

The image shows the exterior of Westpointe Community Church. The building is a modern, single-story structure with a mix of tan stucco and stone accents. It features a large, covered entrance with thick stone pillars and a wide, arched roof. Large glass windows are visible on the side of the building. A prominent cross is mounted on the roofline. The sky is blue with light clouds. Overlaid on the top left of the image is the church's logo, which consists of a white circle containing a stylized 'W' and 'C' symbol, followed by the text 'WESTPONTE Community Church' in white.

WESTPONTE
Community Church

HANDBOOK

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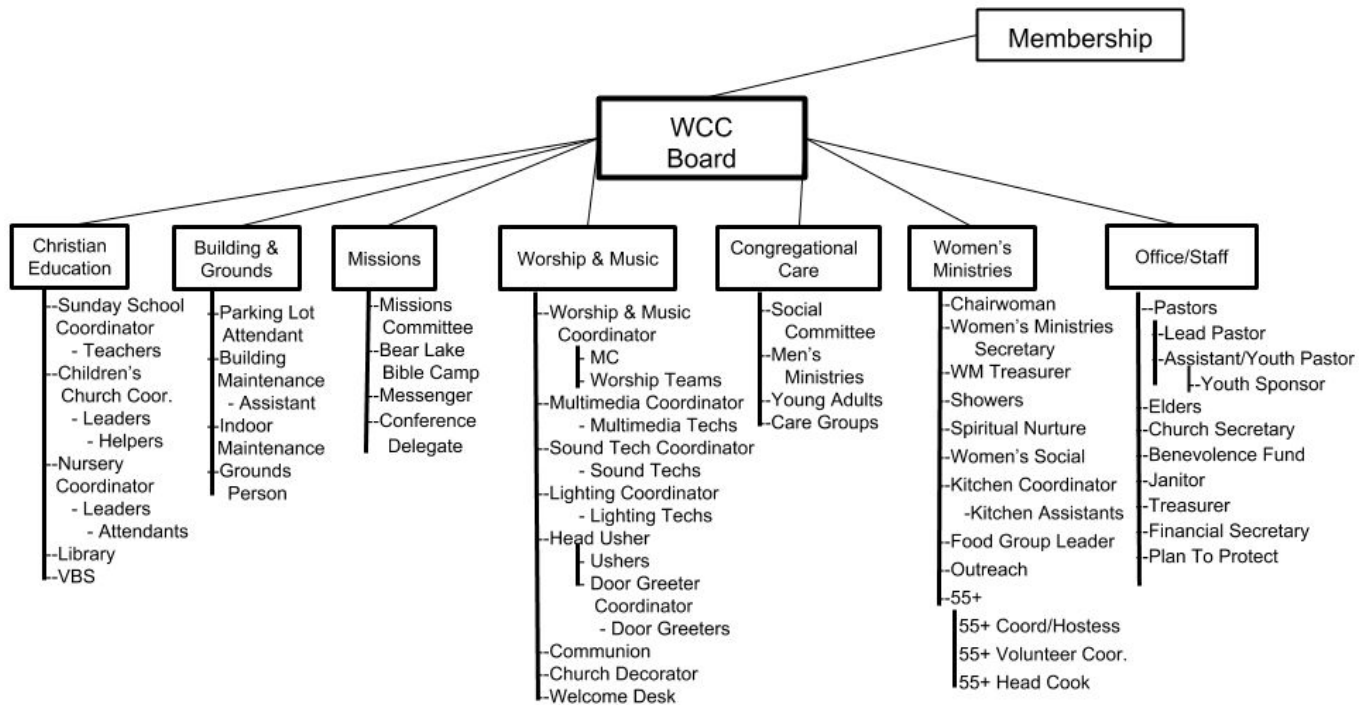
“In the same way, faith by itself, if it is not accompanied by action, is dead.” James 2:17

Taken from the WCC Constitution of 2016 and elaborated.

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Diagram of Church Structure



WCC Board

Purpose: To be responsible to oversee the spiritual welfare, the general ministry, and the work of the Church. To be Godly stewards in planning and implementing policies and procedures necessary to care for the material assets and needs of Westpointe Community Church.

Reports to: WCC Board, Membership
Time Commitment: Second Tuesday of every month at 7pm, Unless otherwise communicated.
Job Location: WCC Boardroom

The Westpointe Community Church Board shall consist of the following members elected by the membership:

- a. 8 Elders
 - Elder - Moderator
- b. Senior Pastor
- c. Assistant / Youth Pastor

Job Duties:

- Risk Management
- Church Policies
- Board Succession Planning
- Committee Goal Setting Alignment and Tracking
- Retreat
- Short/Long Term Planning-Benchmarking
- Legal Responsibility/Corporate Reporting
- Evaluations: Staff & Programs
- Budget Approval
- Decision Making
- Issue Resolution
- Nomination Process

Elder

- Membership Required

Reports to: WCC Board
Term: 4 year Term (Staggered), Elected
Time Commitment: Monthly Meeting, and time spent fulfilling Duties
Job Duties:

- Comply with WCC Norms/Standards
- Fulfil Church Board Mandate
- Align WCC Strategies: Committees - Priority Setting
- Train/Coach Committees-SMART
- Liaison between Board and Committees(Reports)
- Issue Resolution
- Assigned Tasks (ie. share role of minute taking)
- See [Elder/Church Board Details](#)

Moderator / Executive Assistant

- Membership Required

Reports to: WCC Board, Membership

Term: 4 year Term, Elected (2 term max). 1 year must elapse before re-election may occur.
May not hold office on any other committee.

Time Commitment: As required.

Job Location: WCC, a few meetings outside of church

Job Duties:

- Ensures Church Board mandate is carried out
- Liaison between Membership and Church Board
- Sets Board Agenda/Meetings/Continuous Board Process
- Holds Elders and Staff accountable to Membership
- Communication Process
- See [Moderator Details](#)

Christian Education Committee

- Membership Required
- Plan to Protect Required

Purpose: To guide hearts toward God. To help children and adults grow closer in their walk with God by providing a loving, caring, and safe environment. To assist connected committees in decision making needs in the Christian Education/Children's Ministries.

Consists of the following members:

1. Sunday School Coordinator
2. Children's Church Coordinator
3. Nursery Coordinator
4. VBS Coordinator
5. Librarian
6. Plan to Protect Coordinator

Reports to: Children's Ministries Committee, Christian Education Church Board Rep

Term: 3 year term, Elected. (Staggered)

Time Commitment: As Needed

Job Location: WCC

Job Duties:

- May include managing responsibilities of Chairperson, Secretary.
- Organize, manage, supervise, review and order all curriculum.
- Inform congregation members about education programs.
- Determine physical arrangement and allocation of space.
- Yearly meeting at minimum, or as required.
- Manage Budget.
- Send weekly report through our Church platform.
- Submit annual Christian Education Committee Report to Board of Elders.
- Be aware of educational needs of the church.
- Provide teacher/leader education and training.
- Cultivate a missionary spirit in all programs.
- Encourage participation at Bear Lake Bible Camp for the adults and children.
- Create an attitude and program of evangelism.

Sunday School

Purpose: Guide hearts towards God. Provide teaching for all ages to improve Bible knowledge and spiritual growth. A place for the whole family to learn about God's Word and how to apply it to their lives.

"Train up a child in the way he should go: and when he is old, he will not depart from it." Proverbs 22:6

Sunday School Coordinator

- Membership Required
- Plan to Protect Required

Reports to: Christian Education Committee, Christian Ed. Church Board Rep
Term: 3 Year Term, Elected
Time Commitment: Most Sundays (Sept-May) 9:30am-10:15am, plus organization time.
Job Location: WCC Children's wing downstairs
Job Duties:

- Recruit teachers.
- Find/order curriculum and supplies.
- Make class list for teachers.
- Call meetings if needed.
- Ensure teachers sign in for each class.
- Ensure parents sign children in before each class.
- Make sure all teachers and helpers have, and maintain, Plan to Protect.
- Attend Christian Education Committee Meetings.
- Manage Budget
- See [Sunday School Coordinator Details](#)

Sunday School Teacher

- Plan to Protect Required

Reports to: Sunday School Coordinator
Term: Yearly Commitment.
Time Commitment: Most Sundays (Sept-May) 9:20am-10:15am, plus preparation time.
Job Location: Sunday School Classroom in WCC basement.
Job Duties:

- Plan and lead Bible lessons (may include craft activities).
- Serve as a role models to the children.
- Pray with the children in the class.
- Keep attendance with current Check-In system.
- Attend meetings and training events.
- Complete, and maintain, Plan to Protect as per church policy.
- See [Sunday School Teacher Details](#)

Children's Church

Job Location: Children's Wing Downstairs

Purpose: To help children, ages 3-5, grow closer in their walk with God. "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these..." Mark 10:14

Children's Church Coordinator

- Membership Required
- Plan to Protect Required

Reports to: Christian Education Committee, Christian Ed. Church Board Rep

Term: 3 Year Term, Elected

Time Commitment: Teach once/month, and time planning

Job Duties:

- Pray for Children & Helpers.
- Teach once/month
- Make up schedule
- Recruit volunteers
- Buy snacks
- Manage Budget
- Oversee Leaders/Helpers
- Update binders/name tags
- Order curriculum and resources
- Call & Attend meetings as needed.
- See [Children's Church Coordinator Details](#)

Children's Church Leader

- Plan to Protect Required

Reports to: Children's Church Coordinator

Term: Yearly Commitment

Time Commitment: Every 4th Sunday, during the worship service

Job Duties:

- Lead the children, ages 3-5, in activities during church service message.
- Plan a lesson for the children.
- Delegate work to helpers.
- Ensure children are registered and signed in/out of program as per PTP.
- See [Children's Church Leader Details](#)

Children's Church Helper

- Plan to Protect Required

Reports to: Children's Church Leader

Term: Yearly Commitment

Time Commitment: Approx: Once a month, during the Worship Service, 11 am-12:10 pm.

Job Duties:

- Assist Children's Church Leader by helping guide children ages 3-5 through activities, games, crafts and snack during sermon part of worship service.
- See [Children's Church Helper Details](#)

Nursery

Job Location: WCC Nursery(Children's Church) Room Upstairs

Purpose: To welcome Babies and Toddlers (ages 1-2) into a loving, caring and safe environment, in order to help support parents' spiritual growth.

"Whoever welcomes one such child in my name, welcomes me." Matt. 18:5

Nursery Coordinator

- Membership Required
- Plan to Protect Required

Reports to: Christian Education Committee, Christian Ed. Church Board Rep
 Term: 3 Year Term, Elected
 Time Commitment: Sunday Mornings (10:20 am - 12:15 pm), and time spent organizing
 Job Duties:

- Pray for Children & Helpers.
- Recruit and Schedule Nursery Leader and Attendant volunteers
- Ensure all volunteers are approved as per church policy: Plan to Protect.
- Ensure the 3-1 child to adult ratio is met for Plan To Protect.
- Inform / guide / train volunteers
- Ensure snack / supplies are stocked.
- Manage Budget
- Attend Christian Education Committee Meetings
- See [Nursery Coordinator Details](#)

Nursery Leader

- Plan to Protect Required

Reports to: Nursery Coordinator
 Term: Yearly Commitment
 Time Commitment: Sundays during worship service 11am-12pm(Approx.) Once a month
 Job Duties:

- Welcome / assist parents and their children as they sign in.
- Read, understand and follow all Nursery and PTP policies and procedures.
- Offer and provide support for the emotional, physical and social needs of young children during the time they are in the church nursery.
- See [Nursery Leader Details](#)

Nursery Attendant

- Plan to Protect Required

Reports to: Nursery Leader, Nursery Coordinator
 Term: Yearly Commitment
 Time Commitment: Approx: Once a month, during Sunday worship service, 11am-12pm
 Job Duties:

- Provide care for young children during the time they are in the church nursery.
- Read, understand and follow all Nursery and PTP policies and procedures.
- See [Nursery Attendant Details](#)

Library

Purpose: Support the mission of the local body. Provide Christ centered material for congregation, teachers, and staff to further their relationship with God.

“Gold there is, and rubies in abundance, but lips that speak knowledge are a rare jewel.” Proverbs 20:15

Head Librarian

- Membership Required
- Plan to Protect Required

Reports to: Christian Education Committee, Christian Ed. Church Board Rep
Term: 3 Year Term, Elected
Time Commitment: Sundays approx: 30 minutes before Service, then Last Song of Service to 1pm.
Library organization as needed
Job Location: WCC Library
Job Duties:

- Purchase, card and label new library books for circulation
- Keep record of all material/books in library
- Oversee all record keeping for book lending
- Set up Library Policies and Procedures
- Consult with church leaders and their needs
- Promote Library
- Manage Budget.
- See [Librarian Details](#)

VBS

Purpose: To provide meaningful opportunities for children to learn about God, through a variety of interactive activities.

“Train up a child in the way he should go: and when he is old, he will not depart from it.” Proverbs 22:6

VBS Coordinator

- Membership Required
- Plan to Protect Required

Reports to: Christian Education Committee, Christian Ed. Church Board Rep
Term: 3 Year Term, Elected
Time Commitment: Approximately 1 hour/week after December until week before VBS
20 hours in week prior to VBS, 35-40 hours during VBS week(In Summer),
2-5 hours per week in month following VBS week.
Job Location: WCC, and around GP
Job Duties:

- Plan and run program
- Recruit leaders and volunteers
- Promote outreach
- Order curriculum and supplies.
- Manage budget
- See [VBS Details](#)

Building & Grounds

Purpose: To oversee, guide and direct the elected Building & Grounds members in regards to the upkeep and maintenance of the church building and grounds.

“Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which he bought with his own blood.” Acts 20:28

Building & Grounds Church Board Rep

- Membership Required

Reports to: WCC Church Board

Term: 4 year Term

Time Commitment: Dependent upon needs, in regards to the church buildings & grounds

Job Location: WCC building & grounds

Job Duties:

- Assign concerns, issues in regards to anything to do with building and grounds to the appropriate head to be dealt with. If no one is available take care of it personally.
- Oversee all expenses/invoices in the day to day operation of the church building and grounds.
- Ensure all inspections are performed and passed on a yearly basis (Fire, Security, City, Elevator, etc)
- Comply to City Bylaws
- Manage Budget
- Meet with newly elected heads of departments yearly
- Oversee the financial accountability of anything pertaining to building and grounds

Parking Lot Attendant

Purpose: To ensure the sidewalks are free from snow and ice during the winter months and the property is maintained properly. Ensure church family and visitors can come and go safely.

Reports to: Building & Grounds Church Board Rep

Term: 3 Year Term, Elected

Time Commitment: Dependent upon needs.

Job Location: Outside: WCC parking lot, sidewalks and all exit/entrances to the building

Job Duties:

- Monitor weekly, and clean prior to Sunday morning service and weekly church events, celebrations, funerals etc.
- Remove snow / ice as needed and create volunteer schedule.
- Monitor condition of curbs and asphalt.
- Parking lot maintenance.
- Submit annual report and budgets to Building & Grounds Committee Chair.
- See [Parking Lot Attendant Details](#)

Building Maintenance

Purpose: To repair, renovate and address any needs of the church building.

Building Maintenance

Reports to: Building & Grounds Church Board Rep

Term: 3 Year Term, Elected

Time Commitment: As needed.

Job Location: WCC building

Job Duties:

- Oversee building maintenance
- Communicate maintenance needs and plans with staff and congregational leadership.
- Submit annual report to Building & Grounds Committee Chair
- See [Building Maintenance Details](#)

Building Maintenance Assistant

Reports to: Building Maintenance Leader

Term: 3 Year Term, Elected

Time Commitment: As needed, per maintenance requests or needs.

Job Location: Throughout the church building

Job Duties:

- Do all repairs to church building.
- Change all furnace filters in fall, early spring and mid summer.
- Ensure all lights in church are working.
- Ensure bathroom plumbing is working.
- Ensure sanctuary doors operate properly.
- Ensure the yearly fire alarm reporting is done.
- See [Building Maintenance Assistant Details](#)

Indoor Building Maintenance

Reports to: Building & Grounds Church Board Rep

Term: 3 Year Term, Elected

Time Commitment: Weekly, as needed.

Job Location: Inside WCC

Job Duties:

- Oversee indoor building maintenance
- Preserve the value of the facility for the congregation and community
- Ensure the facility operates safely and efficiently
- Prevent system failures that can interrupt the operations of a church and its ministry
- Communicate maintenance needs and plans with staff and congregational leadership.
- Submit annual report to Building & Grounds Committee Chair

Grounds Person

Purpose: Beautifying of the outside grounds of the Church Property.

Reports to: Building & Grounds Church Board Rep

Term: 3 Year Term, Elected

Time Commitment: Weekly / few times a Year

Job Location: Outside/WCC grounds

Job Duties:

- Oversee yard maintenance
- Lawn care, parking lot maintenance, etc.
- Basic flower bed care
- Submit annual report to Building & Grounds Committee Chair

Missions

Purpose: Raise awareness in WCC of missionary endeavours. Promote the EMC missions program within WCC. Encourage and resource participation in gospel outreach work.

Missions Committee

- Membership Required

Reports to: Missions Church Board Rep
Term: 3 Year Term, Elected
Time Commitment: One meeting a month. The 2nd Tuesday of the month at 7:30pm
Job Location: WCC, prayer room.
Job Duties:

- Attend meetings, take responsibility for tasks assigned.
- May include: Chairman, Secretary, Bear Lake Bible Camp Rep, MDS Rep.
- Annual Christmas cards for all associate and EMC missionaries.
- Take a turn leading Sunday morning prayer for missionaries at 10:15am.
- Recruit and support potential missionaries seeking placement.
- Manage Budget.
- See [Missions Details](#)

Bear Lake Bible Camp Rep

Purpose: Represent WCC congregation on the Bear Lake Bible Camp Board.

Reports to: Missions Committee Chair, BLBC Board
Term: 3 Year Term, Elected
Time Commitment: One meeting a month.
Job Location: Board meetings are normally at BLBC unless otherwise notified
Job Duties:

- Attend monthly board meetings and assist in running the camp at a board level.
- Keep the church board informed of the activities at the camp.
- Inform the congregation of how the camp is running regarding current needs and developments at the Camp.
- Promote interest and service in camp ministry, including recruiting volunteers for WCC's week of service every year.
- See [Bear Lake Bible Camp Rep Details](#)

Messenger Correspondent

Purpose: To provide articles regarding events and activities in the WCC to EMC *The Messenger*.

Reports to: EMC - *The Messenger* / Missions Church Board Rep

Term: 3 Year Term, Elected

Time Commitment: A few hours, a couple times a year

Job Location: At home.

Job Duties:

- Submit articles as per EMC *The Messenger* guidelines.
- Update "The Messenger" mailing list as required
- See [The Messenger Correspondent Details](#)

Conference Delegate

- Membership Required

Purpose: To represent Westpointe Community Church at the EMC conference level.

Reports to: WCC Church Board

Term: 3 Year Term, Elected

Time Commitment: Weekend meeting twice a year in Summer and end Dec.

Job Location: Varies, Hosted at EMC Sister Churches

Job Duties:

- Represent our church at Conference Council sessions and on voting on issues.
- Promote Annual Conference attendance of delegates and members.
- Call any meeting of delegates necessary to perform their duty.
- See [Conference Delegate Details](#)

Worship & Music

Worship & Music Coordinator

- Membership Required

Purpose: To contribute to the Sunday morning worship service by scheduling in advance the worship leader, offertory and the MC. Equip, support and add vision to the people involved in music.

Reports to: Worship & Music Church Board Rep, Co Worship & Music Coordinator.

Term: 3 Year Term, Elected

Time Commitment: Ongoing as needed and quarterly music ministry meetings.

Job Location: WCC Sanctuary, at home.

Job Duties:

- Attend quarterly Worship & Music Ministry Meetings.
- Schedule worship leaders for leading Sunday Morning Worship.
- Contact potential offertory people and schedule them in.
- Recruit people to join worship teams or participate in the offertory.
- Communicate pertinent information pertaining to church life and worship service to Worship & Music departments.
- Selecting people who are appropriately equipped for the MC position.
- Plan the order of worship services with due regard to the needs of the various groups within the church.
- Research, supply, and maintain musical instruments, musical resources and P.A. equipment.
- Recruit and train personnel involved in worship ministries.
- Submit annual report.
- See [Worship & Music Coordinator Details](#)

MC

- Membership Required

Purpose: To represent WCC as a whole and inform attendees regarding bulletin information and any additional announcements.

Reports to: Worship & Music Coordinator

Term: Yearly Commitment

Time Commitment: Approx. 1x a month. 10:30 am - 12 pm and prep time

Job Location: WCC, mostly on stage

Job Duties:

- Engage congregation in a brief opening welcome.
- Introduce speakers, spotlights and mention other events of note.
- Communicate pertinent information pertaining to church life and service
- May include prayer requests.
- End worship service with closing benediction and warm wishes for the coming week.
- Quarterly meetings with Worship & Music Coordinator
- Time Management so Worship Service stays on schedule
- See [MC Details](#)

Multimedia Coordinator

Purpose: To enhance the multimedia portion of Sunday Worship services, weddings, funerals, and other church activities with visuals for song lyrics, pictures, videos and sermon notes.

Reports to: Worship & Music Church Board Rep, Worship & Music Coordinators

Term: 3 Year Term, Elected

Time Commitment: Sundays approx 9am-12pm, and practices.

Job Location: WCC Tech Booth

Job Duties:

- Effectively use equipment for edited film and video clips, PowerPoint, and recorded music to enhance the overall worship experience.
- Manage any DVDs, and multimedia presentations provided by the speaker or pastor.
- Manage the use of presentation software for song lyrics.
- Communicate with Worship & Music Teams.
- Be a team player.
- Train all Multimedia Techs
- See [Multimedia Details](#)

Multimedia Tech

Purpose: To enhance the multimedia portion of Sunday Worship services, weddings, funerals, and other church activities with visuals for song lyrics, pictures, videos and sermon notes.

Reports to: Multimedia Coordinator

Term: Multi year commitment.

Time Commitment: Sundays approx 9am-12pm, and practices.

Job Location: WCC Tech Booth

Job Duties:

- Effectively use equipment for edited film and video clips, PowerPoint, and recorded music to enhance the overall worship experience.
- Manage any DVDs, and multimedia presentations provided by the speaker or pastor.
- Manage the use of presentation software for song lyrics.
- Communicate with Worship & Music Teams.
- Be a team player.
- Attend all meetings and training as required.
- See [Multimedia Details](#)

Sound Technician Coordinator

Purpose: Produce the best possible atmosphere for worship through sound reinforcement. Ultimately, glorify God through providing excellent audio services.

Reports to: Worship & Music Board Rep, Worship & Music Coordinator, Secretary

Term: 3 Year Term, Elected

Time Commitment: Sound Practice during week and before service.

During Worship Service / Special Events

Job Location: WCC Tech Booth and Stage

Job Duties:

- Coordinate and schedule sound techs for special events, worship service.
- Organize and hold 2 meetings per year with all techs.
- Provide training, for all new sound techs, on current technology.
- Maintain and update technology as needed.
- Research new technology for church system.
- Vision planning for sound technology: 1/3/5/10 year.
- Train all sound technicians on new technology,
- Owner of [Sound Tech Handbook](#): Update it regularly.
- Communication with all Worship & Service teams/members.
- Be on Rotation of sound tech for special events and Sunday Worship Service.
- Be a punctual team player.
- Possess knowledge of electronics and acoustics.
- See [Code of Conduct / Handbook for Sound Technician](#)

Sound Technician

Purpose: To manage sound/audio equipment during church events.

Reports to: Sound Technician Coordinator

Term: Multi year commitment.

Time Commitment: Sound Practice during week & before service.

Worship Service / Special Events

Job Location: WCC Tech Booth and Stage

Job Duties:

- Responsible for sound checks, equip. placement, volume and quality of sound.
- Set up and run sound for special events, and worship services including practices.
- Attend 2 meetings per year with all sound techs and coordinator.
- Maintain up to date training on all current and new sound technology
- Communicate with Worship & Service teams/members including pastor.
- Follow Sound Tech Handbook policies and procedures
- Be a punctual team player.
- Possess knowledge of electronics and acoustics.
- See [Code of Conduct / Handbook for Sound Tech](#)

Lighting Coordinator

Purpose: To manage lighting equipment during church events.

Reports to: Worship & Music Coordinators, Worship & Music Church Board Rep
Term: 3 Year Term, Elected
Time Commitment: Sunday during Worship Service and Practice
Job Location: WCC Tech Booth
Job Duties:

- Lighting the stage and sanctuary
- Be a punctual team player.
- Communicate with Worship & Music Teams and Techs.
- Program lighting into system
- Create Lighting Tech schedule
- Train Lighting Techs
- Knowledge of the light board and computer
- See [Lighting Details and Code Of Conduct](#)

Lighting Tech

Purpose: To manage lighting equipment during church events.

Reports to: Lighting Coordinator
Term: Multi year commitment.
Time Commitment: Sunday during Worship Service and Practice
Job Location: WCC Tech Booth
Job Duties:

- Lighting the stage and sanctuary
- Be a punctual team player.
- Communicate with Worship & Music Teams and Techs.
- Program lighting into system
- Knowledge of the light board and computer
- Attend all training for lighting crew.
- Willing to learn.
- See [Lighting Details and Code Of Conduct](#)

Head Usher

- Membership Required
- Plan to Protect Required

Purpose: Recruit and schedule ushers to create a welcoming, friendly and informative atmosphere.

Reports to: Church Moderator, Worship & Music Church Board Rep

Term: 3 Year Term, Elected

Time Commitment: Sundays: 10 am to 1 pm, & time making schedule

Job Location: WCC Foyer, Sanctuary, Monitor Halls, Downstairs

Job Duties:

- Select ushers
- Create schedule for usher rotation
- Train ushers
- Oversee collection of offering, counting, recorded.
- Headcount - count church attendees.
- Ensure ushers have bulletins to hand out
- Follow Plan To Protect policies and procedures.
- See [Head Usher Details](#)

Usher

- Plan to Protect Required

Purpose: To greet attendees coming into the church, to create a welcoming and friendly atmosphere.

Reports to: Head Usher

Term: Yearly commitment.

Time Commitment: Sundays: 10:15 am to 12:15 pm

Job Location: WCC Foyer, Sanctuary, Halls

Job Duties:

- Greet people as they enter sanctuary, hand out bulletins by all sanctuary doors.
- Usher guests to seats, assist people with special needs, ie; wheelchair, stroller, etc.
- Collect offering, sort and put in the church safe.
- Attend meetings and training as called by Head Usher.
- Check on children church, nursery areas during main service and assist as needed.
- Monitor halls, foyer and sanctuary.
- Complete and maintain Plan To Protect, following policies and procedures.
- See [Usher Details](#)

Door Greeter Coordinator

Purpose: To schedule friendly people to make a connection to departing attendees and thank them for taking the time to come worship the Lord in fellowship, with WCC during Sunday morning Worship Service.

Reports to: Head Usher
Time Commitment: 11:45am-12:15pm, time scheduling
Job Location: Inside WCC main exit doors, at home
Job Duties:

- Make a schedule for the Door Exit Greeters up to 2 months in advance
- Call people who may be interested in serving in this area of ministry
- Ensure Door Greeters are greeting and passing on well wishes to parting attendees, and thanking them for attending the worship service.
- Encourage Door Greeters to engage in conversation.
- Door Greeters should be welcoming and have outgoing personalities.
- Give Door Greeters direction as to where to stand, what to say, etc.

Door Greeters

Purpose: To make a connection and thank people for taking the time to come worship the Lord in fellowship with WCC during Sunday morning Worship Service.

Reports to: Door Greeter Coordinator
Term: Yearly commitment.
Time Commitment: After Worship Service: 11:45am-12:15pm
Job Location: Inside WCC main exit doors
Job Duties:

- Greet and pass on well wishes to parting attendees.
- Thank them for attending the worship service.
- Engage in conversation with attendees.
- May include handshakes, fist bumps, and hugs.
- Warm, friendly personality.

Communion Coordinator

Purpose: To prepare Communion elements for use in worship service and coordinate volunteers.

Reports to: Elder in charge of sacraments
Time Commitment: A week or 2 prior to scheduled Communion Service
Job Location: Sanctuary
Job Duties:

- Recruit volunteers to serve in Communion Service
- Prepare church sanctuary and elements for Communion Service.
- See [Communion Details](#)

Church Decorating Committee

Purpose: To create a visual appealing and welcoming atmosphere in the foyer, reflecting season or holiday. To provide decor in the sanctuary that connects to the current sermon series.

Reports to: Pastoral Staff, Worship & Music Church Board Rep

Term: Multi year commitment.

Time Commitment: Changing seasons and as sermon series change.

Job Location: At WCC in the foyer and sanctuary.

Job Duties:

- Making & finding new props, decorations, other visuals.
- Communicate with the pastors as to what vision they have for their sermon series.
- In the foyer: change out decorations on the welcome desk/coffee counter and surrounding areas depending on season, etc.
- Manage budget.
- See [Church Decorator Details](#)

Welcome Desk

Purpose: To welcome visitors and regular attendees, provide information and answer questions.

Volunteer Job Title: Welcome Desk Attendant

Reports to: Pastoral Staff, Moderator

Term: Yearly Commitment

Time Commitment: Sunday Morning on Rotation

Job Location: Foyer in Church

Job Duties:

- Welcome people as they enter the foyer.
- Provide information to people, with regards to general program information, including those that may require registrations for children's programs.
- "Tour guide" of the building.
- Good verbal communication skills.
- A positive, smiling face is always a welcome sight.

Fellowship / Congregational Care

Purpose: To create a loving community in the power of the Spirit, where individuals build each other up, live in accountability, and encourage each other in the practical application of God's word, and in the expression of their faith in Christ.

Social Committee

Purpose: The fellowship committee is a ministry designed to bring fellowship, fun, friendship and hospitality into the Church as well as outside. We encourage people to bring their friends and the unsaved. Our main responsibility is to organize events and share in our separate duties to see that the function is accomplished and a success. We want God to be a part of everything we plan and we are also accountable to the church as we give our annual reports.

Reports to: The Fellowship/Congregational Care Church Board Rep
Term: 3 Year Term, Elected
Time Commitment: Meeting early September to plan out the schedule for the whole year.
Then meetings as need to plan and organizes events.
Job Location: WCC, in and around GP
Job Duties:

- Plan social events for the year to provide opportunities to fellowship.
- Plan, organize, purchase supplies for activities such as: Potlucks, Sportsplex/Gym nights, Mystery guest dinner nights, Christmas banquets, Valentine's event, Fall kick off, Church campout, Community event, Date night, Sledding parties, etc.
- Enlist volunteers, delegate.
- Find resources.
- Keep records of events.
- Manage Budget.
- See [Social Committee Details](#)

Men's Ministries

Purpose: Connecting Men. Men coming together and encouraging each other in their walk with God.

Men's Ministries Leader

- Membership Required

Reports to: Fellowship/Congregational Care Board Rep

Term: Multi year commitment.

Time Commitment: Yearly meeting, as needed.

Job Location: WCC, GP area

Job Duties:

- Oversee and develop the existing men's ministry in keeping with church purpose and direction.
- Equip men to be godly and effective disciples, husbands, and fathers such as Promise Keepers, Men's Breakfast Series.
- Facilitate implementation of the church's purpose and vision.
- Keep Records of events, take monies, submit annual financial statement.
- Submit Annual Report and minutes to Fellowship Committee Board Rep.
- Manage Budget.
- See [Men's Ministries Details](#)

Care Group Leader

- Actively involved in a care group at WCC for a year.

Purpose: The primary purpose for Small Groups ministry is for personal spiritual transformation with a structure based on Acts 2:42, 46-47, where “the disciples devoted themselves to teaching, fellowship, breaking of bread and prayer.” As such small groups come together on a regular basis for prayer and Bible Study, sharing their lives and caring for each other in times of need.

Reports to/Approved by: Fellowship/Congregational Care Church Board Rep

Term: Multi-year Commitment.

Time Commitment: Time preparing lessons and facilitating group meetings.
Usually once weekly from Sept-June, or as group decides.

Job Location: In Leader and group members homes.

Job Duties:

- Lead Bible Studies in accordance with church beliefs.
- Create opportunities/activities that enrich discussions and prayer times.
- Nurture community, loving relationships and fun activities within the group.
- Keep attendance record and report.
- See [Care Group Leader Details](#)

Young Adults

Purpose: To bring young adults together to fellowship and encourage each other a couple times a month.

Reports to: Lead Pastor or Designated Rep.

Term: Multi year commitment.

Time Commitment: Meeting 2 Tuesdays per month.

Job Location: Lead Pastor's, or around GP

Job Duties:

- Plan and host Bible studies for ages 18-30. Approximately 2 times a month.
- Post on Facebook where events are and times.
- Decide and plan to meet for coffee if host location is unavailable.
- Casual time of fellowship.

Women's Ministries

1. The Women's Ministries Executive Board shall consist of the following members elected by the women of the church:
 - a. Chairwoman - shall be a member.
 - b. Secretary/Treasurer
 - c. Spiritual Nurture
 - d. Outreach
 - e. Social
 - f. Food Coordinator
 - g. Showers

2. Terms of Office
 - a. The Chairperson shall be elected for two years on *odd* years.
 - b. The Secretary/Treasurer shall be elected for two years on *even* years.
 - c. Group Leaders to be elected from within the Women's Ministries on an annual basis.

Purpose: Our focus is to fulfill the purpose and objectives of the Fellowship by: Bible studies, prayer, evening fellowship, retreats and encouraging each other to reach out to neighbors and friends. Providing for physical needs as they arise in such ways as meals and care packages, etc. provide coordination regarding food services for the church.

Chairwoman

- Membership Required

Volunteer Job Title: Women's Ministries Executive Board - Chair

Reports to: The Church board

Term: 2 Year Term, Odd Year. Elected

Time Commitment: Once a month

Job Location: WCC Board Room

Job Duties:

- Organize and plan meetings.
- Oversee branches of the ministry to make sure they are doing what their position requires.
- See [Chairwoman Details](#)

Women's Ministries Secretary

Reports to: Women's Ministries Chairwoman
Term: 2 Year Term, Even Year. Elected
Time Commitment: Monthly
Job Location: WCC Board Room
Job Duties:

- Attend Women's executive board meetings
- Record minutes
- Send out minutes to rest of ladies committee,
- Scheduling
- See [Secretary Details](#)

Women's Ministries Treasurer

- Membership Required

Purpose: Looking after all things financial in relation to Women's Ministries.

Reports to: Women's Ministries Executive Board
Term: 2 Year Term, Elected
Time Commitment: Monthly Women's executive board meetings and year end reports.
Job Location: WCC Board Room
Job Duties:

- Issue reports to Women's Ministry Board and year end report to WCC church treasurer.
- Manage Budget for Women's Ministries.
- See [Treasurer Details](#)

Showers

Purpose: To celebrate with Brides, and encourage new Moms in these new steps in life.

Reports to: Women's Ministries Executive Board

Term: 2 Year Term, Elected

Time Commitment: Bridal showers as needed. First baby born while attending WCC

Job Location: Bridal showers at WCC.

Baby baskets handed out at WCC Worship Service

Job Duties:

- Organize bridal showers for brides of our congregation.
- Host the bridal showers.
- Handout baby baskets.
- See [Showers Details](#)

Spiritual Nurture

Purpose: Encourage women in the church through Ladies Bible Studies.

Reports to: Women's Ministries Executive Board

Term: 2 Year Term, Elected

Time Commitment: Every Wednesday at 7pm/Wednesday 9:30-11:00 am

Job Location: At church in the day care or moms room/Church basement

Job Duties:

- Organize Ladies Bible Studies
- Facilitate Bible study
- Prayer
- See [Spiritual Nurture Details](#)

Women's Social

Purpose: To coordinate & plan events for the ladies of the church to grow deeper in their relationship with Christ and to find community with each other.

Reports to: Women's Ministries Executive Board / Women's Social Com. Members

Term: 2 Year Term, Elected

Time Commitment: Ladies Executive meeting first Tuesday every month.

Meetings with Ladies Social committee to plan and host events, as needed.

Job Location: Board Room. Events usually in church basement/foyer.

Job Duties:

- Planning and organizing 3-4 events every year- women's retreat, prayer sister reveal, Christmas party etc.
- Shopping, decorating, setting up and cleaning up for each event.
- Keep ladies informed about regular and special events
- Ensuring Baby Baskets are available for Showers committee.
- See [Social Details](#)

Kitchen Coordinator

Purpose: To keep the kitchen in proper working order for the many different ministries that use it.

Reports to: Women's Ministries Executive Board

Term: 2 Year Term , Elected

Time Commitment: As needed, daily-weekly and monthly Women's Executive Meeting

Job Location: WCC Kitchen Downstairs

Job Duties:

- Organize assistants in food related events and oversee the need in this ministry.
- Meet on a regular, or as needed basis, to pray, discuss, plan and organize the kitchen.
- Organize the kitchen to be the most useful, productive and user friendly layout to help ministries be as successful as possible.
- Set rules, guidelines and operating procedures for kitchen and equipment use. ie. Stove, Ovens, Refrigerators, Freezers, Coffee and Tea Makers, Dish Washer.
- Meet with each ministry that uses the kitchen to train and help them understand any rules, guidelines, operating procedures, layout and function ability.
- Must be consulted in ALL activities needing kitchen facilities

Kitchen Assistants

Reports to: Kitchen Coordinator

Term: 2 Year Term, Elected

Time Commitment: When Kitchen is needed for an event. Possibly few hours to full day.

Job Location: Downstairs in Church Kitchen

Job Duties:

- Assistants to the Kitchen Coordinator
- Cooking, cleaning, dishes, serving coffee...
- See [Kitchen Assistants Details](#)

Food Group Leader

Volunteer Job Title: Food Group Leader

Reports to: Women's Ministries Executive Board

Term: Multiple Year commitment.

Time Commitment: As needed.

Job Location: At home and WCC reception hall/kitchen.

Job Duties:

- Organize Food Groups
- Head up either the setup or clean up in the kitchen when there is a potluck.
- See [Food Group Leader Details](#)

Outreach

Purpose: We offer a friendly face and warm meals to Congregational Members. Coming alongside them as they mourn the loss of a loved one, suffer from illness, celebrate the birth of a child, and support students as they continue their post secondary education.

Reports to: Women's Ministries Executive Board

Term: 2 Year Term, Elected

Time Commitment: When life changing events happen in WCC.

Job Location: At home, WCC

Job Duties:

- Calling people (New Baby, Death in Family) to offer meals.
- Notify Food Group Leaders for meals to be brought to new moms, sick, bereavement, etc.
- College Care Packages
- See [Outreach Details](#)

55+

Purpose: To host the ministry of 55+ through food and fellowship.

55+ Coordinator / Hostess

Reports to: Women's Ministries Executive Board
Term: Open-ended, Elected
Time Commitment: Every 3rd Wednesday and Thursday of each month
Job Location: WCC Basement/Dining Hall
Job Duties:

- Prepare Dining Hall for event.
- Greet attendees and host event.
- See [55+ Coordinator / Hostess Details](#)

55+ Volunteer Coordinator

Reports to: Head Cook 55+
Term: Open-ended, Elected
Time Commitment: Every third Thursday; Sept to Nov, Jan to June
Job Location: At home
Job Duties:

- Secure volunteers needed for 55+ Seniors ministry.
- See [55+ Volunteer Coordinator Details](#)

55+ Head Cook

Reports to: Women's Ministries Executive Board, 55+ Board
Term: Open-ended, Elected
Time Commitment: The 3rd week of every month - except July, August, and December
Job Location: Church Kitchen and Dining Hall
Job Duties:

- Plan, shop, prepare, serve, and clean up, dinner for 220-300 seniors, who are 55 years of age and older.
- See [55+ Head Cook Details](#)

Office/Staff

Senior / Lead Pastor

- Membership Required
- Plan to Protect Required

Reports to: Board of Elders, Membership
Time Commitment: 40-50 hours per week, flexible hours as necessary.
Job Location: Office / pulpit / coffee shop
Job Duties:

- Spiritual overseer and Shepherd of congregation.
- Preach
- Teach
- Counselling
- Pray
- Listen
- Set overall vision.
- Oversee office staff and lead the team.
- Officiate weddings, funerals, counseling and visitation.
- Is an ex-officio member of the Board of Elders.
- See [Senior / Lead Pastor Details](#)

Associate / Youth Pastor

- Membership Required
- Plan to Protect Required

Reports to: The Elders Board, Lead Pastor.
Time Commitment: 40-50 hours per week, flexible hours as necessary.
Job Location: WCC Office, basement, or wherever the youth event is hosted in GP.
Job Duties:

- Lead, develop, and coordinate volunteer Youth Leaders.
- Bi-monthly leader planning meetings (1-event planning, 1-leadership development).
- Plan and execute Friday evening youth events.
- Plan and execute Bi-monthly Wednesday Night Bible study.
- Schedule discipleship times with youth leaders (male to male, female to female).
- Leave time in weekly schedule to meet with students.
- Preach as needed.
- Attend monthly board meetings.
- Consult with ministry heads as needed (ie Worship, children's min, ect).
- Volunteer
- In the Lead pastor's absence assumes his responsibilities and duties.
- He is an ex-officio member of the Board of Elders.
- See [Associate / Youth Pastor Details](#)

Youth Sponsor

- Plan to Protect Required

Purpose: To support youth pastor in their ideas and planned activities. Being a positive role model for teens.

Reports to: Youth Pastor
Term: 3 Year Term, Elected
Time Commitment: Friday Nights 7-9pm, some Wednesday Nights.
Job Location: WCC basement or designated location for specific events
Job Duties:

- Support the youth pastor and engage with youth kids,
- Ministering to youth and building into their lives!
- Supervising youth events.
- Complete and maintain Plan to Protect as per WCC policy.
- Help organize and manage the youth program of the church.
- Youth Attendance
- Spending time with them, praying for them, helping plan youth activities, help support youth pastor wherever needed!

Church Secretary

- Membership Required
- Plan to Protect Required

Reports to: Lead/Senior Pastor/Moderator
Time Commitment: Tuesday thru Friday 9am - 4pm
Job Location: Westpointe Community Church Main Reception Desk
Job Duties:

- Secretarial Duties
- Receptional Duties
- Communication Process
- Administrative Assistant to Pastors
- See [Church Secretary Details](#)

Benevolence Fund Management

- Membership Required

Purpose: To help those within the community with financial aid.

Reports to: WCC Church Board
Time Commitment: As need arises.
Job Location: WCC, from home
Job Duties:

- Help those within the church and the larger community who are in need of financial assistance.
- See [Benevolence Fund Details](#)

Janitor

- Plan to Protect Required

Purpose: To keep the Church clean.

Reports to: Moderator /Communicates with Building Maintenance.
Time Commitment: Hours during the week dependant upon cleaning needs.
Job Location: Interior of Church
Job Duties:

- Keeping church clean.
- Vacuuming, sweeping, dusting, cleaning bathrooms, removing garbage.
- Inventories
- See [Janitor Details](#)

Treasurer

- Membership Required

Purpose: Account for all financial transactions of the Church and ensure fulfillment of all legislated financial requirements.

Reports to: WCC Church Board
Term: 3 Year Term / Staggered with Financial Secretary, Elected
Time Commitment: Ongoing
Job Location: Home, WCC Finance Office
Job Duties:

- Administer Church finances; accounts receivable, accounts payable and payroll.
- Prepare monthly financial statements for the Board of Elder meetings.
- Prepare budget and financial information for Congregational meetings.
- Assist Board of Elders with preparation of annual budget.
- Record and reconcile all donations and revenue received and deposited by the Church Financial Secretary.
- Prepare and submit annual charity return to Canada Revenue Agency.
- Prepare year end returns.
- Maintain confidentiality of information.
- See [Treasurer Details](#)

Financial Secretary

- Membership Required

Purpose: Works closely with the treasurer in handling funds.

Reports to: Moderator, WCC Church Board
Term: 3 Year Term / Staggered with Treasurer, Elected
Time Commitment: Usually Mondays but is not set in stone.
Job Location: WCC Finance Office
Job Duties:

- Deposit, track and receipt donations and other incoming money.
- See [Financial Secretary Details](#)

Plan to Protect Coordinator

- Membership Required
- Plan to Protect Required

Purpose: A program put in place to insure a safe environment. It protects the church, the volunteer, and the children. We have a spiritual, moral and legal obligation to provide a secure environment for all those participating in church programs, that are under the auspices and authority of the church.

Reports to: Children Ministries, Church Board Rep
Term: 3 year Term, Elected.
Time Commitment: Few hours/day to few hours/month. Peak-Sept/Oct
Job Location: At home, WCC PTP areas
Job Duties:

- Oversee Plan to Protect paperwork needed for new and current volunteers, as well as incident reports.
- Ensure all families with children in WCC programs are registered.
- File and keep current records on MasterCheck List of Volunteers' PTP Status.
- Attendance record keeping for children's ministries.
- Conduct Plan to Protect Training & Refresher Courses
- Conduct Volunteer reference checks and interviews
- Respects Confidentiality
- Attend Christian Education Committee Meetings
- Manage Budget
- See [Plan to Protect Details](#)

Policies and Procedures

And More Information!

“Commit to the Lord whatever you do, and he will establish your plans.” Proverbs 16:3

Elder

Details of Job:

- HOW

- Contact Committees weekly.
- Represent Committees at Board Level
- Develop SMART Goal Setting(Specific, Measurable, Actionable, Realistic, Timely)
- Align yearly committee calendar of events and share with Church Board annually.
- Ensure that all decisions made at the Board of Elders and Membership or Congregational meetings is carried out.
- Counsel together regarding the matters of setting the annual church budget, salaries, and benefits of salaried workers prior to presentation to the membership. Shall also arrange for an annual review of financial records.
- Assume responsibilities for those tasks not assigned to other committees.
- Take administrative responsibility for pastoral evaluation and transitions.
- WCC goal setting: develop short and long range planning.
- Serve as the group through whom the pastor, staff members, committees, and departments are accountable to the Membership.
- Shall itself be accountable to the Membership for all decisions and actions it takes.
- Plan and administer ordinances.
- Interview and counsel prospective new members, baptismal candidates, parent/child dedications, etc.
- Counsel wayward members, seek restoration, report to membership as deemed essential.
- Initiate revival and evangelistic services and or meeting as they discern the need.
- May Include: prayer for healing, run membership classes, occasionally speaking message in Sunday Worship Service.
- The Church Board has the freedom to appoint an elder if a vacant spot is not filled.
- Characteristics of Board Members: CCCC's and (Characteristic of Elders)

Continuous Board Agenda

<p>January</p> <ul style="list-style-type: none"> ● Board self evaluation ● Board succession planning ● Directions and guidance to the Nominating Committee ● Risk management compliance report of prior year ● Review board structure and board policies (a few each year on a 3 or 4 year cycle) 	<p>February</p> <ul style="list-style-type: none"> ● Annual meeting planning ● Approve audited financial statements 	<p>March</p> <ul style="list-style-type: none"> ● Annual General Meeting of members ● Board organizational meeting ● Establish board committee membership and mandates ● Appoint officers ● Update bank signing authorities
<p>April</p> <ul style="list-style-type: none"> ● Set Board goals ● Quarterly review of budget and ministry plans 	<p>May</p> <ul style="list-style-type: none"> ● Board/Staff retreat ● Strategic/long-term planning ● External consultation (e.g. meet with peer ministries, stakeholders etc.) ● Board goals 	<p>June</p> <ul style="list-style-type: none"> ● T3010 and corporate reports approved for filing ● Program review and evaluation
<p>July/August</p> <ul style="list-style-type: none"> ● Quarterly review of board goals ● Quarterly review of board committee mandates ● Quarterly review of budget & ministry plans 		<p>September</p> <ul style="list-style-type: none"> ● Board Development
<p>October</p> <ul style="list-style-type: none"> ● Quarterly review of board goals ● Quarterly review of board committee mandates ● Quarterly review of budget & ministry plans ● Preliminary budget review-set general guidelines for ministry staff 	<p>November</p> <ul style="list-style-type: none"> ● Senior Pastor performance review ● Preliminary budget & ministry plan review ● By-law changes discussed (if necessary) 	<p>December</p> <ul style="list-style-type: none"> ● Approve budget & ministry plans for next fiscal year ● Review of staff salary and benefits

Moderator

Details of Job:

- HOW

- Owner of WCC Handbook / Renewal
- Money Tracking/Budget Process/Approval Process
- EMC Contact
- Evaluation Process
- Strategic Planning Process
- Issue Resolution Process
- AGM/Election Process
- Growth & Development
- Appointed position owner
- Church Insurance
- Mortgage

Christian Education Ministries

Sunday School Coordinator

Details of Job:

- **HOW**

- Get an approved curriculum.
- Ask/shoulder tap people to be teachers.
- Insure teachers and helpers are approved as per church policy.
- Make yearly schedule for Sunday school.
- Plan Christmas concert, and specials events.
- Plan Sunday school kick off and last day event.
- Provide training as needed.
- Follow PTP policies and procedures.

Sunday School Teacher

Details of Job:

- **HOW**

- Arrive 10-15 minutes prior to children arriving.
- Arrange for a substitute in the event you will not be available to teach. Discuss lesson plan with substitute.
- Nurture the spiritual lives of our children in their Christian journey and build positive relationship with them.
- Teach their students to know who God is and disciple them into a living, growing relationship with Jesus, recognizing that it is always the work of the Holy Spirit to convince a child to respond to the gospel message.
- Take care of own spirituality, spending time in scripture, prayer and worship.
- Model Christ's love so learners will see Jesus in you – be passionate about God's story of salvation.
- Be team players, flexible, open to learning, have a positive attitude, love working with children and know how to have fun, laugh and enjoy life.
- Provide a place of safety and trust. Parents will want to know that not only are their children being cared for spiritually, but also that they are in a safe environment.
- Attendance: Grade 3-12 / ensure sign in and out under age 7.
- Follow PTP policies and procedures.

Children's Church Coordinator

Details of Job:

- **HOW**

- Make sure families have a #
- Follow PTP policies and procedures.
- Make sure they have name tags stickers
- Make sure volunteers have PTP and wear name tags
- Make sure there are enough volunteers/sunday for child/volunteer ratio.
- Inform and guide leaders.
- The person who is the Children's Church Coordinator does not necessarily assume a teaching position. They can just oversee the other teachers and volunteers. It usually ends up that they teach because we are often short on volunteers.

Children's Church Leader

Details of Job:

- **HOW**

- Wear Name Tag
- Follow PTP policies and procedures.
- Prepare lesson plan around given topic beforehand
- Prepare a lesson which includes bible story, craft, snack, and game time. Delegate work to helpers provided
- Reinforce the days Bible story and theme through activities, either games or crafts/activities, and snack .
- Delegate to children's church help volunteers as needed. -usually plan for approx 45 min of session time.
- Pray for Children.

Children's Church Helper

Details of Job:

- **HOW**

- Wear Name Tag
- Follow PTP policies and procedures.
- Make sure parents sign their children in and out, and that each child leaves our classroom with the right parent / guardian.
- Help parents register children.
- Ensure children are signed in and out of program as instructed by coordinator.
- Help children sit still during storytime.
- Pray for Children.

Nursery Coordinator

Details of Job:

- **HOW**

- Training for PTP is provided by the Plan to Protect Committee.
- Hold yearly meeting at beginning of season to insure all Nursery Attendants are aware of Nursery policies and procedures outlined in Plan To Protect Handbook.
- Train Nursery Attendants how to handle emergency situations, including procedures for fire drills and how to contact parents during worship. As well as how to sign in and out children, and complete registrations for newcomers.
- Follow PTP policies and procedures.

Nursery Leader

Details of Job:

- **HOW**

- Good communication, sensitive and responsive to parents.
- Read, understand and follow all nursery policies. (NameTags, Sign In/Out, Incident Report)
- Arrive at least 10 minutes prior to the dismissal of Children's Church.
- Arrange for a substitute in the event that you will not be available for your scheduled time.
- Introduce yourself to visitors and warmly greet them and their little ones.
- Prepare and maintain a warm, safe environment that is orderly, clean and appealing.
- Interact with the children and encourage their involvement in activities.
- Be on site in the nursery for the entire scheduled time and make sure all children are secured with their parents (or guardians) after the worship service and properly signed in and out.
- Be familiar with where emergency kits can be located.
- Complete and Maintain Plan to Protect as per church policy.
- Follow PTP policies and procedures.
- Pray for Children.

Nursery Attendant

Details of Job:

- **HOW**

- Arrive 5 minutes prior to the dismissal of Children's Church.
- Read, understand and follow all Children's Church-Nursery policies.
- Arrange a substitute in the event that you are not available for your scheduled time.
- Good communication, sensitive and responsive to parents.
- Prepare and maintain a warm, safe environment that is orderly, clean and appealing.
- Interact with the children and encourage their involvement in activities.
- Be on site in the nursery for the entire scheduled time and make sure all children are secured with their parents (or guardians) after the worship service and properly signed in and out.
- Be familiar with where emergency kits can be located.
- Complete and Maintain Plan to Protect as per church policy.
- Follow PTP policies and procedures.
- Pray for children.

Librarian

Details of Job:

- HOW

- Stamp and help sign out books
- Record overdue books and hand out overdue notices
- Keep record of how many people are using the Library and what they would like to see in the Library.
- Engage with people coming into library
- Consultant frequently with leaders as to their needs
- Inform leaders and members of available library resources
- Create book displays to engage people etc
- Advise the proper committee concerning needs and recommend materials to purchase.
- Submit budget requirements for library materials at stated intervals.
- Inform church leaders and members of available library resources.
- Set up library procedures, catalog books publications and classification.
- Label and prepare books, publications for circulation.
- See that proper records are made of all resources loaned.
- Hand out overdue notices.
- Plan with pastoral staff and proper committee of the board of education in all matters of general policy regarding the library facilities and services.
- Keep record of people using the library for guidance in selections new materials (ie. childrens, teens, young adults, parents, etc).
- Keep church members informed about the library, stimulate interest by special book displays, exhibits, book reviews.
- Follow PTP policies and procedures.

VBS

Details of Job:

- HOW

- Pick curriculum, plan dates, do a spotlight
- Oversee the week of vbs
- Meeting once/month with vbs team (VBS Coordinator and Volunteers) to plan what needs to happen. Brainstorm ideas.
- Shopping for supplies
- Prepping crafts
- Getting decor ready
- Recruiting & training volunteers
- Answering volunteer questions
- Finding nonprofit organizations to give children's offerings to
- Ordering material for VBS
- Make a sign up sheet for volunteers,
- Plan a spotlight sunday,
- Plan a workbee to decorate and meet with all the volunteers
- Get to know material
- Plan and execute registration.
- Be available the week of vbs
- Insure all volunteers are approved as per church PTP policy.
- Follow PTP policies and procedures.
- Staggered Terms

Building & Grounds

Parking Lot Attendant

Details of Job:

- **HOW**

- Maintain sidewalks: Shovel snow, scrape ice, salt.
- Ensure parking lot is free of debris.
- Parking lot maintenance including line painting when necessary.
- Personally performing the above tasks as well as lining up volunteers to assist with the duties such as shovelling snow on sidewalks.
- Supervise parking for special events

Building Maintenance

Details of Job:

- **HOW**

- Handyman work, such as carpentry, electrical maintenance, and wear and tear upkeep of a building.
- Preserve the value of the facility for the congregation and community
- Operate the facility safely and efficiently
- Prevent system failures that can interrupt the operations of a church and its ministry
- Protect the larger assets of the congregation

Building Maintenance Assistant

Details of Job:

- **HOW**

- "As efficiently as possible" (Smile)!!
- Repair leaky faucets and toilets.
- Repair clogged toilets.
- Change any burnt out light bulbs.
- Replace batteries, bulbs, motherboards in emergency lighting when required.
- Ensure all exterior lights on building are working.
- Notify board member of any maintenance that may be required in the future.
- Bring my tools from home and do the work.
- At times ask others in church to assist me.

Missions

Missions

Details of Job:

- HOW

- Help plan annual mission conferences
- Pray for EMC missionaries
- Organize: emails and detail coordinating for annual missions conference
- Organize internally with respect to responsibilities.
- Annual Christmas Cards include; buying Christmas cards, contacting EMC headquarters for updated address list, compiling lists of names and addresses, making packets with cards and addresses for church people to take home and mailing the cards out.
- Updating the newsletters from the missionaries in the folder on the bulletin board.
- Creating the schedule for committee members to lead Sunday morning prayer for missionaries
- Promote mission awareness, concerns and involvement both local and foreign through visual, audio, and mission reporting.
- Promote EMC missions in all it programs.
- Promote responsible giving and support of missions and relief work.
- Encourage and promote education and training for missionary pastoral ministry.
- Promote ministry in the community where and when possible (senior citizen homes, hospital, etc.)
- Submit annual Missions Committee report to the Board of Elders

Bear Lake Bible Camp Rep

Details of Job:

- HOW

- Camp Board Meetings are held the third Thursday of every month at 7:30 pm.
- Encourage church members to participate in camp activities.
- Help out at camp as necessary.
- Could also be part of the BLBC board executive serving as; board chair, vice chair, secretary or treasurer.
- Recruit kitchen workers for the WCC week at camp.

The Messenger Correspondent

Details of Job:

- **HOW**

- *The Messenger* is a publication of the Evangelical Mennonite Conference. It is available to the general public. Its purpose is to inform concerning events and activities in the denomination, instruct in godliness and victorious living, inspire to earnestly contend for the faith.
- Letters, articles, photos and poems are welcomed. Unpublished material is not returned except by request. Views and opinions of writers are their own and do not necessarily represent the position of the Conference or the editors.
- EMC The Messenger guidelines found here:
<http://www.emconference.ca/the-messenger/submission-guidelines/>

Conference Delegate

Details of Job:

- **HOW**

- Represent our church on issues by getting information from members
- Vote in conference representation on Boards
- Hear reports given at conference council
- Report back to the church of conference issues and decisions.
- Number of delegates shall be elected according to Conference Guidelines.
- Max 3 terms (1 year lapse before re-election)

Worship & Service**Worship & Music Coordinator**

Details of Job:

- HOW

- Every 3 months it is necessary to fill out the next 3 months of worship leader/offertory. Once a final schedule has been confirmed (consult with worship leaders, confirm dates with those doing offertory) enter the information into the Google document provided by the church secretary.
- Keep records of who has led worship/done offertory for future reference/scheduling.
- Contact worship leaders & offertory people to confirm they know the dates they are scheduled. Assure leaders are giving team members chord charts ahead of time.
- Schedule worship leaders for leading Sunday Morning Worship. This includes checking in with each leader about sundays they may be away and coordinating with the sound schedule to make sure you don't double book someone.
- Support and encourage worship leaders and those who do offertory, ensuring leaders are choosing songs that portray the gospel.
- Stay in contact with board member in charge of worship and the co-worship coordinator to ensure everyone is on the same page regarding number of worship teams, worship leaders, health of worship teams/leaders, and how best to support, encourage, and equip those involved in offertory and worship leading.
- Ensure MC knows the order of service to establish entrances and exits of the stage, and knows before the service what needs to be communicated on that given Sunday
- Getting together with MC's to talk about roles and purpose
- Ensuring MC's are effectively and efficiently communicating needed information
- Approaching those who overstep their time frame and communicating appropriately
- Asking people who would be gifted in public communication and also processing those who would already be interested.
- Ensuring Worship & Music team members are aware of and adhere to the code of conduct.
- [Process of Choosing New Worship Leader Details](#)

MC

Details of Job:

- HOW

- Prepare a short introduction to draw attendees attention, select and read a portion of scripture to begin and end service.
- Collect any necessary information ahead of time for spotlights or items needing to be mentioned during the service.
- Know the order of service to establish entrances and exits of the stage.
- Getting together with MC Coordinator to talk about roles and purpose
- Effectively and efficiently communicate needed information
- Gifted in public communication
- Bible distribution to new babies and their families.

Multimedia

Details of Job:

- HOW

- Display the announcements prior to the beginning of worship service
- Display song lyrics with backgrounds for Worship
- Display videos/pictures/slideshows for offertory/spotlights/special numbers
- Display sermon notes during the message
- Provide visual cues and prompts for the people on stage
- Display child ID numbers on screen during the sermon to notify parents
- Prepare worship presentation prior to Sunday morning service
- Use presentation software (currently ProPresenter 6) on the multimedia computer to create a slideshow presentation to display the lyrics for the songs to be sung. Include backgrounds fitting the theme/message of the song/worship set
- Participate in Sunday morning worship practise to coordinate with Worship team and Lighting and Sound technicians.
- Coordinate with the worship team to ensure the lyrics you have and the order in which they will be displayed match what they will be singing.
- Coordinate backgrounds with Lighting technician to create cohesive visual for the congregation
- Coordinate with the sound tech to ensure any media containing sound is properly sending sound through the sound system
- Actively observe the stage during the service to advance the presentation in time
- Song lyrics are in time to what is being sung
- Spotlight/special number/offertory is in time to the presenter
- Sermon notes are advanced as the speaker progresses (Speaker generally provides cues as to when each new slide is to be displayed)
- Shut down equipment at the end of service and tidy the multimedia workspace
- Provide media presentation services to rental groups when requested.

Code of Conduct / Handbook for Sound Technician:

Spiritual mind set:

To glorify God in heaven in form of worship through the works of the roles and responsibilities of a sound technician.

Sound Technician Framework:

- Deliver transparent leadership and ownership within the position.
- To be part of, and help deliver, professional seamless work through the technology within a sound technician parameters.
- To be part of, and help deliver, to the best of your knowledge within the field of sound technician worship and praise to God through the technology of sound technician parameters.
- To be part as one team with worship teams, multimedia, lighting, Pastor, ushers, and all other leaders at the time of event.
- To conduct a level of ownership within the works of a trained sound technician.
- To strive to provide excellence in sound technology and consistently improve.
- To always have your work reflect to Glorify God and not yourself, it's a team effort.

Detailed roles and responsibilities when on Sunday service:

- Timing, always leave yourself enough time set up test and be ready for practice to start before worship team shows up for practice. As a sound technician this is crucial to a positive start to the practice, because you are early enough to complete your prep before practice delivers level of confidence to everyone within the team (worship team, multimedia, lighting, etc) that you are serious and passionate and take ownership of doing your position well. This responsibility is positive in every way and if contagious to others will do nothing but elevate the level performance with in.
- No matter what event you're involved in always understand and have full knowledge on the entire schedule of the event. Coordinate with all leaders of event
- Be sure to be ready with time to spare before the start of the event to allow for any unforeseen events.
- Always strive to be one or two steps ahead of schedule of event to eliminate any surprises.
- Never be surprised should be the mindset every time we are on schedule for sound technician.
- During the week practice is the most critical time to stretch knowledge and capabilities within your parameters of expertise. Practice on Sunday morning is for perfecting what has been created during the week and minimal additional knowledge seeking within your parameters
- During main event always be professional and strive for zero mistakes and surprises during the event.
- After event clean up all equipment and leave rear equipment room, stage, sound room in a neat and orderly fashion for the next sound technician and event. All equipment that is scheduled to be removed from stage to be stored in its rightful place.
- Any breakdowns, equipment failures that happened while on shift please report to sound technician coordinator. Any replacements need to dealt with by the sound technician coordinator and approved by worship elder.
- When on shift for Sunday you're responsible for all worship practices during the week and whatever special event pertains after Sunday service
- Coordinate details with the schedule planner.
- Take part in the annual meetings with all sound technicians and sound technician coordinator.

Lighting

Details of Job:

- HOW

- Turn on lighting computer
- Bring up m-touch program
- Start to select lights for songs
- Set up lights for service
- Coordinate lights as much as possible with media personnel
- Run lights during service
- When closing down lights after service make sure all lights are off
- Put computer in off position
- Ready for next technician/service
- Lighting Code OF Conduct:
 - 1 Honor and support the gifts Christ gives to the church
 - 2 Promote unity within the group you are working in
 - 3 Meet with the group for extra training when it is available
 - 4 Give ideas to head of group and discuss to see if they will work for a service
 - 5 Be on time for practices with worship teams, go through lighting for songs, work with the multimedia to emphasize the songs.
 - 6 We represent Christ first and foremost and do this job willingly to honor Him.

Head Usher

Details of Job:

- HOW

- Require Ushers be in place and at least 15 minutes before worship service begins.
- Ask Ushers to wear appropriate attire.
- Make sure Ushers are polite, welcoming, helpful in assisting guests.
- Ensure Ushers represent the church in a positive way and demonstrate good customer service skills.
- Hold meetings and training as needed.
- Ensure all Ushers have completed & maintain Plan To Protect
- Ensure Ushers are following Plan to Protect policies.
- Ensure make sure enough hangers / coat racks are available
- Make sure chairs are aligned and there is an adequate amount

Usher

Details of Job:

- HOW

- Appropriate attire to be worn.
- Volunteers should report for their shift at least 15 minutes ahead of time.
- Ushers meet in the foyer.
- Offering baskets.
- Represent the church positively and demonstrate good customer service skills by being polite, patient, encouraging and engaging with the congregation and visitors.
- Attend meetings and training as called by Head Usher.
- Act as a liaison for children's church and media person to call parent if needed.
- Make rounds to check on kids programs every 10 minutes.
- Monitor washrooms and exits

Communion

Details of Job:

- HOW

- Calling people to serve through preparing and serving communion
- Find someone to lead Communion Service.
- Set up table in sanctuary
- Fill communion cups
- Get the bread baked
- Give direction to the servers
- Clean up
- Purchase supplies

Church Decorator

Details of Job:

- HOW

- Brainstorm ideas, execute those ideas, do seasonal decorating.
- Place applicable decorations in the sanctuary to help visually enhance the content of the sermons.
- Maintain modern looking bulletin boards to help define the current church ministries.
- Furnish and update decor in the foyer.
- Submitting quotes on seating and tables etc in the foyer.

Fellowship/Congregational Care

Social Committee

Details of Job:

- HOW

- Meet a few times each year and plan events at the church and outside the church.
- We gather as a group and discuss ideas, deciding if we are sticking with the old ideas or adding in new ideas.
- Pay and be reimbursed for necessary materials
- Meet before a big event to plan, strategize and share roles.
- Submit annual budget and Social Committee Report to Board Rep
- Schedule dates through the Church Secretary.
- To help the church feel like a community.
- Coordinate Care Giving, Women's, Men's, Social Ministries and College and Career.

Men's Ministries

Details of Job:

- HOW

- Plan and execute various opportunities for men to grow spiritually.
- Plan and execute strategies for cultivating strong families, especially equipping men to be godly husbands and fathers.
- Develop men's small groups by recruiting, training, and regularly communicating with leaders and assimilating men into groups.
- Define and promote goal directed ministry (e.g., sexual addiction ministry, Bible and book studies or classes, interest groups, retreats, large group gatherings, and other small groups).
- Partner with Women's, Marriage, Youth, and Children's ministries to support and equip families.
- Partner with pastors and directors to identify, plan, and execute coordinated church-wide program
- Spend time in prayer to seek the Lord's will for Men in WCC.
- Invest time into the men of WCC to build positive relationships.
- Help to organize men's events (Men's breakfast, Promise Keepers etc.)
- Sit on a local committee for PK to help organize a regional men's event.
- Provide information to men on where to help out (usher, building maintenance, assist members of the congregation(moving, etc) work bees, etc)
- Attend 3-4 meetings for Promise keepers from June-Oct
- Provide logistical help for Men's Breakfast
- Be personable and help men that are looking to get involved
- Develop new ideas to engage men of the church and how they can reach people around them
- Plan events once every 3 months.

Care Group Leader

Details of Job:

- **HOW**

- Have prayer as the starting/end point for this ministry.
- Know and understand the purpose of the group.
- Promote and/or invite people to participate in the group.
- Involve group members in decisions about meetings, discussion materials etc.
- Cultivate a safe and welcoming environment where people can grow in relationship with others and with Jesus Christ.
- Plan and implement discussion topics and lessons.
- Meeting with Lead Pastor, Connections Committee and new leaders at beginning of season to orient those who are new to this role and refresh memories of those who have done this before. Additional meetings and/or workshops throughout the season will provide a context for encouragement as well as for visioning.

Qualifications or special skills:

The small group leader is passionate about serving others and

- Is committed to Christ, your Church, its core values, and ministry goals.
- Has a good relationship with family and others.
- Has a servant's heart and leadership style.
- Shows spiritual maturity and has a strong prayer life.
- Is a good communicator and listener and has a heart for others.
- Has organizational gifts with the ability to plan, lead and delegate.
- Is committed to work as a team member with other ministry leaders.
- Has a desire to see spiritual growth and transformation in group members.
- Knows how to create environments and experiences that are open to the work of the Holy Spirit.
- Approved by Congregational Care Board Rep with recommendation from current care group leader.

Women's Ministries

Chairwoman

Details of Job:

- **HOW**

- To Chair Women's Ministries Executive meetings
- Call monthly meeting.
- Submit minutes and annual report to Fellowship Church Board Rep

Women's Ministries Secretary

Details of Job:

- **HOW**

- Take minutes of Women's Ministries meetings
- Distribution of minutes
- Various promotional duties
- Record meeting minutes and distribute to members of the committee
- Shall compile annual Women's committee summaries.

Women's Ministries Treasurer

Details of Job:

- **HOW**

- Responsible for all Women's Ministries finances.
- Attend Ladies Ministries Meeting
- Deposit ladies funds
- Issue checks for any purchases
- Sign Checks

Showers

Details of Job:

- **HOW**

- Organize, invite and host bridal showers.
- Baby baskets are now given out instead of showers.
- Locate the new parents and present them with their basket.
- Baskets are given out to the first baby born while attending our church.
- Baskets are provided and organized by the social committee.

Spiritual Nurture

Details of Job:

- **HOW**

- Lead ladies bible study
- Arrange time and day of study
- Usually decide together what we will study
- Leadership, inform secretary when there are changes in Bible Study schedule.
- If unable to lead study, making sure someone else can lead, or arrange to cancel.
- Keep ladies informed about Conferences, Workshops and other educational opportunities locally and provincially.

Social-Ladies

Details of Job:

- **HOW**

- In February we organize the Ladies Annual General Meeting. A speaker or games etc to go along with voting.
In spring we plan a retreat. On even years the retreat is "away" at a facility and overnight. On odd years the retreat is a day/evening affair at the church or in GP.
- Summer Prayer Sisters: Over summer prayer sisters is implemented, allowing the ladies to be connected throughout the summer months and encouraged by prayer.
- We plan a fall event, usually in October.
- At Christmas we plan an outreach event, involving, but not limited to: games, singing, food, drinks, a speaker & entertainment.
- Coming up with new ideas.
- Meetings within the social committee every couple months to discuss ideas and plan events for the ladies of the Church.
- Attending monthly ladies executive meetings and sharing with the rest of the committee what kinds of events we are planning and thinking of planning.
- Getting to know ladies in the WCC and listening to their input and ideas. Implementing those thoughts and ideas into our meetings to plan events.
- Keeping women in the church updated/informed about what's happening.

- We meet throughout the year planning and praying through which events we should plan and organize all the details.
- We are in charge of making sure there are enough baby baskets for new babies being born in the church (first baby born while attending WCC only). When stock is low we plan an event around making baskets and if the need were to arise we would shop for an individual basket and put it together.

Kitchen Assistants

Details of Job:

- **HOW**

- May include: shopping for food or kitchen supplies, prepping and cooking food, serving event guests, cleaning up kitchen when event is done.
- Keep kitchen stocked and organized, etc.
- Events examples; funerals, weddings, fundraiser, Christmas parties etc, anything that they ask the kitchen staff to be part of.

Food Group Leader

Details of Job:

- **HOW**

- You would make a list of everyone in the church starting with the last names of your group, then call/text people to ask them if they would like to provide a meal.
- Keep track of who says yes is important so you are not always asking the same people.
- Find/organize people who would like to make and deliver a meal to people in need, for example, if someone had a baby, someone is in the hospital or a death in the family, etc. You are told about these people by the outreach ladies team.
- Your job would be to also provide them the address, date, phone number, and any allergies.
- So the outreach team organizes which food group person is on next in line to make/organize meals. So we have 4 food group leaders. They are divide like this:
Group A - everyone who's last name starts with A-E
Group B- last name F-K
Group C- last name L-S
Group D-last names T-Z
- For set up and cleanup duties you would need to always be aware of potlucks and be mindful of when it is your turn to either set up and clean up the kitchen.
- Commitment preferred for as long as you are able.
- Multiple Year commitment.

Outreach

Details of Job:

- **HOW**

- Once we have been notified of, or have heard about someone has had a baby or a death in the family, we call them and offer meals.
- If they accept, then we call the food group leaders and they take it from there.
- College Care Package - shoeboxes are placed in WCC foyer from Nov-Dec. Once they are filled we make sure they go to the right person for Christmas.
- Community opportunities to serve (coats for kids, disaster victims, etc).

55+ Coordinator

Details of Job:

- **HOW**

- On Wednesday I help set up the dining hall.
 - wrap cutlery in napkin
 - put tablecloths on each table with table numbers, donation baskets, salt and pepper, sugar, coffee mugs, water cups, cutlery.
 - prepare coffee pots
- Thursday I arrive early to start coffee
 - set out water jugs on each table
- I smile and greet the seniors as they come in.
- Answer any questions they may have ex. where are the bathrooms?
- Being the hostess is a very rewarding job. Interact with the seniors and also get to listen to their programs -- speakers or musical groups that they bring in.

55+ Volunteer Coordinator

Details of Job:

- **HOW**

- Connect with the ladies of WCC and the community in order to secure and coordinate volunteers. Well received means of communication include: posting on the WCC ladies Facebook page, private messaging on Facebook, texting, calling and reminder announcements in church to sign up in the volunteer book.
- The best thing to remember is just to ask!
- This is a great ministry opportunity for someone who needs flexibility as coordinating is done on your own schedule. The time Commitment is small once a month with huge impact and importance. This position can also encourage connecting with other women on a regular basis.
- Volunteers needed:
Wednesday-prep (4), set up (1)
Thursday-setup(1) prep(4), serving/cleanup(4), hall cleanup(2) childcare(AM 1/pm 1)

55+ Head Cook

Details of Job:

- **HOW**

- Scheduling the week of 55+
- Monday – Paperwork
- Make the menu
- Think through your procedure for the week
- Grocery list
- Wednesday schedule
- Thursday schedule
- Print all schedules, menu, and grocery list
- Tuesday – shop groceries (usually with another person)
- Wednesday – do as much prep work at church as possible. Make sure you have at least 3 -4 people willing to help on this day. We usually bake buns, peel potatoes, prep meat, bake dessert, etc. Depending on what is on the menu.
- Thursday – prepare and serve the meal, have it ready for 12 noon. Head cook must work effectively with volunteers, to organize them to get the work completed with as little chaos as possible. To make the kitchen efficient on Thursday morning, the work needs to be divided into different categories to such as: salad duty, plating desserts, potatoes – cooking and mashing, veggies, buns, and pickles. Keep in mind where each of the food items will go on the buffet tables and communicate this with volunteers helping with the morning shift. When the go ahead is given, the food needs to be placed on the buffet tables quickly and efficiently.
- Move the dessert cart out to the dining hall before cleanup begins. When everyone has been through the buffet line, the buffet tables closest to the dining hall need to be cleared onto the other two buffet tables to make room for cleanup and dishes coming in from the dining hall.
- Volunteers are welcome to eat lunch after everyone is served and the salad bowls, brought in by people from 55+, are washed.
- Leftover food is put in containers and sent home with volunteers.
- Oversee the cleaning of the kitchen.
- Keep track of the number of people served, how much was left over, and any other paperwork that would be helpful for the next time.

Staff

Senior / Lead Pastor

Details of Job:

- **HOW**

- Reading/studying the Bible.
- Sermon preparation.
- Prayer for wisdom, discernment and needs of church and members and city.
- Connecting with people to encourage and walk with in their lives.
- Lead staff meetings weekly.
- The pastor's lifestyle should be characterized by a servant attitude, and exemplary lifestyle and a spirit of submission. (Matt. 20:25-28; Acts 20:28-30; Heb. 13:7, 17; 1 Thess.. 5:12, 13; 1 Peter 5:1-5)
- Signed/Agreed to Life-Style Statement / WCC My Ministry Covenant

Associate / Youth Pastor

Details of Job:

- HOW

- Lead and develop youth leaders: Give them tangible responsibilities on Friday nights like: The welcome, tracking attendance, kitchen duty, clean up, connecting with specific kids. Track their performance in these areas and follow up later. As you receive feedback you will be able to develop them as blind spots arise over time
- Planning events: This is done typically in the presence of your youth leaders at a leader planning meeting. We typically book event no more than 2-3 months in advance, this is to leave room for change, which is always inevitable. Before meeting have a rough idea of the events you would like to have in a month, but give your leaders a chance to engage with creative thoughts and ideas regarding event ideas. This way you create buy in for future events, rather than them being told what's happening.
- Executing events: Events typically happen on Friday nights, the vision behind Friday nights is to have a high energy, high impact and encouraging time together. What's more important than the actual event, is how you and your leaders engage the students in what's happening. We don't do youth group, we are youth group. The better planned the event is the more fun the kids will have, nothing kills a Friday night more than a leader stumbling through directive. Be planned, give clear expectation to leaders and students, and then follow through with relationship.
- Bi-Monthly Bible Study: Wednesday Nights are characterized by Biblical reflection, personal contemplation and intimacy. We start with a hang out time (coffee and snack) and then move into a time of worship followed by a time in the word, and then break out into small groups for discussion and prayer.
- Scheduled leader discipleship: Your ministry is only as strong as the people working in the ministry. If they are not spiritually healthy, neither will the ministry. Meeting with leaders on a semi-regular basis gives opportunity for confession, renewal and encouragement. These are so important.
- Scheduled time with students: similar thoughts to above.
- Preach 1-2 a month: The Youth Pastor role at this point in our church (300-350) is more of an Associate/Youth Role. So there is more teaching and speaking than a typical youth pastor role. Preach as much as the Lead Pastor needs to keep healthy margin in his life for time to plan ahead, or just take a break from the pulpit.
- Monthly Board meetings: Get in there, throw out some ideas once and awhile, get a feel for the health of your board and the church at large.
- Consult ministry leaders: There are many in the church who need advice or encouragement in their place of serving, apart of your job is to know as much about your organization that you can be of service to those serving with and around you.
- Volunteer your time: Just because you are paid staff does not mean that you should be giving over and above. Many people give their time to the Lord in service, and so should you!
- Shall assume such ministries as may be assigned to him from time to time by the Board of Elders.
- Signed/Agreed to Life-Style Statement / WCC My Ministry Covenant

Church Secretary

Details of Job:

- **HOW**

- Answer phones and direct calls
- Greet those coming into the building/direct them to where they need to go
- Email management
- Building security
 - Key users
 - Instructions to users
- Collect mail and distribute
- Website management
 - Post weekly sermon
 - Bulletin
 - Event updates
- Social media updates (Facebook pages)
- Weekly MailChimp email
- Weekly Bulletin production
- PowerPoint announcements
- Worship scheduling
 - Weekly order of service
- Weekly reminders to those who are on the worship schedule
- Rental requests
 - Forms
 - Coordinate WCC personal for rental event
 - Invoice rental parties after the event
- Online banking deposits
- Ordering via Eway
 - Office supplies
 - Janitorial supplies
 - Supplies needed by our ministries
- Assisting Plan to Protect coordinators in making sure they have the right documents
- Filing all pertinent documents (original copy of Board and Congregational minutes in the church office) – current and archived
- Bulletin board postings
- Event promotion via printed publications, digital
- Record attendance
- Record Fellowship Book data
- Photocopier upkeep
- Watering the piano when I notice the light flashing
- Scheduling yearly piano tuning
- Receiving orders as they are delivered
- Administrative assistant to the pastors as needed/requested
- Keep membership records, address, phone lists
- Signed/Agreed to Life-Style Statement / WCC My Ministry Covenant

Janitor

Details of Job:

- HOW

- Vacuum entrance, sanctuary, prayer room, nursing room, library, offices, Boz room, nursery room - back of church and downstairs, vents.
- Bathrooms - wipe down mirrors, counters, toilets and urinals, stall dividers
- Sweep and mop bathroom floors, kitchen, halls, entrance way and foyer
- Clean windows
- Dust info booth, on top of doors, picture frames, doors
- Kitchenette area - sink, counter, filling sugar, tea water dispenser
- Empty and take out ALL garbage cans, staircase, handrails
- Pick up all garbage from sanctuary left after functions
- Wipe sound booth, pulpit, clear divider around drums
- Wipe sanctuary chairs, as well as the basement chairs,
- Clean up toys when not cleaned up, washing toys, cleaning nursery and previous daycare area
- Unclog toilets when I can and anything else that needs cleaning.
- Notify Church secretary if supplies are running low.
- Call Prairie disposal to have garbage bin emptied.
- Call Building Maintenance when things need fixing or unclogging, lightbulbs are out, or other maintenance is needed.
- Signed/Agreed to Life-Style Statement / WCC My Ministry Covenant

Treasurer

Details of Job:

- HOW

- Issue annual T4's to all Church staff.
- Pay vendors on a monthly basis.
- Enter approved invoices and expense claims when received.
- Prepare and process monthly payroll for Church staff.
- Prepare and submit semi-annual GST rebates.
- Ensure all financial transactions are in accordance in all legislative requirements. i.e. payroll deductions, charity rules, etc.

Financial Secretary

Details of Job:

- HOW

- Maintain confidentiality of information
- Pickup offering after ushers have counted it
- Monday morning fill in deposit book
- Enter data into databases
- Enter deposits from Paypal, E Transfers and EFT's into databases
- Deposit at bank
- Issue charitable receipts
- 3 Year Term

Benevolence Fund Manager

Details of Job:

- HOW

- When a person phones for help I determine what the needs are, in most cases we do not give out cash to the person asking for help.
- Either we assist by paying the rent directly to the landlord or by giving gift cards.
- Follow Benevolence Fund procedures.
- ½ Annual Budget to Salvation Army. ½ Annual Budget managed by WCC Board.
- Level 1
- Level 2

Plan to Protect Policies and Procedures

Details of Job:

- HOW

- Handout, collect and file completed Applications, criminal record check letters, Child and Family Services Check from New and current Volunteers.
- Follow up and remind department heads if volunteers are missing required PTP.
- Departments: Sunday School, Children's Church, Nursery, VBS, Ushers, Librarians, also includes Church Staff.
- Make copies of forms and Plan To Protect Handbook as needed or request copies from church secretary.
- Teaching Main course(a few times a year): schedule time and place, notify new volunteers of next course date and time. On Day of: each volunteer signs in on form that they attended, each receive a copy of handbook, worksheet and pen. Go through workbook, answering worksheet along the way and any questions that may come up. Remind New volunteers to hand in all paperwork required by PTP.
- Teach refresher course (at least once a year), also run Online Refresher Course.
- Notify co-committee member that all paperwork has been handed in and interview and references need to be completed, file when returned.
- Review any Incident Reports and concerns with Elder in charge of PTP.
- Calling and interviewing at least 2 references, calling and interviewing the applicant
- Pick up new applicants files at WCC, once notified by co-committee member that all paperwork has been handed in.
- Review any concerns with Elder in charge of PTP.
- Return File once completed notifying committee member in charge of filing.
- Run Planning Center - Check Ins: (Create events, ensure proper use and access granted. It keeps records for Attendance in Sunday School, Children's Church, Nursery, Youth, VBS and Volunteers present.)
- [WCC - MY MINISTRY COVENANT](#)