

## **Job Description**

<b>Title</b>	<b>Transportation Coordinator</b>
<b>Purpose</b>	To provide transportation to those who have no way in attending the church functions.
<b>Term</b>	One or two years, depending on local church officer election cycle.
<b>Authority</b>	Not applicable.
<b>Accountability</b>	To church board.
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. To make arrangements for people to get rides to and from church functions.</li><li>2. Have a list of those who are available to provide transportation, and contact them for assistance.</li><li>3. Communicate that this service is available.</li><li>4. Check with drivers to make sure that they are insured in case of an accident.</li></ol>
<b>Qualifications</b>	<ol style="list-style-type: none"><li>1. A committed born-again Christian and sound in the faith.</li><li>2. Example in Christian and family living.</li><li>3. Returns faithful tithe to the local church.</li><li>4. Dresses according to the highest Christian standards.</li><li>5. Be organized and willing to work with people.</li></ol>

## **Job Description**

<b>Title</b>	<b>Shut-In Ministry Coordinator</b>
<b>Purpose</b>	To provide for shut-ins or those who are unable to attend the Worship Hour, a tape of the sermon or other material such as bulletin and Sabbath School quarterlies.
<b>Term</b>	One or two years, depending on local church officer election cycle.
<b>Authority</b>	Not applicable.
<b>Accountability</b>	Responsible to Personal Ministries Council.
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. To assign members of your committee to distribute these materials on a weekly basis to those who request this service.</li><li>2. Make it known that this service is available so as to get names of those who are not attending.</li><li>3. Provide the Head Elder with a list of those wishing to participate in the quarterly ordinances of the church.</li><li>4. Deliver tapes, quarterlies, bulletins, and other materials from the church.</li><li>5. Develop a Nursing Home Ministry which would provide a branch Sabbath School.</li><li>6. A member of the Personal Ministries Council</li></ol>
<b>Qualifications</b>	<ol style="list-style-type: none"><li>1. A committed born-again Christian and sound in the faith.</li><li>2. Example in Christian and family living.</li><li>3. Returns faithful tithe to the local church.</li><li>4. Dresses according to the highest Christian standards.</li><li>5. Has a love and concern for our senior members.</li><li>6. Has organization ability.</li></ol>

## Job Description

<b>Title</b>	<b>Music Coordinator</b>
<b>Purpose</b>	To coordinate all the musical ministries for services of the church.
<b>Term</b>	One or two years, depending on local church officer election cycle.
<b>Authority</b>	Not applicable.
<b>Accountability</b>	To church board.
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. To assure special music for worship and S.S. by discovering talented people and scheduling them for services..</li><li>2. To recruit pianists and organists for worship and S.S. and scheduling them for services.</li><li>3. To recruit choir director.</li><li>4. To promote choir participation.</li><li>5. To chair music committee.</li><li>6. To utilize talented people from all S.S. divisions in music ministry of the church</li><li>7. To audition all special music prior to scheduling for service.</li></ol>
<b>Qualifications</b>	<ol style="list-style-type: none"><li>1. A committed born-again Christian and sound in the faith.</li><li>2. Example in Christian and family living.</li><li>3. Returns faithful tithe to the local church.</li><li>4. Dresses according to the highest Christian standards.</li><li>5. Gifted for music ministry.</li><li>6. Ability to organize.</li></ol>

## Job Description

<b>Title</b>	<b>Finance Committee</b>
<b>Purpose</b>	To develop financial plans for the church.
<b>Term</b>	One or two years, depending on local church officer election cycle.
<b>Accountability</b>	To the church board.
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. To develop the annual church budget.</li><li>2. To consider and make recommendations to the board on major expenditures.</li></ol>
<b>Membership</b>	Pastor, Head Elder, Head Deacon, Treasurer, Maintenance.