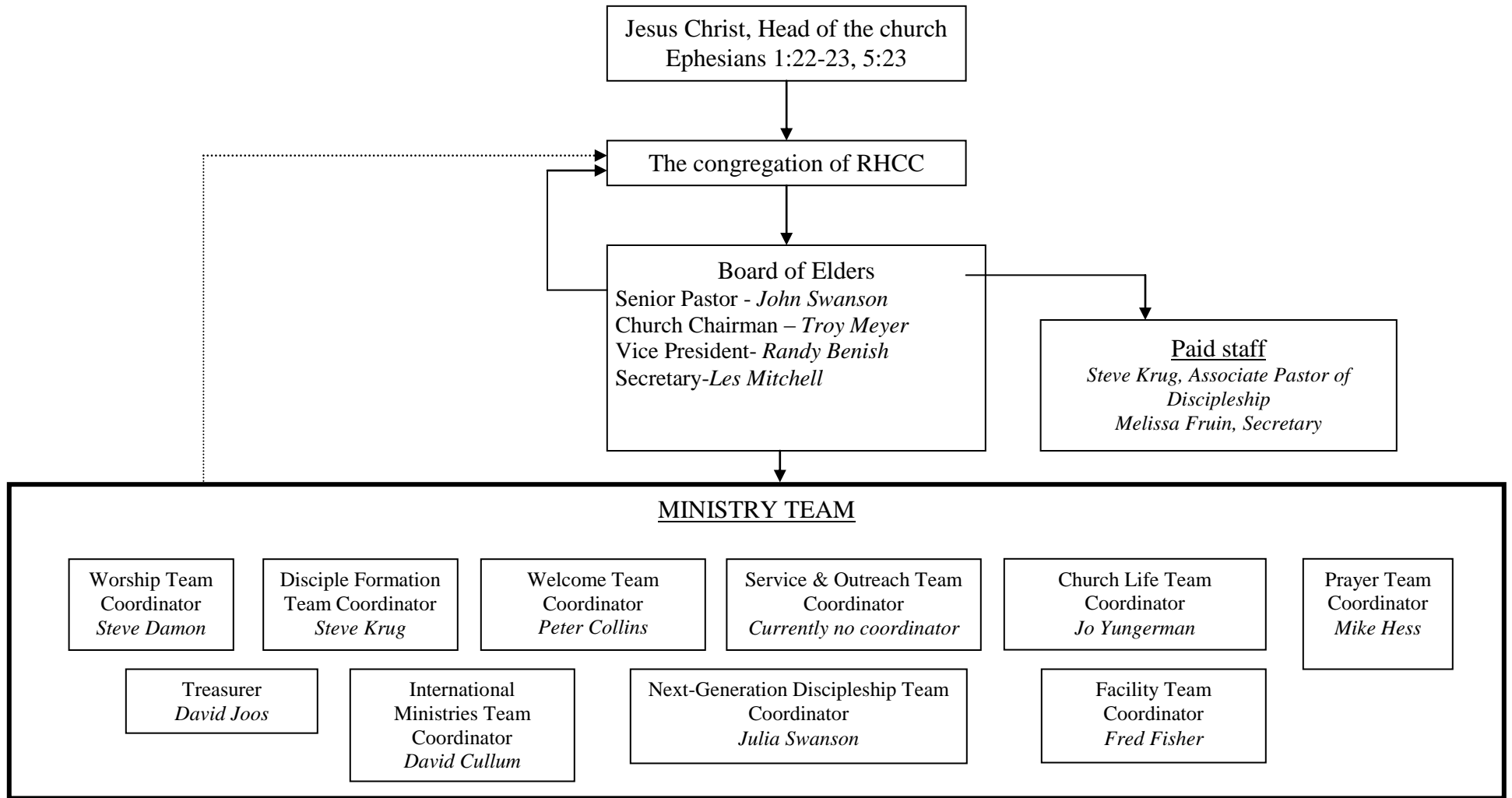
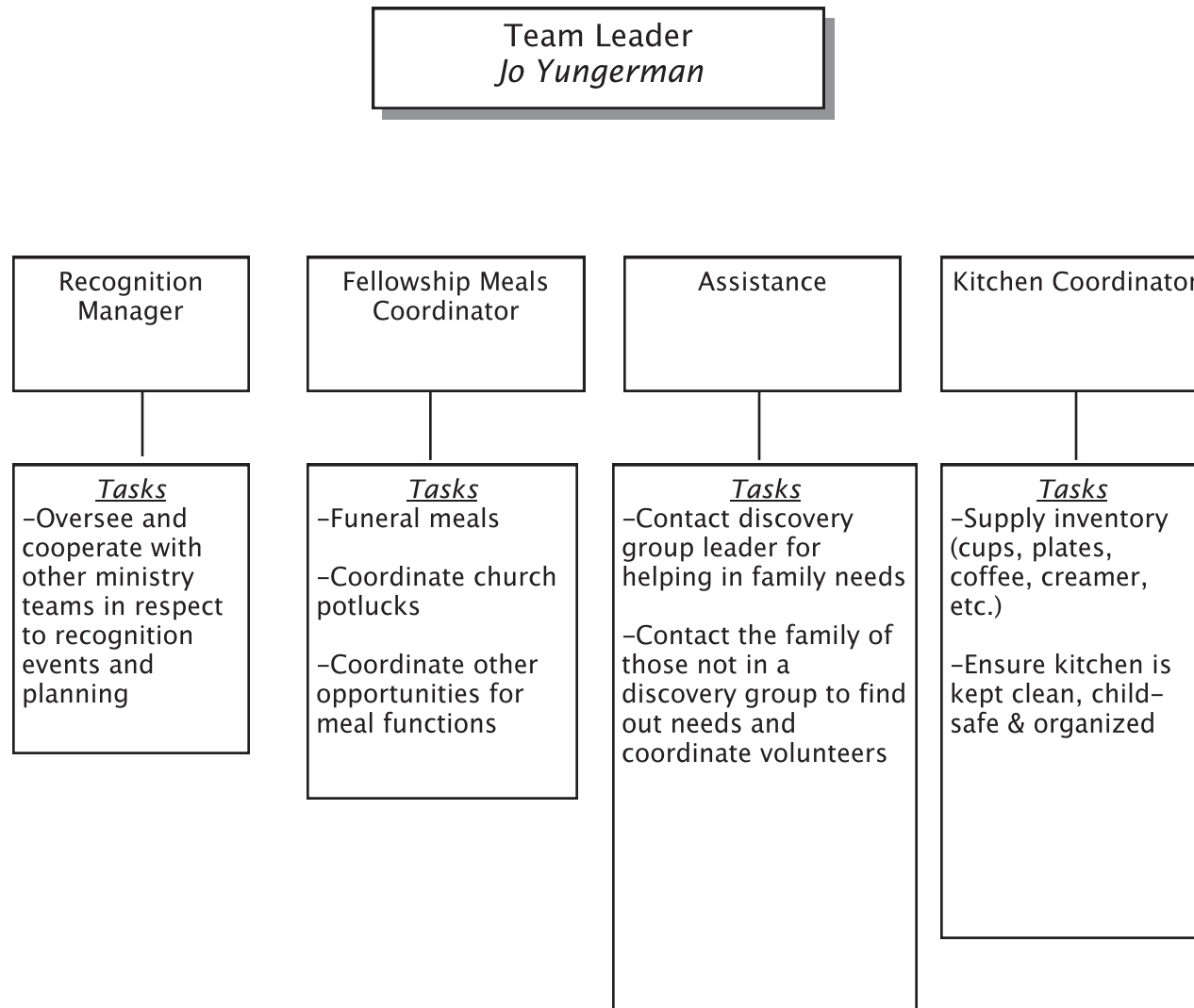


ORGANIZATIONAL CHART FOR RHCC



CHURCH LIFE TEAM

Our purpose is to ensure that we care for and appreciate individuals within our congregation in practical ways (Gal. 6:10, I John 3:16-20).



Revised 5/20/08

JOB DESCRIPTION ***CHURCH LIFE TEAM LEADER***

PURPOSE

To ensure that we care for and honor individuals within our congregation in practical ways (Rom. 12:10; Gal. 6:10, I John 3:16-20).

SCOPE

All practical needs related to the family, which is River Hills Community Church.

REPORT TO:

Ministry Team Chair

RELATE TO:

Work closely with the Pastor, Church Administrator, Service and Outreach Coordinator, Worship Coordinator, Discovery Group leaders & Prayer coordinator.

Work with the other members of the Ministry Team as necessary

RESPONSIBILITIES

1. Schedule meals following the birth of a child and for other crisis times (funerals, hospitalizations, etc.) in people's lives. Authority: Act
2. Coordinate funeral meals as requested by member families. Authority: Act in cooperation with the elders
3. Be sure we appropriately remember the special occasions in people's lives in our worship services and in other appropriate ways (Major wedding anniversary, graduations, birth of child, marriages, etc.) Authority: Act
4. Oversee church wide fellowship meals. Authority: Act
5. Provide practical assistance to those with need in our church. Authority: Act in cooperation with Elder Board
6. Maintain kitchen and supplies (paper products, coffee, etc.).
7. Form a committee (3-4 people) to assist you in the work. Meet with this committee as often as is necessary to carry out your duties. Authority: Act in cooperation with the Leadership Team
8. Develop annual written goals for this ministry. Authority: Act with approval by the elder board.
9. Attend monthly Ministry Team Leaders meeting
10. Attend bi-annual Leadership Summit

**RIVER HILLS COMMUNITY CHURCH
CHURCH LIFE TEAM**

**RECOGNITION MANAGER
JOB DESCRIPTION**

Our purpose is to ensure that we care for and appreciate individuals within our congregation in practical ways (Galatians 6:10, 1 John 3:16-20)

The purpose of the recognition manager is to recognize milestone events in the family life of our church.

- 1. Responsible for ensuring that birthday cards and balloons are distributed on Sunday morning.**
- 2. Wrap gifts for special services (i.e. graduation recognition)**
- 3. Ensure that significant events and anniversaries are recognized.**
- 4. Distribute roses for new babies.**
- 5. Organize pastor appreciation each October.**
- 6. Work with Pregnancy Helpline to distribute Mother's Day roses.**
- 7. Attend regularly scheduled church life team meetings.**

**RIVER HILLS COMMUNITY CHURCH
CHURCH LIFE TEAM**

Our purpose is to ensure that we care for and appreciate individuals within our congregation in practical ways (Galatians 6:10, 1 John 3:16-20)

**FELLOWSHIP MEALS COORDINATOR
JOB DESCRIPTION**

The fellowship meals coordinator is responsible for planning and carrying out congregational meals.

1. **Plan and carry out scheduled fellowship meals (e.g potlucks, Thanksgiving Eve).**
2. **Help with the set-up and tear-down for meals.**
3. **Coordinate funeral meals as requested by member families.**
4. **Recruit a team to assist you in this effort.**
5. **Attend regularly scheduled Church Life team meetings.**

**RIVER HILLS COMMUNITY CHURCH
CHURCH LIFE TEAM**

Our purpose is to ensure that we care for and appreciate individuals within our congregation in practical ways (Galatians 6:10, 1 John 3:16-20)

**ASSISTANCE COORDINATOR
JOB DESCRIPTION**

The assistance coordinator is responsible for arranging assistance for particular physical needs within our church family.

- 1. Work closely with Discovery Group Leaders, elders and pastoral staff to coordinate a congregational response to physical needs within the River Hills Community Church family (e.g. meals during hospitalization, at birth of child, assistance moving, yard work for disabled person, etc).**
- 2. Recruit and maintain a list of volunteers.**
- 3. Recruit a team to assist you in this effort.**
- 4. Attend regularly scheduled Church Life team meetings.**

**RIVER HILLS COMMUNITY CHURCH
CHURCH LIFE TEAM**

Our purpose is to ensure that we care for and appreciate individuals within our congregation in practical ways (Galatians 6:10, 1 John 3:16-20)

**KITCHEN COORDINATOR
JOB DESCRIPTION**

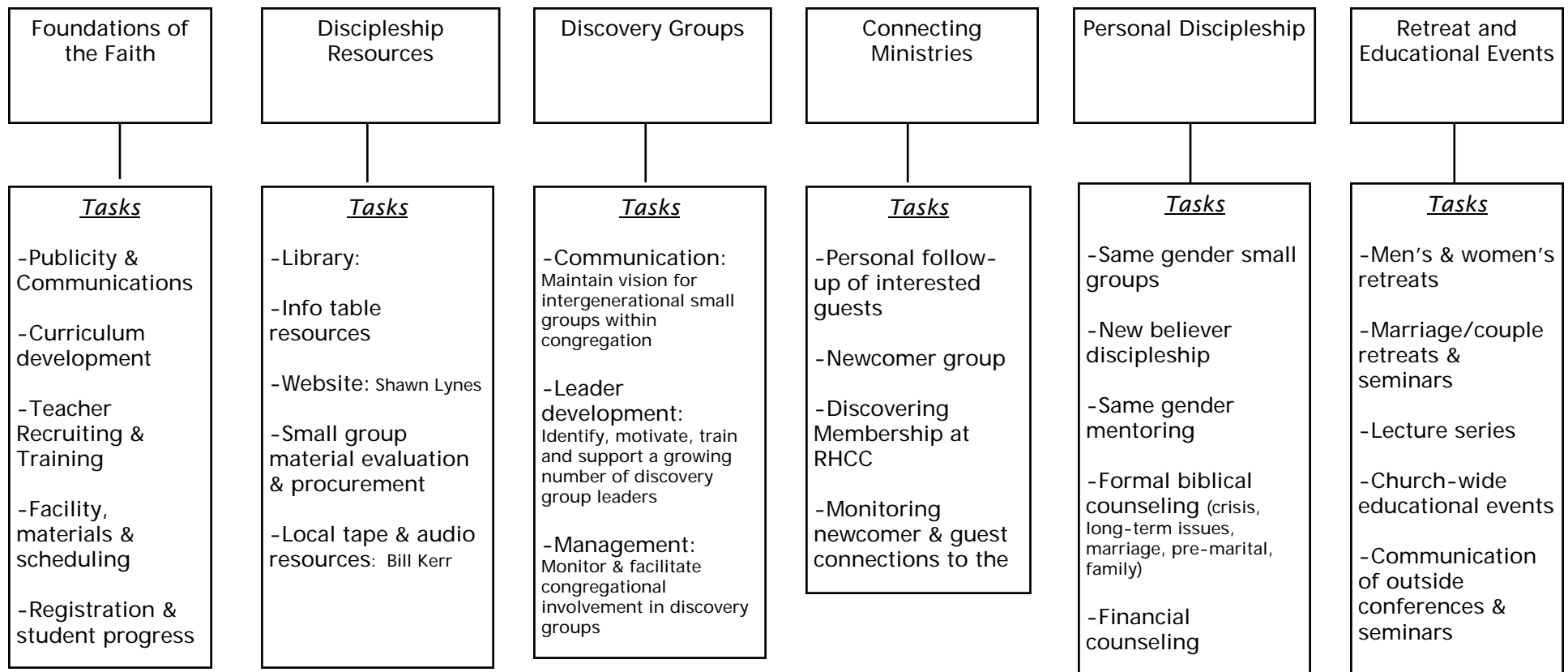
The kitchen coordinator is responsible for ensuring that the church kitchen is safe, clean and adequately supplied.

1. **Keep a supply inventory for all disposable items (i.e. cups, plates, utensils, coffee, creamer, etc.)**
2. **Regularly check on the cleanliness and organization of the kitchen.**
3. **Work with ministry teams to make sure the kitchen is ready for an event.**
4. **Develop, communicate and oversee policies for kitchen use.**
5. **Recruit a team to assist you in this effort.**
6. **Attend regularly scheduled church life team meetings.**

DISCIPLE FORMATION TEAM

We exist to give every person 13 years old and up who is associated with RHCC accessible opportunities to grow in their knowledge and application of the Bible, theology and Christian practice for the glory of God and their eternal joy. We want each of us "to be presented complete in Christ" (Col. 1:29), "to grow up into the full measure of Christ" (Eph. 1:13), and to be "thoroughly equipped, adequate for every good work" (2 Timothy 3:17).

Team Leader
Steve Krug



JOB DESCRIPTION FOR ASSOCIATE PASTOR OF DISCIPLESHIP AT RHCC

PURPOSE:

This person is responsible to design, develop, coordinate and lead all the programs, curriculums and personnel that will ensure that we give every person 13 years old and up who is associated with RHCC accessible, intergenerational opportunities to grow in their knowledge and application of the Bible, theology and Christian practice for the glory of God and their eternal joy (Col. 1:29, Eph. 1:13 & 2 Timothy 3:17).

SCOPE:

All programs, curriculum and personnel related to the discipleship process for all in the congregation from 13 years old and up.

REPORT TO:

Senior Pastor with oversight by the Elder Board. Ultimately responsible to the congregation.

WORK CLOSELY WITH:

Elder Board, Paid staff, Ministry Team Coordinators

RESPONSIBILITIES:

1. Keep watch over yourself through the regular practice of the spiritual disciplines.
2. Regular prayer in private and in public for the spiritual welfare of the congregation and the advance of God's church in the world.
3. Set an example for believers in speech, conduct, love, faith and purity in public and private.
4. Evaluate, improve and implement the plan to identify, recruit, equip and support a growing number of growing spiritual leaders in the congregation.
5. Evaluate, improve and implement a plan to ensure that all willing guests are identified and assisted in getting connected to a small group community at the rate they desire.
6. Evaluate, improve and implement the Foundation in the Faith seminars. Develop additional "classroom" type instruction and teachers to expand the baseline of knowledge in Christian doctrine and practice within the congregation.
7. Evaluate, improve and implement our small group strategy, maintaining the centrality of our intergenerational Discovery Groups.
8. Evaluate and improve our current resource base: library, website, leadership resources, small group content resources.
9. Develop and implement men's and women's spiritual mentoring ministries.
10. Develop and implement seminars/retreats to assist in the spiritual development of individuals in the congregation, as appropriate.
11. Develop and maintain quality relationships with the other church staff and lay leadership.

12. Provide regular reports to the Senior Pastor on progress and status personally, professionally and in your work.
13. Other duties as assigned.

QUALIFICATIONS

1. Male
2. Minimum of a Bachelor's degree from a Bible College preferred.
3. Unreserved commitment to the EFCA Statement of Faith and the RHCC Elder Confession.
4. Willingness to be trained in and practice Biblical Counseling on the model developed by the Christian Counseling and Educational Foundation.
5. Demonstrated ability in small group leadership and personal discipleship.
6. Active member in good standing of a local church with compatible doctrinal statement to the EFCA and RHCC.
7. Demonstrated ability in managing and leading programs and people.
8. Meets the biblical qualifications for an elder as stated in 1 Timothy 3:1-6 & Titus 1:6.
9. Demonstrated progress in Christian growth.

**RIVER HILLS COMMUNITY CHURCH
DISCIPLE FORMATION TEAM**

We exist to give every person 13 years old and up who is associated with RHCC accessible opportunities to grow in their knowledge and application of the Bible, theology and Christian practice for the glory of God and their eternal joy. We want each of us “to be presented complete in Christ” (Col 1:29), “to grow up into the full measure of Christ” (Eph. 1:13), and to be “thoroughly equipped, adequate for every good work” (2 Timothy 3:17).

**PERSONAL DISCIPLESHIP COORDINATOR
JOB DESCRIPTION**

Purpose: To facilitate the development of intentional spiritual friendships throughout the congregation.

Relate to: You will work closely with pastoral staff and discovery group leaders

1. Develop and implement a plan to identify, motivate, train and equip a growing number of qualified disciplers.
2. Develop and implement a plan to ensure the personal discipleship of new believers.
3. Develop and implement a plan that promotes same gender accountability and mentoring relationships in a variety of ways.
4. Develop and implement a plan to identify, train and support a growing number of biblical counselors within the congregation.
5. Oversee the development of resources, both material and people, to assist those with chronic, life-interfering problems, i.e. financial, addictive behaviors, relational trouble.
6. Recruit a team to assist you in this effort.
7. Attend regularly scheduled Disciple Formation Team meetings.

**RIVER HILLS COMMUNITY CHURCH
DISCIPLE FORMATION TEAM**

We exist to give every person 13 years old and up who is associated with RHCC accessible opportunities to grow in their knowledge and application of the Bible, theology and Christian practice for the glory of God and their eternal joy. We want each of us “to be presented complete in Christ” (Col 1:29), “to grow up into the full measure of Christ” (Eph. 1:13), and to be “thoroughly equipped, adequate for every good work” (2 Timothy 3:17).

**FOUNDATIONS OF THE FAITH COORDINATOR
JOB DESCRIPTION**

Purpose: The aim of this series is to expose everyone in the entire congregation from 16 years old and up to the foundational truths God has revealed about Himself and His work in the world.

Relate to: You will work closely with pastoral staff

1. Recruit a team to assist you in this effort.
2. Develop and implement a plan to communicate the vision and logistics for the Foundations in the Faith curriculum
3. Obtain and distribute necessary materials, i.e. textbooks, notebooks, etc.
4. Coordinate schedule, facility, registration and physical arrangements for classes. Work closely with church office.
5. Identify, recruit, train and support teachers. Act with approval of the elder board.
6. Develop an adequate ongoing evaluation and feedback process for both curriculum, materials and teachers. Report regularly to team leader.
7. Maintain adequate records of student involvement and progress. Monitor and seek to increase congregational involvement in the curriculum in light of the purpose statement.
8. Establish an annual budget (Process begins each August), determine fees and material costs, account for all income and expenses following church policies and in cooperation with the church treasurer.
9. Attend regularly scheduled Disciple Formation Team meetings.

**RIVER HILLS COMMUNITY CHURCH
DISCIPLE FORMATION TEAM**

We exist to give every person 13 years old and up who is associated with RHCC accessible opportunities to grow in their knowledge and application of the Bible, theology and Christian practice for the glory of God and their eternal joy. We want each of us “to be presented complete in Christ” (Col 1:29), “to grow up into the full measure of Christ” (Eph. 1:13), and to be “thoroughly equipped, adequate for every good work” (2 Timothy 3:17).

**DISCOVERY GROUP COORDINATOR
JOB DESCRIPTION**

Purpose: Discovery Groups at RHCC are groups of five to thirteen people (usually inter-generational, 13 yrs. and older) who, by agreement, meet regularly to build one another up in Christian love while reproducing new Discovery Groups for the glory of God.

Relate to: You will work closely with pastoral staff

1. Communicate to the congregation in a variety of ways the vision for intergenerational small groups.
2. Develop and implement a plan to identify, motivate, train and support a growing number of discovery group leaders.
3. Monitor and facilitate congregational involvement in discovery groups.
4. Attend regularly scheduled Disciple Formation Team Meetings.

**RIVER HILLS COMMUNITY CHURCH
DISCIPLE FORMATION TEAM**

We exist to give every person 13 years old and up who is associated with RHCC accessible opportunities to grow in their knowledge and application of the Bible, theology and Christian practice for the glory of God and their eternal joy. We want each of us “to be presented complete in Christ” (Col 1:29), “to grow up into the full measure of Christ” (Eph. 1:13), and to be “thoroughly equipped, adequate for every good work” (2 Timothy 3:17).

**DISCIPLESHIP RESOURCES COORDINATOR
JOB DESCRIPTION**

Purpose: To provide the congregation with theologically trustworthy, biblical, God-centered, Christ exalting resources in a variety of media to promote growth in holiness.

Relate to: You will work closely with pastoral staff, website coordinator, church librarian, sound technicians and info table coordinator.

1. Oversee the church library. Develop clear policies and procedures for acquiring, distributing and maintaining resources.
2. Work with the info table coordinator to make significant materials available to the congregation. Regularly promote the materials we have available to stimulate Christian growth using tools such as our website, newsletter, displays and announcements.
3. Assist the elder board by regularly reviewing small group material, making recommendations and assisting with procurement.
4. Oversee website development and usability emphasizing resources for biblical and theological education.
5. Develop a plan to copy and distribute significant audio/visual resources in cooperation with sound technicians.
6. Recruit a team to assist you in this effort.
7. Attend regularly scheduled Disciple Formation Team meetings.

**RIVER HILLS COMMUNITY CHURCH
DISCIPLE FORMATION TEAM**

We exist to give every person 13 years old and up who is associated with RHCC accessible opportunities to grow in their knowledge and application of the Bible, theology and Christian practice for the glory of God and their eternal joy. We want each of us “to be presented complete in Christ” (Col 1:29), “to grow up into the full measure of Christ” (Eph. 1:13), and to be “thoroughly equipped, adequate for every good work” (2 Timothy 3:17).

**CONNECTING MINISTRIES COORDINATOR
JOB DESCRIPTION**

Purpose: To ensure that every interested guest is assisted in making a significant connection to our congregation

Relate to: You will work closely with the welcome team, pastoral staff and discovery group leaders

1. Develop and implement a plan for identifying and ensuring personal follow-up of interested guests.
2. Coordinate the newcomer group. Work with newcomer group leader to mail invitations, establish location and follow-up with attendees.
3. Coordinate Discovering Membership at River Hills Community Church classes. Work closely with pastor and secretary.
4. Monitor and evaluate the effectiveness of the process of helping new people become connected. Make improvements as necessary.
5. Recruit a team to assist you in this effort.
6. Attend regularly scheduled Disciple Formation Team meetings.

**RIVER HILLS COMMUNITY CHURCH
DISCIPLE FORMATION TEAM**

We exist to give every person 13 years old and up who is associated with RHCC accessible opportunities to grow in their knowledge and application of the Bible, theology and Christian practice for the glory of God and their eternal joy. We want each of us “to be presented complete in Christ” (Col 1:29), “to grow up into the full measure of Christ” (Eph. 1:13), and to be “thoroughly equipped, adequate for every good work” (2 Timothy 3:17).

**RETREAT AND EDUCATIONAL EVENTS COORDINATOR
JOB DESCRIPTION**

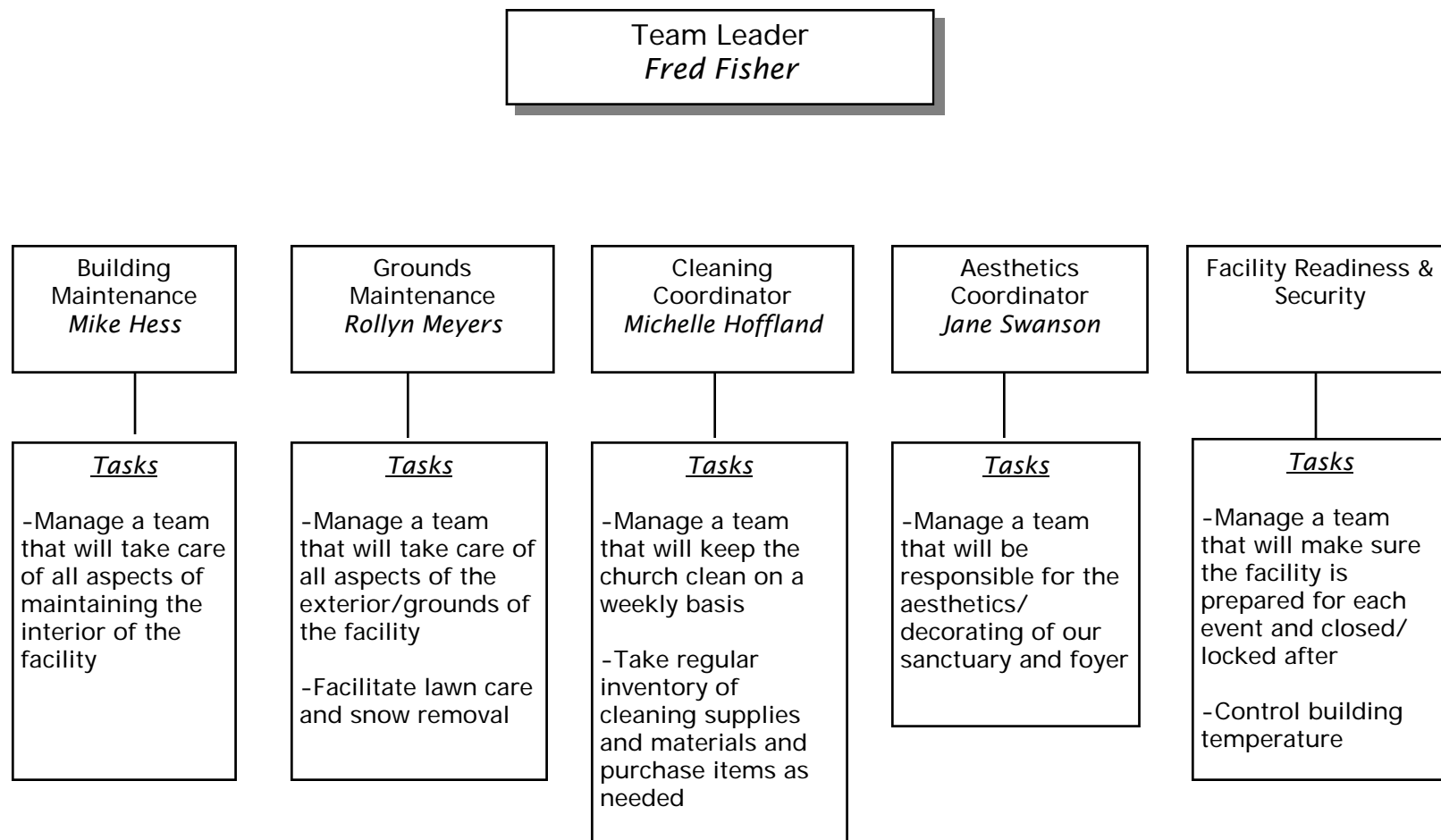
Purpose: To provide the congregation with spiritual retreat and focused educational opportunities

Relate to: You will work closely with pastoral staff

1. Be knowledgeable of outside seminars, conferences, retreats and promote events to the congregation after receiving approval from the elder board.
2. Develop a process for evaluating the effectiveness and compatibility of outside events with RHCC theology and values.
3. In cooperation with the Disciple Formation Team coordinate local retreats, seminars and conferences to support the ministries of River Hills Community Church, i.e. prayer retreats, marriage conferences, men’s & women’s retreats, etc.
4. Recruit a team to assist you in this effort.
5. Attend regularly scheduled Disciple Formation Team meetings.

FACILITY TEAM

Our purpose is to coordinate the needs of the facilities and grounds so they would provide a safe, functional, and aesthetically pleasing environment for worshiping and serving the Lord.



JOB DESCRIPTION

Facilities Team Leader

PURPOSE

To coordinate the needs of the facilities and grounds so they would provide a safe, functional, and aesthetically pleasing environment for worshiping and serving the Lord.

SCOPE

Facilities and grounds that belong to River Hills Community Church.

REPORT TO:

Ministry Team Chair

RELATE TO:

Administration, Staff, Ministry Team Leaders, and Contracted Services.

RESPONSIBILITIES

1. Set up and maintain a pro-active system for the needs of the facilities and grounds. (Preventative maintenance program)
2. Form a committee (3-4 people) to assist you in achieving system goals. Meet with this committee as often as is necessary to carry out your duties. Authority: Act in cooperation with the Leadership Team
3. Involve Church Family as needed to support system goals.
4. Oversee inventory of supplies needed to maintain system goals.
5. Oversee contracted services needed for projects that RHCC Church Family is unable to accomplish.
6. Estimate annual budget needs and act within budget constraints.
7. Attend Ministry Team meetings as scheduled.
8. Attend bi-annual Leadership Summit.

**RIVER HILLS COMMUNITY CHURCH
FACILITY TEAM**

Our purpose is to coordinate the needs of the facilities and grounds so they would provide a safe, functional and aesthetically pleasing environment for worshiping and serving the Lord.

**FACILITY READINESS AND SECURITY
JOB DESCRIPTION**

Purpose: To ensure that our facility is ready for scheduled events and that building is secure at all times.

Relate to: You will work with the welcome team and ministry team leaders as needed.

1. Ensure that the ushers remain aware of unlocking/locking responsibilities for Sunday worship.
2. Ensure that the building temperature is controlled. Work closely with ushers for Sunday morning.
3. Be available or appoint someone to lock/unlock the church if needed.
4. Attend regularly scheduled Facility Team meetings.

**RIVER HILLS COMMUNITY CHURCH
FACILITY TEAM**

Our purpose is to coordinate the needs of the facilities and grounds so they would provide a safe, functional and aesthetically pleasing environment for worshiping and serving the Lord.

**CLEANING COORDINATOR
JOB DESCRIPTION**

Purpose: To ensure that our church building remains safe and clean for our congregation, staff and guests.

Relate to: You will work closely with the church secretary and ministry team leaders as needed.

1. Manage a team that will keep the church clean on a weekly basis. Cleaning should be done at a time when the church is not being used for an event.
2. Keep inventory of supplies and order as needed.
3. Take recyclables to dump as needed.
4. Develop a schedule and organize regular thorough cleaning of carpets, floors, windows, etc.
5. Recruit a team to assist you in this effort.
6. Attend regularly scheduled Facility Team meetings.

**RIVER HILLS COMMUNITY CHURCH
FACILITY TEAM**

Our purpose is to coordinate the needs of the facilities and grounds so they would provide a safe, functional and aesthetically pleasing environment for worshiping and serving the Lord.

**BUILDING MAINTENANCE COORDINATOR
JOB DESCRIPTION**

Purpose: To ensure that the interior of our church building is well-maintained, safe and comfortable for our congregation, staff and guests.

Relate to: You will work closely with the church secretary and ministry team leaders as needed.

1. Develop a system to keep abreast of current building needs, regularly check with secretary and pastoral staff for new needs.
2. Develop a checklist for ongoing maintenance i.e. light bulbs, fire inspections, etc.
3. Work with contractors as needed for major projects. Consult facility team leader and elder board for financial approval. Act: with approval from elder board.
4. Ensure interior is ADA compliant.
5. Recruit a team to assist you in this effort.
6. Attend regularly scheduled Facility Team meetings.

**RIVER HILLS COMMUNITY CHURCH
FACILITY TEAM**

Our purpose is to coordinate the needs of the facilities and grounds so they would provide a safe, functional and aesthetically pleasing environment for worshiping and serving the Lord.

**AESTHETICS COORDINATOR
JOB DESCRIPTION**

Purpose: To create an aesthetically pleasing environment in which to worship Christ.

Relate to: You will work with the pastoral staff and ministry team leaders as needed.

1. Use decorations that reflect the theology and values of River Hills Community Church.
2. Decorate the sanctuary/foyer for holidays such as Christmas and Easter. Remove decorations at appropriate time.
3. Assist with choosing colors for paint, carpets, etc.
4. Recruit a team to assist you in this effort.
5. Attend regularly scheduled Facility Team meetings.

**RIVER HILLS COMMUNITY CHURCH
FACILITY TEAM**

Our purpose is to coordinate the needs of the facilities and grounds so they would provide a safe, functional and aesthetically pleasing environment for worshiping and serving the Lord.

**GROUNDS MAINTENANCE COORDINATOR
JOB DESCRIPTION**

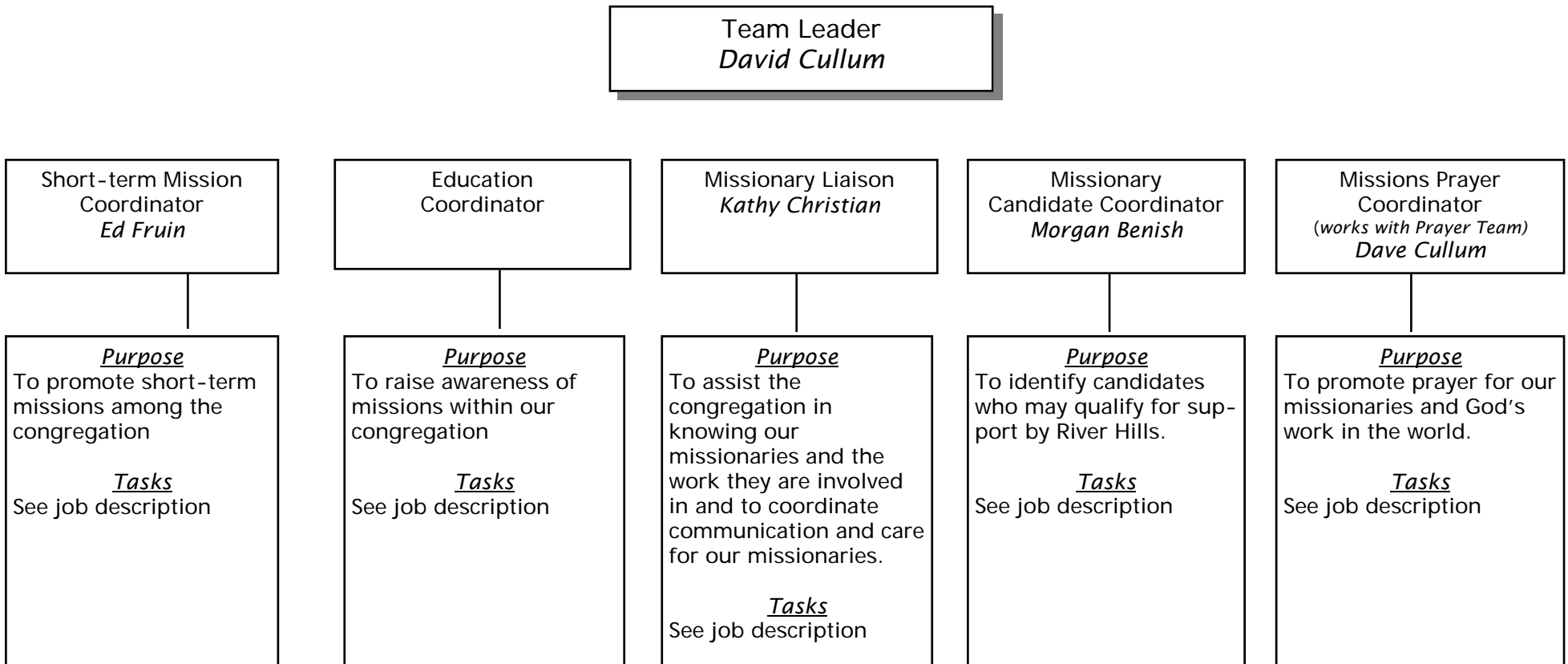
Purpose: To ensure that the exterior of our church building and the grounds are well-maintained and safe for our congregation, staff and guests.

Relate to: You will work closely with the church secretary and ministry team leaders as needed.

1. Develop a system to keep abreast of current grounds needs, regularly check with secretary and pastoral staff for new needs.
2. Develop a checklist for ongoing needs such as exterior lighting, parking lot maintenance, gutters, etc.
3. Ensure that our building is handicapped accessible. (ADA Compliant)
4. Facilitate lawn care and snow removal
5. Work with contractors as needed for major projects. Consult facility team leader and elder board for financial approval. Act: with approval from elder board.
6. Recruit a team to assist you in this effort.
7. Attend regularly scheduled Facility Team meetings.

INTERNATIONAL MINISTRIES TEAM

Our purpose is to display the greatness of God by utilizing the people and resources of RHCC to spread the gospel of the Lord Jesus to the peoples of the world.



JOB DESCRIPTION

INTERNATIONAL MINISTRIES TEAM LEADER

PURPOSE

To display the greatness of God by utilizing the people and resources of RHCC to spread the gospel of the Lord Jesus to the peoples of the world.

SCOPE

Oversee every aspect of RHCC's missions program.

REPORT TO:

Ministry Team Chair

RELATE TO:

Pastor, Treasurer, Prayer Team Leader and other members of the Ministry Team as needed.

RESPONSIBILITIES

1. Recruit, regularly meet with and oversee a team of people who will assist in the work. Authority: Act
2. Regularly review the missions policy that casts a vision and sets criteria for selecting and supporting missionaries and determining support levels. Authority: Act with approval of Elder Board
3. Develop and implement an ongoing missions educational process for our church. The goal is to develop a "world Christian" mindset in each member of the congregation. Authority: Act
4. Develop and implement a process for motivating, calling and equipping members of our congregation to serve as vocational missionaries. We will emphasize church planting among un-reached people groups. Authority: Act
5. Develop systems for communicating with and supporting our missionaries while they are raising support, on the field and when they return to the U.S. Authority: Act
6. Respond to missionaries requesting money from our church who we will not support. Authority: Act
7. Develop annual written goals for this ministry. Authority: Act with approval by elder board.
8. Attend and participate in the monthly Ministry Team meetings. Authority: Act
9. Attend the bi-annual Leadership Summit. Authority: Act

**RIVER HILLS COMMUNITY CHURCH
INTERNATIONAL MINISTRIES TEAM**

Our purpose is to display the greatness of God by utilizing the people and resources of River Hills Community Church to spread the gospel of the Lord Jesus to the peoples of the world.

**MISSIONARY CANDIDATE COORDINATOR
JOB DESCRIPTION**

The purpose of the education coordinator is to identify candidates who may qualify for support by River Hills.

1. Field all missionary financial support requests
2. Bring to team those who may qualify for financial support
3. Send letter to those we cannot support financially
4. Inform potential candidates and prepare for meeting with international ministries team
5. Identify & encourage potential missionary candidates from our congregation (e.g., encourage participation in mission related classes, trips and reference material)

**RIVER HILLS COMMUNITY CHURCH
INTERNATIONAL MINISTRIES TEAM**

Our purpose is to display the greatness of God by utilizing the people and resources of River Hills Community Church to spread the gospel of the Lord Jesus to the peoples of the world.

**MISSIONARY LIAISON
JOB DESCRIPTION**

The purpose of the missionary liaison is to assist the congregation in knowing our missionaries and the work they are involved in and to coordinate communication and care for our missionaries.

1. Communicate regularly with our missionaries
2. Field missionary concerns and bring to meeting
3. Distribute missionary newsletters
4. Help maintain missions area in foyer
5. Find out and address needs of missionaries on home assignment

JOB DESCRIPTION

INTERNATIONAL MINISTRIES TEAM LEADER

PURPOSE

To display the greatness of God by utilizing the people and resources of RHCC to spread the gospel of the Lord Jesus to the peoples of the world.

SCOPE

Oversee every aspect of RHCC's missions program.

REPORT TO:

Ministry Team Chair

RELATE TO:

Pastor, Treasurer, Prayer Team Leader and other members of the Ministry Team as needed.

RESPONSIBILITIES

1. Recruit, regularly meet with and oversee a team of people who will assist in the work. Authority: Act
2. Regularly review the missions policy that casts a vision and sets criteria for selecting and supporting missionaries and determining support levels. Authority: Act with approval of Elder Board
3. Develop and implement an ongoing missions educational process for our church. The goal is to develop a "world Christian" mindset in each member of the congregation. Authority: Act
4. Develop and implement a process for motivating, calling and equipping members of our congregation to serve as vocational missionaries. We will emphasize church planting among un-reached people groups. Authority: Act
5. Develop systems for communicating with and supporting our missionaries while they are raising support, on the field and when they return to the U.S. Authority: Act
6. Respond to missionaries requesting money from our church who we will not support. Authority: Act
7. Develop annual written goals for this ministry. Authority: Act with approval by elder board.
8. Attend and participate in the monthly Ministry Team meetings. Authority: Act
9. Attend the bi-annual Leadership Summit. Authority: Act

**RIVER HILLS COMMUNITY CHURCH
INTERNATIONAL MINISTRIES TEAM**

Our purpose is to display the greatness of God by utilizing the people and resources of River Hills Community Church to spread the gospel of the Lord Jesus to the peoples of the world.

**EDUCATION COORDINATOR
JOB DESCRIPTION**

The purpose of the education coordinator is to raise awareness of missions within our congregation.

1. Look for books/articles and present to the international ministries team
2. Look for and consider seminars and conferences
3. Set up and maintain missions area in the church foyer
4. Coordinate missions conference for River Hills Community Church
5. Set up and run a regular missions moment during Sunday morning worship
6. Coordinate church-wide events for missionaries on home assignment

The work of the education coordinator will involve the following specific activities:

1. Keep Missions Frontiers, Voice of the Martyrs and Evangelical Missions Quarterly materials available to the congregation.
2. Identify & obtain training material regarding world missions.

**RIVER HILLS COMMUNITY CHURCH
INTERNATIONAL MINISTRIES TEAM**

Our purpose is to display the greatness of God by utilizing the people and resources of River Hills Community Church to spread the gospel of the Lord Jesus to the peoples of the world.

**MISSIONS PRAYER COORDINATOR
JOB DESCRIPTION**

The purpose of the missions prayer coordinator is to promote prayer for our missionaries and God's work in the world.

1. Work closely with prayer team
2. Coordinate church-wide prayer for missionaries as they prepare to leave
3. Find ways to help the congregation pray for missionaries
4. Coordinate commissioning ceremony for missionaries being sent
5. Lead prayer for missionaries in monthly missions team meetings

The work of the missions prayer coordinator will involve the following specific activities:

1. Talk with the leader of the Prayer and Praise events to implement more specific prayer for missionaries.
2. Put together prayer list for the 2nd Tuesday monthly prayer at the church and for use by the elders.
3. Keep prayer packets for Discovery Group leaders updated and rotated through the groups.
4. Send special prayer requests to the church wide prayer coordinator. This has to be done concisely and with some sensitivity as to the nature of the request.

NEXT GENERATION DISCIPLESHIP TEAM

Motivate, equip and support all the parents that God sends to us to engage in working for their children's conversion to the glory of Christ through the means of family worship, catechism training and other means as God leads. Involve young adults in the full life of the church so that they develop significant relationships with mature Christian adults and grow in their faith in the context of the whole church.

Team Leader
Julia Swanson

Educational
Coordinator

Tasks

- Actively search for & update educational resources
- Write educational newsletter articles
- Coordinate bi-annual Faith Training Seminar
- Routinely examine/ update FTS materials
- Equip small group leaders to incorporate young adults via catechism questions, relationships, etc.

Intergenerational Events
and
Relationships
Coordinator

Tasks

- Work with ministry team leaders to make events as intergenerational as possible
- Brainstorm ideas for intergenerational relationships
- Organize intergenerational activities (at least quarterly)

Parental
Encouragement
Coordinator

Tasks

- Seek out parenting resources
- Write newsletter reviews of parenting books/materials
- Coordinate a parents discussion night (once every 2 months)
- Work with educational coordinator to promote FTS
- Host ongoing parental education

Home Worship
Promotion*

Tasks

- *This person will serve as a promoter of the catechism and home worship among family units and singles.*
- Catechism
Develop creative ways to encourage the entire congregation to learn the catechism. (see job description for more detail)
- Bible reading
Encourage the congregation to participate in personal and household Bible reading.
- Home worship
-Work with worship team to provide tools for household singing (i.e. songbooks)
-Seek out and provide tools for home worship such as devotionals, curriculums, etc.

NEXT-GENERATION DISCIPLESHIP MINISTRY DESCRIPTION

PURPOSE:

Motivate, equip and support all the parents that God sends to us to engage in working for their children's conversion to the glory of Christ through the means of family worship, catechism training and other means as God leads. Involve young adults in the full life of the church so that they develop significant relationships with mature Christian adults and grow in their faith in the context of the whole church.

Slogan:

Equipping one generation to declare the greatness of God to the next generation (Psalm 78: 1-8 & Psalm 145: 3-7)

SCOPE

All parents, children and young adults in the church and all ministries in the church

REPORT TO:

Ministry Team Chairperson

RELATE TO:

Every other ministry team leader, pastor, librarian and church secretary.

RESPONSIBILITIES:

1. Organize and promote the Faith Training Seminar at least one time each year or as needed for the parents in the church (Include the Outreach Team in promoting it in the unchurched community).

Authority: Act in cooperation with other ministry team leaders.

2. Develop materials and provide resources to communicate our vision and encourage parents in their work.

Authority: Act with approval

3. Develop materials and methods to follow-up and encourage FTS alumni to persist in new habits.

Authority: Act with approval

4. Develop materials and methods that help parents who visit our church understand and embrace this vision.

Authority: Act with approval

5. Involve young adults on your team and encourage the input of the young adults in our church.

Authority: Act

6. Regularly evaluate our church by asking these questions:

- ◆ Are we doing all we can to motivate, equip and support parents in their work of seeking the conversion of their children?
- ◆ Are we doing all we can to help parents new to our fellowship to understand and embrace this vision?
- ◆ Are we doing all we can to promote and facilitate inter-generational discipleship in the church as a whole?

7. Develop annual written goals for this ministry. Authority: Act with approval

8. Attend the monthly Ministry Team Leaders meeting. Authority: Act

9. Attend the bi-annual Leadership Community Summit. Authority: Act

INTERGENERATIONAL EVENTS COORDINATOR

RIVER HILLS COMMUNITY CHURCH NEXT GENERATION TEAM

Motivate, equip and support all the parents that God sends to us to engage in working for their children's conversion to the glory of Christ through the means of family worship, catechism training and other means as God leads. Involve young adults in the full life of the church so that they develop significant relationships with mature Christian adults and grow in their faith in the context of the whole church.

INTERGENERATIONAL EVENTS COORDINATOR JOB DESCRIPTION

The intergenerational events coordinator will plan and promote intergenerational events within the church.

- 1. Work with Ministry Team leaders to make all events as intergenerational as possible.**
- 2. Brainstorm ideas for intergenerational relationships.**
- 3. Organize intergenerational activities (at least quarterly).**

**RIVER HILLS COMMUNITY CHURCH
NEXT GENERATION TEAM**

Motivate, equip and support all the parents that God sends to us to engage in working for their children's conversion to the glory of Christ through the means of family worship, catechism training and other means as God leads. Involve young adults in the full life of the church so that they develop significant relationships with mature Christian adults and grow in their faith in the context of the whole church.

The home worship coordinator will work with the Next Generation Team to help the people of River Hills build upon the fundamentals of the faith within the context of the home using these tools: catechism, reading through the Bible, singing and Bible memorization.

RESPONSIBILITIES

1. **Work with the Next Gen team to develop an annual survey to assess how many families are doing family worship, how often and how many are using the catechism.**

Catechism

1. **Discuss new ideas for children's sermons with Pastor John.**
2. **Work with activity coordinator to incorporate learning the catechism into an activity (at least annually)**
3. **Promote use of the catechism book (articles, announcements)**
4. **Ensure that the congregation understands that the catechism is for the entire congregation, not just children.**
5. **Promote the importance of teaching sound doctrine to children.**

Bible reading and memorization

Develop ways to encourage the entire congregation to implement and continue personal and family Bible reading and memorization habits.

Singing

Work with the worship team to provide tools for household singing of spiritual songs and hymns of praise.

EDUCATIONAL COORDINATOR

RIVER HILLS COMMUNITY CHURCH NEXT GENERATION TEAM

Motivate, equip and support all the parents that God sends to us to engage in working for their children's conversion to the glory of Christ through the means of family worship, catechism training and other means as God leads. Involve young adults in the full life of the church so that they develop significant relationships with mature Christian adults and grow in their faith in the context of the whole church.

The educational coordinator will work with the next generation team to promote the vision of inter-generational fellowship to the entire congregation.

- 1. Actively search for and update educational resources. Work with info table coordinator and church librarian.**
- 2. Write educational newsletter articles**
- 3. Coordinate bi-annual Faith Training Seminar**
- 4. Routinely examine and update Faith Training Seminar materials.**
- 5. Work with Disciple Formation Team leader to help small group leaders incorporate young adults into their groups via catechism, engaging questions, relationships, etc.**

PARENTAL ENCOURAGEMENT COORDINATOR

RIVER HILLS COMMUNITY CHURCH NEXT GENERATION TEAM

Motivate, equip and support all the parents that God sends to us to engage in working for their children's conversion to the glory of Christ through the means of family worship, catechism training and other means as God leads. Involve young adults in the full life of the church so that they develop significant relationships with mature Christian adults and grow in their faith in the context of the whole church.

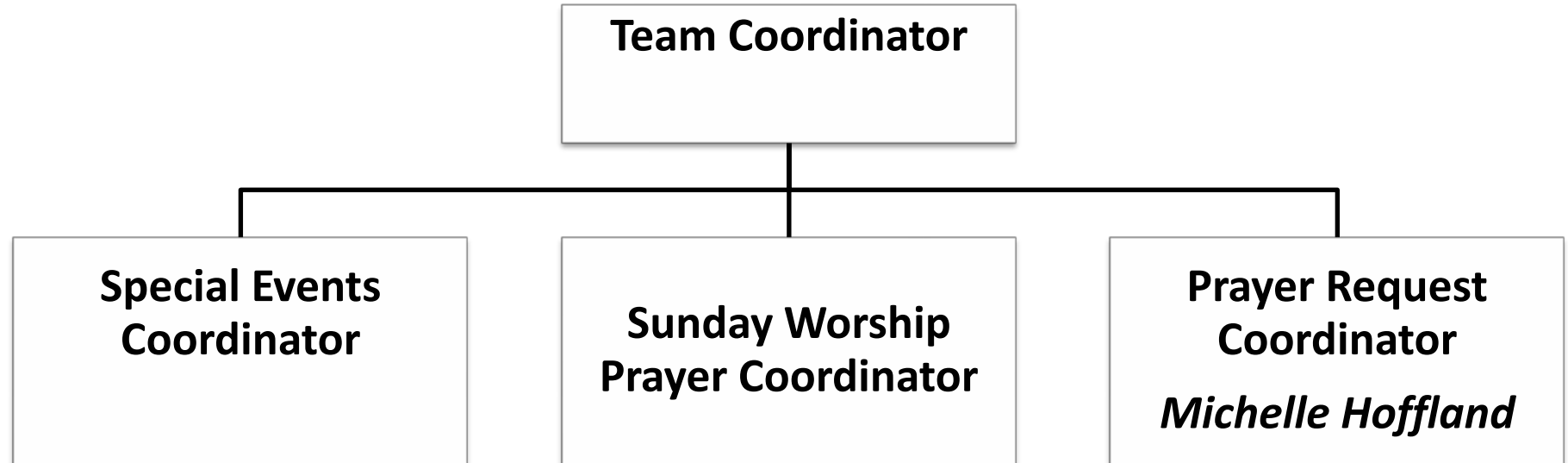
PARENTAL ENCOURAGEMENT COORDINATOR JOB DESCRIPTION

The parental encouragement coordinator will provide encouragement and resources to parents in order to assist them in training their children in the Lord.

1. Actively seek out parenting resources.
2. Write newsletter reviews of parenting books/materials.
3. Host ongoing parental education.
4. Coordinate a parents discussion night (once every 2 months).
5. Work with the educational coordinator to promote the Faith Training Seminar.

PRAYER TEAM

Our purpose is to display the greatness of God by developing and overseeing the implementation of a plan that will keep prayer at the center of our corporate life and will help individuals make progress in their personal prayer life and to organize prayer for crisis situations and special events.



JOB DESCRIPTION
PRAYER COORDINATOR

PURPOSE

To develop and oversee the implementation of a plan that will keep prayer at the center of our corporate life.

SCOPE

All strategies and activities aimed at developing our prayer life.

REPORT TO:

Ministry Team Chair

RELATE TO

Work closely with the elders, and other members of the ministry team as necessary.

RESPONSIBILITIES

1. Develop and oversee a “prayer chain” that will be able to quickly respond to crisis situations with intercessory prayer. Authority: Act
2. Recruit and oversee a Prayer Action Team that will work with you to fulfill your job description.
Authority: Act in cooperation with the Ministry Team
3. Develop and implement a plan to promote corporate prayer in our church.
Authority: Act with approval of Leadership Team
4. Find and make use of outside resources and EFCA/national/global prayer emphases (i.e. National Day of Prayer, Prayer for the Persecuted Church, National Prayer and Fasting conference, 10/40 Window praying, Concerts of Prayer, etc.)
4. Find and/or develop resources and methods that promote personal and family prayer.
Authority: Act
5. Develop annual written goals for this ministry. Authority: Act with approval from elder board.
6. Attend monthly Ministry Team meeting
7. Attend bi-annual Leadership Summit

**RIVER HILLS COMMUNITY CHURCH
PRAYER TEAM**

Our purpose is to display the greatness of God by developing and overseeing the implementation of a plan to keep prayer at the center of our corporate life.

**SPECIAL EVENTS COORDINATOR
JOB DESCRIPTION**

The Special Events Coordinator will plan and initiate special prayer events.

- 1. Plan and coordinate events such as yearly Week of Prayer and quarterly Prayer and Praise, Prayer for Persecuted Church.**
- 2. Work closely with other ministry teams in planning prayer events.**
- 3. Keep abreast of community prayer events and communicate these opportunities to the congregation.**

**RIVER HILLS COMMUNITY CHURCH
PRAYER TEAM**

Our purpose is to display the greatness of God by developing and overseeing the implementation of a plan to keep prayer at the center of our corporate life.

**SUNDAY WORSHIP PRAYER COORDINATOR
JOB DESCRIPTION**

The Sunday Worship Prayer Coordinator will be responsible for organizing pre-service and post-service prayer.

- 1. Plan and promote a time of prayer prior to the morning worship service.**
- 2. Recruit, lead and train a group of volunteers who will be available to pray with people following each worship service.**

**RIVER HILLS COMMUNITY CHURCH
PRAYER TEAM**

Our purpose is to display the greatness of God by developing
and overseeing the implementation of a plan
to keep prayer at the center of our corporate life.

**PRAYER REQUEST COORDINATOR
JOB DESCRIPTION**

*The Prayer Request Coordinator is responsible for the distribution and follow up
of individual prayer requests.*

3. You will work closely with the other prayer team members and elders.
4. Maintain communication with three specific groups: Prayer Team, Church Elders, Congregation
5. Follow-up individual requests with a card or phone call, depending on the nature of the request.
6. See attached document for more specific instructions.

Prayer Request Coordinator

As a member of River Hills, it is one of our highest privileges and responsibilities to pray for others. So this part of our life together needs some discerning, wise care to keep us focused on the Lord as we bring Him our needs.

1. Sharing Prayer Requests

When people have a prayer request there are a number of ways to communicate it but they need to know who to share with. So you would be a point person for prayer requests being shared. If a prayer request was shared in the offering or on email to the church office it would be passed on to you, so that you would be able to share it with others as appropriate. If you would like, people could also phone and leave an answering message on your home phone or cell phone to facilitate the prayer ministry.

2. Who to share with?

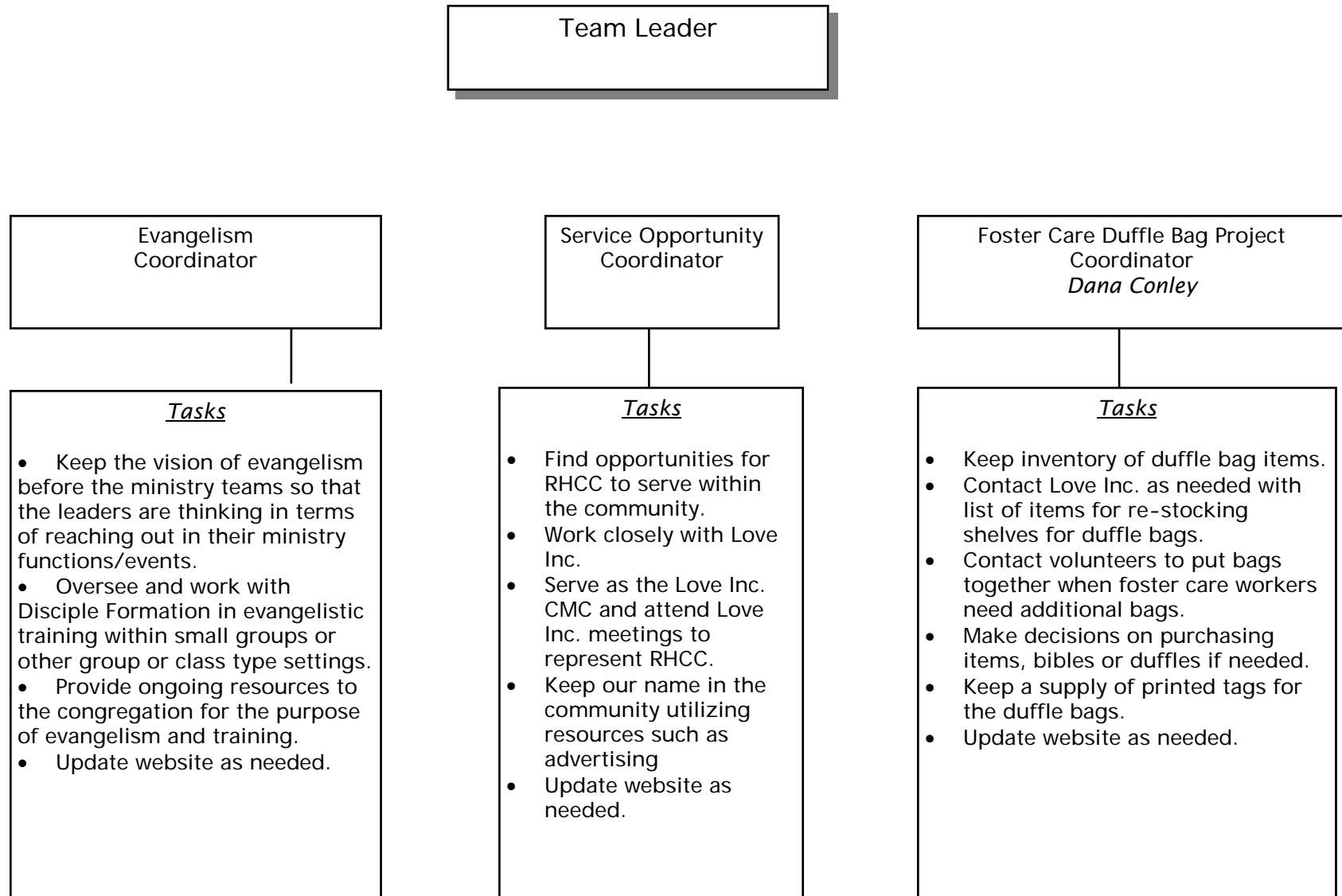
We're seeking to establish the process of how prayer requests will be shared with the church. Some may only be appropriate to share with the elders, others with the elders and prayer team, while others could be shared with the whole church on email. Because of the nature of communication, email access over the internet would be necessary to share with the congregation. If you have a question – you can contact the prayer team coordinator or an elder to clarify what to share.

3. Follow up

When prayer requests are shared, it is a special opportunity to be able to connect with people. Sometimes prayer requests require some clarification of what people need and what they are requesting prayer for. Then there is an opportunity to follow up with people to see how the Lord is working in people's lives as we pray. How has HE answered prayer? The question becomes next, how can we pray now? What needs are upcoming or what would folks request prayer for? Are there issues that the elders or a small group leader should be aware of? Referred to for? Whether it is a phone call or an encouragement note, following up with a small word of encouragement can mean so much!

SERVICE AND OUTREACH TEAM

The purpose and vision of Service and Outreach is to provide opportunities for the church family to work together serving and evangelizing those outside our church for joy and the honor of Christ (2 Cor. 4:5).



JOB DESCRIPTION

SERVICE AND OUTREACH COORDINATOR

PURPOSE

The purpose and vision of Service and Outreach is to provide opportunities for the church family to work together serving and evangelizing those outside our church for joy and the honor of Christ (2 Cor. 4:5).

SCOPE

All events and activities designed to serve and evangelize those outside of our church and to equip those within for such work.

REPORT TO

Ministry Team Chair

RELATE TO

You work closely with the Prayer Coordinator, Pastor and Discovery Group Leaders

Work with the other members of the Leadership Community as necessary

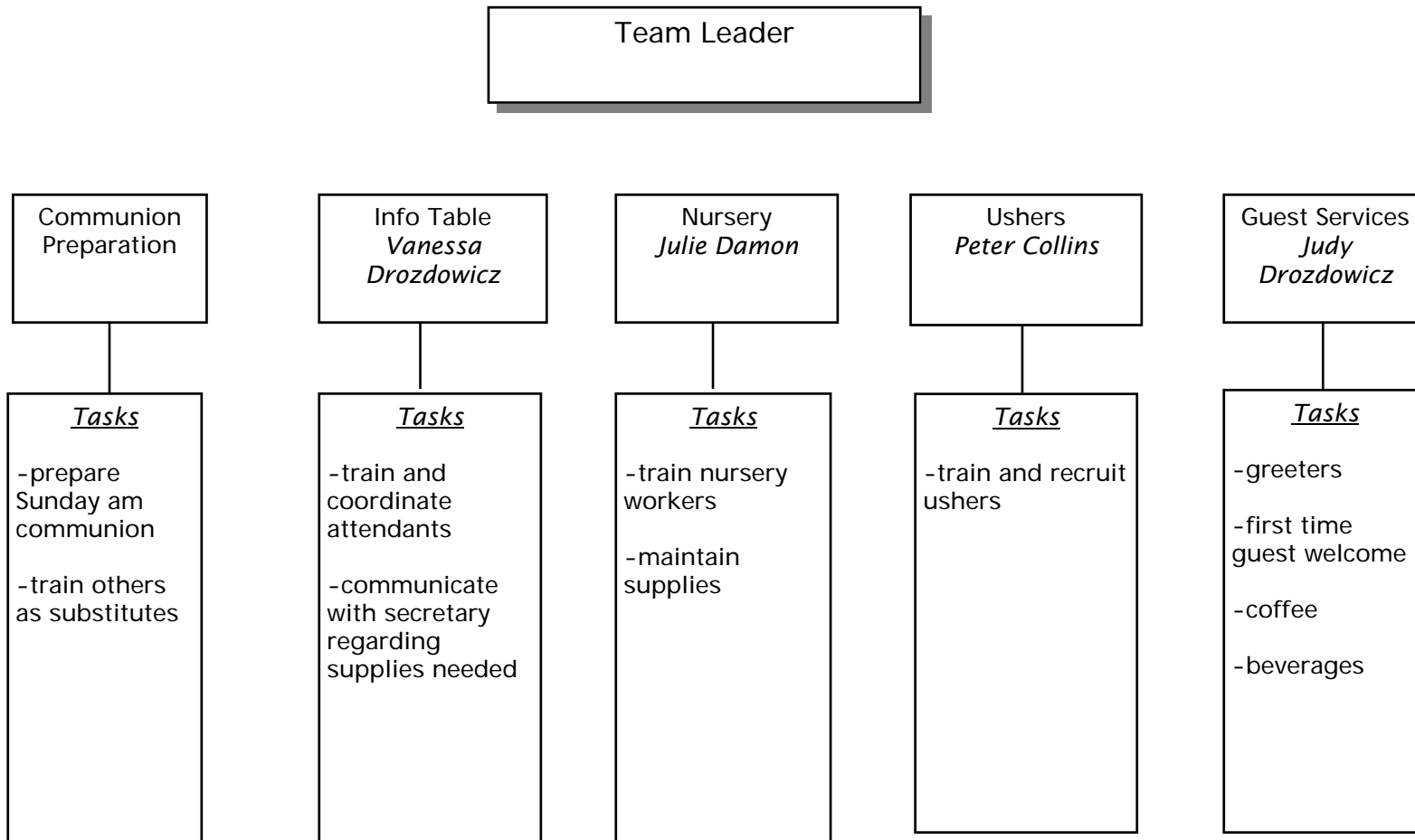
RESPONSIBILITIES

1. Research, plan and implement regular training opportunities for evangelism and serving the “weak”.
2. Plan and implement regular “evangelistic” events to present the gospel to the community.*
3. Give direction to advertising and website development for strategic and cost effective publicizing of our church to those outside the church.
4. Recruit and oversee a team of motivated people to work with you in fulfilling your job description. Authority: Act in cooperation with Leadership Team
5. Develop annual written goals for this ministry. Authority: Act with approval from elder board.
6. Attend monthly Ministry Team meeting
7. Attend annual Leadership Summit

*We understand evangelism to be more of a process than an event. We are seeking to engage people into a process of discipleship that begins where they are at and helps them take the next step.

WELCOME TEAM

Our purpose is to create an atmosphere of warmth and friendliness with special attention to guests on Sunday morning and to make information easily accessible.



JOB DESCRIPTION

WELCOME TEAM LEADER

PURPOSE

To create an atmosphere of warmth and friendliness towards guests on Sunday morning and to make information easily accessible to our guests.

SCOPE

All visitors to our Sunday morning worship or other church-wide events as assigned.

REPORT TO:

Ministry Team Chair

RELATE TO:

Work closely with the Pastor, Church Secretary, Church Life and Worship Coordinator

Work with the other members of the Ministry Team as necessary

RESPONSIBILITIES

1. Recruit and lead a team of people to assist you in this work. This team consists of the Info Table Coordinator, Nursery Coordinator, Usher Coordinator, Communion Preparation Coordinator and Guest Services Coordinator (Greeters, Refreshments, bread for guests). Meet as often as is necessary to fulfill purpose. Authority: Act in consultation with Ministry Team
2. Oversee the recruiting, training and scheduling of ushers, greeters, nursery workers, info table attendants, bread bakers, communion preparers and refreshment servers. Authority: Act, consult with church secretary for scheduling.
3. Oversee preparation of communion. Authority: Act
4. Provide for the ongoing motivation and education of the congregation in tactful friendliness. Authority: Act in consultation with Ministry Team
5. Oversee the work of the Nursery coordinator. Ensure that children are well cared for by motivated and trained workers. Be sure parents are clearly informed as to the procedures of the nursery. Authority: Act
6. Oversee process to maintain adequate inventory of supplies for communion, nursery and info table. Authority: Act
7. Develop annual written goals for this ministry. Authority: Act with approval from elder board.
8. Attend monthly Ministry Team meeting
9. Attend bi-annual Leadership Summits (usually January & June)

**RIVER HILLS COMMUNITY CHURCH
WELCOME TEAM**

Our purpose is to create an atmosphere of warmth and friendliness towards guests on Sunday morning and to make information easily accessible to our guests.

**NURSERY COORDINATOR
JOB DESCRIPTION**

Purpose: The nursery coordinator will provide a safe, clean and nurturing environment for the care of infants and toddlers (0 to 3 years of age).

Relate to: Work closely with parents, guest services coordinator and other members of the Ministry Team as necessary

1. Oversee recruiting, training, evaluating and scheduling of nursery workers. Workers must be at least 13 years of age, those 13-15 must have parental permission. Authority: Act
2. Develop system for screening all nursery workers to be implemented when deemed necessary by the Elder Board. Authority: Act with approval of Elder Board
3. Maintain an adequate supply of toys, books and other necessary supplies within budget constraints. Authority: Act
4. Maintain cleanliness at all times. Authority: Act
5. Develop and regularly maintain a set of guidelines for parents using nursery and a system for "checking in" children. Authority: Act
6. Be sure nursery is set up and ready to go each worship service. Regularly evaluate the quality of care we are giving to children and correct any shortcomings quickly. Authority: Act
7. Regularly evaluate nursery policy to ensure that we are in compliance with any local laws or ordinances and providing the best possible care. Authority: Act
8. Attend Welcome Team meetings as scheduled.

**RIVER HILLS COMMUNITY CHURCH
WELCOME TEAM**

Our purpose is to create an atmosphere of warmth and friendliness towards guests on Sunday morning and to make information easily accessible to our guests.

**INFORMATION TABLE COORDINATOR
JOB DESCRIPTION**

Purpose: The information table coordinator will ensure that the information table is well-organized, adequately stocked and that those staffing the table are well-informed.

Relate to: You will work closely with church secretary and discipleship resources coordinator.

1. Train and coordinate info table attendants. Work with church secretary for scheduling.
2. Take a regular inventory of supplies and communicate needs to church secretary.
3. Communicate information to info table attendants. Work with church secretary.
4. Attend Welcome Team meetings as scheduled

**RIVER HILLS COMMUNITY CHURCH
WELCOME TEAM**

Our purpose is to create an atmosphere of warmth and friendliness towards guests on Sunday morning and to make information easily accessible to our guests.

**GUEST SERVICES COORDINATOR
JOB DESCRIPTION**

The guest services coordinator will ensure that a warm welcome is extended to our guests.

1. Recruit and train greeters (work with church secretary on scheduling).
2. Recruit and train a team to welcome first time guests in appropriate ways.
3. Recruit and train a team to prepare and clean-up Sunday am coffee. (ushers are currently doing this task)
4. Attend Welcome Team meetings as scheduled

**RIVER HILLS COMMUNITY CHURCH
WELCOME TEAM**

Our purpose is to create an atmosphere of warmth and friendliness towards guests on Sunday morning and to make information easily accessible to our guests.

**COMMUNION PREPARATION COORDINATOR
JOB DESCRIPTION**

The Communion Preparation Coordinator will ensure that communion is prepared each time we celebrate it as a congregation.

1. Prepare Sunday morning communion
 - This should preferably be done on Saturday
 - Specific instructions are in the binder in the church kitchen
 - Communicate with the ushers to make sure they are prepared to distribute communion
2. Train others as substitutes
 - Identify at least 2 other people to prepare communion.
3. Refill between services
 - Complete or assign this task
 - Specific instructions are in the binder in the church kitchen
4. Clean-up after communion and prepare for next month.
 - Complete or assign this task
5. Keep a log of the amount prepared and used each month
6. Purchase supplies when they are low (crackers, juice, cups)
 - May work with church secretary to obtain supplies
7. Attend Welcome Team meetings as scheduled

**RIVER HILLS COMMUNITY CHURCH
WELCOME TEAM**

Our purpose is to create an atmosphere of warmth and friendliness towards guests on Sunday morning and to make information easily accessible to our guests.

**USHER COORDINATOR
JOB DESCRIPTION**

The usher coordinator will ensure that the building is prepared for public worship services and that the congregation is as comfortable as possible.

1. Recruit and train ushers. Develop and maintain a checklist of usher duties. Work with church secretary for scheduling.
2. Track attendance and cars.
3. Work with facility readiness coordinator to make sure building temperature is comfortable.
4. Work with facility readiness coordinator to make sure building is accessible before service and secure after service.
5. Attend regularly scheduled Welcome Team meetings
6. Recruit and train a team to prepare and clean-up Sunday am coffee. (this task was previously assigned to the guest services coordinator)

WORSHIP TEAM

Our purpose is to lead the congregation of River Hills in corporate worship that exalts Christ.

Team Leader
Steve Damon

Special
Events
Coordinator

Tasks

- Weddings
- Funerals
- Retreats
- Conferences
- Concert of Prayer

Media
Coordinator

Tasks

- Oversee sound technicians
- Oversee power point slide makers
- Oversee audio recording
- Assist Ministry Teams with AV Needs
- Manage Equipment

Equipment & Music
Coordinator

Tasks

- Clean stage
- Manage files (hard copies)
- Keep equipment inventory organized and make needs known

Worship
Coordinators

Tasks

- Plan and carry-out Sunday morning worship

JOB DESCRIPTION
WORSHIP TEAM COORDINATOR

PURPOSE

Our purpose is to lead the congregation of River Hills in corporate worship that exalts Christ.

SCOPE

All events that include corporate worship or have need of sound technology.

REPORT TO

Ministry Team Chairperson

RELATE TO

Pastor, Secretary, Ministry Team Leaders

RESPONSIBILITIES

1. Lead worship coordinator meeting
2. Recruit and schedule musicians
3. Organize special music
4. Develop annual written goals for this ministry. Authority: Act with approval from elder board
5. Attend monthly Ministry Team meeting
6. Attend bi-annual Leadership Summit

**RIVER HILLS COMMUNITY CHURCH
WORSHIP TEAM**

Our purpose is to lead the congregation in corporate
worship that exalts Christ.

**MEDIA COORDINATOR
JOB DESCRIPTION**

*The media coordinator will be responsible for the various
audio/visual needs of the church.*

1. **Oversee sound technicians**
2. **Oversee power point**
3. **Oversee audio recording**
4. **Assist ministry team leaders with AV needs**
5. **Communicate equipment needs to worship team leader**
6. **Provide for the needs of the hearing impaired**

**RIVER HILLS COMMUNITY CHURCH
WORSHIP TEAM**

Our purpose is to lead the congregation in corporate
worship that exalts Christ.

**WORSHIP COORDINATOR
JOB DESCRIPTION**

*The worship coordinators will plan the songs and lead practice
for the services they are assigned to.*

1. **Use sermon text to choose music**
2. **Communicate with secretary and pastor to be informed of all the elements of the worship service (i.e. communion, baptism)**
3. **Lead practice and work with team members as needed to be adequately prepared for Sunday morning**
4. **Assist worship team leader in recruiting of new musicians**
5. **Lead worship team in prayer before practice and service.**

**RIVER HILLS COMMUNITY CHURCH
WORSHIP TEAM**

Our purpose is to lead the congregation in corporate
worship that exalts Christ.

**SPECIAL EVENTS WORSHIP COORDINATOR
JOB DESCRIPTION**

*The special events worship coordinator will work with individuals and ministry
team leaders as needed to plan music for special events.*

- 1. Assist with music needs for weddings, funerals and other special events.**
- 2. Plan music and organize musicians for retreats and conferences as needed.**
- 3. Work with ministry teams for special events such as concert of prayer.**
- 4. Assist worship team leaders in planning special services such as Christmas Eve., Christmas, Good Friday, Easter and Thanksgiving.**

**RIVER HILLS COMMUNITY CHURCH
WORSHIP TEAM**

Our purpose is to lead the congregation in corporate worship that exalts Christ.

**SHEET MUSIC MANAGER
JOB DESCRIPTION**

The sheet music manager will keep the church music files and stage clean and well organized.

1. **Re-file used copies of music**
2. **Make folders for new music as needed**
3. **Ensure that stage is picked up and ready for use on Sunday morning.**