

Elder of Missional Engagement

Responsible to: Administrative Council

Commission: Missional Engagement

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 work in the close cooperation with the Pastoral Staff to ensure successful promotion and execution of Missional Engagement events and activities.
4. To appoint, in consultation with the Commission and Pastoral Staff, Team Leaders as needed.
5. To maintain close contact with Coordinators and Team Leaders in order to understand their ministries, and offer counsel and encouragement.
6. To act as liaison (handling reports, feedback, and proposals) between the Commission, the Administrative Council, and Congregational Meeting.
7. To lead in the preparation of the annual budget for the Commission, presenting the proposal to the Stewardship Commission at the appropriate time each year.
8. To faithfully attend Elder's meetings, Commission meetings, Administrative Council meetings, and Congregational meetings.
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)

Foreign Missions Coordinator

Responsible to: Missional Engagement Elder

Commission: Missional Engagement

Time Required: 4-6 hrs/month

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

Description of Responsibilities:

1. To be generally responsible for seeing the congregation is informed about the work of Friends Missions abroad, the importance of foreign missionary service in the life of the church, and for the promotion of prayer and giving toward this work.
2. To propose ideas and needed task-forces for the improvement of his or her area.
3. To work closely with EFC-ER, the Pastoral Staff, and the Commission to offer regular opportunities for Friends Foreign Missionaries to speak in the local church such as Mission Connection.
4. To network the local church with missions-minded events, activities and programs at the regional and denominational level.
5. To assist the Pastoral Staff in the planning, promotion, and execution of short-term mission opportunities for members of FFC.
6. To work with the Commission in preparation for the submission of a proposed budget each year.
7. To faithfully attend meetings of the Commission and 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)

Social Action Coordinator

Responsible to: Missional Engagement Elder

Commission: Missional Engagement

Time Required: 4-6 hrs/month

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

Description of Responsibilities:

1. To be well acquainted with areas of great need—especially within populations of the most vulnerable people—locally, regionally, nationally, and globally.
2. To network FFC with other organizations that are on the “front lines” in areas of need, making members of FFC aware of the needs, and proposing efforts to address those needs.
3. To work closely with the Local Missions Coordinator to plan, promote, and execute opportunities for members of FFC to address these kinds of needs directly whenever possible.
4. To work with the Commission in preparation for the submission of a proposed budget each year.
5. To faithfully attend both the meetings of the Commission and Administrative Council.
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)

Local Missions Coordinator

Responsible to: Missional Engagement Elder

Commission: Missional Engagement

Time Required: 4-6 hrs/month

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

Description of Responsibilities:

1. To be generally responsible for the creation, maintenance, and evaluation of local mission initiatives, activities and events for members of FFC.
2. To work closely with the Pastoral Staff, Commission, and Social Action Coordinator to investigate needs of the Salem community (and surrounding areas) in order to envision and propose ideas for addressing those needs.
3. To work closely with Team Leaders, proposing the creation of Teams and naming of Team Leaders as needed, in consultation with the Commission and Pastoral Staff.
4. To work with the Commission in preparation for the submission of a proposed budget each year.
5. To faithfully attend both the meetings of the Commission and Administrative Council.
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)

Sports Ministry Coordinator

Responsible to: Missional Engagement Elder

Commission: Missional Engagement

Time Required: 4-6 hrs/month (depending on the time of year)

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

Description of Responsibilities:

1. To be generally responsible for the development, maintenance, and evaluation of Sports Ministries at FFC.
2. To work closely with Team Leaders in each Sports Ministry area in order to train, support, encourage and resource them for success in their areas.
3. To report regularly to the Pastoral Staff and Commission key developments in the area of Sports Ministry, acting as a liaison for Team Leaders as needed.
4. To work with the Commission in preparation for the submission of a proposed budget each year, including budgeting for Team Leaders as needed.
5. To faithfully attend both the meetings of the Commission and Administrative Council.
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)

Youth Basketball Team Leader

Responsible to: Sports Ministry Coordinator & Elder of Missional Engagement

Commission: Missional Engagement

Time Required: 10-12 hrs/week (during season)

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

Description of Responsibilities:

1. To assist the Sports Ministry Coordinator in the day-to-day responsibilities of running the Youth Basketball League.
2. To meet with Sports Ministry Coordinator regularly throughout the season.
3. To be the primary point of contact for the coaches who have needs/questions.
4. To promote a need for coaches within FFC, if needed.
5. To oversee all pre-season preparations, including evaluation night (enlisting assistance from coaches as needed), placement of players onto teams, development and coordination of schedules for games, practices, devotions, referees, scorekeepers, pictures, etc, and leading the initial coaches meeting.
6. To be present on practice nights in order to sustain relationships with coaches, as well as being present for all league games on Saturday mornings.
7. To maintain all administrative work pertaining to the season (tracking team records, etc).
8. To plan, promote and execute the season-ending tournament, recognition Sunday, and celebration/recognition banquet.
9. To recruit and train Team Members as needed for the above responsibilities.
10. To work with the Commission in preparation for the submission of a proposed budget each year.
11. To faithfully attend Commission meetings and/or submit reports to the Commission.
12. 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)

Food Pantry Team Leader

Responsible to: Missional Engagement Elder

Commission: Missional Engagement

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 be generally responsible for the distribution of food from the FFC Food Pantry.
2. To keep an organized inventory of items in the Food Pantry, arranging the acquisition of food from Second Harvest food bank and other sources, as needed.
3. To oversee the administration of all required paperwork in order to submit accurate reports to all necessary agencies.
4. To recruit and train Team Members as needed for the above responsibilities.
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)