

Elder of Spiritual Formation

Responsible to: Administrative Council

Commission: Spiritual Formation

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 closely with commission members and members of the Pastoral Team in order to create, assess and maintain systems, structures, rhythms, and resources that cultivate an atmosphere of growth in discipleship and spiritual formation for all people at FFC.
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 faithfully attend Elder's meetings, Commission meetings, Administrative Council meetings, and Congregational meetings.
8. 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.
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)

Adult Discipleship Coordinator

Responsible to: Administrative Council

Commission: Spiritual Formation

Length of Term: Role is part of Job Description within Pastoral Team (Lead Pastor, Discipleship Pastor)

Description of Responsibilities:

1. To oversee Team Leaders and Team Members, meeting with them regularly, guiding them, encouraging them, and equipping them in their areas and suggesting resource materials as needed.
2. To provide training opportunities for Team Members and/or small group leaders (locally, off-site seminars/workshops, or provided print/digital media) at least once each year.
3. To provide weekly content, either created or resourced, for the weekday deepening of discipleship among those who attend Sunday worship gatherings, by extending Sunday morning sermon content.
4. To encourage, in concert with Visitation and Integration Coordinator, engagement in the discipleship process as a foundational element of being a healthy member/attender of FFC.
5. To faithfully attend Commission meetings and Administrative Council meetings.
6. To work with the Commission in preparation for the submission of a proposed budget each year.
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)

Youth Discipleship Coordinator

Responsible to: Administrative Council

Commission: Spiritual Formation

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

Description of Responsibilities:

1. To be generally responsible for the middle school and high school weekday teaching ministry ("The Gate") within FFC.
2. To be generally responsible for the middle school and high school Sunday morning small group teaching ministry ("Coffee and Conversations"), either directly or in conjunction with a team of teachers.
3. To plan, promote, and execute youth events and projects (camps, retreats, mission trips, service projects, etc.).
4. To plan and execute fundraising events to help individual students defray costs of camps, retreats, mission trips, etc.
5. To build and equip a team of youth ministry volunteers who will assist in weekly the discipleship process, providing them training where available.
6. To maintain contact with EFC-ER staff/boards in order to join denominational youth activities, events and programs.
7. To provide individual counsel and wisdom for students and their families as needed.
8. To work with the Lead Pastor, Young Adult Team Leader, and Commission to encourage the healthy transition of students from youth ministry into the broader system of discipleship at FFC.
9. To faithfully attend Commission meetings and Administrative Council meetings.
10. To work with the Commission in preparation for the submission of a proposed budget each year.
11. 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)

Children's Discipleship Coordinator

Responsible to: Administrative Council

Commission: Spiritual Formation

Length of Term: Role is part of Job Description within Pastoral Team (Children's Ministry Director)

Description of Responsibilities:

1. To be generally responsible for the children's Sunday Morning ("Kid Connection") teaching ministry within First Friends Church.
2. To be generally responsible for the children's weekday teaching ministry ("Friends For Christ"), either directly or in conjunction with a team of teachers.
3. To plan, promote, and execute special children's ministry events and activities throughout the year.
4. To recruit, train, resource, and schedule a team of volunteers who will teach children (within age-appropriate groups) during the weekly "Sunday School" time.
5. To work with the Director of Little Friends Preschool to ensure a healthy relationship between the church and preschool, and acting as a liaison between the two.
6. To work with the Nursery Team Leader to ensure adequate care is available for families during Sunday morning gatherings.
7. To faithfully attend Commission meetings and Administrative Council meetings.
8. To work with the Commission in preparation for the submission of a proposed budget each year.
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)

Nursery Team Leader

Responsible to: Elder of Spiritual Formation, Children's Discipleship Coordinator

Commission: Spiritual Formation

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 prepare the quarterly schedule for the Sunday morning nursery volunteers.
2. To arrange nursery help for parents involved in Wednesday Night Activities (choir, FFC, Youth sponsors) and special services (Good Friday, Christmas Eve).
3. To ensure that nursery volunteers are background checked and trained.
4. To ensure that nursery toys are regularly cleaned and disinfected.
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)

Men's Ministries Team Leader

Responsible to: Elder of Spiritual Formation

Commission: Spiritual Formation

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 resource, encourage and support leaders of individual Men's Ministries at FFC.
2. To envision, plan and create—in coordination with the commission and existing Men's Ministries leaders—new Men's Ministry groups, activities and events.
3. To maintain contact with EFC-ER in order to stay current on Men's Ministry opportunities sponsored/suggested by the denomination.
4. To be aware of Men's Ministry events and activities happening locally and regionally, bringing them to the commission, and promoting them as opportunities arise.
5. 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)

Women's Ministries Team Leader

Responsible to: Elder of Spiritual Formation

Commission: Spiritual Formation

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 resource, encourage and support leaders of individual Women's Ministries at FFC.
2. To envision, plan and create—in coordination with the commission and existing Women's Ministries leaders—new Women's Ministry groups, activities and events.
3. To maintain contact with EFC-ER in order to stay current on Women's Ministry opportunities sponsored/suggested by the denomination.
4. To be aware of Women's Ministry events and activities happening locally and regionally, bringing them to the commission, and promoting them as opportunities arise.
5. 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)

Young Adult Ministries Team Leader

Responsible to: Elder of Spiritual Formation

Commission: Spiritual Formation

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 resource, encourage and support leaders of individual Young Adult Ministries at FFC.
2. To envision, plan and create—in coordination with the commission and existing Young Adult Ministries leaders—new Young Adult Ministry groups, activities and events.
3. To maintain contact with EFC-ER in order to stay current on Young Adult Ministry opportunities sponsored/suggested by the denomination.
4. To be aware of Young Adult Ministry events and activities happening locally and regionally, bringing them to the commission, and promoting them as opportunities arise.
5. 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)

Senior Ministries Team Leader

Responsible to: Elder of Spiritual Formation

Commission: Spiritual Formation

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 resource, encourage and support leaders of individual Senior Ministries at FFC.
2. To envision, plan and create—in coordination with the commission and existing Senior Ministries leaders—new Senior Ministry groups, activities and events.
3. To maintain contact with EFC-ER in order to stay current on Senior Ministry opportunities sponsored/suggested by the denomination.
4. To be aware of Senior Ministry events and activities happening locally and regionally, bringing them to the commission, and promoting them as opportunities arise.
5. 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)