

FIRSTCHURCH, INC.

LEADERSHIP POSITION DESCRIPTIONS

STAFF

<u>SECTION</u>	<u>SUBJECT MATTER</u>	<u>PAGE</u>
IV.B.		
1.	Ministers:	
1	Senior Minister	1
2	Executive Minister.....	4
3	Associate Minister	7
4	Minister of Administration	9
5	Minister of Adults.....	13
6	Minister of Children	16
7	Minister of College.....	19
8	Minister of Discipleship and Outreach.....	21
9	Minister of Education	23
10	Minister of Evangelism	25
11	Minister of Internationals	27
12	Minister of Media	29
13	Minister of Missions and Benevolence	31
14	Minister of Music	34
15	Minister of New Members and Special Events	37
16	Minister of Preschool	39
17	Minister of Recreation	41
18	Minister of Senior Adults and Bereavement.....	44
19	Minister of Singles and Career	48
20	Minister of Small Groups	52
21	Minister of Spiritual Gifts	54
22	Minister of Worship	57
23	Minister of Youth	59
24	Chaplain.....	62
2.	Associates, Directors and Coordinator Staff:	
1	Associate of Music	66
2	Associate of Recreation	68
3	Director of Bookstore	71
4	Director of Business Affairs	73
5	Director of Center for Pregnancy	79
6	Director of Choirs.....	82
7	Director of Christian School/Headmaster	84

8	Director of Computer Services	87
9	Director of Counseling	90
10	Director of Daycare	92
11	Director of Drama.....	95
12	Director of Facilities	97
13	Director of Family Ministries	100
14	Director of Food Services/Church Hostess	102
15	Director of Junior High Students.....	105
16	Director of Lay Ministry	107
17	Director of Media	110
18	Director of Men’s Ministries	114
19	Director of Orchestra	116
20	Director of Personnel.....	118
21	Director of Safety and Security	124
22	Director of Senior High Students	127
23	Director of Stewardship and Planned Giving.....	129
24	Director of Weekday Kindergarten	132
25	Director of Women’s Ministries.....	135
26	Church Camp Coordinator	137
27	Controller.....	140
28	Grants and Fund Raising Coordinator.....	143
29	Office Manager.....	146
30	Professional Counselor.....	149
31	Purchasing Coordinator	152

3. Secretaries and Other Office Support Staff:

1	Senior Minister's Secretary	155
2	Associate Minister's Secretary	158
3	Administration Ministry Secretary	160
4	Adult Ministry Secretary	164
5	Children Ministry Secretary	167
6	Christian School Ministry Secretary	171
7	Discipleship Ministry Secretary	175
8	Education Ministry Secretary	178
9	Evangelism Ministry Secretary	180
10	Facilities Ministry Secretary.....	182
11	Missions Ministry Secretary	184
12	Music Ministry Secretary	187
13	New Members and Special Events Ministry Secretary ..	191
14	Outreach Ministry Secretary.....	193
15	Senior Adults Ministry Secretary	196
16	Spiritual Gifts Ministry Secretary	202
17	Staff Evangelist Secretary	204
18	Youth Ministry Secretary	207
19	Assistant Bookstore Manager.....	210
20	Attendance Assistant for Children’s Ministries	212

21	Computer Services Assistant	214
22	Data Entry Operator	216
23	Graphic Artist	218
24	Membership Assistant	220
25	Office Assistant	222
26	Press Operator.....	224
27	Production Clerk.....	226
28	Receiving Clerk	228
29	Receptionist	230
30	Recreation Intern	233
31	Youth Intern.....	235
4.	Finance Office Support Staff:	
1	Accounting Supervisor	237
2	Bookkeeper.....	242
3	Cash Receipts Clerk.....	244
4	Accounts Receivable School Clerk	246
5	Accounts Payable Clerk	248
6	Payroll Clerk.....	250
7	Insurance Claims Clerk	252
5.	Music/Audio/Visual/Media Support Staff:	
1	Broadcast Technician	254
2	Media Specialist	256
3	Organist	258
4	Pianist	260
5	Music Assistant.....	262
6	Video Technician.....	264
7	Sound Technician	266
8	Tape Ministry Supervisor	268
9	Photographer.....	272
6.	Facilities Support Staff:	
1	Buildings Supervisor	274
2	Grounds Supervisor	276
3	Maintenance Supervisor	278
4	Security/Fleet Supervisor	281
5	Carpenter	283
6	Custodian and Maid.....	285
7	Electrician	287
8	Security Guard.....	289
9	Setup Staff	292
7.	Food Service Support Staff:	
1	Executive Chef	294
2	Kitchen Manager	296

3	Banquet and Special Events Assistant.....	298
4	Steward	300
5	Cook.....	302
8.	Childcare Support Staff:	
1	Extended Care Coordinator	304
2	Mom's Day Out Coordinator	306
3	Nursery Coordinator	308
4	Childcare Worker	310
9.	Christian School Support Staff:	
1	Principal.....	313
2	Teacher	316
3	Admissions Secretary	318
4	Nurse.....	322
5	Librarian	324
6	Athletic Coach	326
7	Yearbook Coordinator	328