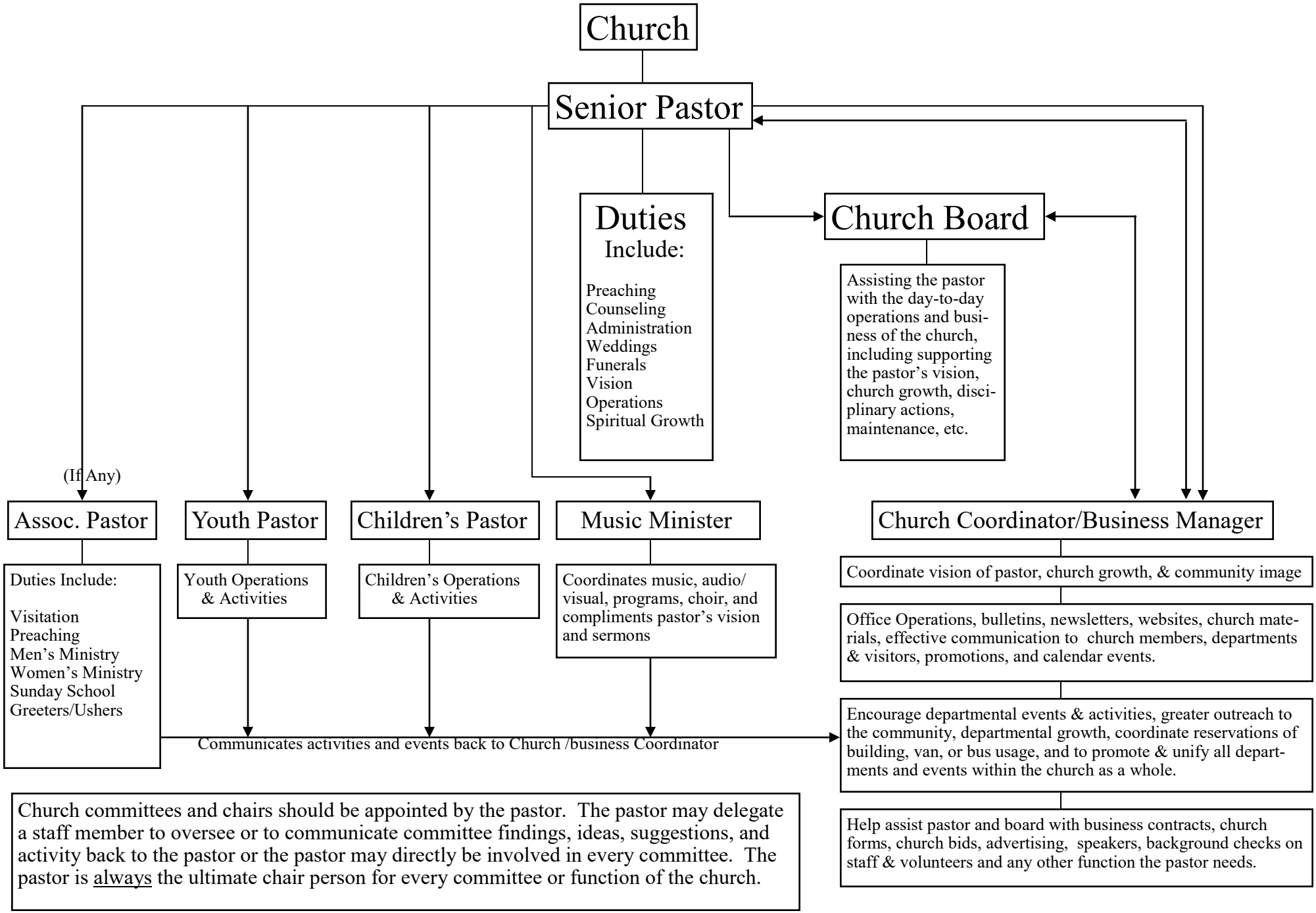
Church
Senior Pastor
Duties
Include:
Preaching
Counseling
Administration
Weddings
Funerals
Vision
Operations
Spiritual Growth
Church Board
Assisting the pastor with the day-to-day operations and business of the church, including supporting the pastor's vision, church growth, disciplinary actions, maintenance, etc.
(If Any)
Assoc. Pastor
Youth Pastor
Children's Pastor
Music Minister
Church Coordinator/Business Manager
Duties Include:
Visitation
Preaching
Men's Ministry
Women's Ministry
Sunday School
Greeters/Ushers
Youth Operations & Activities
Children's Operations & Activities
Coordinates music, audio/ visual, programs, choir, and compliments pastor's vision and sermons
Coordinate vision of pastor, church growth, & community image
Office Operations, bulletins, newsletters, websites, church materials, effective communication to church members, departments & visitors, promotions, and calendar events.
Encourage departmental events & activities, greater outreach to the community, departmental growth, coordinate reservations of building, van, or bus usage, and to promote & unify all departments and events within the church as a whole.
Help assist pastor and board with business contracts, church forms, church bids, advertising, speakers, background checks on staff & volunteers and any other function the pastor needs.
Communicates activities and events back to Church /business Coordinator
Church committees and chairs should be appointed by the pastor. The pastor may delegate a staff member to oversee or to communicate committee findings, ideas, suggestions, and activity back to the pastor or the pastor may directly be involved in every committee. The pastor is always the ultimate chair person for every committee or function of the church.