

Recruitment Philosophy

In our love for Jesus Christ and His redeeming work, we feel lead to establish and maintain a lasting ministry in St Thomas. In an effort to do that, a clear, concise, and biblical recruitment philosophy is required.

Gospel Fellowship Chapel, and the current leadership thereof, is committed to developing God Centered, Christ exalting, Spirit- Powered, Bible Saturated, missions mobilizing, soul-winning and justice advancing ministries, servants, and leaders from within the congregational membership. It is our desire to identify the gifts, abilities, and calling that God has given to every believer for the edification of the Church. To help individuals grow and mature in the faith and in their role within the Church, and to recognize those whom God is calling into another area of ministry, which may include a vocational position. This will take place as needs arise and resources permit.

COUNCIL OF ELDERS

Pastor (**Elder**)
Church Board Chairman (**Elder**)
Elders

TEAM OF DEACONS

- **Deacon** of Finance (Treasurer)
- **Deacon** of Music Ministry
 - Worship Leader
 - PA Team Leader
 - PA Members
- **Deacon** of Men's Ministry
- **Deacon** of Women's Ministry
- **Deacon** of Benevolence and Events Ministry
 - Food & Kitchen Representative/group
 - Charity Representative/group
- **Deacon** of Usher's Ministry
 - Ushers
- **Deacon** of Property
 - Building Maintenance Representative/group
 - Grounds Maintenance Representative/group
- Sunday School Superintendent/**Deacon**
 - Sunday School Teachers
- Library Team Leader

Vocational Elder (Pastor)

An effective Vocational Elder; aided and led by the Holy Spirit, Communicates biblical truth to magnify the worth of God and the redemptive work of *Jesus* Christ, thereby motivating the gathered church to join him in proclaiming and cherishing the truth about God and seeking to live all of life for the glory of God.

Position Requirements

- Qualifications of an Elder as outlined in scripture, referenced in GFC's Constitution and By-Laws.
- A man given to prayer, who demonstrates a vibrant relationship with the Lord and his Word.
- Able to rightfully divide the Word of God, expounding in preaching and teaching.
- Biblical Training and Pastoral call, gifted with the heart of a shepherd.
- Ability to disciple both individually and corporately (between 40-50 hours per week Including Sunday morning service)
- Proven Punctuality and Organization
- Proven Comfort ability in a public environment
- Proven interpersonal communication skills (written, verbal & listening)
- Proven Ability to solve problems that arise
- Family Focused – teach and demonstrate personal ministry in the home.

Responsibilities

Primary

- Pray and intercede for the flock entrusted to his care.
- Preach from the pulpit 34 worship services in a calendar year.
- Attends all Elder, Ministerial, and Board meetings and participates in those meeting. He will lead the Ministerial Meetings
- Works together with elders in the overseeing of numerous ministries within the church, including adult Bible Study Class, Women's Ministry, Men's Ministry, Music Ministry, Ushers and Library.
- Participates in pastoral activities including weddings, funerals, baptisms, dedications, marriage preparation, and communion services.

Secondary

- Develops and coordinates the implementation of the pulpit schedule
- Develops and coordinates the implementation of the church visitation plan.
- Fosters a healthy and spiritual working relationship between elders and ministerial, facilitates Christ- like resolution of issues that may arise among elders and members/adherents.
- Assist the Elders in the supervision and direction the ministerial to be effective in their respective Roles. He will work with the Elders to support development and future planning including discipleship plans, ministry strategies, and holds ministry leaders accountable to them.
- Works together with the elders to plan, develop and implement various Ministries of Gospel Fellowship Chapel including recruitment, training and equipping of ministry leaders; developing ministry coaches to oversee leaders, monitoring the congregation to ensure that new people are assimilated into discipleship.
- Fosters a healthy and spiritual working relationship between the Church and the 'Evangelical Mennonite Missionary Conference' representatives.
- Participates with 'Evangelical Mennonite Missionary Conference' events regionally, and internationally as time permits.

Church Board Chairman

An effective Church Board Chairman, aided and led by the Holy Spirit, Facilitates the Communication of biblical truth to magnify the worth of God and the redemptive work of Jesus Christ, supporting those that motivate the gathered church to join them in proclaiming and cherishing the truth about God and seeking to live all of life for the glory of God. The Church Board Chairman is part of the Council of Elders.

Position Requirements

- Qualifications of an Elder as outlined in scripture, referenced in GFC's Constitution.
- A man given to prayer, who demonstrates a vibrant relationship with the Lord and his Word.
- Availability for discipleship, Church gatherings and meetings (between 15-20 hours per month not including Sunday morning services)
- Proven Punctuality and Organization
- Proven Comfort ability in a public environment
- Proven interpersonal communication skills (written, verbal & listening)
- Proven Ability to solve problems that arise
- Able to rightfully divide the Word of God, expounding in preaching and teaching.
- Family Focused – teach and demonstrate personal ministry in the home.

Primary Responsibilities

- Manages and coordinates the non-ministerial and business functions of the church, including, but not limited to assisting the finance team in the production of the annual church budget.
- Leads the Church Board to develop and implement church policies and procedures (e.g. Risk management, general policies etc.).
- To review and maintain the Constitutions and By-Laws of GFC in striving that they reflect the Holy Scriptures, and to regulate the affairs, ministries, and decisions in accordance to them. To communicate recommended amendments to the congregation.
- Preaches and teaches Sunday school as per the rotation schedule and as required.
- Supports the implementation of the pulpit schedule.
- Fosters a healthy and spiritual working relationship between elders and ministerial, facilitates Christ- like resolution of issues that may arise among elders and members/adherents.
- Assist and support the Elders in the supervision and direction of the ministerial to be effective in their respective roles. He will work with the Elders in development and future planning including discipleship plans, ministry strategies, and hold ministry leaders accountable to them.
- Works together with the Elders in the oversight of numerous ministries within the church, including adult Bible Study Class, Women's Ministry, *Men's* Ministry, Music Ministry, Ushers and Library.
- Attends all Elder, Ministerial, Board, Financial and membership meetings and participates in those meetings. He will lead Board, financial and Membership Meetings which will include preparing Agenda, collecting reports, and ensures that Minutes are taken at meetings and that they are maintained for office records.
- Works together with the elders to plan, develop and implement various Ministries of the church including recruitment, training and equipping of ministry leaders; developing ministry leaders for ministry oversight, monitoring the congregation to ensure that new people are being assimilated into discipleship.
- Liaises with the property committee.
- Fosters a healthy and spiritual working relationship between the Church and the 'Evangelical Mennonite Missionary Conference' representatives.
- Participates with 'Evangelical Mennonite Missionary Conference' events, regionally and internationally.

Elder

An effective Elder, aided and led by the Holy Spirit, Participates in the Communication of biblical truth to magnify the worth of God and the redemptive work of Jesus Christ, supporting those that motivate the gathered church to join them in proclaiming and cherishing the truth about God and seeking to live all of life for the glory of God. Each Elder is part of and makes up the Council of Elders.

Position Requirements

- Qualifications of an Elder as outlined in scripture, referenced in GFC's Constitution.
- A man given to prayer, who demonstrates a vibrant relationship with the Lord and his Word.
- Availability for discipleship, Church gatherings and meetings (between 10-15 hours per month not including Sunday morning services)
- Proven Punctuality and Organization
- Proven Comfort ability in a public environment
- Proven interpersonal communication skills (written, verbal & listening)
- Proven Ability to solve problems that arise
- Able to rightfully divide the Word of God, expounding in preaching and teaching.
- Family Focused – teach and demonstrate personal ministry in the home.

Primary Responsibilities

- Manages and coordinates the non-ministerial and business functions of the church.
- To review and maintain the Constitutions and By-Laws of GFC in striving that they reflect the Holy Scriptures, and to regulate the affairs, ministries, and decisions in accordance to them.
- Preaches and teaches Sunday school as per the rotation schedule and as required.
- Supports the implementation of the pulpit schedule.
- Fosters a healthy and spiritual working relationship between elders and ministerial, facilitates Christ-like resolution of issues that may arise among elders and members/adherents.
- Assist and support the Council of Elders in the supervision and direction of the ministerial to be effective in their respective roles. He will work with the Elders in development and future planning including discipleship plans, ministry strategies, and hold ministry leaders accountable to them.
- Works together with the Council of Elders in the oversight of numerous ministries within the church, including adult Bible Study Class, Women's Ministry, *Men's* Ministry, Music Ministry, Ushers, Library, Benevolence and Events.
- Attends Elder, Ministerial, Board, Financial and membership meetings and participates in those meetings.
- Works together with the Council of Elders to plan, develop and implement various Ministries of the church including recruitment, training and equipping of ministry leaders; developing ministry leaders for ministry oversight, monitoring the congregation to ensure that new people are being assimilated into discipleship.
- Fosters a healthy and spiritual working relationship between the Church and the Evangelical Mennonite Missionary Conference' representatives.
- Participates with 'Evangelical Mennonite Missionary Conference' events, regionally and internationally.

Deacon of Finances (Treasurer)

An effective Treasurer, aided and led by the Holy Spirit, will administrate all of the financial records and the disbursement of funds necessary for the magnification of the worth of God and the redemptive work of Jesus Christ, supporting those that motivate the gathered church to join them in proclaiming and cherishing the truth about God and seeking to live all of life for the glory of God.

Position Requirements

- Takes direction from the Council of Elders
- A born-again believer and Member of GFC
- Qualifications of a Deacon as outlined in scripture, referenced in GFC's Constitution.
- A person given to prayer, who demonstrates a vibrant relationship with the Lord Jesus Christ.
- Availability for training, Church gatherings and meetings (between 15-20 hours per month not including Sunday morning service)
- Proven Punctuality and Organization
- Proven accuracy and thoroughness
- Written and oral communication skills
- Must practice the utmost confidentiality
- Demonstrate Integrity
- Family Focused – demonstrated care for his/her own home

Primary Responsibilities

- Assists the Church Board Chairman in managing and coordinating the non-ministerial and business aspects of the church such as leading the finance team in the production of the annual church budget.
- Assists the Church Board Chairman to develop and implement church policies and procedures in regards to income, spending, Federal and Provincial requirements. (eg. Risk management, general policies etc.).
- Maintains, Develops, Safeguards and improves the reporting and monitoring techniques used to communicate the financial status of the church.
- Administrates the disbursement of funds in a timely and efficient manner
- Receives and deposits Sunday Morning offerings, as well as all other donations and offerings.
- Closes the financial books for the churches yearly audits (includes financial statements and tax receipts)
- Communicates financial status to the congregation as required throughout the year
- Ensures that all financial reporting requirements of government agencies are complete on behalf of the church.
- Facilitates Christ-like resolution of issues that may arise among vendors of the Church.
- Makes recommendations to the elders in development and future planning in regards to facilities and vendors.
- Advises Elders of provincial legislative requirements
- As required, attends Board, Ministerial, Financial and membership meetings and participates in those meetings where required. He will have a primary function in the financial and Membership Meetings.
- Ensures that proper employee records are kept
- Liaises with the property committee.
- 3 Year term

Deacon of Music Ministry

An effective Music Ministry leader, aided and led by the Holy Spirit, organizes and leads those who skillfully combine biblical truth with music, thereby facilitating the Worship team to effectively proclaim and cherish the truth about God and seek to live all of life for the glory of God.

Position Requirements

- A born-again believer and Member of GFC
- Qualifications of a deacon as outlined in scripture, referenced in GFC's Constitution.
- A person given to prayer and worship in the Lord Jesus Christ, and a desire to lead others in worship and exaltation in Jesus Christ.
- Awareness of the teaching aspect in songs, and the need for Scriptural truth in them.
- Ability to preserve songs cherished, as well as introduce to others and present to the Lord "a new song" for His glory.
- Availability for discipleship, rehearsals and team meetings (between 15-20 hours per month outside of Sunday morning service)
- Punctuality and Organization
- Good knowledge of Microsoft Power Point
- Comfortable in a public environment
- Strong interpersonal communication skills (written, verbal & listening); takes direction well
- Ability to solve problems that arise
- Family Focused – demonstrated care for his/her own home.

Primary Responsibilities

- Takes direction from the Council of Elders
- Organizes the Worship team and PA Team Leader for all Church events
- Organizes the Music Ministry Team Meetings
- Makes recommendations to the Elders
- Disciples the individual members of the worship team
- Identifies potential Ministry Candidates
- Maintains accurate records to ensure compliance with CCLI
- Ensures that Minutes are taken at meetings and that they are maintained for office records
- Evaluate worship songs in order to identify Biblical truths and false teachings.
- Forwards song sheets for proposed new Songs to the Elders prior to presentation to congregation
- Holds the Worship Team accountable for their responsibilities
- Look for opportunities to identify, encourage, and develop others in their gift in music, for the glory of God.
- Keep a record of all expenses in regards to the ministry, remaining aware of ministry budget.
- Plans and Submits Annual written Reports and Budget recommendations
- 3 Year term

Worship Leader

An effective corporate worship leader, aided and led by the Holy Spirit, skillfully combines biblical truth with music to magnify the worth of God and the redemptive work of Jesus Christ, thereby motivating the gathered church to join him/her in proclaiming and cherishing the truth about God and seeking to live all of life for the glory of God.

Position Requirements

- Born again believer and Member of GFC
- Availability for discipleship, rehearsals and team meetings (between 10-15 hours per month outside of Sunday morning service)
- Punctuality and Organization
- Good knowledge of Microsoft Power Point
- Comfortable in a public environment
- Strong interpersonal communication skills (written, verbal & listening); takes direction well
- Ability to solve problems that arise

Primary Responsibilities

- Takes direction from the Deacon of Music Ministry
- Chooses and Arranges Songs for the gathered church
- Presents Songs to the gathered church
- Leads the congregational Singing
- Makes recommendations to the Deacon of Music Ministry
- Periodically introduces new Songs upon approval
- Incorporates Offering and Announcements into the Sunday Morning Worship Schedule

PA Team Leader

An effective PA team Member, aided and led by the Holy Spirit, skillfully ensures that biblical truth — whether through music or preaching - is communicated clearly to its intended audience.

Position Requirements

- Born again believer and Member of the GFC
- Availability for discipleship, training, rehearsals and team meetings (between 7-10 hours per month outside of Sunday morning service)
- Punctuality and Organization
- Good knowledge of Microsoft Power Point and recording Software
- Strong interpersonal communication skills (written, verbal & listening); takes direction well
- Ability to solve problems that arise

Primary Responsibilities

- Takes direction from the Deacon of Music Ministry
- Organizes the PA Team for all church events
- Makes recommendations to the Deacon of Music Ministry
- Identifies potential Ministry Candidates
- Disciples individual PA Team Members
- Create a schedule and a record of those involved
- Ensures that Minutes are taken at meetings and that they are maintained for office records
- Plans and Submits Annual written Reports and Budget recommendations
- 2 Year term

PA Team Member

An effective PA team Member, aided and led by the Holy Spirit, skillfully ensures that biblical truth — whether through music or preaching- is communicated clearly to its intended audience.

Primary Responsibilities

- Takes Direction from the PA Team Leader.
- Set's up all PA Equipment.
- Makes recommendations to the PA Leader regarding equipment.

Position Requirements

- Born again believer and Member of GFC
- Availability for discipleship, training, rehearsals and team meetings (between 4-6 hours per month outside of Sunday morning service)
- Punctuality and Organization.
- Willing to learn and obtain a good knowledge of PA equipment, Microsoft Power Point and recording Software
- Strong listening skills, attention to details, and takes direction well.
- Ability to solve problems that arise.

Deacon of Men's Ministry

An effective Men's Ministry leader, aided and led by the Holy Spirit, organizes opportunities to administer biblical truth to Men in an effort to magnify the worth of God and the redemptive work of Jesus Christ, thereby motivating the men to proclaim and cherish the truth about God and seeking to live all of life for the glory of God.

Position Requirements

- A born-again male member of GFC
- Qualifications of a deacon as outlined in scripture, and referenced on GFC's Constitution.
- A man given to prayer, who demonstrates a vibrant relationship with the Lord Jesus Christ.
- Availability for discipleship and team meetings (between 6 -10 hours per month outside of Sunday morning service)
- Punctuality and Organization
- Comfortable in a public environment
- Strong interpersonal communication skills (written, verbal & listening); takes direction well
- Ability to solve problems that arise
- Able to practice confidentiality as other men share their life and struggles.
- A Biblical understanding of manhood, and how it relates to being a husband and father.
- A sincere desire to see both men and boys mature into godly men.
- Family Focused – demonstrated care for his own home.

Primary Responsibilities

- Takes direction from the Council of Elders
- Organizes and coordinates the Men's Ministry Gatherings, considering the time, place, and age appropriate details, for edification. No less than 6 times per year.
- Makes recommendations concerning the men's ministry to the Council of Elders.
- Identifies potential Ministry Candidates
- Look for, and create, opportunities and settings where fellowship, encouragements, sharing, and Spiritual teaching to men can take place.
- Encourage transparency, and "man to man" accountability among the group.
- Consider opportunities in events where godly manhood can be communicated and demonstrated to younger men and boys.
- Encourage the men to get involved and to support other ministries and activities within the church.
- Ensures that minutes and/or documentation is taken at meetings, of those helping and also attending, that they be maintained for office records.
- Keep a record of all expenses in regards to the ministry, remaining aware of ministry budget.
- Plans and Submits Annual written Reports and Budget recommendations
- 3 Year term

Deacon of Women's Ministry

An effective Women's Ministry leader, aided and led by the Holy Spirit, organizes opportunities to administer biblical truth to Women in an effort to magnify the worth of God and the redemptive work of Jesus Christ, thereby motivating women to proclaim and cherish the truth about God and seeking to live all of life for the glory of God.

Position Requirements

- A born-again female member of GFC
- Qualifications of a deacon as outlined in scripture, and referenced on GFC's Constitution.
- A woman given to prayer, who demonstrates a vibrant relationship with the Lord Jesus Christ.
- Availability for discipleship and team meetings (between 6 -10 hours per month outside of Sunday morning service)
- Punctuality and Organization
- Comfortable in a public environment
- Strong interpersonal communication skills (written, verbal & listening); takes direction well
- Ability to solve problems that arise
- Able to practice confidentiality as other women share their life and struggles.
- A Biblical understanding of womanhood, and how it relates to being a wife and mother.
- A sincere desire to see both women and girls mature into godly women.
- Family Focused – demonstrated care for her own home.

Primary Responsibilities

- Takes direction from the Council of Elders
- Organizes and coordinates the Women's Ministry Gatherings, considering the time, place, and age appropriate details, for edification. No less than 6 times per year.
- Makes recommendations concerning the women's ministry to the Council of Elders.
- Identifies potential Ministry Candidates
- Look for, and create, opportunities and settings where fellowship, encouragements, sharing, and Spiritual teaching to women can take place.
- Encourage transparency, and "woman to woman" accountability among the group.
- Consider opportunities in events where godly womanhood can be communicated and demonstrated to younger women and girls.
- Encourage the women to get involved and to support other ministries and activities within the church.
- Ensures that minutes and/or documentation are taken at meetings, of those helping and also attending, that they be maintained for office records.
- Keep a record of all expenses in regards to the ministry, remaining aware of ministry budget.
- Plans and Submits Annual written Reports and Budget recommendations
- 3 Year term

Deacon of Benevolence and Events Ministry

An effective Service Ministry leader, aided and led by the Holy Spirit, who desires and leads in administering benevolence (to help others and to meet the needs of the church family), organizes opportunities for fellowship (events in the church, conference and community) and encouragement (to new families) in the church in an effort to magnify the worth of God and the redemptive work of Jesus Christ, thereby motivating the church and our community to proclaim and cherish the truth about God and seeking to live all of life for the glory of God.

Position Requirements

- A born-again believer and member of GFC
- Qualifications of a deacon as outlined in scripture, and referenced on GFC's Constitution.
- A person given to prayer, who demonstrates a vibrant relationship with the Lord Jesus Christ.
- Availability for team meetings and events (between 6-10 hours per month outside of Sunday morning service)
- Punctuality and Organization
- Good communication skills (written, verbal & listening); takes direction well
- Strong administrative and planning skills
- Ability to solve problems that arise
- Family Focused – demonstrated care for his/her own home.

Primary Responsibilities

- Takes direction from the Council of Elders
- Gives direction and communication to the Service Ministries (i.e. Food & Charity Representatives) and Committees
- Organizes and Leads the Service Ministry Team Meetings.
- Holds the Service Ministry Team accountable for their responsibilities
- Remain aware of upcoming church and ministry events, assisting in the planning and coordinating where necessary. Therefore, keeping close ties with the other ministries of the church.
- Makes recommendations concerning the service ministry, communicate deficiencies or possible issues of events, and give insight into potential ministries and events to the Council of Elders.
- Identifies potential Ministry Candidates
- Ensures that Minutes are taken at meetings and that they are maintained for office records
- Make certain that receipts and proper records are kept for service ministries and events, remaining aware of ministry budget.
- Plans and Submits Annual written Reports and Budget recommendations
- 3 Year term

Food and Kitchen Representative

An effective Food Ministry Representative, aided and led by the Holy Spirit, coordinates and organizes the food and kitchen aspects of church events in a manner that magnifies the worth of God and the redemptive work of Jesus Christ, thereby motivating the church and our community to proclaim and cherish the truth about God and seeking to live all of life for the glory of God.

Position Requirements

- Born again believer and Member of GFC
- Availability for discipleship and team meetings
- Punctuality and Organization
- Good interpersonal communication skills (written, verbal & listening); takes direction well
- Ability to solve problems that arise

Primary Responsibilities

- Takes direction from the Deacon of Benevolence and Events Ministry.
- Attends the Ministry Team Meetings
- Supervises the kitchen at all GFC events where food and kitchen will be required
- Provides input and recommendations concerning food and the kitchen to the Ministry Deacon.
- Works together with the Ministry Deacon to identify volunteers and helpers for the kitchen and events. With the possibility of forming a food team or committee.
- Keep an ongoing record of team members and individual volunteers, filed with the Ministry Deacon.
- Keep and record all expenses, remaining aware of ministry budget and guidelines.
- 2 Year term

Charity Representative

An effective Charity Representative, aided and led by the Holy Spirit, coordinates and administers benevolence (charity) in a manner that magnifies the worth of God and the redemptive work of Jesus Christ, thereby motivating the church and our community to proclaim and cherish the truth about God and seeking to live all of life for the glory of God.

Position Requirements

- Born again believer and Member of GFC
- Availability for discipleship and team meetings
- Punctuality and Organization
- Good interpersonal communication skills (written, verbal & listening); takes direction well
- Ability to solve problems that arise

Primary Responsibilities

- Takes direction from the Deacon of Benevolence and Events Ministry
- Attends the Ministry Team Meetings
- Perform duties according to the Gospel Fellowship Chapel Benevolence By-laws to members of the church, delegating to other members where appropriate.
- Communicates with main contact points of families where Births, Weddings, Deaths, and other hardships have taken place
- Visits church attendees who have been hospitalized
- Provides input and recommendations concerning benevolence to the Ministry Deacon.
- Works together with the Ministry Deacon to identify volunteers and helpers for charity as needed. Forming a charity team or committee as required.
- Keep an ongoing record of team members and individual volunteers, filed with the Ministry Deacon.
- Keep and record all expenses, remaining aware of ministry budget and guidelines.
- 2 Year term

Deacon of Usher Ministry

An effective Head Usher, aided and led by the Holy Spirit, Leads those that facilitate the opportunities that have been taken to administer biblical truth, thereby ensuring the opportunity is effective and fruitful for the participants.

Position Requirements

- A born-again believer and member of GFC
- Qualifications of a deacon as outlined in scripture, and referenced on GFC's Constitution.
- A person given to prayer, who demonstrates a vibrant relationship with the Lord Jesus Christ.
- Availability for discipleship and team meetings (between 6-10 hours per month outside of Sunday morning service)
- Punctuality and Organization
- Comfortable in a public environment
- Strong interpersonal communication skills (written, verbal & listening); takes direction well
- Ability to solve problems that arise
- Family Focused – demonstrated care for his own home.

Primary Responsibilities

- Takes direction from the Council of Elders
- Leads the Ushers
- Organizes the Ushers for Church Events
- Holds the Ushers accountable for their responsibilities
- Makes recommendations to the Council of Elders
- Disciples individual Ushers
- Identifies potential Ushers
- Identifies potential concerns for the church gathering and works to eliminate them
- Ensures that Minutes are taken at meetings and that they are maintained for office records
- Keep a record of all expenses in regards to the ministry, remaining aware of ministry budget.
- Plans and Submits Annual written Reports and Budget recommendations
- 3 Year term

Usher

An effective Usher, aided and led by the Holy Spirit, facilitates the opportunities that have been taken to administer biblical truth, thereby ensuring the opportunity is effective and fruitful for the participants.

Position Requirements

- Born again believer and Member of GFC
- Availability for discipleship and team meetings (between 2-4 hours per month outside of Sunday morning service)
- Punctuality and Organization
- Comfortable in a public environment
- Strong interpersonal communication skills (written, verbal & listening); takes direction well
- Ability to solve problems that arise
- Family Focused – demonstrated care for his/her own home.

Primary Responsibilities

- Takes direction from the Deacon of Usher Ministry
- Welcomes all church gathering Attendees
- Folds, adds offering envelope and any inserts, and distributes Bulletins
- Review all bulletin information, so as to be able to answer questions or direct them to someone who can.
- Takes up offering
- Counts offering in the presence of a second usher.
- Maintains Usher records (record offering and initial)
- Ensures that everyone has Hymn books when required
- Facilitates in the timely commencement of the Worship and Sunday school.
- Takes up Sunday School offering
- Set's up Chairs and tables when and where needed
- Identifies potential concerns for the church gathering, contacts the Head Usher, and may works to eliminate the concerns.
- Close facility (i.e.; Turn off lights, ensure all doors are closed and locked if necessary and enable alarm)
- Become familiar with the evacuation and emergency procedure.

Deacon of Property

An effective Property Ministry leader, aided and led by the Holy Spirit, will recognize the material possessions of the church as a gift from God to be used for His purpose, being stewards of God's property, whereby all things then become Spiritual objects and a service unto the Lord, to aid the ministries of the church in an effort to magnify the worth of God and the redemptive work of Jesus Christ, thereby motivating the church and our community to proclaim and cherish the truth about God and seeking to live all of life for the glory of God.

Position Requirements

- A born-again believer and member of GFC
- Qualifications of a deacon as outlined in scripture, and referenced on GFC's Constitution.
- A person given to prayer, who demonstrates a vibrant relationship with the Lord Jesus Christ.
- Availability for team meetings and events (between 10-15 hours per month outside of Sunday morning service)
- Punctuality and Organization
- Good communication skills (written, verbal & listening); takes direction well.
- Ability to negotiate with contractor and vendors for facility needs.
- Knowledge of building maintenance. General carpentry, plumbing, and electrical.
- Understanding of building and property regulations and bylaws
- Good organizational and planning skills and ability to delegate to the building and grounds representatives, and to volunteers.
- Ability to solve problems that arise
- Family Focused – demonstrated care for his/her own home.

Primary Responsibilities

- Takes direction from the Council of Elders
- Gives direction and communication to the Building and Grounds Representatives.
- Organizes and Leads the Property Ministry Team Meetings.
- Ensures that Minutes are taken at meetings and that they are maintained for office records
- Assists in the work of the teams where needed, and/or in their absence.
- Remain aware of upcoming church and ministry events, communicating special circumstances to team.
- Regularly inspects the premises and property, and makes recommendations (deficiencies or foreseen issues) to the Council of Elders.
- Develop and maintain, or delegate and oversee the maintenance of inspections and checklists (weekly, monthly, annual) as needed for the operation of the ministry, and/or for government laws/regulations. Retain and file records.
- Identifies potential Ministry Candidates
- Make certain that receipts and proper records are kept for property expenses, remaining aware of ministry budget.
- Develop and recommend a plan to repair and/or replace needed items. Considering best ways to utilize resources and volunteers to accomplish the need with minimum expense.
- Organize yearly clean up and work days with Representatives.
- Plans and Submits Annual written Reports and Budget recommendations
- 3 Year term

Building Maintenance Representative

An effective Building Maintenance Representative, aided and led by the Holy Spirit, will recognize the church building as a gift from God to be used for His purpose, therefore being stewards of it, whereby it then become a Spiritual object and a service unto the Lord, to aid the ministries of the church in an effort to magnify the worth of God and the redemptive work of Jesus Christ, thereby motivating the church and our community to proclaim and cherish the truth about God and seeking to live all of life for the glory of God.

Position Requirements

- A born-again believer and Member of GFC
- Availability for discipleship and maintenance work (10-15 hours per month outside of Sunday morning service) as scheduled and needs arise.
- Punctuality and Organization
- Good communication skills (written, verbal & listening); takes direction well.
- Able to meet/call contractors and vendors for facility needs.
- Knowledge of building maintenance. General carpentry, plumbing, and electrical.
- Good organizational and planning skills and ability to lead a team and/or volunteers in a project.
- Ability to solve problems that arise

Primary Responsibilities

- Takes direction from the Deacon of Property
- Perform minor repairs, including but not limited to masonry, carpentry, electrical systems, plumbing and immediate temporary repairs in an emergency.
- Seek direction from the Deacon of Property in the planning of larger projects that are outside of the regular upkeep and which are outside of the budgeted expenses of building maintenance and custodial supplies.
- Works in close contact with the Grounds Representative, as their areas may cross lines from time to time.
- Regularly inspects the building(s), providing recommendations or concerns to the Deacon of Property.
- Maintain and dispense custodial supplies as needed.
- Maintain the inspections and checklists (weekly, monthly, annual) as needed for the operation of the ministry, and/or for government laws/regulations.
- Works together with the Property Deacon to identify volunteers and helpers for maintenance as needed. Forming a building maintenance team or committee as required.
- Make certain that receipts and proper records are kept of expenses, remaining aware of ministry budget.
- Lead and give direction to teams and volunteers in yearly clean up and work days.
- Recommend plans for repairs and/or replacement needs to the Deacon of Property.
- 2 Year term

Grounds Maintenance Representative

An effective Grounds Maintenance Representative, aided and led by the Holy Spirit, will recognize the church property as a gift from God to be used for His purpose, therefore being stewards of it, whereby it then become a Spiritual object and a service unto the Lord, to aid the ministries of the church in an effort to magnify the worth of God and the redemptive work of Jesus Christ, thereby motivating the church and our community to proclaim and cherish the truth about God and seeking to live all of life for the glory of God.

Position Requirements

- A born-again believer and Member of GFC
- Availability for discipleship and maintenance work (10-15 hours per month outside of Sunday morning service) as scheduled and needs arise.
- Punctuality and Organization
- Good communication skills (written, verbal & listening); takes direction well.
- Able to meet/call contractors and vendors for property needs.
- Knowledge of grounds maintenance. Lawns, snow removal, parking lot, flowers and shrub maintenance, and playground equipment.
- Good organizational and planning skills and ability to lead a team and/or volunteers in a project.
- Ability to solve problems that arise

Primary Responsibilities

- Takes direction from the Deacon of Property
- Maintain attractive grounds, performing and/or directing basic functions as grass cutting, care of flower beds, snow removal, and other maintenance duties.
- Seek direction from the Deacon of Property in the planning of larger projects that are outside of the regular upkeep and which are outside of the budgeted expenses of grounds maintenance.
- Works in close contact with the Building Representative, as their areas may cross lines from time to time.
- Regularly inspects the grounds(s), providing recommendations or concerns to the Deacon of Property.
- Maintain and dispense supplies for grounds maintenance (i.e. gas for lawn mower, salt for ice on walkways, weed control, etc.).
- Maintain the inspections and checklists (weekly, monthly, annual) as needed for the operation of the ministry, and/or for government laws/regulations.
- Works together with the Property Deacon to identify volunteers and helpers for maintenance as needed. Forming a grounds maintenance team or committee as required.
- Make certain that receipts and proper records are kept of expenses, remaining aware of ministry budget.
- Lead and give direction to teams and volunteers in yearly clean up and work days.
- Recommend plans for repairs and/or replacement needs to the Deacon of Property.
- 2 Year term

Sunday School Superintendent/Deacon

An effective Sunday School Superintendent, aided and led by the Holy Spirit, Coordinates opportunities to administer biblical truth to Children in an effort to foster the magnification of the worth of God and the redemptive work of Jesus Christ, thereby motivating children to proclaim and cherish the truth about God and seeking to live all of life for the glory of God.

Position Requirements

- A born-again believer and member of GFC
- Qualifications of a deacon as outlined in scripture, and referenced on GFC's Constitution.
- A person given to prayer, who demonstrates a vibrant relationship with the Lord Jesus Christ.
- Availability for discipleship and team meetings (between 6-10 hours per month outside of Sunday morning service)
- Punctuality and Organization
- Comfortable in a public environment
- Strong interpersonal communication skills (written, verbal & listening); takes direction well
- Ability to solve problems that arise
- Family Focused – demonstrated care for his/her own home.

Primary Responsibilities

- Takes direction from the Elders
- Organizes the Sunday School Faculty Meetings
- Leads the Sunday School Faculty
- Holds the Sunday School Faculty accountable for their responsibilities
- Coordinates Sunday School Events (Picnic, Christmas Program, Vacation Bible School, Start & End dates and Promotions)
- Coordinates the purchase and distribution of the Sunday School and Vacation Bible School Curriculum as approved by the Council of Elders.
- Makes recommendations to the Elders
- Identifies potential Ministry Candidates
- Ensures that Sunday School Faculty are in active discipleship
- Ensures that Minutes are taken at meetings and that they are maintained for office records
- Ensures that annual Sunday School Records are maintained for office records
- Plans and Submits Annual written Reports and Budget recommendations
- Be familiar with the evacuation and emergency procedure, and familiarize the Sunday School Teachers.
- Ensure a "Police Background Check" is completed by all workers with children.
- 3 Year term

Sunday School Teacher

An effective Sunday School Teacher, aided and led by the Holy Spirit, Administers biblical truth to Children in an effort to foster the magnification of the worth of God and the redemptive work of Jesus Christ, thereby motivating children to proclaim and cherish the truth about God and seeking to live all of life for the glory of God.

Position Requirements

- Born again believer and Member of GFC
- Desire to teach children
- Availability for discipleship and team meetings (between 6-10 hours per month outside of Sunday morning service), i.e.: Bible Study and Prayer Meetings
- Punctuality and Organization
- Comfortable in a public environment
- Strong interpersonal communication skills (written, verbal & listening); takes direction well
- Ability to solve problems that arise
- Have a Police background check completed, and have a record which does not conflict with teaching or caring for children.

Primary Responsibilities

- Takes direction from the Sunday School Superintendent/Deacon
- Assists with Sunday School Events (Picnic, Christmas Program, Vacation Bible School, Start & End dates and Promotions)
- Evaluates the Sunday School Curriculum, and communicate concerns or inconsistencies to the Sunday School Superintendent/Deacon
- Makes recommendations to the Sunday School Deacon
- Organizes individual Sunday School Classes
- Disciples individual Children
- Uses Sunday School Curriculum Provided by the Superintendent/Deacon

Library Team Leader

An effective Library Team leader, aided and led by the Holy Spirit, makes printed resources available to the church that communicate biblical truth and magnify the worth of God and the redemptive work of Jesus Christ, thereby motivating readers to proclaim and cherish the truth about God and seeking to live all of life for the glory of God.

Position Requirements

- Qualifications of a deacon as outlined in scripture, and referenced on GFC's Constitution.
- Availability for discipleship, training, and team meetings (between 3-4 hours per month outside of Sunday morning service)
- Punctuality and Organization
- Strong interpersonal communication skills (written, verbal & listening); takes direction well
- Ability to solve problems that arise
- A person who is a "reader", someone who enjoys reading Christian material.
- Ability to identify true and false doctrine.
- Familiar with authors and publishing companies that are approved and those that are not endorsed by the Council of Elders

Primary Responsibilities

- Takes direction from the Elders
- Organizes the Library team for pertinent church events
- Makes recommendations to the Elders
- Identifies potential Ministry Candidates
- Ensures that Minutes are taken at meetings and that they are maintained for office records
- Screen the books and material in the library and report to the Elders.
- Plans and Submits Annual written Reports and Budget recommendations
- 3 Year term