

**SECTION F**  
***LEADERSHIP AND JOB DESCRIPTIONS***

*Last Updated: 25 Jan 13*

## TABLE OF CONTENTS

<b>BETHEL HOUSES MINISTRY – MINISTRY LEAD</b> .....	<b>4</b>
<b>BETHEL HOUSES MINISTRY – RESIDENCE MANAGER</b> .....	<b>9</b>
<b>BETHEL MISSIONARY FELLOWSHIP</b> .....	<b>12</b>
<b>BUILDING SUPERINTENDENT</b> .....	<b>14</b>
<b>CHIEF USHER/USHERS</b> .....	<b>16</b>
<b>CHURCH ADMINISTRATOR</b> .....	<b>17</b>
<b>COFFEE &amp; CONVERSATION</b> .....	<b>20</b>
<b>COMMUNION PREPARATION</b> .....	<b>21</b>
<b>DEACON</b> .....	<b>23</b>
<b>ELDER</b> .....	<b>25</b>
<b>ENVELOPE STEWARD</b> .....	<b>29</b>
<b>FAMILY MINISTRIES DIRECTOR</b> .....	<b>30</b>
<b>HEAD TELLER/TELLERS</b> .....	<b>32</b>
<b>HONORARY ELDER</b> .....	<b>33</b>
<b>LIBRARIAN</b> .....	<b>34</b>
<b>MISSIONS COMMITTEE</b> .....	<b>36</b>
<b>NOMINATING COMMITTEE</b> .....	<b>38</b>
<b>NURSERY</b> .....	<b>40</b>
<b>OFFICE MANAGER</b> .....	<b>42</b>
<b>RECORDING SECRETARY</b> .....	<b>44</b>
<b>SOMETHING FOR WOMEN</b> .....	<b>47</b>
<b>TELLER – SEE HEAD TELLER</b> .....	<b>48</b>
<b>TREASURER</b> .....	<b>49</b>
<b>TRUSTEE</b> .....	<b>51</b>
<b>USHER – SEE CHIEF USHER</b> .....	<b>52</b>
<b>WORSHIP COORDINATOR</b> .....	<b>53</b>
<b>YOUTH DIRECTOR</b> .....	<b>54</b>
<b>APPENDIX - POSITION DESCRIPTIONS WHICH NO LONGER EXIST (IN BRACKETS: WHAT THEY WERE REPLACED BY, IF APPLICABLE)</b> .....	<b>56</b>
Auditors (outside auditors hired).....	57
Adult Fellowship (Coffee and Conversation) .....	58

<b>Audio/Visual Coordinator .....</b>	<b>60</b>
<b>Christian Education Director (Director of Family Ministries) .....</b>	<b>61</b>
<b>College and Careers (Adopt-a-Student).....</b>	<b>63</b>
<b>President (Role no longer in use).....</b>	<b>65</b>
<b>Junior Church (Director of Family Ministries) .....</b>	<b>66</b>
<b>Sunday School (Director of Family Ministries).....</b>	<b>68</b>
<b>Young Peoples (Youth Director).....</b>	<b>70</b>

## **BETHEL HOUSES MINISTRY – MINISTRY LEAD**

(Major Ministries: Fellowship)

**Currently led by:  
Sandy Sheahan**

*Last Reviewed: 25 Jan 13*

**Supervisor:** Bethel Church Elders' and Deacons' Boards

### **Job Purpose:**

To provide oversight for the smooth, safe and effective planning and operation of Bethel House in accordance with the mission, vision and values of Bethel Church

### **Characteristic Job Duties:**

The Bethel House Ministry Lead position is responsible for linking the greater strategic vision of Bethel Church (... "responding to the city") to the strategic vision and operational plans of the Bethel House Ministry. This position requires close collaboration with the Bethel House Manager, Bethel Church Leadership, the greater community, all volunteers of this Ministry including Bethel House Committee Members (comprised of leadership from Bethel Church, Bethel House and Salvation Army Harbour Light Centre).

### **Qualifications and Experience:**

- College, University or Masters' Degree in Administration, Health-related field, Humanities or Social Sciences from a recognized, fully accredited college or university or equivalent training and experience
- Alternatively minimum two years of work or volunteer experience leading a similar ministry would be required. Experience in counseling and working within a Recovery Home / Transitional Housing program would be an asset as well as experience working with mental health and addictions
- Experience managing a budget of \$50,000 - \$100,000
- Demonstrated organizational leadership skills and management experience
- Exceptional oral, written and interpersonal communication skills
- Strong analytical skills and decision-making ability
- Demonstrated ability to deal professionally with "highly sensitive" and "confidential" material and situations
- Accurate record keeping
- Proficient in current Windows and Microsoft based computer operating
- Skilled in personnel management
- Current Ontario Driver's License

- Demonstrated ability to speak with large and small groups of diverse stakeholders
- Sobriety of at least two years - no abuse of alcohol, drugs or other mood-altering chemicals
- Agreement with Bethel Church's confession of faith and code of conduct
- Has a reputation of living a lifestyle that honors and uplifts the name of Christ
- The incumbent must regularly attend and participate in their home church (Heb. 10:24-25).

**Physical Effort/Dexterity Required:**

Acceptable performance of the job requires a moderate amount of walking, climbing stairs and standing. No heavy lifting or extreme physical activity required.

**Concentration Required:**

Acceptable performance of the job requires attentive listening, observation, guidance and problem-solving skills and the ability to liaise effectively with the House Manager, Bethel House Committee, residents, church and community leaders and partners

**Responsibility for Financial Resources:**

- Prepares an annual budget for successful running of this ministry in collaboration with Bethel Church Deacon's board
- Works to be a good steward of resources through efficient and effective strategic budgeting and planning from month to month based on annual budget allocations
- Seeks out fundraising and donation / gifting opportunities both within Bethel Church and the greater community to ensure sufficient funds and other resources are acquired for the successful sustainability of this ministry
- Works with the Chair of the Deacon's Board to plan for and make financial decisions related to major maintenance and repair of the houses (over \$5,000)
- From time to time advises the Committee on recommendations for spending related to residents' needs, eg. educational expenses, furniture purchases for resident rooms, assistance with fine payments, grocery vouchers etc.

**Responsibility for Human Resources:**

There is a significant volunteer component to this ministry as we are all volunteers and volunteers are central to the ongoing success and sustainability of Bethel House. The Ministry Lead is responsible for continuing to develop a strong volunteer base and a high performing team (Committee included) to support this Ministry. The Ministry Lead continually looks for opportunities to match volunteers from Bethel Church and their God-given talents and skills in companionship / mentoring relationships with our residents and other opportunities for screened volunteers to serve that assist our residents in developing the skills and experience that they need to continue to move forward with their lives. Currently we use volunteers in our Monday afternoon cooking classes; for tutoring and helping our residents with their

educational needs; to assist with repairs and maintenance to the houses; to assist our residents with their income tax; to assist with computer skills and technology problems; to teach on health, safety, housing, and life skills preparation at our Sunday afternoon house meetings; to partner with our residents in companion / mentoring relationships,

### **Position Description:**

The Bethel House Ministry Lead is responsible for the following duties:

- Provides oversight, leadership and coordination of the Ministry and ensures that all volunteers and resources are in place and operating efficiently
- Strategically plans for the Ministry and prepares the annual operating budget and plans in collaboration with the Bethel House Committee
- Establishes and maintains open, timely and appropriate communication and relationships with diverse constituencies within and external to Bethel Church (including the Elders' and Deacons' Board, Bethel House Committee, our residents, their families where appropriate, the greater community, supporting churches, our volunteer base etc.) and acts as the official spokesperson for the Ministry
- Oversees the creation, updating and implementation of a policies and procedures Manual
- Works closely with the House Manager to provide feedback, support and guidance as needed and to ensure that all aspects of the Residential Behavioural Agreement are enforced in a positive and respectful manner in accordance with the mission, vision and values of Bethel Church
- Collaborates with the House Manager on all disciplinary matters pertaining to the residents and ensures that all necessary documentation as it pertains to these matters is recorded, reviewed, accurate and retained for liability and historical record purposes
- Collaborate with and ensures timely and regular reporting and representation to Bethel Church leaders and the Bethel House Committee of recommendations and issues that may have implications for the church or the ministry directly
- Participates in an introductory meeting with Harbour Light leadership and any potential Bethel House clients to assess eligibility for residence at Bethel House
- Oversees the screening, selection and matching of volunteers for this Ministry to most appropriate service opportunity
- Oversees the planning, implementation, monitoring and evaluation of all Bethel House activities

### **Core Competencies:**

- **Leadership** – Visionary, focused, inspiring, delegates, strategic
- **Commitment** – Invested in the mission, vision and values of Bethel Church
- **Confidence** – Aware of self and others, handles criticism, accepts mistakes, strong self esteem

- **Integrity** – Lives honestly, forthrightly, positively and adheres to Christian principles
- **Listening Skills** – Takes time to listen and respond; tunes into people
- **Poise** – Manages stress and workload, treats others without rancor, maintains composure and is polite
- **Collaborative** – Continually engages others in decision-making and problem-solving
- **Pragmatism** – Develops sensible, realistic, practical solutions
- **Efficiency** – Taps into and deploys resources economically and effectively
- **Organization** – Plans, schedules, prioritizes, anticipates, and builds solutions
- **Inspires Confidence** – spotlights the work and efforts of others, anticipates needs, is reliable and brings out the best in those around them
- **Social Agility** – astute, understands how to navigate spheres of influence and builds consensus through adept negotiation

### **Statement of Relationships:**

The Bethel House Ministry Lead works under the authority of the Board of Elders. The Bethel House Ministry Lead collaborates regularly with the Bethel House Committee, the Leadership Team of Bethel Church and works collegially with both Bethel Church Boards (Elders and Deacons) to align the vision and strategic direction of this ministry with the vision and strategic direction of Bethel Church. The Bethel House

Ministry Lead is also the Chair and a Member of the Bethel House Committee which is comprised of the House Manager as well as leadership representation from Bethel Church and Salvation Army Harbour Light Ministry. The House Manager report directly to the Ministry Lead and they work closely together in overseeing the day to day activities of Bethel Houses. All volunteers are supported by the leadership of the Ministry Lead and the Housing Manager. The Ministry Lead works with the Bethel House Committee, our congregation, Bethel Church Leadership, our residents, our volunteers, other churches and our community and corporate sponsors to expand the prayer, financial and greater awareness components of this Ministry.

### **Work Environment:**

Bethel House is a two-home Transition Housing Residence, located at 318 - 324 Johnston Street in downtown Kingston, for men who have successfully completed a 60- or 90-day Addiction Treatment Program at The Salvation Army Harbour Light Centre in Kingston. The Ministry Lead does not live on site.

### **Work Location:**

Bethel Church / Bethel Houses  
318 - 324 Johnston Street, Kingston, Ontario.

### **Hours of Work:**

As required.

**I have read this Job Description and understand and acknowledge that it fairly represents the activities, duties and responsibilities given as outlined.**

**I fully understand that future Evaluations will be given based on the Job Description, and that any changes or amendments to this Job Description will be communicated to me in a timely and appropriate manner.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**



**BETHEL HOUSES MINISTRY – RESIDENCE MANAGER**

(Major Ministries: Fellowship)

**Currently led by:**

**Steve Cousineau**

*Last Reviewed: 25 Jan13*

**Job Title:** Residence Manager, House Manager

**Supervisor:** Bethel House Ministry Lead

**Job Purpose:**

To provide full time oversight to the operation and maintenance of the Bethel House Residences including supervision of all Resident activities as per the Bethel House Residential Agreement

**Characteristic Job Duties:**

Job duties will include supervising all Resident activities and the safety and security of the property as outlined in the Position Description

**Minimum Education Level Attained:**

Grade XII High School Graduation.

**Special Licenses, Diplomas, Certification or Requirement:**

Post-High School training, either Diploma or Certificate Courses in Management, Business, Counselling and/or Addictions Studies required.

**Minimum Prior Related Experience:**

Two years Supervisory experience and/or Management in a Residential setting.

**Physical Effort/Dexterity Required:**

Acceptable performance of the job requires a moderate amount of walking, climbing stairs and standing. No heavy lifting or extreme physical activity required.

**Concentration Required:**

Acceptable performance of the job requires continuous monitoring of environment and

Residents, attentive listening, observation of situations occurring in house, and day to day interaction and general observation of Residents.

**Responsibility for Financial Resources:**

Responsible for collecting monthly fees from all Residents on due date and delivering same to Church office in a safe and timely manner.

**Responsibility for Human Resources:**

Not applicable.

**Position Description:**

The Residence Manager/House Manager will be responsible for the following duties:

- Direct Supervision of all House activities
- Orientation of all new Residents to House rules and activities and ensure that all Residents sign copy of Bethel House Behavioral and Residential Agreement and any other documentation required. Ensure that a copy of all relevant documentation is kept in Client Files.
- Prepare for House Meetings which normally take place on the first and second Sunday afternoons of each month from 2:00 – 3:00 p.m.
- Chair House Meetings and action any items that require action as needed
- Attend Bethel House Committee Meetings as scheduled and give reports on Resident status/activities
- Meet with Housing Ministry Lead on regularly scheduled basis to update on status change for Residents, and outline any problems or matters which may arise. Consult with Ministry Lead on resolution of issues and problems.
- Deals with disciplinary issues with Residents according to written House Rules and in collaboration with Ministry Lead. Provides written incident reports on all disciplinary matters to Ministry Lead within 24 hours of any incident(s) concerning Residents.
- Participates as required with Ministry Lead in screening Residents for drug and/or alcohol use. Records test results and discusses same with Residents as required.
- Collects all Residential fees on the due date each month, issue a Receipt for the full amount, and safely and promptly delivers all monies received to the Bethel Church office.
- Inspects Houses on a weekly basis, inside and outside, to identify necessary repairs or problem areas. Reports any problems to Ministry Lead in a timely and appropriate manner.
- Assigns Resident chores and supervises completion of same. Keeps careful check of cleaning supplies and equipment inventory and shops to purchase supplies as needed and within budget requirements.
- Is available at designated times to interact with Residents to listen, assist with mentoring, teaching and encouraging them in a healthy and sober lifestyle.

**Work Environment:**

Duties require Housing Manager to live and volunteer at Bethel House in exchange for reduced residential fees.

Bethel House is a two-home Transition Housing unit, located at 318 - 324 Johnston Street in downtown Kingston, for men who have successfully completed a 60- or 90-day Addiction Treatment Program at The Salvation Army Harbour Light Centre in Kingston. The Residence Manager (House Manager) will have an apartment in Bethel House provided at a reduced rate of rent, negotiable with Bethel Church, and he will work from this location, but will be required to move through residential areas and lounges of both houses. The employee is not expected to be subject to any hazardous or disagreeable conditions.

**Work Location:**

Bethel House  
318 - 324 Johnston Street, Kingston, Ontario.

**Hours of Work:**

As required.

**I have read this Job Description and understand and acknowledge that it fairly represents the activities, duties and responsibilities given as outlined.**

**I fully understand that future Evaluations will be given based on the Job Description, and that any changes or amendments to this Job Description will be communicated to me in a timely and appropriate manner.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

## **BETHEL MISSIONARY FELLOWSHIP**

(Major Ministries: Prayer, Fellowship)

**Currently led by:**

**Phyllis Turrell**

*Last Reviewed: 25 Nov 11*

### ***Main Functions/Objectives:***

- To make the congregation of Bethel Church aware of our missionaries and their needs;
- To encourage them to write to, and pray for, these missionaries;
- To provide times of fellowship for those who attend Bethel with a focus on our missionaries and their work.

### ***Personnel Required:***

President, Group Leaders, Coordinator of Missionary P&P Letter (Sandy Maynard).

### ***Qualifications of President:***

- A member of the Church
- Interested in and committed to missionary endeavours
- Articulate
- Organized

### ***Qualifications of Leaders:***

- Genuine interest in missions
- Imaginative, sensitive to others
- Able to organize, and to lead others.

### ***How Personnel Appointed/Selected:***

- President: Appointed by Nominating Committee
- Leaders: Chosen by the President as they express a willingness to lead.

### ***Specific Responsibilities of Personnel:***

- President:
  - During the summer, organize the groups, advised by someone on the Missions board
  - Chair business portion of each monthly meeting
  - Check with group leaders before each meeting regarding progress
  - Prepare an annual BMF budget
- Members:
  - Group leaders meet early to plan one BMF meeting per year;
  - Leaders should insert notice of their meetings in the Church Bulletin two weeks

beforehand.

***Responsible to:***

- President: To the Elders' Board
- All Others: To President

***Mode and Frequency of Communications:***

- Within BMF Executive, Groups: As required;
- To Congregation: Annual Report (near end of May)

## **BUILDING SUPERINTENDENT**

(Major Ministry: Helps)

**Staff position, currently held by:**

**Steve Cousineau**

*Last reviewed: 25 Nov 11*

### **Main function/objectives:**

To keep the Bethel Church environment clean and well-maintained.

### **Qualifications:**

- Working knowledge of:
  - Basic cleaning equipment and materials
  - Different cleaning processes and techniques
- Basic knowledge of:
  - Carpentry, plumbing, painting, general “household”-type repairs (anything requiring more advanced knowledge is delegated to specialized contractors, i.e. electricians etc.)

**How appointed/selected:** staff position, hired by the Personnel Committee.

### **Specific responsibilities**

- 25 hours per week
- Weekly routine cleaning and maintenance of church property:
  - Cleaning/vacuuming inside
  - Lawn maintenance for church property, Bethel Houses and Caldwell Moore law firm next door (in return for their allowing us to store our snow clearing/mowing equipment there). This includes some flower-planting/weeding/watering at Bethel in the Spring.
  - Snow removal of East Wing walkway in the winter and Caldwell and Moore property as well
- Monthly fire equipment/safety inspections
- Set up/take down for various church functions, as needed
- Calling outside companies when problems are beyond the scope of the position (i.e. heating/air conditioning issues, annual carpet cleaning etc.)
- Assist/Supervise outside companies when present
- Maintain inventory and replenish pertinent supplies (cleaning/bathroom tissue/dishwashing soap etc.) as needed – needs a vehicle

**Responsible to:** Deacons

### **Modes/Frequency of communication:**

- With staff (to coordinate ongoing needs), on a daily/weekly basis

- To deacons, monthly

## **CHIEF USHER/USHERS**

(Major Ministry: Administration)

**Currently held by: Janet Lee**

*Last Reviewed: 25 Nov 11*

### ***Chief Usher Main Functions/Objectives:***

To organize and supervise all activities related to ushering at Bethel on Sunday mornings.

### ***Qualifications:***

- A person with a true outlook of 'service for the Lord'
- Demonstrated organizing/planning abilities
- A good communicator

### ***Qualifications of Ushers:***

- A person with a true outlook of 'service for the Lord'

### ***How Personnel Appointed/Selected:***

- Chief Usher: By Nominating Committee
- Ushers: By request or volunteering

### ***Specific Responsibilities of Personnel:***

- Chief Usher: Organizing usher teams; overseeing all usher activities;
- Ushers:
  - Handing out bulletins
  - Greeting
  - Providing information to newcomers
  - Seating people as needed before/during the service
  - Monitoring building security and safety of children and vulnerable persons during services
  - Collecting the offerings
  - Evacuating the congregation in case of an emergency during services
  - Assisting with Communion on a monthly basis

### ***Responsible to:***

- Chief Usher: Deacons/Church Administrator
- Ushers: To Chief Usher

### ***Modes & Frequency of Communication:***

- As needed with the Administrator depending on events and needs.
- Report any problems with the Church's physical plant/safety issues to the deacons immediately.



## **CHURCH ADMINISTRATOR**

(Major Ministry: Administration)

**Staff position, currently held by:**

**Carmen Gauvin-O'Donnell**

*Last reviewed: 04 May12*

### **PURPOSE:**

The Church Administrator provides leadership and oversight in administrative support to Bethel Church, allowing the staff, leaders and volunteers to be freed for effective ministry.

### **GOAL:**

To ensure that Bethel Church's administrative foundation is well-organized and meets all applicable requirements as set down by the AGC, as well as municipal, provincial and federal governments.

### **RESPONSIBILITIES:**

#### **A. POLICY DEVELOPMENT AND REVIEW**

- Implement/review all policies necessary to the smooth running of the church. This will include policies relating to:
  - o Human Resources (contracts, benefits, "morals" clauses, vacation, sick leave etc.)
  - o Financial Management
  - o Building Usage and Maintenance
  - o Abuse Prevention
  - o Health and Safety
  - o Pastoral Care
- Assist the Missions Committee in the development and review of the Missions Policy
- With the assistance of outside Counsel, review the above as well as Bethel's Constitution and By-Law on a regular basis to ensure they are kept up-to-date and reflect any relevant changes to federal or provincial statutes
- Ensure staff and volunteers are trained and knowledgeable in the policies affecting their area of ministry
- Answer telephone and electronic enquiries relating to the above

#### **B. ABUSE PREVENTION AND VOLUNTEER ADMINISTRATION**

- Help organize the annual police checks and applications for volunteers
- With the relevant ministry leaders, run annual Abuse Prevention training for all volunteers

#### **C. ONGOING ADMINISTRATION**

- Attend weekly staff meeting (approx. 2 hours)
- Edit the weekly Touching Base blog posting
- Post the weekly sermon for download

- Provide administrative support to staff and ministry leaders as needed
- Determine and establish office procedures
- Annually, organize incoming ministry reports and produce the Annual Report for presentation at the Annual General Meeting
- When the office manager is absent, answer phones/prepare and print the weekly Bulletin
- Acting as signing officer for all accounts
- With the Senior Pastor, manage the Benevolent Fund
- Be present at events/meetings held throughout the year (may be either volunteer/paid time depending on level of involvement)
- As needed, being available for planning/organizing of unscheduled events such as funerals

***D. EX-OFFICIO, DEACON***

- Attend monthly Deacons' Board meetings
- Draft monthly meeting minutes
- Related responsibilities related to the job description as an ex-officio member of the Deacons' Board

***E. STAFF/VOLUNTEER SUPERVISION***

- Supervise the Office Manager
- Supervise the Building Superintendent on behalf of the Deacons' Board
- Oversee the Chief Usher on an annual basis for training review etc.
- Annually, ensure that all Personnel evaluations take place, usually in June

***F. MISC***

- All other related reasonable duties as set down by the Elders' and Deacons' Boards

**ACCOUNTABLE/RESPONSIBLE TO:**

- Directly to the Senior Pastor, through weekly meetings,
- To the Elders and Board of Deacons, in meetings as set out by the Chairs of the Elders' and Deacons' Boards
- An annual review will normally take place every June with the Senior Pastor

**EMPLOYMENT ASSETS:**

- Spiritual Gift: Administration/Helps (not mandatory)
- Well-organized
- A servant attitude
- Good people skills – an ability to supervise and lead other staff members/volunteers
- A teachable attitude for ongoing learning as technology, policies and statutes change

**EMPLOYMENT DETAILS:**

- Minimum 16 hours/week: Tuesday-Friday, 9am-1pm, with up to 5 additional hours per week as the workload requires

- Permission to work from home as necessary/required if office space becomes scarce as Bethel grows.

**QUALIFICATIONS:**

- Relevant post-secondary education
- Administrative experience
- Familiarity with MS Word, Excel, PowerPoint, Outlook and Publisher

**COFFEE & CONVERSATION**  
(Major Ministries: Fellowship)

**Currently led by:**

**David and June Skillicorn**

*Last reviewed: 25 Nov 11*

***Main Functions/Objectives:***

- To create a welcoming environment between church services on Sunday mornings, allowing the congregation to enjoy fellowship with one another.

***Personnel Required:***

Coordinator(s) and three leaders.

***How Personnel Appointed/Selected:***

- Coordinators: annually, by Nominating Committee
- Leaders: by Coordinator

***Specific Responsibilities of Personnel:***

- Coordinator:
  - Selects leaders for one year commitment
  - Trains leaders
- Leaders:
  - Prepare new gym
  - Prepare coffee and tea and snacks
  - Clean up gym and kitchen at the end

***Responsible to:***

- Coordinator → Deacons
- Leaders → Coordinator

***Modes & Frequency of Communication:***

- Meetings called as required in the judgment of the Coordinator(s);

## **COMMUNION PREPARATION**

(Major ministry: Helps)

**Currently led by:**

**Ron and Bev Miller**

**Alexandria Barbera (2<sup>nd</sup> service)**

*Last reviewed: 25 Nov 11*

### **GENERAL DUTIES**

- purchase of communion supplies, as needed including:
  - o grape juice, unsalted cream crackers (or water crackers), rice cakes (unflavoured), disposable gloves, paper doilies (purchase from Metro on Princess St., charged to Bethel's account)
  - o communion cups (boxes of 1000) (purchase from The Church Bookroom, charged to Bethel's account)
- clean and store bread/cup trays (and 2 lids) and juice filler in main floor kitchen cupboards
- communion preparation in advance of the worship services takes 1 person about 2 hours (2 people about 1 hour) to prepare elements
- communion set-up and clean up on a worship Sunday takes 1 person a half hour prior to 1st service, the full time between services and a half hour following the 2nd service
- ensure storage of juice, crackers and rice cakes in fridge crisper in plastic baggies

### **SPECIFIC DUTIES FOR WORSHIP SERVICES**

#### **1. Prepare Table:**

- a. ensure a white cloth is on the communion table - remove the Bible and place it temporarily on a front pew or out of the way
- b. prepare 8 cup trays (40 cups in each tray filled with juice)
- c. place two stacks of 4 trays with lids on the communion table (the communion cup filler, cups and remaining supplies are stored in lower kitchen cupboards)
- d. An additional 8 cup trays (two stacks of 4) will need to be prepared for the second service
- e. since only 14 cup trays exist (in total), 2 cup trays need to be re-used for the 2nd service (due to time limitations, 6 trays with juice should be prepared in advance of this service)
- f. prepare 6 bread trays filled with prepared (broken) crackers, including about 6 small (broken) portions of rice cakes in each tray (about two rice cakes will be needed each Sunday)
- g. only 4 bread trays stack on the communion table with a lid, the other two trays are placed independently and uncovered
- h. since only 6 bread trays exist in total, these same 6 trays need to be re-used for the 2<sup>nd</sup> service
- i. paper doilies are typically placed at the bottom of each bread tray

## **2. Clean Up:**

- a. organizes the team to remove the trays following each worship service, collecting and throwing out the used cups
- b. unused bread and juice can be reused for the 2nd service
- c. following the 2<sup>nd</sup> service, unused juice can be poured back into juice container (refrigerated) and unused bread is discarded
- d. ensure communion supplies are all stored in lower cupboard

Responsible to: **Deacons**

## **DEACON**

(Major Ministry: Administration)

### **Currently held by:**

**Gord Wight (Chair), Mike Barrett, Dirk Bouma,  
Carmen Gauvin-O'Donnell (ex-officio staff, Liaison),  
Mike Laframboise, Brian Perkins**

*Last reviewed: 25 Jan 13*

### ***Main Functions/Object:***

- To help maintain the most advantageous, safe and secure physical environment, allowing the elders to focus on prayer, teaching and the ministry of the word.
- To encourage regular giving
- To administer the careful distribution of all funds

### ***Personnel Required:***

- A minimum of five Deacons, AND
- the Treasurer (ex-Officio), AND
- the Church Administrator (Ex-Officio – acts as liaison with the staff and Elders)

### ***Qualifications of Deacons:***

1 Timothy 3:8-13      Men/Women who are blameless, the husband (wife) of one wife (husband), ruling their children and their own houses well; men/women who have great boldness in the faith which is in Jesus Christ.

Acts 6:1-6              Spiritual men/women with wisdom to oversee the business of the church.

### ***How Personnel Selected:***

- By Congregation, after nomination by the Nominating Committee;
- By a name submitted by congregational members;

### ***Specific Responsibilities of the Deacons:***

The Board of Deacons is accountable to the members for:

- assuring regular giving so the budget will be met and special projects financed
- controlling and overseeing spending through the budget and through the treasurer/bookkeeper who shall keep accurate records and report the same to all business meetings
- overseeing the insuring, heating, lighting, repairing, cleaning and renting of church property and buildings
- ensuring suitable security arrangements to protect the Church property.
- purchasing and repairing all church equipment, including any vehicles, if applicable

- overseeing the work of the Building Superintendent
- preparing an annual budget to be presented to the membership, with the assistance of staff and ministry leaders

The Board shall elect its own Chairman at the first meeting in July of every year or when convenient.

***Responsible to:***

The Congregation

***Modes & Frequency of Communication:***

- Board meetings, once a month;
- To Elders' Board, as required (through Administrator);
- To Congregation, as required at Congregational Meetings;
- To Congregation, in the form of a proposed budget at the Annual meeting
- Emergency meetings as required.



## **ELDER**

(Major Ministries: Prayer, Fellowship, Evangelism, Teaching,  
Compassion, Worship, Administration)

**Currently held by:**

**Doug Brown, Roy Chan, Steve Dickey (chair), Ron Dickey, Ewen McKenzie,  
(+ Mark Kotchapaw, Ex-officio, Pastor)**

*Last reviewed: 25 Nov 11*

### ***Main Functions/Object:***

Elders are responsible for shepherding the flock of God, which the Lord bought with His own blood (Acts 20:28, 1 Peter 5:1-2), and directing or managing the affairs of the church (1 Timothy 3:5; 5:17).

In Hebrews 13:20-21, the author refers to our Lord Jesus as the great Shepherd of the sheep. And in 1 Peter 2:25 and 1 Peter 5:4, Peter refers to Jesus Christ as the Shepherd and Overseer of our souls and the Chief Shepherd, respectively. Paul (Acts 20:28-31) and Peter (1 Peter 5:1-2) describe the role of the overseers of a local church as being shepherds of the flock or people of God whom they are responsible to oversee.

### ***Personnel Required:***

Four to ten members

### ***Qualifications of Members:***

- **Above Reproach/Blameless** (1 Timothy 3:2; Titus 1:6, 7) No one should be able to accuse him of leading a sinful lifestyle. The Apostle Paul, in 1 Timothy 5:7, uses the same Greek term to encourage individuals to take care of their parents "so that no will not be open to blame".
- **A " Husband Of But One Wife"** (1 Timothy 3:2; Titus 1:6) This term may be literally translated as "a one-woman man" and is similar to the term "a one-man woman" in 1 Timothy 5:9 requiring faithfulness in marriage and control over one's lusts. This qualification may also apply not only to those already married, but to those who are single as well (as was Paul).
- **Temperate/Not Quick-Tempered** (1 Timothy 3:2; Titus 1:7) Responds cautiously and thoughtfully, rather than rashly and emotionally.
- **Self-Controlled/Prudent/Disciplined** (1 Timothy 3:2; Titus 1:8 ) Restraint and control over his impulses, emotions and desires.
- **Respectable** (1 Timothy 3:2) Worthy of respect; decent or correct in character or behavior. A variant of the same Greek word is used in 1 Timothy 2:9 where women are

encouraged to dress “modestly”.

- **Hospitable** (1 Timothy 3:2; Titus 1:8) Given to a generous and cordial relationship with friends and acquaintances as well as strangers.
- **Able To Teach/Holding Firmly To The Trustworthy Message That Has Been Taught** (1 Timothy 3:2; Titus 1:9) Knowledge about, and convinced of, the truth of the Word of God. Additionally, capable of discipling others and teaching them to obey what the Lord has commanded.
- **Not Given To Drunkenness/Not Addicted To Wine** (1 Timothy 3:3; Titus 1:7) Does not drink to alcohol to excess and is not involved in addictive behavior.
- **Not Violent/Not Pugnacious** (1 Timothy 3:3; Titus 1:7) Does not attack and is neither belligerent nor combative.
- **Gentle** (1 Timothy 3:3) Kind and not harsh towards others. In Titus 3:2, a variant of the same Greek word is translated as “considerate”.
- **Not Quarrelsome/Uncontentious** (1 Timothy 3:3) Avoids quarrels and arguments. In Titus 3:2, a variant of the same Greek word with is translated as “peaceable”.
- **Not A Lover Of Money/Free From The Love Of Money/Not Pursuing Dishonest Gain/Not Fond Of Sordid Gain/Not Greedy For Money** (1 Timothy 3:3; Titus 1:7; 1 Peter 5:2) Not one who is materialistic or who has a strong affection for money and possessions or someone who would be willing to obtain the same through dishonest or deceitful practices.
- **One Who Manages His Own Household Well, Keeping His Children Under Control With All Dignity)/A Man Whose Children Believe And Are Not Open To The Charge Of Being Wild And Disobedient.** (1 Timothy 3:4-5; Titus 1:6) Must be able to demonstrate his ability to manage and direct others over whom he has authority and responsibility. In 1 Timothy 5:17, the root of the same Greek word is used by Paul when he states that the elders who “direct” the affairs of the church well are worthy of double honor. The same Greek word used for children who “believe” may alternately be translated “are faithful” or “are trustworthy” as it is the case in both 1 Timothy 3:1 and 3:11 as well as Titus 1:9 and 3:8.
- **Not A New/Recent Convert** (1 Timothy 3:6) Not a new believer in the Christian faith.
- **Good Reputation With Outsiders Or Those Outside The Church** (1 Timothy 3:7) Well thought of by non-Christians in the community.

- **Not Overbearing/Not Self-willed/Not Lording It Over Others/Willing And Eager To Serve** (1 Timothy 3:1; Titus 1:7; 1 Peter 5:2, 3) Not stubbornly forcing one's will by overwhelming, overpowering and dominating, but willing to work and serve others and thereby be an example to others.
- **Who Loves What Is Good** (Titus 1:8) A passion for doing good for the Lord and others.
- **Upright/Just** (Titus 1:8) Demonstrating a strict regard for what is morally right, just and fair.
- **Holy/Devout** (Titus 1:8) Evidencing a dedication to serving God and His people.

***How Personnel Appointed/Selected:***

- Chairman: Elected by fellow elders, annually;
- Members: By Congregation - after nomination by Nominating Committee or by names submitted by congregational members.
- The Senior Pastor is an Ex-officio voting member

***Specific Responsibilities of Personnel:***

- **Know And Be Known By The Sheep.** Jesus describes Himself as the Good Shepherd who knows His sheep and whose sheep know Him. (John 10:4 and 14). In order to function as a shepherd, an overseer should do his best to meet and be known by as well as to get to know individuals in the church and their needs.
- **Search For The Lost And Bring Back The Strays.** The Lord said that as a good shepherd He would "search for the lost and bring back the strays". (Ezekiel 34:16). An overseer should be aware of those who are absent from the church and/or strayed from God and search for them. He should also seek out those eternally lost.
- **Feed The Sheep.** As a Shepherd, the Lord promised that His sheep "will lie down in good grazing land, and there they will feed in rich pasture". (Ezekiel 34:14). An overseer must ensure that the sheep are richly feeding on (and thus instructed properly in) the Word of God. An overseer should be able and willing to teach in both in public and individual settings (I Timothy 3:2). In fact, this responsibility is so important that the church is encouraged to provide financial support to those "elders who direct the affairs of the church well" and "work hard at preaching and teaching". (I Timothy 5:17-18). This responsibility also entails identifying and correcting or opposing false doctrine. (Titus 1:9).
- **Lead The Flock.** David said that the Lord, as his Shepherd, made him "lie down in green

pastures”, and led him “beside quiet waters”. (Psalm 23:2-3). Jesus said a shepherd should lead the sheep (John 10:3). Overseers/Elders are called to lead by example as well as through the direction and management of the affairs of the church - not by lording it over the flock. (I Timothy 5:17; Hebrews 13:17; I Peter 5:2-3)

- **Bind Up The Injured And Strengthen The Weak.** As a Shepherd, the Lord said he would “bind up the injured and strengthen the weak”. (Ezekiel 34:16). Overseers should do their best to assist those who are wounded and in need of encouragement and strengthening.
- **Protect The Flock.** The Lord condemned the shepherds of Israel for leaving the sheep unguarded and allowing the sheep to become food for all the wild animals – and as their Shepherd, He vowed to destroy the sleek and strong who would prey on the injured and weak for their own benefit. (Ezekiel 34:1-10). Paul warns the Ephesian overseers to “keep watch over yourselves and all the flock” because he knew that after he left “savage wolves will come in among you and will not spare the flock”. He predicted that they would “distort the truth in order to draw away disciples after them” (Acts 20:28-9). In Crete, false doctrine was taught by rebellious deceivers for the sake of dishonest gain (Titus 1:11). Overseers need to be on guard for and take firm action against those who through various means prey on members of the flock who are vulnerable.

***Responsible to:***

The congregation.

***Other Pertinent Information:***

- Two elders elected each year for a three-year terms. This term of office may be repeated ONCE for each elder before he must step down.

***Modes and Frequency of Communication:***

- As often as required to carry out responsibilities and duties conscientiously; at minimum, once a month.
- To the Congregation:
  - Report promptly any important decisions;
  - Make a status report at quarterly meetings

## **ENVELOPE STEWARD**

(Major Ministry: Administration)

**Currently held by:**

**Elaine Ma**

*Last reviewed: 25 Jan 13*

### ***Main Functions/Object:***

To track and issue receipts for all donations on behalf of the church.

### ***Qualifications of Envelope Steward:***

- Knowledge of basic bookkeeping and accounting procedures;
- Familiar with banking policy and accounts;
- Ability to read and write clearly;
- A good communicator.

### ***How Personnel Appointed/Selected:***

- By the Congregation - after nomination by the Nominating Committee OR by a name submitted by congregational members.

### ***Specific Responsibilities of the Envelope Steward:***

- Assign numbered envelopes to regular donors (currently delegated to Church Administrator);
- Prepare and issue new numbered envelopes as requested (currently delegated to Church Administrator);
- Keep an accurate account of giving from all donors, in coordination with the Teller Team
- Keep proper records of all donations
- Issue income tax receipts for each calendar year;
- Provide the office with regular copies of electronic donations files

### ***Responsible to:***

- The Board of Deacons.
- Individual members/adherents who give by using envelopes.

### ***Mode & Frequency of Communications:***

In the course of their duties, regular communication will occur with the treasurer and the members of the Teller Team.

## **FAMILY MINISTRIES DIRECTOR**

(Major ministries: Teaching, shepherding)

Staff position, currently held by:

Jamie Stinson

*Last reviewed: 02 Mar 12*

### **VISION**

The Family Ministries Director's vision is to minister to the congregation of Bethel Church so as to help the church become a place where children, parents and volunteers are responding to the heart of God, and involved in transforming the heart of the city, the nation and the world.

### **RESPONSIBILITIES:**

#### *MINISTRY TO THE CONGREGATION'S FAMILIES (85%)*

##### Nursery (5%) – Ministry to infants

Ministering to , training and supporting a volunteer to head up the Nursery ministry that functions for both services

Overseeing the Nursery coordinator

##### Waumba Land (10%) – Ministry to preschoolers

Ministering to, training and supporting volunteers for this program

Oversee the team of volunteers that teach in our preschool program for the 9 am service

Meeting regularly with volunteers (team meetings and one-on-one meetings) for the purpose of mentoring and team-building

##### UpStreet (25%) – Ministry to grades 1-5

Minister to, train and support volunteers for this program

Oversee the team of small group leaders that lead our children's small groups for the 9 am service

Meet regularly with small group leaders (team meetings and one-on-one meetings) for the purpose of mentoring and team-building

Direct a team of Large Group communicators that teach the large group of children every Sunday morning

Oversee and work with the UpStreet Worship Leader(s)

##### Acting UP Drama Camp (5%) – ministry to the City

Lead a summer drama camp for kids ages 8-12 years

Support, train and nurture a team of volunteers for this camp

Salvation Army Partnership (15%) – ministry to the City

Working alongside Salvation Army offering volunteers and offering leadership for their various programs

Attending the After School program twice a week and ministering to the participants

Overseeing/mentoring Bethel's volunteers for these programs

Continually looking at ways to deepen the partnership

Intentional Mentoring (10%) – ministry to young women

Intentional ministry to 1 or 2 younger women

Abuse Protection (5%)

Co-leading (with the Church Administrator), the abuse protection seminars to be held annually or as needed.

Ensuring with the Church Administrator that all volunteers have all updated CPIC's and volunteer paperwork filled out and references are checked.

Personal Development (10%)

Reading books

Attending conference and training events (Ellel, Leadership summit)

Intentional friendships and mentoring relationships for the purpose of leadership growth in ministry

Belonging to a small group (going deeper with a few women in two different small groups)

Spiritual growth (Bible reading/study, consistent prayer, regular church attendance)

*OTHER MINISTRY RESPONSIBILITIES (15%)*

Leading the Christmas Eve Service

Video production as needed

Co-leading September's Together Again event

Co-leading January Prayer Summit

Involved in Constance Lake initiative (Operation Constance Lake)

Leadership Development (conferences, read books)

Attending and participating in staff meeting

Being available to plan/organize unscheduled events (e.g. funerals)

**ACCOUNTABILITY:**

Directly to the Senior Pastor on a weekly basis

To the Elders' Board for the overall fulfillment of the position

## **HEAD TELLER/TELLERS**

(Major Ministry: Administration)

**Currently held by:**

**Art Bartlett**

*Last reviewed: 25 Nov 11*

### ***Main Functions/Object:***

To count and record all Sunday morning offerings.

### ***Personnel Required:***

At least two persons per Sunday.

### ***Qualifications of Head Teller:***

- Solid basic math skills
- A person of integrity
- One who respects confidentiality
- Able to work in clear, orderly fashion
- Able to supervise and organize tellers
- Of the two-person team, one must be a church member

### ***How Personnel Appointed/Selected:***

By the Deacon's Board, as well as by volunteer requests.

### ***Specific Responsibilities of a Teller:***

- Be faithful to his or her duties on scheduled days
- If he/she cannot act on a given Sunday, to find a suitable replacement
- To make a neat and legible record of all donations
- To ensure that the record is accurate
- When counting is satisfactorily completed:
  - To deposit the moneys at the bank
  - To give all counting paperwork to the Envelope Steward

### ***Responsible to:***

Board of Deacons and the Envelope Steward.

### ***Modes & Frequency of Communication:***

- Each Sunday, distribute tally sheets as described above;
- In the event of difficulties/problems, contact the Envelope Steward.



## **HONORARY ELDER**

(Major Ministry: Shepherding/Teaching)

**Currently held by:**

**No one currently in position**

*Last reviewed: 25 Nov 11*

### ***Main Functions/Object:***

To share wise counsel with the Elders' Board.

### ***Personnel Required:***

No fixed number.

### ***Qualifications of Honorary Elder:***

Those who:

- Meet the qualifications of an Elder;
- Have much experience in spiritual life and in church operation.

### ***How Personnel Appointed/Selected:***

- By Congregation - after nomination by the Nominating Committee or by a name submitted by congregational members.

### ***Specific Responsibilities of the Honorary Elder:***

- May attend Elders Board meetings (but not as a voting member);
- May take specific tasks, upon request of Elders Board;

### ***Responsible to:***

The Board of Elders

### ***Modes & Frequency of Communications:***

None required, except when the Honorary Elder has undertaken some specific task by the Elders Board.

## **LIBRARIAN**

(Major Ministry: Administration/Teaching)

**Currently held by:**

*Last reviewed: 19 Apr 12*

### ***Main Functions/Object:***

To provide ready and free access to current Christian literature, films and other media, for all members and adherents of Bethel Church, for their enjoyment, learning and edification.

### ***Personnel Required:***

A Chief Librarian and a team of volunteer helpers.

### ***Qualifications of Chief Librarian:***

- Some knowledge of library operations;
- A good organizer, able to supervise/motivate a group of volunteers;
- Able to discern sound and wrong doctrine in books (so as to reject unsuitable ones before purchasing them or accepting them for donation). They are responsible for ensuring that materials meet all of Bethel's doctrinal distinctives.<sup>1</sup>

### ***How Librarian appointed/Selected:***

By volunteering.

### ***How Helpers Selected:***

By volunteering, or by invitation of Chief Librarian.

### ***Specific Responsibilities of Chief Librarian:***

- Submitting and managing the Library's annual book budget
- Organizing a duty roster for helpers;
- Cataloguing all materials systematically and implementing the new electronic cataloguing system (Library Express);
- With helpers, shelving books and other materials properly;
- Finding ways to encourage individuals/small groups/children to use the library
- Training the helpers in efficient library functioning and service

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<sup>1</sup> Obviously, the Librarian is not expected to have read all the books that come into the library, nor may he or she necessarily be confident in doing this, so knowledge of sources which can assist them (such as Focus on the Family's Plugged In Online, the Christian Research Institute, mature Christians or others) will be invaluable.

***Responsibilities of Helpers:***

- Overseeing the library on schedule, in between the services on Sundays;
- Signing out/signing in materials, and checking on late returns;
- Assisting the Librarian in using the new electronic catalogue
- Being ready to give special assistance to children.

***Responsible to:***

- The Board of Elders for anything involving doctrinal matters
- The Board of Deacons for anything involving budget/equipment matters

***Modes and Frequency of Communications:***

- Ongoing communication with the helpers to ensure the smooth running of the library
- As needed, communicating with the congregation at relevant meetings, but annually at the Business Meeting, at a minimum, including submitting a written report in the Annual Report at the end of April every year.

## **MISSIONS COMMITTEE**

(Major Ministry: Evangelism)

**Currently led by:**

**Kay Bartlett/Martha Blair**

*Last reviewed: 25 Nov 11*

### ***Main Functions/Objectives:***

- To present missions to Bethel Church;
- To communicate the challenge and vision of missions to young people;
- To help missionaries and mission programs financially;
- To challenge Bethel Church to uphold missionaries in prayer daily.

### ***Personnel Required:***

- Chairperson;
- An Executive board
- Senior Pastor is ex-officio member.

### ***Qualifications of Chair:***

- Member in good standing who is interested in missions;
- Possess leadership abilities;
- Able to make Committee members feel welcome and able to delegate.

### ***Qualifications of Executive Members:***

- Members or adherents in good standing who is interested in Missions;
- Imaginative;
- able to assume responsibility for events.

### ***How Personnel Appointed/Selected:***

- Chairperson: By Nominating Committee
- Executive: By request or by volunteering

### ***Specific Responsibilities of Personnel:***

- a) Chairperson:
  - Call and preside over Committee meetings;
  - Act as liaison between Elders, Pastor, Missionary Committee, church members and adherents;
  - Personally foster interest and participation in missionary endeavours - go, give, and pray.
- b) Executive:
  - Work with Chairperson in preparing missionary budget;
  - Co-plan BByBBB and other missionary-focused meetings; Write missionaries.

***Responsible to:***

- Chair → Board of Elders
- Executive → Chair

***Modes & Frequency of Communications:***

- On-going information to Elders Board through Elders representative;
- Annual Report presented to the congregation at the Annual Meeting.
- Whenever a change is made in missionary support, recommend the change to the Congregation to obtain their approval.

## **NOMINATING COMMITTEE**

(Major Ministry: Administration)

**Currently held by:**

**Mark Kotchapaw, Simone Wylie,  
Sharon McKenzie**

*Last reviewed: 25 Nov 11*

### ***Main Functions/Object:***

To nominate officers as per the 'Terms of Reference' in the Constitution.

### ***Personnel Required:***

Five - Senior Pastor, Elders' Board Chair, and three members elected by Congregation.

### ***Qualifications of Personnel:***

Men and women who have sufficient knowledge of Bethel Church and her congregation to nominate members for the various positions of this church, giving prayerful consideration to the character, spiritual maturity and gifts of the individuals nominated.

### ***How Personnel Appointed/Selected:***

- Senior Pastor, Ex-Officio
- Elders Board Chair, Ex-Officio
- 3 members elected by Congregation at the 3<sup>rd</sup> quarterly business meeting

### ***Specific Responsibilities:***

- The chair will convene the Committee meetings and chair them;
- Give each Position Nominee a 'Job description' and any other pertinent details about the position that they are being asked to assume. This (written) information is available from the Policy Manual (Section E), and should be given in full to each Nominee as a basis for intelligent commitment;
- Post the names of all Nominees for two Sundays prior to the Annual Congregational Meeting;
- Remind the Congregation (at the same time) that additional names may be added if the Nominees assent and if at least three signatures of members accompany each additional Nominee;
- Nominated positions may be added or deleted at any regularly scheduled Congregational meeting, providing that the proposed amendment(s) are read from the pulpit at least two Sundays previous to the said meeting.

### ***Responsible to:***

The Congregation

***Modes & Frequency of Communications:***

As outlined above in the 'Specific Responsibilities' section.

***Special Notes:***

- The members of the Nominating Committee agree to be available for a one-year period, although most of their work will be done in the spring of the year they are elected.
- If there is a change in the Chair of the Elders' Board, the new incumbent automatically joins the Committee as ex-officio member.

## **NURSERY**

(Major Ministry: Helps)

**Currently led by:**

**Katie Mastorakos**

*Last reviewed: 25 Nov 11*

### ***Main Functions/Object:***

Staffing the church nursery each Sunday morning, providing proper care to children under 2.

### ***Personnel Required:***

- Nursery Coordinator
- Enough staff needed to offer a nursery during both services.

### ***Qualifications of the Coordinator:***

- Love of children
- Dependable
- A good organizer

### ***Qualifications of Staff:***

- Love of children
- Dependable

### ***How Personnel Appointed/Selected:***

- Coordinator: By Nominating Committee
- Others : By request or by volunteering - applies particularly to those who have children in the Nursery

### ***Specific Responsibilities of Personnel:***

- a) Coordinator(s):
  - Ensure all new staff provide a completed Police Check
  - Ensure that staff is available each Sunday
  - Constantly check facilities and toys for safety hazards;
  - Discuss possible changes with supporting Elder and/or Deacons' Board
  - Maintain all necessary supplies in stock.
  - Ensure toys and nursery are regularly disinfected
- b) Staff:
  - Carry out instructions (from Coordinator) regarding Nursery operation;
  - If unable to be present on schedule, obtain a suitable replacement for that day.



***Responsible to:***

- Coordinator → Director of Family Ministries
- Others → Coordinator

***Mode & Frequency of Communications:***

- With the deacons concerning anything involving the physical nursery area
- With the Director of Family Ministries concerning all other matters

## OFFICE MANAGER

Staff position, currently held by:

**Amy Grendel**

*Last Reviewed: 04 May 12*

### **SPECIAL NOTE:**

***This job description relates to the job duties that were given to a specific employee with specific skills, and may not accurately reflect Bethel's operations following that employee's departure. At that point, the job duties will need to be re-assessed into their individual components (secretarial – bookkeeping - graphic design and media)***

### **PURPOSE:**

Providing a point of contact and timely, organized administrative support for Bethel's ministries and services.

### **GOALS:**

- Creating a welcoming and caring environment for people interacting with the Church Office
- Connecting people with contacts and services that will respond to their needs
- Providing an organized, service-oriented workplace
- Administering Bethel's day-to-day finances

### **RESPONSIBILITIES:**

#### **1. OFFICE MANAGEMENT**

- Attend weekly staff meeting (approx. 2 hours)
- Greet visitors, ascertain nature of business and direct visitors to appropriate person
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information
- Maintain a records of church membership, of births and of deaths of church members and adherents;
- Prepare an office report (births, deaths etc.) to be included in Annual Report.
- Schedule rental groups and coordinate contracts and billings
- Provide administrative support to staff and ministry leaders
- Order office supplies and maintain inventory
- Be present at events/meetings held throughout the year (may be either volunteer/paid time depending on level of involvement)

- As needed, being available for planning/organizing of unscheduled events such as funerals

## **2. GRAPHIC DESIGN/SOCIAL MEDIA**

- Coordinating all church communication. Designed materials include, but are not limited to, the weekly bulletin, inserts, promotional pieces for upcoming events or message series (including PowerPoint slides, flyers, web advertisements, posters, banners), and any ministry-specific materials. This may include working with print vendors and preparing files for print.
- Managing the updates of the church website and other social media accounts including Twitter and Facebook.

## **3. BOOKKEEPING**

- Posting
- Filing Records
- Reconciling bank accounts (General, Property & Build) and providing backup copies to Treasurer for review
- Submitting a report to the Deacons for their monthly meeting
- Payment of all accounts (phone, hydro, expense payments, missionary cheques, etc)
- Acting as one of (two) signing officers for all accounts
- Assisting the Treasurer with submitting an HST claim twice a year
- Communicating any issues to be sorted out with the Treasurer
- Establishing electronic givings and manage them weekly (Pay Pal and Auto-Debit)
- Coordinating monthly payroll
- Assisting the Tellers with weekly offerings and procedures
- Administering the Petty Cash
- Assisting with office deposits (beyond Sunday offerings) and counting benevolent offerings

### **ACCOUNTABILITY:**

- Directly to the Church Administrator for all aspects of work, through weekly meetings
- Annually via a personnel review with the Church Administrator and the Chair of the Deacons' Board

### **EMPLOYMENT DETAILS:**

- 35 hours/week: Tuesday-Friday, 9am-1pm in the office (16 hours), remaining hours to be worked in the office or at home.

### **QUALIFICATIONS:**

- Organized, with good people skills
- Relevant post-secondary education / Admin experience
- Basic Bookkeeping knowledge an asset, as well as knowledge of Quick Books
- Familiarity with Word, Excel, PowerPoint, Outlook, Publisher, Photoshop
- Knowledge of social media and web programs

## **RECORDING SECRETARY**

(Major Ministry: Administration)

**Currently held by:**

**Donna Dickey**

*Last reviewed: 25 Nov 11*

### ***Main Functions/Object:***

Record the proceedings of all church business meetings.

### ***Personnel Required:***

One person

### ***Qualifications of Recording Secretary:***

- An articulate, well-organized person;
- Able to record the proceedings of business meetings in a clear and concise manner;
- Experience as a secretary desirable, but not essential.

### ***How Personnel Appointed/Selected:***

By the Congregation - after nomination by the Nominating Committee or by a name submitted by congregational members.

### ***Specific Responsibilities:***

- Prepare Minutes from all church business meetings and forward to the office for distribution;

### ***Responsible to:***

To both Boards and the Congregation.

### ***Modes & Frequency of Communications:***

- Shortly after each business meeting, Minutes to each Board;
- At each business meeting, copies of the Minutes to the members and adherents present;
- Prior to the Annual Meeting, a report of the year's activities (relative to the specific responsibilities outlined above), to the person or persons compiling the Annual Report.

**SENIOR PASTOR**  
(Major Ministries: Teaching/Shepherding)  
**Staff position, currently held by:**  
**Mark Kotchapaw**

*Last reviewed: 25 Nov 11*

**SCOPE:**

- Ministering to the congregation and community by providing spiritual leadership, and developing strategy, vision and mission as well as organizational direction;
- Overseeing the development and implementation of ministry initiatives.
- Working with the general direction and mandate of the Elders' Board, to whom he is accountable. In turn, the elders' board and the senior pastor are accountable to the congregation.

**IMPACT:**

- Provides vision for the church as it seeks to provide dynamic ministries for the congregation, the community and the world.
- Works with staff, volunteer leaders, and the congregation to build unity around a common vision for the church.

**RESPONSIBILITIES:**

- **Team:** The senior leader is to **empower** ministry teams to carry out ministry responsibilities.
- **Missional:** The senior leader works to help the church gain **an outward focus** with people, energy and resources, allowing them to minister to the world around them.
- **Relationship/Community:** The senior leader is responsible to **model** healthy relationship-building and ministry with key leadership and with the congregation. Relationships are key for the healthy execution of ministry initiatives.
- **Equip/Discipleship:** The senior leader **champions** the value of releasing people into the work of ministry (Eph. 4).
- **Strategic Plan:** The senior leader is responsible to ensure that the SP is implemented at all levels.

- **Preaching and Teaching:** The senior pastor, while being the primary teacher, develops and oversees a teaching team.

## **SOMETHING FOR WOMEN**

(Major Ministry: Teaching, Fellowship)

**Currently led by:**

**Simone Wylie**

*Last reviewed: 25 Nov 11*

### **Main Functions/Object:**

A weekly meeting (September-April) allowing the women of Bethel to gather, fellowship and learn together through Bible/Book studies.

### **Qualifications:**

- Knowledge of sound doctrine
- Good communicator
- Good organizer

### **How Personnel Appointed/Selected:**

- by the current leader.

### **Specific Responsibilities**

- in September, choose study material in consultation with the group
- advertise the need for babysitters/children's teacher while the women meet

**Responsible to:** Pastor/Elders

### **Modes & Frequency of Communications:**

- in September, with the office secretary to include meetings in the church calendar and advertize need for babysitters
- communicate with babysitters/children's teacher with respect to the meeting schedule
- Annually in the report

**TELLER – *SEE HEAD TELLER***



## **TREASURER**

(Major Ministry: Administration)

**Currently held by:**

*Last reviewed: 02 Oct 12*

### **Main Functions/Object:**

To keep accurate accounts of all financial matters related to the functioning of Bethel Church.

### **Qualifications of Treasurer:**

A good knowledge/experience of bookkeeping, payroll information, cheque-writing and associated procedures. Although most of the day-to-day bookkeeping and payroll management are actually done by the Office Manager, knowledge and experience are required, however, to allow the Treasurer oversee the work.

### **How Personnel Appointed/Selected:**

By the Congregation - after nomination by the Nominating Committee or by a name submitted by congregational members.

### **Specific Responsibilities of the Treasurer:**

- Ex-Officio member of the Deacons' Board
- Posting (delegated to the Office Manager)
- Filing records (delegated to the Office Manager)
- Reconciling bank statements monthly (the Office Manager does the reconciliation and the Treasurer reviews the results and adds any corrections);
- Payment of all accounts (phone, hydro, salaries, missionary cheques, etc.) (delegated to the Office Manager)
- Prepare the Annual Charity Report on yearly income and expenses, etc. (can be done by the treasurer or be delegated to the church's accountants)
- Submit an HST claim to the Receiver General for Canada twice a year
- Every few years prepare documents to allow an outside company to come in and submit a PST claim to the provincial government on our behalf
- Balance and reconcile Rental and Special accounts (in concert with the Office Manager)
- Liaise with the Royal Bank as needed to negotiate borrowing arrangements (mortgages, loans etc.)
- Act as a signing officer for all accounts.
- Attend monthly Deacons' meetings, if only to provide a financial update and answer any questions or concerns

**Responsible to:** Deacons.

### **Modes & Frequency of Communications:**

- Provide financial updates to the Deacons' Board as needed

- With the help of the Office Manager, release a financial statement of Bethel finances (to the membership) quarterly or as needed;
- Submit all financial records to the appointed auditors at the close of each fiscal year.

## **TRUSTEE**

(Major Ministry: Administration)

**Currently held by:**

**Patricia Perkins, Steve Dickey, Art Bartlett**

*Last reviewed: 25 Nov 11*

### **Main Functions/Object:**

Trustees hold all Church property in trust for the Congregation.

### **Personnel Required:**

Three persons.

### **Qualifications of Trustees:**

Men who:

- Meet the qualifications for an Elder;
- Have good administrative ability;
- Are respected by the Congregation.

### **How Personnel Appointed/Selected:**

By the Congregation, after nomination by the Nominating Committee or by a name submitted by congregational members.

(Note: Normal term of office is five years.)

### **Responsibilities of the Trustees:**

- Sign all legal documents on behalf of the Church;
- Ensure that all legal/ valuable documents are kept in a bank safety box.

**Responsible to:** The Congregation

### **Modes & Frequency of Communication:**

At Church Business meetings or Elder's meetings, whenever required.

Note: A written listing of all legal/ valuable papers should be submitted to the Deacons.

**USHER – SEE CHIEF USHER**

## **WORSHIP COORDINATOR**

(Major Ministry: Worship)

**Currently held by:**

**Roy Chan, Steve Gammon and**

### **MAIN RESPONSIBILITIES:**

- Creation and administration of the worship schedule for the church
- Oversight and training/discipleship of worship team leaders
- Annually, run a worship retreat to evaluate potential worship team members and leaders
- Oversight of special services (Christmas, Easter etc.) as needed

### **WORSHIP LEADER RESPONSIBILITIES:**

- To lead and disciple members of the worship team
- To lead the congregation in worship according to the worship schedule

## **YOUTH DIRECTOR**

(Major Ministry: Teaching, Shepherding)

**Staff position, currently held by:**

Fred Grendel

*Last updated: 01 Mar 12*

**VISION:** To minister to Junior and Senior High School youth by teaching and leading them as they participate and grow in Bethel's purpose of "loving God passionately and serving others significantly".

This job description flows out of the vision to be "responding to the heart of God; transforming the heart of the City, the Nation and the World."

### **1. "CITY" DUTIES (81% of time)**

- Ministering to Bethel's Junior High ministry
  - o SERIOUS Fun - 5%
  - o Junior High Sunday School – 5%
- Overseeing the leadership of Bethel's Senior High "Thursdays @ 7" program
  - o Creating an environment and ministering to a team that is fully committed to the Whole Gospel for teenagers – 3%
- Overseeing Bethel's "Off Shore" Senior High Ministry
  - o Creating events that are Prayerfully Engaged, and Biblically Measured and running activities that encourage relational wholeness, as well as ministering to teens and leaders outside of programmed events 32%
- Creating and leading a Senior High Leadership Executive and run internships and mentorships to train leaders and support Senior High ministry - GS 7%
- Overseeing and ministering to Bethel's "7 till Whenever" and SR Youth Worship Team – 1%
- Providing resources and support for JR & SR High parents – 1%
- Encouraging Senior High teens to participate in city-wide events offered by Kingston Youth Net (run by Youth Directors), and supported by the Kingston Transformation Network team (of which the Youth Director is part) – 3%
- Preaching 3 or 4 times a year – 4%
- Coordinating the Bethel "Adopt-a-Student" Program for University Students and helping minister to 5 of those students jointly with staff – 2%

- Participating in weekly Staff meetings and retreats – 7%
- Attending Sunday morning services at Bethel and participating in welcoming people, talking with youth, leaders and parents, hosting services – 9 %
- Reading 2%

**“NATION” DUTIES: (15% of time)**

- Co-leading missions trips to Constance Lake First Nation (CLFN) each summer and Christmas by building and ministering to the teams, providing missions experience for teens by taking them to CLFN, and once there ministering to each age and stage of the CLFN people, presenting the gospel in solidarity – 13%
- Overseeing the 4 mandates given to Bethel by the CLFN Chief in the summer of 2011 and casting vision to the Bethel congregation, inviting them to get involved and support CLFN - 2%

**“WORLD” DUTIES: (4% of time)**

- Encouraging teens to attend short-term missions trips overseas, ensuring they have all the information required – 1%
- Running the annual youth fundraiser for Bethel’s National focus with JR & SR Highs – 3%

**ACCOUNTABILITY**

- Directly to the Senior Pastor for all aspects of the work
- Indirectly to the Board of Elders for the fulfillment of the position

**APPENDIX - POSITION DESCRIPTIONS WHICH NO LONGER EXIST (IN BRACKETS: WHAT THEY WERE REPLACED BY, IF APPLICABLE)**



*Auditors (outside auditors hired)*  
(Major Ministry: Administration)

***Main Functions/Object:***

To verify that financial statements fairly present the results of operations for the fiscal year.

***Personnel Required:***

Two persons

***Qualifications of Auditors:***

- A good understanding of bookkeeping and financial statements;
- Familiar with accounting and auditing procedures;
- Eligible for office of deacon or elder;

***How Personnel Appointed/Selected:***

By Congregation - after nomination by the Nominating Committee or by a name submitted by congregational members.

***Specific Responsibilities of the Auditors:***

- The verification of all financial statements;
- Ensure that all records are supported by vouchers or other appropriate documentation.

***Responsible to:***

The Congregation

***Modes & Frequency of Communications:***

Once a year, at the annual meeting, submit, in writing, a formal Audit Report to the Congregation.

*Adult Fellowship (Coffee and Conversation)*

(Major Ministry: Fellowship)

Currently filled by:

***Main Functions/Object:***

- To provide opportunities for Bethel adults of all ages to participate in fun and leisure activities within a Christian environment;
- To encourage the invitation of non-Christians to such events so they could be introduced to Christ through the Christian contacts.

***Personnel Required:***

Coordinators (1 or 2) and two others.

***Qualifications of Coordinators:***

- Well organized;
- Work well with Committee members;
- Able to plan fellowship events that will appeal to adults of all ages and welcome non-Christians.

***How Personnel Appointed/Selected:***

- Coordinators: By Nominating Committee
- Others: Recruited by Coordinators, or by volunteering

***Specific Responsibilities of Personnel:***

1. Coordinators:
  - To chair Adult Fellowship Committee meetings;
  - To lead the group in planning events, and delegate wisely; To follow-up on committee members to ensure that they are able to carry out their responsibilities;
  - To evaluate event activities along with the others;
  - Keep a record of how each activity was planned, with an eye to making improvements.
2. Committee:
  - To participate actively in the planning of events;
  - To assume some responsibility for the execution of each event.

***Responsible to:***

- Coordinator → Board of Elders
- Committee → Coordinators

***Modes & Frequency of Communication:***

1. Within the Committee:
  - As often as required for adequate planning and organization. Records should be kept.
2. To Elders Board:
  - Twice a year, by September 15 and by Jan. 15. through supporting Elder;

***List of some recurring social events:***

- September to June? Monthly potluck – 3<sup>rd</sup> Sunday of the month
- February - Bethel Winter Fun Day @ Camp Iawah
- Good Friday – Pancake breakfast following the early morning service
- Assist Sunday school with potluck for the kids' Christmas celebration
- "Family Day" – the Saturday following Christmas – families bring leftovers, volunteers set up games and entertainment

Any other events you can come up with!

## ***Audio/Visual Coordinator***

(Major Ministry: Worship)

### ***Main Functions/Objectives:***

To oversee the use, care, and distribution of all A/V equipment and associated components.

### ***Personnel Required:***

A minimum of twelve persons

### ***Qualifications of A/V Coordinator:***

- A basic understanding of A/V terminology;
- An understanding of the functions of each part of the A/V ministry;
- Leadership skills and willingness to devote time to the ministry.

### ***How Appointed/Selected:***

By Nominating Committee, or by Congregational nomination and election process.

### ***Specific Responsibilities:***

- Learn to understand and operate every area of this ministry;
- Recruit personnel who are willing to serve;
- Give direction and instruction as needed;
- Initiate regular planning meetings and keep records of proceedings;
- Purchase supplies as required e.g. blank tapes; Submit planning and progress reports as required;
- Prepare budgets for all aspects of this ministry.

### ***Responsible to:***

The Elders' Board for 'spiritual' aspects, and to Deacons' Board for material needs.

### ***Modes and Frequency of Communications:***

Prepare and submit planning and progress reports as requested by September 15 and January 15 respectively for inclusion in the Operating Manual.

*Christian Education Director (Director of Family Ministries)*  
(Major Ministry: Teaching)

**Currently held by:**  
**Pam Briand (May-August 08)**

***Main Functions/Object:***

- To coordinate the Christian Education programs of the Church;
- To give support, through prayer, recruiting, planning, to the leaders of each organization.

***Personnel Required:***

One person

***Qualifications of Director:***

- Organized: Objective-oriented;
- Able to initiate contacts with leaders;
- Work well with a wide range of people;
- Able to recruit workers.

***How Director appointed/Selected:***

Director: By Congregation after nomination by Nominating Committee or by a name submitted by members of the Congregation.

***Specific Responsibilities of Director:***

- Call and lead Christian Education meetings that deal with each Group's
  1. goals
  2. objectives
  3. personnel
  4. schedule of events;
- Make the congregation aware of opportunities to learn and serve;
- Provide recruiting and training support for leaders;
- Encourage and thank leaders (through announcements, commissioning service, letters).

***Responsible to:***

Board of Elders

***Modes & Frequency of Communication:***

Status reports twice per year, September 15 and Jan 15. These should consist of reports submitted by the leaders of those organizations which are under the umbrella administration of the Director.

*College and Careers (Adopt-a-Student)*  
(Major Ministries: Fellowship; Teaching)

**Currently held by:**  
**Matt Kirkwood (with assistance of Fred Grendel)**

***Main Functions/Objectives:***

To reach, teach, and train young adults from St. Lawrence and the Royal Military College as well as graduates.

***Personnel Required:***

Coordinator(s); Executive of 3 to 5 persons.

***Qualifications of Coordinator(s):***

- Active in other ministries in the church;
- May be a married couple.

***Qualifications of Executive Members:***

Commitment to the college/career group;

***How Personnel Appointed/Selected:***

- Coordinator: By Congregation - after selection by Nominating Committee or by a name submitted by congregational members;
- Executive: By Coordinator's request or by volunteering.

***Specific Responsibilities of Personnel:***

- a) Coordinator(s):
  - Control and direct group activities;
  - Chair monthly executive meetings to plan events;
- b) Executive:
  - Help in scheduling/planning of activities;
  - Lead in the implementation of planned activities;
  - Encourage attendance and participation of others.

***Responsible to:***

- Coordinator → Board of Elders

- Executive → Coordinator

***Modes & Frequency of Communications:***

- Twice a year, Sep 15 and Jan 15, provide the Elders Board with a brief written report of the life of the CSC group.
- If requested to do so, be prepared to attend an Elders Meeting.



*President (Role no longer in use)*  
(Major Ministry: Overall Administration)

**Currently held by:**  
**NO ONE – NO LONGER IN USE.**

***Main Functions/Objectives:***

To oversee all aspects of church life, providing direction and counsel.

**Qualifications of President:**

- One who meets the qualifications of an Elder;
- One who has long and broad experience of Church life and activities.
- One who is widely respected as a Christian leader.

***How Appointed/Selected:***

- By Nominating Committee, or by Congregational nomination and election process.
- Specific Responsibilities:
  - May attend (and vote at) all meetings of Church Boards and Committees;
  - Chair all Church business meetings;
  - Assist and instruct church officers in the performance of their duties, as may be necessary;
  - Chair the Nominating Committee;
  - Periodically provide the Elders, Deacons, and Congregation with overviews regarding the state of health of the Bethel Church;
  - (Lead in the process of developing Church policies and long-range) planning.

***Responsible to:***

The Congregation

***Modes and Frequency of Communications:***

Left to President's discretion except for report at Annual Meeting.

*Junior Church (Director of Family Ministries)*  
(Major Ministries: Worship, Teaching)

***Main Functions/Objectives:***

To offer a time of worship and teaching for children, ages 2-6 during the morning worship service.

***Personnel Required:***

Coordinator, Leaders

***Qualifications of Coordinator:***

- A member of Bethel in good standing;
- A 'heart' for a ministry to children;
- Teacher training/experience desirable;
- Ability to organize and execute plans.

***Qualifications of Leaders:***

- A love for children;
- Teaching experience desirable.

***How Personnel Appointed/Selected:***

- Coordinator: By Nominating Committee
- Leaders: By request or by volunteering

***Specific Responsibilities of Personnel:***

- a) Coordinator:
- Recruit teachers (leaders);
  - Order suitable materials, as required;
  - Work with teachers to develop program;
  - Inform Elders Board re materials and personnel.

***Responsible to:***

- Coordinator → Board of Elders
- Leaders → Coordinator

***Modes and Frequency of Communications:***

Prepare and submit planning and progress reports as requested by September 15 and January 15 respectively for inclusion in the Operating Manual

*Sunday School (Director of Family Ministries)*  
(Major Ministry - Teaching)

***Main Functions/Objectives:***

For all ages:

1. Bring unsaved to salvation in Christ;
2. Foster Christian growth
3. Prepare students for Christian service.

***Personnel Required:***

Superintendent, (coordinators), teachers, secretary

***Qualifications of Superintendent:***

1. A strong belief in SS work, as evidenced by enthusiasm, dedication;
2. Good administrative and leadership abilities;
3. Prior performance as a competent teacher;

***Qualifications of Teachers:***

1. A student - of the Word, having good foundation in it;
2. A love for those he/she teaches;
3. Able to communicate information and experiences in interesting ways.

***Qualification of Secretary:***

1. A meticulous person who enjoys keeping records;
2. Ability to take minutes, write letters;
3. A cooperative person who related well to many people.

***How Personnel Appointed/Selected:***

- Superintendent: By Nominating Committee
- Teachers: By request or by volunteering Secretary: As above

***Specific Responsibilities of Personnel:***

- Superintendent: See Appendix xxx
- Teachers: See Appendix xxx
- Secretary: See Appendix xxx

***Responsible to:***

- Superintendent: To CE Director and Elders Board
- Teachers: To Superintendent (for specific responsibilities)
- Secretary: To Superintendent (for specific responsibilities)

***Modes & Frequency of Communications***

Annual report at Annual Meeting plus two brief STATUS reports yearly, on Nov 1 and Mar 1, through responsible elder.

*Young Peoples (Youth Director)*  
(Major Ministry: Teaching, Evangelism)

***Main Functions/Object:***

To reach, teach, and train teenagers.

***Personnel Required:***

Coordinator(s), Leaders, prayer partners

***Qualifications of Coordinator:***

- A keen interest in the development of young people as Christians;
- A willingness to spend 'extracurricular' time with these youngsters;
- One who works hard at communications with all concerned.

***Qualifications of Leaders:***

- Same as for Coordinator;
- Good listeners, open at all times to talk with young persons on a one-to-one basis.

***How Personnel Appointed/Selected:***

- Coordinator: By Congregation after nomination by Nominating Committee or from a name submitted by members of the Congregation.
- Leaders, Prayer Partners: By request or by volunteering.

***Specific Responsibilities of Personnel:***

1. Coordinator:
  - Planning meetings;
  - Communicating frequently with CE Director and supporting Elder about activities, problems;
  - Communicating with parents, sponsors, prayer partners; Phoning young people on a regular basis;
  - Substituting for Leaders if they are unavailable;
  - In concert with Leaders, prepare written reports for Elders Bd.
2. Leaders:
  - Assist Coordinator(s) in planning meetings;
  - Care for, and contact young people;
  - Attend all meetings called by Coordinator;

- Phoning young people on regular basis.

***Responsible to:***

- Coordinator → Elders Board through CE Director.
- Leaders → Coordinator

***Modes & Frequency of Formal Communication:***

Status reports twice per year (by Sept 15, and January 15). These should be given to the CE Director.