Structured

**Title:** Junior Sunday School Superintendent

**Purpose:** To provide direct guidance and support to Junior Department Sunday School staff  
(Pre-K—High School)

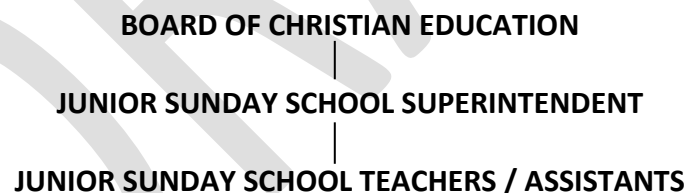
**Term of Service:** 2 years

**Time Commitment:** 4—6 hours / month

**Qualifications:** Member of SBC  
Regular attender of SBC  
Stable, growing Christian  
Appointed by Board of Christian Education

**Duties:** Attend and participate in meetings of the Board of Christian Education  
Oversee selection and ordering of Junior Sunday School class material  
Recruit, train and support teachers, assistants, and other staff in Junior Department  
in conjunction with the Board of Christian Education  
Assist in finding substitute teachers for Junior Sunday School classes  
Ensure all staff are in place in classrooms each Sunday  
Maintain Sunday School supply room  
Maintain a record of expenditures, duties, and procedures to promote continuity

**Organization:**



**Spiritual Gifts:** Administration, Discernment, Encouragement

**Passion:** To see children grow in their faith through Sunday School

**Personal Style:** People oriented / Structured

**Title:** Junior Sunday School Teacher

**Purpose:** To teach children the truth of God’s Word and to set an example of a growing Christian

**Term of Service:** 1 year

**Time Commitment:** 3 – 4 hours per week including preparation time

**Qualifications:** Member of SBC, or complete a non-member teacher/leader questionnaire, and be interviewed by the Senior Pastor or Board of Christian Education  
Stable growing Christian  
Regular attender of SBC  
Meet Child Safety Guidelines

**Duties:** Prepare weekly lesson for class  
Arrive in classroom 15 minutes prior to class time  
Participate in training offered  
Notify Junior Sunday School Superintendent as early as possible if unable to find a replacement  
Notify Pastoral Staff in the event of any issues in children’s lives  
Use curriculum provided unless otherwise authorized by Board of Christian Education

**Organization:**

**BOARD OF CHRISTIAN EDUCATION**

**JUNIOR DEPARTMENT SUPERINTENDENT**

**SUNDAY SCHOOL TEACHER**

**Gifts:** Teaching, Encouragement

**Passion:** Enjoy helping children grow in their faith

**Personal Style:** People oriented / Structured



**Title:** Junior Sunday School Assistant

**Purpose:** To aid teacher in communicating the truth of God’s Word and to be an example of a growing Christian.

**Term of Service:** 2 years

**Time Commitment:** 1 – 2 hours per week

**Qualifications:** Stable growing Christian  
Regular attender of SBC  
Must be high school age or older  
Meet Child Safety Guidelines

**Duties:** Arrive in classroom 15 minutes prior to class time  
Assist teacher in conducting class  
Participate in training offered  
Notify Junior Sunday School Superintendent as early as possible if unable to find a replacement

**Organization:**

**BOARD OF CHRISTIAN EDUCATION**

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**JUNIOR DEPARTMENT SUPERINTENDENT**

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**JUNIOR SUNDAY SCHOOL ASSISTANT**

**Gifts:** Service, Helps, Teaching, Encouragement

**Passion:** Enjoy helping children to grow in their faith

**Personal Style:** People oriented / Structured

**Title:** Sunday School Secretary

**Purpose:** To keep accurate records of attendance and offering for the entire Sunday School program

**Term of Service:** 2 years

**Time Commitment:** 30 minutes weekly

**Qualifications:** Member of SBC  
Stable growing Christian  
Regular attender of SBC  
Appointed by Board of Christian Education  
Able to keep accurate records

**Duties:** Distribute attendance sheets and envelopes  
Collect and record Sunday School attendance for each class  
Collect and record Sunday School offering for each class  
Place record and offering in safe for Financial Secretary  
Ring Sunday School bells

**Organization:**

**BOARD OF CHRISTIAN EDUCATION**

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**SUNDAY SCHOOL SECRETARY**

**Gifts:** Service, Helps, Administration

**Passion:** Accurate records

**Personal Style:** Task oriented / Structured

**Title:** Children’s Church Coordinator

**Purpose:** To organize and facilitate a place of worship and learning for children 3 – 6 years of age during worship services

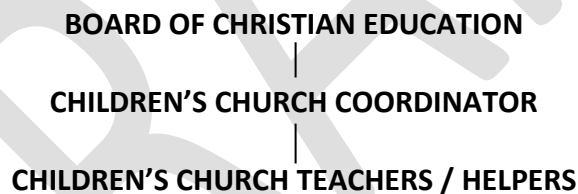
**Term of Service:** 2 years

**Time Commitment:** 2 – 3 hours per week

**Qualifications:** Member of SBC  
Stable growing Christian  
Regular attender of SBC  
Appointed by Board of Christian Education  
Meet Child Safety Guidelines

**Duties:** Organize schedule of Children’s Church teachers / helpers for all worship services  
Select material for Children’s Church in coordination with the CE Board  
Provide / order supplies for weekly Children’s Church  
Make sure teachers / helpers are present each week  
Maintain a record of expenditures, duties, and procedures to promote continuity

**Organization:**



**Gifts:** Administration, Helps, Encouragement, Leadership

**Passion:** Enjoy helping children grow in their faith

**Personal Style:** Task oriented / Structured

**Title:** Children’s Church Teacher

**Purpose:** To facilitate a place of worship and learning for children 3 – 6 years of age during worship services.

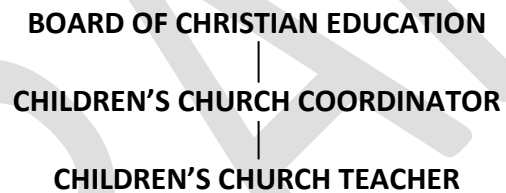
**Term of Service:** 1 year

**Time Commitment:** 1—1 ½ hours each Sunday you serve

**Qualifications:** Member of SBC  
Stable, growing Christian  
Regular attender of SBC  
Meet Child Safety Guidelines

**Duties:** Lead worship session for Children’s Church  
Set up and clean up room.  
Find a substitute if unable to serve and inform Coordinator  
Use material provided unless otherwise authorized by Board of Christian Education

**Organization:**



**Gifts:** Creative Communication, Teaching, Encouragement, Helps

**Passion:** Enjoy helping children grow in their faith

**Personal Style:** People oriented / Unstructured

**Title:** Children’s Church Helper

**Purpose:** To facilitate a place of worship and learning for children 3 – 6 years of age during worship services.

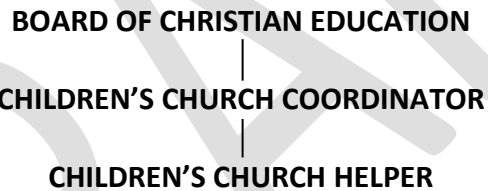
**Term of Service:** 1 year

**Time Commitment:** 1—1 ½ hours each Sunday you serve

**Qualifications:** Stable, growing Christian  
Regular attender of SBC  
Meet Child Safety Guidelines

**Duties:** Lead children to Children’s Church room  
Help Children’s Church teacher wherever needed  
Set up and clean up room.  
Find a substitute if unable to serve and inform Coordinator  
Use material provided unless otherwise authorized by Board of Christian Education

**Organization:**



**Gifts:** Creative Communication, Teaching, Encouragement, Helps

**Passion:** Enjoy helping children grow in their faith

**Personal Style:** People oriented / Unstructured

**Title:** Librarian

**Purpose:** To organize library material for efficient use by the congregation

**Term of Service:** 2 years

**Time Commitment:** 2 – 4 hours per month

**Qualifications:** Stable growing Christian  
Regular attender of SBC  
Appointed by the Board of Christian Education

**Duties:** Select and purchase new library material  
Develop and maintain a process for people to check in and check out library materials  
Select material from current holdings to be removed  
Submit a budget request annually to the Board of Christian Education  
Promote the use of the library  
Maintain a record of expenditures, duties, and procedures to promote continuity

**Organization:**

**BOARD OF CHRISTIAN EDUCATION**

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**LIBRARIAN**

**Gifts:** Administration, Helps

**Passion:** To encourage those attending SBC to grow in their faith by promoting Christian materials.

**Personal Style:** Task oriented / Unstructured

**Title:** Friends Club Coordinator

**Purpose:** To provide outreach and ministry opportunities for children age 5 to 5<sup>th</sup> grade

**Term of Service:** 2 years

**Time Commitment:** 6 – 8 hours per month ( August—April )

**Qualifications:** Member of SBC  
Stable, growing Christian  
Regular attender of SBC  
Meet Child Safety Guidelines  
Appointed by the Board of Christian Education

**Duties:** Recruit, train, and supervise volunteer staff for Friends Club  
Plan and coordinate Friends Club events with overall church calendar  
Promote Friends Club events  
Maintain a record of expenditures, duties, and procedures to promote continuity

**Organization:**

**BOARD OF CHRISTIAN EDUCATION**

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**FRIENDS CLUB COORDINATOR**

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**FRIENDS CLUB STAFF**

**Gifts:** Leadership, Administration, Discernment, Evangelism

**Passion:** Enjoy helping children grow in their faith

**Personal Style:** Task oriented / Unstructured

**Title:** Vacation Bible School Director

**Purpose:** To organize and facilitate Vacation Bible School

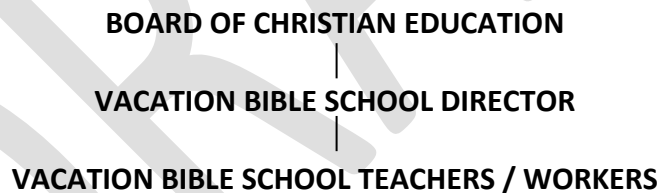
**Term of Service:** 3 years

**Time Commitment:** 8 – 10 hours per month over a 6 month period

**Qualifications:** Member of SBC  
Stable growing Christian  
Regular attender of SBC  
Appointed by the Board of Christian Education  
Meet Child Safety Guidelines

**Duties:** Choose curriculum in coordination with the CE Board  
Set dates for VBS  
Recruit and train volunteers  
Organize and provide resources for volunteers  
Coordinate making and set-up of decorations  
Advertise event in local media  
Be available during week of VBS  
Maintain a record of expenditures, duties, and procedures to promote continuity

**Organization:**



**Gifts:** Administration, Creative Communication, Encouragement, Leadership

**Passion:** Enjoy helping children grow in their faith

**Personal Style:** Task oriented / Structured



**Title:** Vacation Bible School Teacher

**Purpose:** To teach children the truth of God’s Word and set an example of a growing Christian

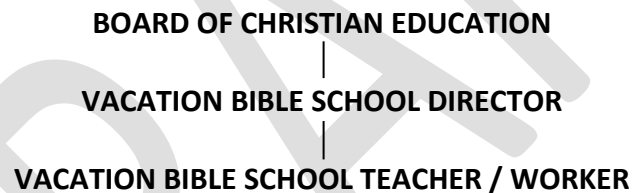
**Term of Service:** 1 year

**Time Commitment:** 2—3 hours per night of VBS plus preparation time

**Qualifications:** Member of SBC  
Regular attender of SBC  
Stable growing Christian  
Meet Child Safety Guidelines

**Duties:** Attend training sessions  
Study and prepare lessons  
Teach students during week of VBS  
Assist with the set-up and tear down of decorations  
Complete evaluation at end of VBS week

**Organization:**



**Gifts:** Teaching, Encouragement, Creative Communication

**Passion:** Enjoy helping children grow in their faith

**Personal Style:** People oriented / Unstructured

**Title:** Vacation Bible School Worker

**Purpose:** To assist in teaching children the truth of God’s Word, and set an example of a growing Christian

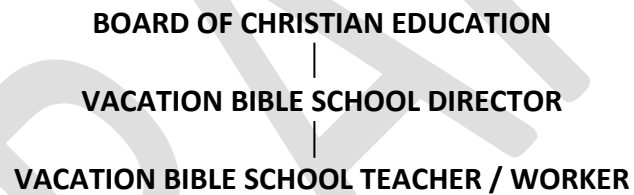
**Term of Service:** 1 year

**Time Commitment:** 2—3 hours per night of VBS plus preparation time

**Qualifications:** Be a regular attender of SBC  
Stable growing Christian  
Meet Child Safety Guidelines

**Duties:** Attend training session  
Study and prepare material  
Be present during week of VBS  
Assist with setup and teardown of decorations  
Complete evaluations at the end of week of VBS

**Organization:**



**Gifts:** Encouragement, Creative Communication, Helps

**Passion:** Enjoy helping children grow in their faith

**Personal Style:** People oriented / Unstructured

**Title:** Usher

**Purpose:** To make people attending SBC feel welcome by meeting their needs

**Term of Service:** open-ended

**Time Commitment:** 1 hour per week on days you serve

**Qualifications:** Regular attender of SBC  
Dependable

**Duties:** Greet people attending SBC and provide them with bulletins and church information as needed  
Monitor side doors to sanctuary and close them once announcements begin  
Assist in taking up the offering  
Have knowledge of church layout (e.g. location of classrooms, restrooms, emergency exits, fire extinguishers, lighting controls, wheelchair)

**Organization:**



**Gifts:** Hospitality, Helps, Encouragement

**Passion:** Making those attending SBC feel welcome

**Personal Style:** People oriented / Unstructured

**Title:** Greeter

**Purpose:** To make those who attend SBC feel welcome

**Term of Service:** open-ended

**Time Commitment:** 1 – 2 hours on weeks you serve

**Qualifications:** Regular attender of SBC  
Dependable

**Duties:** Greet people attending SBC and provide them with bulletins and church information as needed.  
Have knowledge of church layout (e.g. location of classrooms, restrooms, emergency exits, fire extinguishers, wheelchair)

**Organization:**

HEAD USHER

GREETER

**Gifts:** Hospitality, Helps

**Passion:** To make those attending SBC feel welcome

**Personal Style:** People oriented / Unstructured

**Title:** Food Ministry Director / Co-Director

**Purpose:** To build relationships in the community while providing families and individuals with affordable food, regardless of income.

**Term of Service:** Indefinite—individual decision

**Time Commitment:** 15-30 hours per month

**Qualifications:** Member of SBC

**Duties:**

- Take orders, money, SNAP purchases, submit money to church treasurer
- Place orders on-line with current food supplier and arrange for payment
- Arrange for food pickup and oversee distribution
- Make contact with organizations that have access to those in need
- Shop for extra food items
- Approve and sign applicable Expense Reimbursement Forms
- Encourage additional volunteers to become part of the ministry
- Maintain contact with church office for printing of monthly fliers, etc.
- Maintain a record of expenditures, duties, and procedures to promote continuity

**Organization:**



**Spiritual Gifts:** Leadership, Administration, Helps, Evangelism, Mercy

**Passion:** Have a heart for the needy and elderly. To be the church to those that may have no other contact with the church.

**Personal Style:** Task oriented / Unstructured

**Note:** *We have such a variety of tasks that almost anyone can be a part of this ministry, regardless of ability, personal style, or time constraints ( one to ten hours per month for each volunteer )*

**Title:** Audio/Visual Technician

**Purpose:** Glorify God and enhance worship by providing an excellent audio experience

**Term of Service:**

**Time Commitment:** 1 – 2 hours / week

**Qualifications:** Regular attender of SBC  
Stable, growing Christian  
Willing to attend training sessions and work alongside a mentor  
Good communication skills  
Ability to trouble-shoot audio problems quickly

**Duties:** Ensure that audio equipment is functioning properly prior to each service  
Coordinate with pastors, worship leaders, and all presenters to ensure that required equipment is in place  
Provide a distraction-free service as it relates to audio production  
Report any faulty equipment to the appropriate individual

**Organization:**



**Spiritual Gifts:** Helps

**Passion:** Enhance worship through the use of technology

**Personal Style:** Task oriented / Structured