

ABC Church Task List - Definitions

Administrative Tasks

Missionary Letters:

The missionary letters staff will read all missionary correspondence, sort according to missionaries supported and those not supported, keep track of all prayer requests and will notify the pastor of pressing prayer issues, file all correspondence, keep track of souls won to Christ for each missionary within each calendar year.

Office Inventory:

The office inventory staff will ensure that all supplies are up-to-date, will organize all office supplies, will submit a request to purchase new supplies to the pastor and will help to keep the outer office tidy.

Office Files:

The office files staff will ensure that all financial and administrative records are gathered, sorted, and filed in the appropriate locations. They shall archive files as needed every five years.

Welcome Packets:

The welcome packets staff will ensure that welcome packets are prepared well in advance of services. This will also include removing or inserting items as necessary.

Church Correspondence:

The church correspondence staff will ensure that letters and emails are read and answered promptly and file them accordingly. They will assist the pastor in writing and informing the church as needed.

Church Advertisements:

The church advertisement staff will prepare graphic design advertisements for the television in the foyer, for the bulletin, the website, flyers, newspaper announcement, etc. All staff involved in this area must be creative and well-versed in the use of a computer.

Church Statistics:

The church statistics staff will keep a careful and accurate record of all attendances as well as income in the church. Those involved in this work must be able to use Microsoft Excel.

Contacts Coordination:

The contacts coordination staff must gather all first-time visitor cards and then transfer the information to a database for the church. This information must be passed to the church correspondence staff who will then send letters to first-time visitors or cards or make phone calls to first time visitors.

Phone Calls:

The phone call staff will answer telephones for the pastor and the church during normal business hours. Phone call staff must be able to politely screen calls for the pastor especially on Wednesdays through Fridays from 8 AM till noon. In addition the phone call staff will take messages and ensure those messages are properly forwarded. This work can be done from one's home (please see the pastor regarding this).

Offering Counter:

The offering counter staff will count all church offerings at the designated time.

Prayer List

The prayer list staff will collect all prayer request cards and record prayer requests on the master list.

Calendar Coordination

The calendar coordination staff will be responsible for managing the church calendar. They will ensure that activities on specified days do not overlap. They will report regularly to the pastor so as to keep him informed of activities. All activities planned by the church need to have the pastor's approval.

Weekly Bulletin

The weekly bulletin staff will ensure that the Sunday morning church bulletin is prepared well in advance. This person or persons must have a good grasp of computer graphics and be somewhat creative.

Website

The website staff will ensure that the church website is kept up-to-date. They will ensure that the website looks fresh, inviting, and is easy to navigate.

Ministry Tasks

Alternate Church Cleaning:

The alternate church cleaning staff will ensure that the building is clean and presentable between the morning and the evening services on Sunday and before the Wednesday service. They shall likewise ensure that the building is clean and presentable before each service in a revival or missions conference or any other extra meeting of the church.

Shut-Ins:

The shut-ins ministry staff will ensure that all church shut-ins are cared for. This will be done by making regular calls, making visits, sending cards, preparing food, baking cookies etc. and then delivering them to the shut-ins.

Bus Ministry:

Bus ministry staff will follow the direction of the bus director. They will help making calls, making visits, praying, riding the bus, serving as a runner, providing crowd control, etc.

Children's Church:

The children's church staff will assist the children's church director, as needed. They will provide crowd control, teach as needed, work as a puppeteer, keep track of attendances, be able to lead children to Christ, etc.

Sound Room:

The sound room staff will ensure that all sound equipment is working properly and functioning for each service. They shall record all services and assist in presentations that are made using video/audio equipment.

Decorations:

The decorations staff will work at beautifying the church with flowers, wreaths and other decorations on a seasonal and or ministry related basis.

Nursery:

The nursery staff will serve in the nursery on a rotating basis. They will ensure that our little ones are properly cared for. Their ministry shall be threefold; ministering to the children themselves, ministering to their parents, and ministering to the church as a whole.

Sunday School:

The primary goal of the Sunday school staff will be to train students in the word of God. Each class curriculum shall be under the supervision of the pastor. Those involved in Sunday school staff shall either teach, serve as a helper, keep class records, plan outings, provide help as needed.

Greeters:

The greeters staff will position themselves at the entrance of the church before each service. Their duty shall be to greet people as they enter the auditorium or the building. They shall help first time visitors in knowing where to go, where children's ministries are, etc. If possible, they will introduce first time visitors to the pastor.

Security:

The security staff will provide security both in the building, the parking lot, and all church grounds.

Choir:

The choir staff will sing during the Sunday services, and special services of the church. Their goal is to prepare the hearts of people for the preaching of the Word of God.

Music:

The music staff will provide both instrumental and vocal music for each service. Their aim, like the choir, is to prepare the hearts of people for the preaching of the Word of God.

Nursing Home:

The nursing home staff will make regular visits to nursing homes in the area. They will focus on encouragement and will provide church services in the specified nursing homes.

Ushering:

The ushering staff will assist people with seating, take the offering, and address issues in the auditorium during services to ensure that each service runs smoothly.

Mary Ministry:

The Mary Ministry staff shall send birthday cards to all members and friends of the church, as well as anniversary cards. They shall carefully monitor those who are in attendance and those who are not in attendance at each service. Those who are not in attendance for two consecutive weeks shall receive a card, call, or a visit from the Mary Ministry staff.

Prayer:

The prayer ministry staff shall pray before, during, and after each service asking God to bless the service. The prayer ministry staff will likewise meet at other regularly scheduled times to pray for the needs of the church.

Ladies Meetings

The ladies meeting staff will meet for regularly scheduled times. Their primary focus will be to develop an annual ladies conference.

Teens

The teens staff will work to provide Christ honoring Bible clubs for the church's youth. They will likewise plan and implement regular youth outings, summer camp, missions trips, teen involvement in literature distribution, etc.

Kids Clubs

The kids club staff will provide Bible clubs for children ages 12 and below. These clubs will take place on Sunday evening and Wednesday evening. Their goal is to teach Bible truths to our youngsters with a view of preparing them for adult church in the future.

Faith Bible Institute

The Faith Bible Institute staff will oversee the Bible Institute.

Property Tasks

Maintenance

The maintenance staff will maintain all church grounds and fixtures both in and around the building.

Equipment

The equipment staff will maintain all church equipment, whether electronic or other.

Grounds

The grounds staff to ensure that the grounds are maintained carefully. Their goal shall be to make the property look as beautiful as possible. This will involve caring for the grass, trees, flowers, snow removal on parking lot, etc. At this time, all of these services are provided by external contractors.