

Elder of Community Life

Responsible to: Administrative Council

Commission: Community Life

Time Required: 6-8 hrs/month

Length of Term: 3 years (2 consecutive terms maximum)

Description of Responsibilities:

1. To serve in the position of elder as noted in the EFC-ER Faith and Practice, which includes membership in the Administrative Council and Elder Board.
2. To call and lead monthly meetings of the Commission.
3. To appoint, in consultation with the Commission and Pastoral Staff, Team Leaders as needed.
4. To keep in close touch with the Coordinators and Team Leaders to know what they are doing, to counsel them, and encourage them in their work.
5. To act as liaison (handling reports, feedback, and proposals) between the Commission, the Administrative Council, and Congregational Meeting.
6. To prepare, in consultation with the Commission and at the designated time each year, a proposed budget for the Commission that is submitted to the Stewardship Commission.
7. To faithfully attend Elder's meetings, Commission meetings, Administrative Council meetings, and Congregational meetings.
8. To regularly and consistently attend Sunday worship gatherings, and be engaged in at least one small group within the FFC discipleship structure.

(last updated Nov. 2017)

Music and Worship Coordinator

Responsible to: Elder of Community Life, Lead Pastor

Commission: Community Life

Length of Term: Role is part of Job Description within Pastoral Team (Worship Pastor)

Description of Responsibilities:

1. To prepare and lead in the execution of the musical portions of Sunday morning worship gatherings.
2. To oversee, organize, and equip ensembles that regularly assist with Sunday morning worship (Praise Team, Choir, Bell Choir, Hearts 2 Jesus, Men's Chorus, Praise Ensemble, etc).
3. To oversee and organize, along with the Tech Team Leader, a tech team that assists with technical aspects of Sunday morning worship (Sound, Video, Computer, Lights, etc).
4. To assemble teams of volunteers as needed for music-related events and activities.
5. To work with the Commission in preparation for the submission of a proposed budget each year.
6. To faithfully attend meetings of the Commission and Administrative Council.
7. To regularly and consistently attend Sunday worship gatherings, and be engaged in at least one small group within the FFC discipleship structure.

(last updated Nov. 2017)

Hospitality Coordinator

Responsible to: Elder of Community Life

Commission: Community Life

Time Required: 4-6 hrs/month

Length of Term: 3 years (2 consecutive terms maximum)

Description of Responsibilities:

1. To recruit, train and coordinate teams of volunteers to help fulfill the duties explained below. This would include Funeral Dinner Team, FFC Meals Team, and Coffee Fellowship Team. The Hospitality Coordinator may act as Team Leader for these teams directly, or appoint Team Leaders, in coordination with the commission and Pastoral Staff, as needed.
2. To provide funeral meals for grieving families as needed, utilizing the Funeral Dinner Team.
3. To provide meals each Wednesday night (Sept. - May) for the children and teens who attend our Wednesday night ministries, utilizing the FFC Meals Team.
4. To oversee the schedule to provide light refreshments during “coffee fellowship” hour (9:30am - 10:00am on Sundays) utilizing the Coffee Fellowship Team.
5. To organize needed supplies for “potluck” meals that occur in concert with congregational meetings.
6. To work with the church custodial team to ensure the kitchen remains clean and well organized.
7. To work with the Commission in preparation for the submission of a proposed budget each year.
8. To faithfully attend meetings of the Commission and Administrative Council.
9. To regularly and consistently attend Sunday worship gatherings, and be engaged in at least one small group within the FFC discipleship structure.

(last updated Nov. 2017)

Overseers and Integration Coordinator

Responsible to: Elder of Community Life, Lead Pastor

Commission: Community Life

Length of Term: Role is part of Job Description within Pastoral Team (Visitation & Integration Coordinator)

Description of Responsibilities:

1. To coordinate regular visitation of home-bound members of the congregation, utilizing the Visitation Task Force.
2. To assist the Lead Pastor in attending to the regular visitation needs of the congregation.
3. To lead the Overseers in their specific responsibilities, meeting with them on a monthly basis.
4. To identify and welcome Sunday morning visitors, in concert with the Overseers.
5. To connect visitors with the Pastoral Team and small group opportunities in order to encourage them toward integration in the discipleship structure at FFC.
6. To be responsible, with the Lead Pastor and Clerk, for the preparation of persons for church membership.
7. To work with the Commission in preparation for the submission of a proposed budget each year.
8. To faithfully attend meetings of the Commission and Administrative Council
9. To regularly and consistently attend Sunday worship gatherings, and be engaged in at least one small group within the FFC discipleship structure.

(last updated Nov. 2017)

Worship Support Coordinator

Responsible to: Community Life Elder

Commission: Community Life

Time Required: 4-6 hrs/month

Length of Term: 3 years (2 consecutive terms maximum)

Description of Responsibilities:

1. To recruit, coordinate and utilize teams of volunteers to help fulfill the duties explained below.
2. To be generally responsible to see that the functions supporting worship are in good order, including: communion element preparation, restocking of pew rack items, and special day recognition (Mother's Day, Father's Day, etc).
3. To prepare sanctuary and lobby decor as needed seasonally or for holidays.
4. To be responsible for scheduling of Sunday morning Greeters and Ushers.
5. To work closely with the Pastoral Team and the Elder, proposing to the commission ways of improving the conditions for worship.
6. To work with the Commission in preparation for the submission of a proposed budget each year.
7. To faithfully attend both the meetings of the Commission and the Administrative Council.
8. To regularly and consistently attend Sunday worship gatherings, and be engaged in at least one small group within the FFC discipleship structure.

(last updated Nov. 2017)

Library Team Leader

Responsible to: Elder of Community Life

Commission: Community Life

Time Required: 4-6 hrs/month

Length of Term: 3 years (renewable at the discretion of the Commission in coordination with Pastoral Staff)

Description of Responsibilities:

1. To serve as librarian, in coordination with a recruited team of volunteers, for duties such as organizing the library, reshelving books, contacting persons about past-due items, etc.
2. To promote reading programs for the church, in concert with the Commission and Coordinators.
3. To coordinate with small group leaders about desired materials for small group study.
4. To work with the Pastoral Team to determine a list of new materials for purchase each quarter.
5. To work with the Commission in preparation for the submission of a proposed budget each year.
6. To faithfully attend Commission Meetings and/or submit reports to the Commission.
7. To regularly and consistently attend Sunday worship gatherings, and be engaged in at least one small group within the FFC discipleship structure.

(last updated Nov. 2017)

Tech Team Leader

Responsible to: Elder of Community Life, Music and Worship Coordinator

Commission: Community Life

Time Required: 6-8 hrs/month

Length of Term: 3 years (renewable at the discretion of the Commission in coordination with Pastoral Staff)

Description of Responsibilities:

1. To serve in the rotation of tech volunteers on Sunday mornings and as needed for special events and services.
2. To be responsible for recruiting and training new tech volunteers, and assist in ongoing training for current tech volunteers.
3. To create and maintain the tech schedule, making changes and/or finding substitutes as needed.
4. To propose audio, video, and lighting upgrades to Director of Music and/or Community Life Elder.
5. To work with the Commission in preparation for the submission of a proposed budget each year.
6. To faithfully attend Commission Meetings and/or submit reports to the Commission.
7. To regularly and consistently attend Sunday worship gatherings, and be engaged in at least one small group within the FFC discipleship structure.

(last updated Nov. 2017)

Shut-In Visitation Team Leader

Responsible to: Elder of Community Life, Overseers and Integration Coordinator

Commission: Community Life

Time Required: 4-6 hrs/month

Length of Term: 3 years (renewable at the discretion of the Commission in coordination with Pastoral Staff)

Description of Responsibilities:

1. To recruit, train and organize a team of volunteers who will visit the members of FFC who are no longer able to attend Sunday worship gatherings.
2. To ensure that each shut-in member of FFC receives regular visits, ideally monthly.
3. To communicate to the Overseer and Integration Coordinator and the Lead Pastor any needs for additional or follow-up visits.
4. To work with the Commission in preparation for the submission of a proposed budget each year.
5. To faithfully attend Commission Meetings and/or submit reports to the Commission.
6. To regularly and consistently attend Sunday worship gatherings, and be engaged in at least one small group within the FFC discipleship structure.

(last updated Nov. 2017)