

Greater Pleasant Branch Missionary Baptist Church Officer's Position Description: Church Clerk

Primary Task:

The Church Clerk is the official record keeper of the church.

General Responsibilities:

- Keep an accurate record (minutes) of all regular and special business meetings and transactions made and approved by the church.
- Present the minutes of prior meetings(s) at each business meeting for church approval.
- Provide clerical assistance during the invitation period of the worship services for new members, re-dedications and other decisions.
- Maintain an accurate record of the church membership, including the dates of admission, termination and method of joining the church.
- Correspond with other churches for membership changes.
- Preserve records for church history.
- Prepare and maintain an electronic record of the church's membership.
- Request from the deacons information regarding the status of individual members as needed.
- Assist in preparation of the agenda for business meeting(s).
- Work with church officers and trustees in preparation of legal documents and perform **other duties as assigned**.
- Serve as a member of the Pastor's Council.

Accountable to: the Pastor through the Pastor's Council

Elected by: the Church Membership

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church Officer's Position Description: Assistant Church Clerk

Primary Task:

The Assistant Church Clerk is responsible for performing all the duties of the Church Clerk in his/her absence. The Church Clerk may also deem it necessary to assign or share specific general responsibilities listed below to the Assistant Church Clerk.

General Responsibilities:

- Keep an accurate record (minutes) of all regular and special business meetings and transactions made and approved by the church.
- Present the minutes of prior meetings(s) at each business meeting for church approval.
- Provide clerical assistance during the invitation period of the worship services for new members, re-dedications and other decisions.
- Maintain an accurate record of the church membership, including the dates of admission, termination and method of joining the church.
- Correspond with other churches for membership changes.
- Preserve records for church history.
- Prepare and maintain an electronic record of the church's membership.
- Request from the deacons information regarding the status of individual members as needed.
- Assist in preparation of the agenda for business meeting(s).
- Work with church officers and trustees in preparation of legal documents and perform **other duties as assigned**.

Accountable to: the Pastor through the Pastor's Council

Elected by: the Church Membership

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church Officer's Position Description: Church Treasurer

Primary Task:

The Church Treasurer is responsible for depositing all church funds and maintaining an accurate record of all funds received.

General Responsibilities:

- Reconcile all bank accounts.
- Assist the Finance Board as requested in preparation of an annual budget.
- Prepare monthly financial reports regarding all church funds.
- Reconcile the bank statement monthly.
- Work according to the policies and procedures recommended by the Pastor's Council and approved by the church.
- Participate in and report regularly to the Pastor's Council and appropriate congregational meetings and inform the congregation of specific financial concerns as directed by church leadership
- Make recommendations for the investment of excess funds (if any).
- Ensure compliance with all governmental regulations and reporting requirements.
- Maintain confidentiality of all financial information pertaining to giving and givers.
- Serve as a member of the Pastor's Council.

Accountable to: the Pastor through the Pastor's Council

Elected by: the Church Membership

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Provide monthly reports to the pastor; and
- Hold self accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church Officer's Position Description: Assistant Church Treasurer

Primary Task:

The Assistant Church Treasurer will be responsible for assuming specific tasks designated to the Church Treasurer (See “General Responsibilities” below)

General Responsibilities:

- Reconcile all bank accounts.
- Assist the Finance Board as requested in preparation of an annual budget.
- Prepare monthly financial reports regarding all church funds.
- Reconcile the bank statement monthly.
- Work according to the policies and procedures recommended by the Pastor’s Council and approved by the church.
- Participate in and report regularly to the Pastor’s Council and appropriate congregational meetings and inform the congregation of specific financial concerns as directed by church leadership
- Make recommendations for the invest of excess funds (if any).
- Ensure compliance with all governmental regulations and reporting requirements.
- Maintain confidentiality of all financial information pertaining to giving and givers.

Accountable to: the Pastor through the Pastor’s Council

Elected by: the Church Membership

Expectations (for all church officers):

- Complete officers’ orientation and consistently attend Pastor’s Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Provide monthly reports to the pastor; and
- Hold self accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

**Greater Pleasant Branch Missionary Baptist Church
Officer’s Position Description: Trustee Ministry Chair**

Primary Task

The Trustees' Ministry chairperson must show evidence of prior effective ministry leadership, especially in the area of stewardship of assets, and show evidence of active and growing discipleship, the ability to preside over meetings, to delegate responsibility, and to follow up in getting tasks accomplished.

General Responsibilities

- Establish a system of formal written requests/approval process to be distributed by the trustees for all auxiliaries to follow for the purpose of establishing clarity and consistency to the organizational structure of the church.
- Create a master list of duties and responsibilities of the trustee board.
- Assign roles, duties, and responsibilities and level of authority for all trustees.
- Assign trustees to cover designated auxiliaries to report to the trustee ministry to ensure effective communication and actions are provided by the trustee ministry (still the chair and board must conference to approve any request).
- Establish an on call coverage system to help assist with events and miscellaneous needs of the church.
- Set up an updated financial accounting system.
- Work with the accountant to develop a church accounting system as well as system to coordinate guidelines for payroll procedures.
- Establish a bank deposit procedure that fits the church's needs.
- Serve as a member of the Pastor's Council.

Accountable to: the Pastor through the Pastor's Council

Elected by: the Church Membership

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend (Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries) consistently.

Officer's Position Description: Trustee Ministry Chair

Addendum

The Chair of the Trustee Ministry is directly responsible for oversight and coordination of the following:

- The safekeeping, protection, maintenance and repair of church facilities, furnishing, and attached equipment such as heating, cooling, lighting and storage.
- Ensuring that all furnishings and equipment are properly working.
- Making recommendations on replacement of worn items or equipment, landscaping, and care of grounds and parking facilities.
- Making recommendations to the Finance Committee as to necessary funds to provide for the annual maintenance of all facilities, furnishings and grounds.
- Taking actions in emergency situations regarding church facilities, furnishings and grounds.
- Serving as the leader of the trustees as a resource team when the church considers securing additional or selling property and furnishings.
- Serving as the leader of the trustees as resource team in facility safety, security and crime prevention issues.
- The annual inventory, inspection and evaluation of all church property and equipment.
- Making recommendations concerning maintenance and usage of church parking facilities and signage.
- Supervise, assist, and support the church custodial personnel in matters related to the building and grounds.

The Chair of the Trustee Ministry will serve as the lead person in the following phases that relate to future property acquisition and new facility construction:

I. Survey Phase

- Obtain training and assistance from state and national agencies.
- Evaluate the existing church property and buildings.
- Involve the church to answers:
 - What facilities are needed?*
 - What can and should be done to existing facilities?*
 - Is additional property needed?*
- Explore community needs to discover opportunities.
- Begin preliminary financial understanding and planning.
- Present to the church a detailed report of facility and furnishing needs and long-range plans to meet needs.

II. Planning phase

- Develop a comprehensive building program statement.

- Obtain professional assistance from architectural or design firms.
- Present a detailed report of plans, finances and phases of work to be done by the church.
- Work with the architect as preliminary and design drawings are developed.

III. Construction phase

- Secure construction drawings and order furnishings.
- Secure bids and award the contract for construction.
- Monitor construction and prepare to occupy the building.
- Makes plans for Dedication Day, transition of facilities, etc.

The Chair of the Trustee Ministry is responsible for overseeing the following responsibilities of the Trustees of the church:

- Act as legal agents or representatives as directed by the church, signing all legal documents involving the purchase, sale, mortgaging and rental church property, only upon direction by the church.
- Maintain inventory of all legal documents, in conjunction with clerk.
- Counsel with church staff, key leaders, committees or organizations concerning legal matters.
- Secure legal title to all church property (as required by state law) and act only as directed by the church in regular or special business meetings.
- Make recommendations to the church concerning legal documents, property and other legal issues.

Greater Pleasant Branch Missionary Baptist Church Officer's Position Description: Assistant Trustee Ministry Chair

Primary Task

The Trustees Ministry assistant chairperson must show evidence of prior effective ministry leadership, especially in the area of stewardship of assets, and show evidence of active and growing discipleship, the ability to preside over meetings, to delegate responsibility, and to follow up in getting tasks accomplished. The assistant chair is responsible for general responsibilities as assigned by the chair.

General Responsibilities

- Establish a system of formal written requests/approval process to be distributed by the trustees for all auxiliaries to follow for the purpose of establishing clarity and consistency to the organizational structure of the church.
- Create a master list of duties and responsibilities of the trustee board.
- Assign roles, duties, and responsibilities and level of authority for all trustees.
- Assign trustees to cover designated auxiliaries to report to the trustee ministry to ensure effective communication and actions are provided by the trustee ministry (still the chair and board must conference to approve any request).
- Establish an on call coverage system to help assist with events and miscellaneous needs of the church.
- Set up an updated financial accounting system.
- Work with the accountant to develop a church accounting system as well as system to coordinate guidelines for payroll procedures.
- Establish a bank deposit procedure that fits the church's needs.

Accountable to: the Pastor through the Pastor's Council

Elected by: the Trustee Ministry

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend (Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries) consistently.

Greater Pleasant Branch Missionary Baptist Church Officer's Position Description: Financial Secretary

Primary Task: The Financial Secretary is responsible for maintaining the church financial records and preparing financial reports.

General Responsibilities:

- Receive and answer questions about financial matters.
- Post receipts and disbursements of all accounts according to financial accounting practice.
- Post the weekly offerings to bank accounts.
- Prepare and issue checks to staff members, designations and organizations in accordance with approved church policy.
- Prepare monthly, quarterly, and annual financial reports for the Pastor's Council, Finance Board, Deacons, and church business meetings.
- Prepare end-of-year givers (tithing) tax statements.
- Prepare with the Treasurer a monthly financial report of all receipts and disbursements for the business meeting.
- Provide input on non-budgeted items, advise on budget revisions or adjustments, consider special offerings, and make recommendations concerning these issues to the church.
- Coordinate the submission of program financial needs and prepare an annual itemized budget in tandem with the Treasurer and Finance Board for approval by the church, and once approved, the administration of this budget.
- Coordinate as appropriate with the Finance Board.
- Advise the church on financial transactions as to soundness and effect on the financial structure and standing of the church.
- Write checks and pay church bills in a timely manner.
- Check and total all invoices when approved; inform the responsible persons of their budget expenditures.
- Maintain a file of invoices, correspondences, and reports.
- Oversee the preparation of monthly, quarterly, and annual government reports.
- Perform other duties as requested.
- Serve as a member of the Pastor's Council.

Accountable to: the Pastor through the Pastor's Council

Elected by: the Church Membership

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the pastor; and
- Hold self accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church Officer's Position Description Deacon's Ministry Chair

Primary Task:

The Deacons' Ministry Chair is responsible to lead the Deacons' Ministry in the fulfillment of their ministry of: **Leading** the church to the achievement of its mission, **Caring for** the church's members and other persons in the community, and **Proclaiming** the gospel to believers and unbelievers.

General Responsibilities:

- Work closely with the Pastor in leading deacons in implementing pastoral care ministries to the membership.
- Minister to his assigned family flock and submit monthly reports of this ministry
- Practice personal evangelism of the lost as opportunities arise
- Pray for and be supportive of the Pastor and Deacon Body Leadership
- Follow the accepted and established church protocol
- Prepared to participate in the teaching ministry of the Church
- Serve as a member of the Pastor's Council

Accountable to: the Pastor through the Pastor's Council

Elected by: the Deacons

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries) consistently.

Greater Pleasant Branch Missionary Baptist Church Officer's Position Description: Director of Christian Education

Primary Task:

The Director of Christian Education is responsible for working with the Pastor to plan, organize, and implement the ministry of Christian Education guided by the vision of the Church.

General Responsibilities:

- Interpret the mission statement of the ministry of Christian Education to the Church
- Direct and coordinate the educational ministry of the church.
- Acquire and adapt curriculum materials.
- Coordinate the recruitment, training, and certification of all teachers to include associate ministers to serve as associate teachers.
- Assign building spaces for classes, workshops, institutes, and seminars as needed.
- Collaborate with teachers for long-range and short term planning of curriculum, lessons, and activities.
- Serve as or designate a Vacation Bible School (VBS) Director.
- Plan and oversee the ministry of education budget
- Serve as a resource person for committees related to the educational ministry of the Church.
- Correlate all programs, plans, and activities with the Pastor's Council.
- Develop an annual calendar of educational activities and submit to the Pastor's Council for coordination and subsequent inclusion in the Church's master calendar.
- Plan special emphases in educational programs (i.e. attendance campaigns, leadership recognition, VBS, etc.)
- Serve as educational liaison to the state and district educational bodies.
- Serve as a member of the Pastor's Council.

Accountable to: the Pastor through the Pastor's Council

Appointed by: the Pastor

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries) consistently.

NOTE: Recommendation that this position can be filled by the pastor without adhering to the 1 year membership requirement if it cannot be filled in-house (i.e., a candidate who is not a member of the congregation). See pages 19-20 of the Church Constitution.

Greater Pleasant Branch Missionary Baptist Church

Officer's Position Description: Associate Director of Christian Education

Primary Task:

The Associate Director of Christian Education is responsible for assisting the Director of Christian Education with planning, organizing, and implementing the ministry of education guided by the vision of the Church (see below).

General Responsibilities:

- Interpret the mission statement of the ministry of Christian Education to the Church
- Direct and coordinate the educational ministry of the church.
- Acquire and adapt curriculum materials.
- Coordinate the recruitment, training, and certification of all teachers to include associate ministers to serve as associate teachers.
- Assign building spaces for classes, workshops, institutes, and seminars as needed.
- Collaborate with teachers for long-range and short term planning of curriculum, lessons, and activities.
- Serve as or designate a Vacation Bible School (VBS) Director.
- Plan and oversee the ministry of education budget
- Serve as a resource person for committees related to the educational ministry of the Church.
- Correlate all programs, plans, and activities with the Pastor's Council.
- Develop an annual calendar of educational activities and submit to the Pastor's Council for coordination and subsequent inclusion in the Church's master calendar.
- Plan special emphases in educational programs (i.e. attendance campaigns, leadership recognition, VBS, etc.)
- Serve as educational liaison to the state and district educational bodies.

Accountable to: the Pastor through the Pastor's Council

Elected by: the Board of Christian Education

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries) consistently.

Greater Pleasant Branch Missionary Baptist Church Officer's Position Description: Sunday School Superintendent

Primary Task:

Administrate the planning and implementation of a ministry of Christian education that assists the church membership to grow in their understanding of the Bible and their Christian faith in order to live as Christian disciples and assist the lost to accept Jesus Christ as their personal Savior.

General Responsibilities:

- Be responsible for planning and supervising the total Sunday School ministry of the church, working cooperatively with the Board of Christian Education and the Pastor.
- Coordinate the recruitment and training of teachers and leaders for the Sunday School ministry.
- Evaluate the effectiveness of the study programs of the Sunday School and identify needs for additional study opportunities, and to make recommendations to the church through the Board of Christian Education and the Pastor.
- Develop and implement plans to promote Sunday School attendance and participation.
- Serve as a resource for persons responsible for the Christian education and formation of all age groups in the congregation.
- Ensure that the Sunday School is evangelical and instructionally effective
- Obtain information on Sunday School curricula and order, distribute, and store materials as needed
- Cooperate with the other ministries within in the Church
- Serve as a member of the Board of Christian Education
- Serve as a member of the Pastor's Council

Accountable to: the Pastor through the Pastor's Council

Elected by: the Church Membership

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church

Officer's Position Description: Associate Sunday School Superintendent

Primary Task:

The Associate Superintendent will perform all the responsibilities of the Superintendent in his/her absence (See "General Responsibilities" below). The Associate Superintendent will also have specific duties assigned to him/her by the Superintendent.

General Responsibilities:

- Be responsible for planning and supervising the total Sunday School ministry of the church, working cooperatively with the Board of Christian Education and the Pastor.
- Coordinate the recruitment and training of teachers and leaders for the Sunday School ministry.
- Evaluate the effectiveness of the study programs of the Sunday School and identify needs for additional study opportunities, and to make recommendations to the church through the Board of Christian Education and the Pastor.
- Develop and implement plans to promote Sunday School attendance and participation.
- Serve as a resource for persons responsible for the Christian education and formation of all age groups in the congregation.
- Ensure that the Sunday School is evangelical and instructionally effective
- Obtain information on Sunday School curricula and order, distribute, and store materials as needed
- Cooperate with the other ministries within in the Church
- Serve as a member of the Board of Christian Education

Accountable to: the Pastor through the Pastor's Council

Elected by: the Church Membership

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church

Officer's Position Description: President of Laymen (Men's Ministry)

Primary Task: The President of the Laymen (Men's Ministry) is responsible for coordinating and supporting activities to involve male church members in order to enhance their growth in Christ.

General Responsibilities:

- Allow the Holy Spirit to help guide the direction of the ministry
- Support the mission and direction of the church through the men's ministry
- Serve as resource person for all men ministry activities
- Communicate all events of the men's ministry from the church, district, state, and national
- Create multifaceted programs to be inclusive of all men of the church
- Monitor and track the success of the ministry
- Report activities and results to the church
- Recognize and show appreciation to men who are active in the ministry
- Serve as a member of the Pastor's Council

Accountable to: Pastor through the Pastor's Council

Elected by: Men's Ministry

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. Plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives and action plans) for your ministry
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church

Officer's Position Description: President of Sisterhood (Women's Ministry)

Primary Task:

The President of the Sisterhood is responsible for ensuring the planning and implementation of ministry opportunities for the women of this church that encourages fellowship and provides opportunities for them to use their spiritual gifts for the purpose of maximizing God's Kingdom and assists in sustaining the church's spiritual growth.

General Responsibilities:

- Facilitate ministry planning opportunities.
- Facilitate monthly meetings.
- Maintain an accurate budget and demonstrate proper stewardship over funds entrusted to this ministry.
- Serve as the liaison between the church and the district association and the state and national conventions.
- Support the women of the church especially during times of distress and need.
- Encourage women to consistently build their personal relationship with God through study, prayer, meditation, and ministry opportunities.
- Provide opportunities for women to serve God by serving others.
- Encourage building relationships among women through fellowship and learning opportunities.
- Serve as a member of the Pastor's Council

Accountable to: the Pastor through the Pastor's Council

Elected by: the Sisterhood

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church Officer's Position Description: Youth Director

Primary Task:

The Youth Director is responsible for the development and oversight of all the Church's Children and Youth Ministries to include Children's Ministry, Junior High, Senior High and Young Adult Ministries with the goal of young people becoming devoted followers of Jesus Christ.

General Responsibilities:

- Lead and organize effective youth ministries implementing fellowship, worship, biblical teaching, discipleship, and evangelism, as well as ministry and mission opportunities.
- Recruit, train, and shepherd volunteer youth staff with diverse gifts and personalities.
- Provide counseling and spiritual direction for youth on an individual basis.
- Maintain contact with students and parents, keeping them informed of ongoing activities.
- Support the Church's parents ineffectively fulfilling their Christian parenting roles, in concert with other pastoral staff.
- Seek to integrate children's and youth ministry into all phases of church life to create a culture that is intentionally intergenerational, striving to unite with and complement other church ministries.
- Work with the Coordinator of Children's Ministry to coordinate a healthy transition into Youth Ministry.
- Participate as needed or requested in the evaluation and development of overall church ministry.
- Build volunteer base for various programming.
- Coordinate background checks for all volunteers.
- Assist in the development and oversight of the youth ministry budgets.
- Prepare annual personal and departmental goals and objectives.
- Attend and participate in annual performance review to ensure growth and measurement against prior year's goals and objectives.
- Attend monthly staff meetings.
- Inform parents of undated ministry strategies and plans in a way that encourages partnership and involvement.
- Serve as a communications liaison between the youth ministry and other ministries of the Church.
- Build relationships with other churches/schools/civic organizations within the community.
- Lead and motivate youth to embrace a culture of respect, dignity, and inclusion of all who are seeking to become God's disciples.
- Serve as a member of the Pastor's Council.

Accountable to: the Pastor through the Pastor's Council

Elected by: the Church Membership

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Youth Director, continued

Greater Pleasant Branch Missionary Baptist Church Officer's Position Description: President of Ushers' Ministry

Primary Task

Provide overall leadership and direction for the ushers' ministry

General Responsibilities

- Enlist, train, and recommend ushers and greeters to serve at all services and ensure a welcoming environment for church members and guests.
- Ensure adequate staffing for all worship services.
- Ensure the sanctuary and surrounding areas are presentable and represent a standard of excellence for God's Temple.
- Develop a checklist to ensure a standard of excellence is maintained for the sanctuary and surrounding areas.
- Ensure worship bulletins, offering plates, guest cards, and other needed materials are ready and available. Be clear on the order of worship and introduce guests to the pastor, staff, and members as appropriate.
- Establish a team standard for greeting members and guests.
- Develop protocol for special seating, offerings and other protocols to that require an established standard.
- Coordinate with the Pastor's Council in developing safety and evacuation policies and procedures.

(See attached list of protocols to consider)

- Serve as a member of the Pastor's Council

Accountable to: the Pastor through the Pastor's Council

Elected by: the Usher's Ministry

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries) consistently.

Officer's Position Description: President of Ushers' Ministry

Checklist to ensure a standard of excellence for the sanctuary and surrounding areas:

- Make sure all appropriate doors are opened and lights are on.
- Check restrooms and entrance ways for cleanliness.
- Check thermostat settings for appropriate cooling and heating.
- Pick up any trash on church pews, straighten hymnal rack materials, and make sure sanctuary furnishings are in place.

Protocols requiring an established standard:

- Assist people with information, materials, and seating as needed.
- Assist people as needed after the conclusion of the worship.
- Assist in the formal welcome of guests and any special guests.

Greater Pleasant Branch Missionary Baptist Church Officer's Position Description: Minister of Music and Fine Arts

Primary Task:

The Minister of Music and Fine Arts is responsible to the pastor and church for the development and implementation of the church's music and fine arts program.

General Responsibilities:

- Direct the organization and implementation of a comprehensive church music program including choir, instrumental ensembles, drama teams, liturgical dance teams, and the arts (to include the church beautification ministry).
- Assist the pastor in planning congregational services of the church and be responsible for the selection of music, particularly during special seasons of the church year.
- Serve as a leader in the worship services, giving direction to the congregational singing, choir, and other phases of worship.
- Direct major service choirs and other choirs or other musical groups as personal schedule will permit.
- Supervise the work of paid music staff workers and volunteers. Conduct regular staff meetings for the purpose of evaluation and planning.
- Cooperate with the church nominating committee to enlist and train leaders for the church music ministry.
- Coordinate the music ministry with the organizational calendar and emphases of the church.
- Set goals, evaluation, provide leadership, and develop personnel policies for paid staff, facilities, finance, and administrative procedures related to music and fine arts ministry.
- Serve on, and work with church committees as assigned.
- Plan, organize, and promote concerts, choir tours, mission trips, retreats, festivals, workshops, clinics, and other special ministries to enhance the ministry of music and fine arts.
- Oversee the maintenance of the music library, materials, supplies, musical instruments, and other equipment useful in the ministry of music and fine arts.
- Prepare reports necessary to keep the church fully informed concerning the ministry of music and fine arts.
- Participate in special ministries to music personnel (hospital and home visitations, and other matters as needed.)
- Prepare, with the assistance of ministry of music and fine arts staff, an annual music budget reflecting the needs for the entire ministry. Administrate the budget once the church approves it.
- Be informed of district, state, and national Baptist affiliations' goals, emphases, publications, materials, policies, and plans for employing them as they relate to the local church.
- Assist other staff members in church-wide events when necessary.
- Assist in the selection and provision of appropriate music for weddings, funerals, special projects, and other church-related activities.
- Give direction to, and participate in, a plan of visitation and enlistment.
- Visit hospitals and assist in pastoral care when called upon.
- Attend workshops or conferences concerning church music.
- Keep informed on current music methods, materials, promotional ideas, and administrative techniques.
- Maintain a consistent program of self-improvement.
- Serve as member of the Pastor's Council

Accountable to: the Pastor through the Pastor's Council

Appointed by: the Pastor

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Minister of Music and Fine Arts, continued

NOTE: Recommendation that this position can be filled by the pastor without adhering to the 1 year membership requirement if it cannot be filled in-house (i.e., a candidate who is not a member of the congregation). See pages 19-20 of the Church Constitution.

Greater Pleasant Branch Missionary Baptist Church
Officer's Position Description: Associate Minister of Music and Fine Arts

Primary Task:

The Associate Minister of Music and Fine Arts is responsible to the Minister of Music and Fine Arts for assisting in the development and promotion of the music and fine arts program of the church.

General Responsibilities:

- Assist in the planning, coordinating, and evaluation of the Ministry of Music and Fine Arts.
- Meet regularly with the minister of music and fine arts and other music staff members for coordination and planning.
- Direct rehearsals and services in the absence of the minister of music.
- Direct the various groups under the umbrella of the ministry of music and fine arts as assigned by the minister of music.
- Assist with music leadership for special church events as appropriate or as assigned.
- Assist with the enlistment of participants for the total ministry of music and fine arts.
- Assist with special training opportunities for the congregation and music ministry participants.
- Serve as the Director of Children's Music Ministry and Training.
- Direct and supervise activities of the Children's Music Ministry.
- Assist with sectional rehearsals and other special rehearsals as requested.
- Assist the minister of music and fine arts with special projects.
- Assist with the development of a budget for the ministry of music and fine arts, to include the Children's Music Ministry.
- Serve as a member of the church music counsel
- Assist with the supervision of church instruments to include coordination of their regular maintenance.
- Maintain an ongoing schedule for continued development and improvement.

Accountable to: the Pastor through the Pastor's Council

Appointed by: the Minister of Music with approval of the Pastor

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church
Officer's Position Description: Director of Children's Ministry and Training

Primary Task: The overall administration of the Children's Music Ministry and Training

General Responsibilities:

- Coordinate recruitment of children for participation in Cleo Raynor Children's Choir.
- Develop and implement a comprehensive training program for children participants, to include musical skills (vocal and instrumental) and spiritual development.
- Recruit, train, and supervise assistants and sponsors for the children's music ministry.
- Plan rehearsal schedules and related activities of the children's music ministry.
- Provide musical direction for the Cleo Raynor Children's Choir during ministry assignments.
- Work in tandem with appropriate personnel for planning seasonal ministries involving children and youth as appropriate.
- Perform other duties as assigned by the Minister of Music and Fine Arts.

Accountable to: The Minister of Music and Fine Arts and Pastor

Appointed by: The Minister of Music and Fine Arts and Approved by the Pastor

Expectations (for all church officers):

- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the minister of music for the pastor and Pastor's Council;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church
Officer's Position Description: Director of Instrumental Music and Training

Primary Task: The overall administration of Instrumental Units (Hand bell Choir, orchestra/instrumental ensemble) and Provide musical training for adult singing unit.

General Responsibilities:

- Foster training that equips, empowers, and enables musicians to grow and realize their full potential while keeping the focus on God and not self (II Timothy 2:20-21)
- Introduce sight singing/sight reading fundamentals
- Foster voice blending through varied styles and dynamics
- Recruit congregants who play instruments for the purpose forming an orchestra/instrumental ensemble
- Provide training for orchestra/instrumental ensemble participants
- Prepare and implement rehearsal schedules for instrumental unit
- Recruit, organize, and train hand bell choir
- Develop and implement rehearsal and ministry schedule for hand bell choir
- Develop and implement schedules of ministry presentations for the instrumental unit and hand bell choir
- Maintain established standards of the Ministry of Music and Fine Arts for all instrumental units

Accountable to: The Minister of Music and Fine Arts and the Pastor

Appointed by: The Minister of Music and Fine Arts and Approved by the Pastor

Expectations (for all church officers):

- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the minister of music for the pastor and Pastor's Council;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church
Officer's Position Description: Director of Liturgical Dance Ministry

Primary Task: Responsible for the administration and training of the liturgical dance ministry.

General Responsibilities:

- Oversee the operation of the ministry of liturgical dance
- Communicate spiritual, equipment, and physical needs to the Minister of Music
- Develop and implement dance programs appropriate for the worship setting
- Facilitate general choreography and the creation of new dance routines appropriate for the worship setting
- Provide annual progress reports to the Minister of Music
- Plan and implement rehearsals and ministry opportunities
- Foster the spiritual growth of all participating personnel through Scriptural teaching

Accountable to: Minister of Music and Fine Arts and the Pastor

Appointed by: The Minister of Music and Fine Arts and Approved by the Pastor

Expectations (for all church officers):

- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the minister of music for the pastor and Pastor's Council;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church
Officer's Position Description: Associate Director of Liturgical Dance
Ministry

Primary Task: Responsible for assisting the Director in the administration of the liturgical dance ministry and carrying our general responsibilities as assigned.

General Responsibilities:

- Oversee the operation of the ministry of liturgical dance
- Communicate spiritual, equipment, and physical needs to the Minister of Music
- Develop and implement dance programs
- Facilitate general choreography and the creation of new dance routines
- Provide annual progress reports to the Minister of Music
- Plan and implement rehearsals and ministry opportunities
- Foster the spiritual growth of all participating personnel through teaching

Accountable to: Director of Liturgical Dance Ministry, the Minister of Music and Fine Arts and the Pastor

Appointed by: The Minister of Music and Fine Arts and Approved by the Pastor

Expectations (for all church officers):

- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the minister of music for the pastor and Pastor's Council;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church
Officer's Position Description: Director of Drama Ministry and Training

Primary Task: The overall administration of the Drama Ministry.

General Responsibilities:

- Recruit participants for developing a drama team willing to use their creative talents to promote the gospel through drama.
- Teach and train drama team members by engaging them in improvisations, physical portrayal of characters, emotional authentic activities for character development, and terminology needed for stage directions.
- Present and emphasize biblical principles that foster commitment and consecration to the drama ministry.
- Nurture team members' skills and abilities individually and collectively.
- Writing, researching, and presenting appropriate sketches and plays that support the overall mission of the church.
- Oversee the silent choir ministry by assisting the coordinator in the selection of props, costuming, music, and scriptural references for mime presentations.

Accountable to: The Minister of Music and Fine Arts and the Pastor

Appointed by: The Minister of Music and Fine Arts and Approved by the Pastor

Expectations (for all church officers):

- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the minister of music for the pastor and Pastor's Council;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

**Greater Pleasant Branch Missionary Baptist Church
Officer's Position Description: Director of Vocal Training**

Primary Task: Teach and train singers vocal techniques and vocal health concepts.

General Responsibilities:

- Develop a scheduled training program for vocal techniques and vocal health concepts for participants in singing units
- Provide assistance in rehearsal settings that pertain to the execution of proper vocal techniques as appropriate
- Serve as a resource person for singing unit participants regarding maintaining appropriate vocal health
- Provide vocal training as requested by congregants

Accountable to: The Minister of Music and Fine Arts and the Pastor

Appointed by: The Minister of Music and Fine Arts and Approved by the Pastor

Expectations (for all church officers):

- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the minister of music for the pastor and Pastor's Council;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church

Officer's Position Description: President of the J.R. Raynor Sanctuary Choir

Primary Task: To provide overall administrative leadership for the Sanctuary Choir.

General Responsibilities:

- Serve as the cohesive force for the effective functioning of the choir.
- Provide supervision for all officers of the choir (all officers are directly responsible and accountable to the president).
- Keep members reminded of necessary items affecting the organizational structure of the choir and the various ministries of the church.
- Evaluate the structure and internal functioning of the choir and promote active and consistent participation.
- Be available to deal with choir matters and the membership at all times.
- Maintain consistent and constant communication with and receive appropriate direction from the Minister of Music and Fine Arts.
- Receive specific instructions relative to choir assignments, departmental expectations and procedures, and church procedures and policies and ensure their implementation.
- Assist in the development and maintenance of the structure and procedures of the choir.
- Coordinate the orientation of all new members according to established procedure.
- Provide reports to the Minister of Music and Fine Arts, the Pastor through the Pastor's Council, and the General Church.

Accountable to: The Minister of Music and Fine Arts and the Pastor

Elected by: The J. R. Raynor Sanctuary Choir

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the minister of music for the pastor and Pastor's Council;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church
Officer's Position Description: Chair of Beautification Committee

Primary Task

Provide leadership for and oversee the functions of the Beautification Committee

General Responsibilities

- Facilitate the development of policies and procedures for acquiring, arranging, and disposing of flowers and decorations for worship services and special events.
- Coordinate with trustees in planning, designing, and renovating of existing or new church facilities.
- Coordinate arrangements, decorations, etc., in conjunction with seasonal themes of the Church.
- Serve as a member of the Pastor's Council.

Accountable to: The Minister of Music and Fine Arts and the Pastor through the Pastor's Council

Elected by: the Church Membership

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the minister of music for the pastor and Pastor's Council;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church

Officer's Position Description: President of the IT Ministry

Primary Task: The president of the IT Ministry is responsible for coordinating technical support and training for the enhancement of church ministries to ensure the attainment of the church's mission and vision.

General Responsibilities:

- Ensure that websites and internet activities are functional.
- Coordinate the maintenance of website ministry to include online giving options and Internet security and service
- Ensure maintenance of and recommend purchase of computer hardware and software
- Ensure equipment is maintained and fully functional
- Train and ensure backup for all IT systems and support
- Recommend purchases and ensure maintenance of the same
- Recommend IT vendors
- Serve as a member of the Pastor's Council

Accountable to: Pastor through the Pastor's Council

Elected by: The IT Ministry

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. Plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives and action plans) for your ministry
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend (Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries) consistently.

Greater Pleasant Branch Missionary Baptist Church
Officer's Position Description: Director of Health and Wellness Ministry

Primary Task: Participate as a full member of the Greater Pleasant Branch Missionary Baptist Church Pastor's Council by contributing to discussions and decision-making processes in general and representing perspectives of the Health and Wellness Ministry in specific relationships to the health of the church congregation and community.

General Responsibilities

- Identify congregational health and wellness needs and promote whole health for individuals, families, and community members.
- Provide and coordinate educational campaigns and classes to enable wellness, health promotion, and prevent illness.
- Provide health referral and community access information.
- Recruit and train volunteers to help with health and wellness ministries programs and activities.
- Promote health education through the congregation's newsletter, bulletin, services, and special programs.
- Act as a resource for health counseling, advocacy, screenings, referrals, and spiritual support provider.
- Plan, convene, and oversee Health and Wellness Ministry (HAW) meetings and calendar including evaluation of programs and activities.
- Coordinate first responders' volunteers during regular worship services
- Recruit, mentor, and support school and college aged students interested in pursuing a health career.
- Facilitate collaboration with other ministries (i.e., Recreation Ministry, Culinary Committee, Sisterhood, Youth) to promote, implement, and evaluate ministries related to health.
- Prepare an annual budget.
- Serve as a member of the Pastor's Council.

Accountable to: the Pastor through the Pastor's Council

Appointed by: the Pastor

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend (Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries) consistently.

NOTE: Recommendation that this position can be filled by the pastor without adhering to the 1 year membership requirement if it cannot be filled in-house (i.e., a candidate who is not a member of the congregation). See pages 19-20 of the Church Constitution.

**Greater Pleasant Branch Missionary Baptist Church
Officer's Position Description: Chair Recreation Ministry**

Primary Task

The chair is responsible for providing a broad program of sport, recreation, and fitness activities for members of Pleasant Branch and the community that will enhance their personal lifestyle and for the body of believers to actively participate in fellowship and outreach through sports while reaching out to the unconnected in our community.

General Responsibilities

- Coordinate outreach to the lost through showing Christ's love and point them to Him for salvation.
- Provide an arena for discipleship and an opportunity to empower members of Pleasant Branch for service. To help those involved to be effective in touching the lives of those they come in contact with through recreation.
- Coordinate the creation of a non-threatening environment as an entry to the body of Christ.
- Teach Christian values through sports.
- Provide an opportunity for fellowship, and supportive Christ-centered relationships
- Providing top-quality events and programs that are God honoring.
- Establish protocols for building use and develop safety guidelines.
- Develop guidelines for registered guests.
- Advise and consult with Trustees regarding code issues.
- Serve as a member of the Pastor's Council.

Accountable to: the Pastor through the Pastor's Council

Elected by: the Church Membership

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Lead ministry according to church vision (i.e. plan ministries, not programs, that are designed to exalt the Savior, evangelize sinners, and edify believers);
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church
Officer's Position Description: Chair Culinary Committee

Primary Task

Oversee functions involving food service and hospitality for the Church.

General Responsibilities

- Responsible for general food services regarding functions at Greater Pleasant Branch Baptist Church.
- Prepare an annual budget for approval and administer the budget.
- Train and supervise kitchen staff members and volunteer servers.
- Arrange servicing, repairing and replacing equipment in the kitchen as needed.
- Purchase necessary food items.
- Coordinate with the trustees on table and room arrangements for meals.
- Maintain accurate records of supplies, costs, and operation.
- Maintain high standards of sanitation in the kitchen.
- Maintain an up-to-date inventory of food supplies.
- Consult with church leaders to determine the food service needs of the church.
- Recommend food service to be provided.
- Develop and recommend policies and procedures related to food service for kitchen operation, meal scheduling, and facilities use.
- Communicate approved food service policies and procedures to the church.
- Recommend to the Budget (Finance) Committee the money needed for food service.
- Coordinate the total food service operation of the church.
- Evaluate food service and report to the church as needed.
- Serve as a member of the Pastor's Council.

Accountable to: the Pastor through the Pastor's Council

Elected by: the Church Membership

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries) consistently.

Greater Pleasant Branch Missionary Baptist Church
Officer's Position Description: Assistant Culinary Committee Chair

Primary Task

Oversee functions involving food service and hospitality for the Church as assigned by the Culinary Committee Chair. Assistant chair should be prepared to implement the general responsibilities of the chair as listed below in his/her absence or as assigned.

General Responsibilities

- Responsible for general food services regarding functions at Greater Pleasant Branch Baptist Church.
- Prepare an annual budget for approval and administer the budget.
- Train and supervise kitchen staff members and volunteer servers.
- Arrange servicing, repairing and replacing equipment in the kitchen as needed.
- Purchase necessary food items.
- Coordinate with the trustees on table and room arrangements for meals.
- Maintain accurate records of supplies, costs, and operation.
- Maintain high standards of sanitation in the kitchen.
- Maintain an up-to-date inventory of food supplies.
- Consult with church leaders to determine the food service needs of the church.
- Recommend food service to be provided.
- Develop and recommend policies and procedures related to food service for kitchen operation, meal scheduling, and facilities use.
- Communicate approved food service policies and procedures to the church.
- Recommend to the Budget (Finance) Committee the money needed for food service.
- Coordinate the total food service operation of the church.
- Evaluate food service and report to the church as needed.

Accountable to: the Pastor through the Pastor's Council

Elected by: the Church Membership

Expectations (for all church officers):

- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

Greater Pleasant Branch Missionary Baptist Church
Officer's Position Description: Church Secretary/Receptionist

Primary Task:

The Church Secretary/Receptionist will perform general office work to include clerical duties, greeting and providing information to all people entering the church office and directing them to their proper destination.

General Responsibilities:

- Perform general office work; maintain supplies and various files; keep records and compile these into periodic and occasional reports.
- Pick up, review, and open mail addressed to the church; distribute unopened any mail addressed to the Pastor and other named ministries/ministry leaders; prepare routine answers as directed by supervisor for approval and signature; answer routine letters as directed by immediate supervisor (who will be the Pastor or whom he designates as supervisor).
- Receive callers, personal or telephone.
- Notify committee members of meeting dates.
- Answer the telephone, transfer calls to proper office and/or take messages.
- Maintain church calendar of activities and district schedule, and inform appropriate staff of activities.
- Prepare hospital list for staff visitation.
- Inform staff of membership needs related to illness and death among the membership.
- Prepare and distribute worship bulletins to include birthday/anniversary lists of members.
- Purchase church supplies from a master list provided by the Trustees.
- Meet with repair technicians only as assigned by the Trustees.
- Schedule janitorial staff in coordination with and clearance from the Trustees.
- Assist the Church Clerk in preparing a membership directory to be distributed as needed or as requested.
- Perform and accept other duties as assigned.
- Serve as a member of the Pastor's Council.

Accountable to: the Pastor through the Pastor's Council

Appointed by: the Pastor

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Provide monthly reports to the pastor;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self accountable to attend (Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries) consistently.

Greater Pleasant Branch Missionary Baptist Church
Officer's Position Description: Pastor's Executive Assistant

Primary Task: Serve as personal secretary to the pastor and performs general duties related to this office.

General Responsibilities:

- Coordinate and maintain the pastor's personal calendar
- Coordinate meeting appointments between the pastor and officers and individual members
- Maintain the pastor's files
- Notify Pastor's Council of meetings and directives from the pastor
- Maintain records of proceedings of the Pastor's Council
- Accept additional responsibilities as assigned
- Serve as a member of the Pastor's Council.

Accountable to: the Pastor

Appointed by: the Pastor

Expectations (for all church officers):

- Complete officers' orientation and consistently attend Pastor's Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self accountable to attend Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries consistently.

**`Greater Pleasant Branch Missionary Baptist Church
Officer's Position Description: Chair Church Nominating Committee**

Primary Task:

Ensure the congregation has a working plan for discovering, inviting, nominating, and supporting persons for leadership positions essential to the ministries of the community.

General Responsibilities:

- Oversee group responsible to identify the elected and appointed leadership positions established in the congregation (other than paid staff).
- Ensure the committee works cooperatively with each board/committee/team, other groups, and individuals in preparing position descriptions adapted to the needs and organizational style of the church.
- Responsible for the committee having knowledge of the responsibilities for each leadership position.
- Accountable for implementing a plan in helping members explore their spiritual gifts and ministry interests and encourage an “Each Person in Ministry” attitude throughout the congregation.
- Encourage the committee members to become familiar with as many persons in the congregation as possible. List their gifts, skills, interests, knowledge, and commitment. Consider persons of various ages (youth, young adults, and older adults) and life situations (married, single, and retired). Develop a system for keeping this list updated.
- Ensure the committee works cooperatively with each ministry to identify potential people to be invited to serve in that ministry.
- Seek out to match potential leaders with particular leadership positions.
- Help to encourage persons to serve in leadership positions and receive their responses. Or, help boards/committees/teams to identify and invite others to join in their ministry.
- Prepare a ballot of positions identified in the constitution that require an election and present the ballot to the congregation for a vote.
- Plan opportunities throughout the year to ensure that people are adequately trained and supported for their positions.
- Serve as a member of the Pastor’s Council.

Accountable to: the Pastor through the Pastor’s Council

Appointed by: the Pastor

Expectations (for all church officers):

- Complete officers’ orientation and consistently attend Pastor’s Council meetings;
- Commit to additional position training (attend district, state, and national congresses, workshops, seminars, and in house);
- Lead by example;
- Tithe;
- Create a budget for ministry position;
- Establish annual mission strategy (goals, objectives, and action plans) for your ministry;
- Follow project/spending approval process provided by the pastor/church; and
- Hold self and all participants of your ministry accountable to attend (Morning Worship, Sunday School, Bible Study, business meetings, ministry meetings, and other appropriate ministries) consistently.