

At-a-Glance
Position Descriptions
MBC Nominating Committee 2017

Budget Committee Member

At-a-Glance Description

Responsibilities (of the Committee)

- Gathering necessary information for preparing the annual church budget
- Collaborating with stakeholders to prepare the church budget for a vote by the congregation
- Monitor income and expenses throughout the year
- Provide trend analysis to the Stewardship Committee for the Annual Campaign

Skills and Abilities

- Understanding of financial procedures and strategies
- Ability to process financial information and make decisions in everyone's best interest
- Ability to work collaboratively and gain trust of church leaders and members

Spiritual Gifts

- Organization
- Encouragement
- Generosity
- Envisioning
- Service
- Patience

Church Clerk

At-a-Glance Description

Responsibilities

- Responsible for keeping minutes of all church business meetings
- Responsible for providing a copy of minutes to church office

Skills and Abilities

- Ability to capture key elements of discussion and issues from business meetings
- Ability to write in a clear and concise manner
- Ability to work with Moderator and Chair of CLC to plan agenda for meetings

Spiritual Gifts

- Organization
- Envisioning
- Welcome
- Service
- Persuasion
- Patience

Community Missions Chair

At-a-Glance Description

Responsibilities

- Collaborates and balances the community mission partnerships of the church
- Coordinates distribution of community missions budget
- Oversees missions events; coordinates special offerings for Advent or Easter
- Communicate stories and successes to congregation on a regular basis
- Researches and evaluates missions opportunities in the community for a fit with our church

Skills and Abilities

- Collaboratively lead a team of diverse interests; integrate into overall mission plan
- Budget planning
- Develop content for website, social media, and other publicity
- Communicate effectively with congregation; engage others

Spiritual Gifts

- Welcome
- Mercy
- Service
- Organization
- Encouragement
- Persuasion
- Envisioning
- Generosity
- Patience

Deacon

At-a-Glance Description

Responsibilities

- Work closely with the Pastor and the Councils in the spiritual leadership of the church
- Be active in the ministries of the church, consulting with the Staff and church councils, and providing guidance, assistance and support in their areas
- Maintain an active deacon family ministry to the church membership and others who consider MBC as their spiritual home.
- Participate in, and provide counsel regarding the worship services of the church
- Greet worshippers at Sunday services
- Serve communion

Skills and Abilities

- Good communication skills
- Ability and desire to serve in various worship and ministry needs
- Demonstrated ability to work well with a diverse group, and ability to share in the family ministry of the church

Spiritual Gifts

- Intercession
- Welcome
- Encouragement
- Loving
- Envisioning
- Patience
- Service
- Insight
- Generosity

Disbursement Officer

At-a-Glance Description

Responsibilities

- Responsible for disbursements of the church
- Work with Treasurer to handle disbursements for the Church

Skills and Abilities

- Experience with financial records and procedures
- Ability to explain financial disbursements to church members and leadership
- Highly trusted by church membership

Spiritual Gifts

- Organization
- Service
- Persuasion
- Generosity
- Patience

Faith Formations Chair

At-a-Glance Description

Responsibilities

- Lead the development and implementation of a comprehensive vision for faith formation at MBC
- Identify and manage resources effectively to implement vision
- Organize, train, and equip education volunteers
- Represent the interests of Faith Formations on the Church Leadership Council
- Work with other councils to integrate larger MBC mission

Skills and Abilities

- Collaboratively lead and manage a diverse set of teams
- Value and synthesize diverse perspectives toward a comprehensive vision
- Experience in teaching and/or educational leadership desired (church or secular)
- Budget planning and management

Spiritual Gifts

- Teaching
- Organization
- Envisioning
- Creativity
- Welcome
- Service
- Persuasion

Moderator

At-A-Glance Description

Responsibilities

- Presides at all business meetings of the church, including quarterly business meetings and any special-called business meetings.
- Conducts the business meeting agenda as provided by Church Leadership, and using Robert's Rules of order and church by-law procedures.
- Finds a suitable substitute (Deacon Chair or a Council Chair) in moderator's absence.

Skills and Abilities

- Familiarity with church business, organization, and leadership.
- Has demonstrated a fair and balanced approach and willingness to allow members to be heard.
- Ability to manage the business meeting agenda in a timely manner.
- Ability to follow church by-laws regarding voting and quorums.

Spiritual Gifts

- Encouraging
- Intercession
- Patience
- Mercy
- Welcome

Outreach Chair

At-a-Glance Description

Responsibilities

- Work with ministers and congregation on development of overall outreach program
- Nurture positive attitudes about evangelism to reach the unchurched in the McLean area
- Promote and coordinate activities that have outreach potential
- Follow up with visitors in a timely manner
- Foster hospitality while assisting with database upkeep

Skills and Abilities

- Maintain positive awareness of programs and opportunities at McLean Baptist Church
- Comfortable engaging with new potential members and other prospects
- Ability to engage entire congregation in outreach activities

Spiritual Gifts

- Creativity
- Organization
- Welcome
- Encouragement
- Service
- Welcome
- Persuasion

Personnel Committee

At-a-Glance Description

Responsibilities

- Responsible for all personnel matters to serve the best interests of the church
- Develops job descriptions, goals and objectives, and other items for all church staff
- Works with Senior Pastor in supervision of all church staff
- Represents the interests of Personnel Committee on the Church Leadership Council

Skills and Abilities

- Understanding of personnel management and organization
- Ability to set goals and measure progress
- Ability to deal with sensitive matters
- Ability to work with other members of the committee and with church staff

Spiritual Gifts

- Organization
- Encouragement
- Envisioning
- Creativity
- Welcome
- Service
- Patience

Recording Secretary (CLC)

At-a-Glance Description

Responsibilities

- Document activities of the CLC through detailed notes and minutes
- Distribute draft CLC meeting minutes for feedback from other CLC members
- Distribute final minutes to other CLC members and Church secretary
- Actively participate in CLC meetings and discussions

Skills and Abilities

- Ability to capture discussions and key decisions of CLC
- Ability to organize minutes of meetings into permanent record of CLC proceedings

Spiritual Gifts

- Organization
- Insight
- Encouragement
- Service
- Patience

Treasurer/Assistant Treasurer

At-a-Glance Description

Responsibilities

- Responsible for verifying the records of gross receipts and all disbursements of the church
- Ensure that all disbursements are authorized and within limits of budgeted and available funds
- Principal disbursement check cosigner

Skills and Abilities

- Experience with financial records and procedures
- Ability to explain financial disbursements to church members and leadership
- Highly trusted by church membership

Spiritual Gifts

- Organization
- Service
- Persuasion
- Generosity
- Patience

Trustee

At-a-Glance Description

Responsibilities

- Represent the church in all legal matters concerning church property
- Sign critical church documents when required

Skills and Abilities

- Understanding of financial/legal procedures and strategies
- Ability to gain trust of church members and other stakeholders

Spiritual Gifts

- Organization
- Encouragement
- Envisioning
- Creativity
- Generosity
- Service
- Patience

Worship Chair

At-a-Glance Description

Responsibilities

- Support the various worship programs of the church
- Coordinate and participate with the Deacons in advising on the general character, thrust and format of the worship services of the church.
- Maintain a liaison among the Worship council, the Deacons and the Church Leadership Council in support of the worship services.
- Provide general oversight and coordination of worship council committees
- Identify and manage resources effectively to implement vision
- Organize, train, and equip volunteers as needed
- Represent the interests of Worship on the Church Leadership Council
- Work with other councils to integrate larger MBC mission

Skills and Abilities

- Collaboratively lead and manage a diverse set of teams
- Value and synthesize diverse perspectives toward a comprehensive vision

Spiritual Gifts

- Creativity
- Organization
- Welcome
- Encouragement
- Service
- Persuasion