

Full Time Support Staff (5)

	Supervisor	Essential Functions
Administrator	Rector	Relieve Rector of operational duties, financial oversight, staff supervision, facility management, human resource management, risk management. Staff liaison to Vestry and Finance Committee and support to Treasurer.
Parish Secretary	Administrator	Maintain parish membership records, calendar, space use coordination, prepare worship materials, coordinate intake forms for membership, weddings, funerals, baptisms, etc., support to worship groups (ushers, acolytes, LEMs, altar guild, provide support to Evangelism ministry (contact forms, letters to visitors, etc.). Maintain ACS People module. Altar flowers, lectionary, calendar for website, reporting copyright information, attendance, support to Organist/Choirmaster.
Program Secretary	Administrator	Secretary for Rector, Youth Minister, Director of Children & Family Ministry. These positions serve Discipleship, Inreach and Outreach ministries. Maintaining on call schedule for clergy and recording voice message.
Information & Media Specialist	Administrator	Design and publish regular and periodic materials including advertising, stewardship materials, annual report, newcomer packets and event materials as needed. Prepare press releases and work with media via print and online for publicity on church and ministry events. Maintain free publicity with media via print or online on their event calendars; weekly or on an as needed basis. Assist with development of church's overall communication strategy. Develop and manage website on a daily basis. Work with ministry heads to keep their web pages evolving. Download AV from Worship and upload for distribution to web archives and iTunes. Cover church events for press releases and photos. Format and manage weekly newsletter for electronic distribution as well as hard copy distribution. Staff liaison to AV ministry.
Finance Secretary	Administrator	Account for all revenue/expenses. Prepare monthly financial reports, 941 reports, maintain inventory, payroll, accounts payable, workmen's comp. audit, contribution statements, maintain ACS financial module. Report analysis. Manage chart of accounts and year end close of books, financial component of annual report, work with auditor, assist administrator w/benefit management and other administrative duties, as needed. Assist staff with budget management.

Full Time Clergy/
Pastoral Staff (6)

Supervisor Essential Functions

Rector	Vestry	Oversee spiritual worship and activities, preparation to preach regularly and conduct two weekly Bible studies, participate in Vestry related ministries, By Law development, monthly exec. meetings, and regular vestry meetings, oversee the activities of the pastoral staff, oversee the outreach committee's work, conduct various pastoral care activities of counseling, calling, hospital calling, oversee and participate in various healing team training seminars, review various office administrative issues.
Associate Rector (JGR)	Rector	Manage the Discipleship Ministry Group Budget, Supervise the Children's and Family Ministries Pastor (weekly meetings and regular communication), Supervise the Director of Student Ministries (weekly meetings and regular communication), Partner with the Assoc. Rector (VAB) in overseeing the Bonfire Small Group Ministries including: Developing or choosing curriculum as needed, Recruiting, training, encouraging and communicating with group leaders, JGR prepares for and facilitates a Bonfire Group on Weds., Promoting the Bonfire Small Groups at Christ Church, Supervise the Christian Education (or Discipleship) of Adults, especially any class such as the Sunday morning "Living With Acts" or "R.E.C.E.S.S." women's Bible study led by Eleanor Dixon, Supervise and encourage Judy Moorhouse and the recording ministry, Prepare and deliver sermons, celebrate the Eucharist as the schedule demands, Lead Thursday Evening Prayer Meeting as needed, Make weekly pastoral visits to the sick at I.R.M.C., Healthsouth, etc., Choose curriculum and lead the Friday a.m. Promise Keepers men's ministry weekly at the Gifford Community Center. Organize and lead annual trip to Promise Keepers conference, Plan and perform baptisms, weddings, and funerals as needed, along with the associated pastoral counseling, Provide pastoral counseling as needed.
Associate Rector (VAB)	Rector	Evangelism (newcomer contact, friendship committee, letters, follow up), Communion to homebound 3 x week, prayer and counseling, Women's leadership team, events and planning, teaching, Inreach including hospital visits, other ministry by phone or in person, Hands Ministry, LEM, Military Moms, Thursday evening prayer, as needed, participation in Sunday service. Baptisms, weddings and funerals as needed.
Director of Children and Family Ministry	Associate Rector	Develop ministry specific to the edification of families (CSA), nursery care development and supervision, Sunday school development and coordination, weekly develop & lead children's church in addition develop & coordinate mission projects 3 times a year, develop, implement & create outreach services for community (TOTS & MOPS), provide, develop & coordinate children's activities (Christmas Pageant, Stations of the Cross, VBS).

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Pastoral Staff (6)**

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Associate Rector (VAB)	Rector		Evangelism (newcomer contact, friendship committee, letters, follow up), Communion to homebound 3 x week, prayer and counseling, Women's leadership team, events and planning, teaching, In-reach including hospital visits, other ministry by phone or in person, Hands Ministry, LEM, Military Moms, Thursday evening prayer, as needed, participation in Sunday service. Baptisms, weddings and funerals as needed.
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Organist/Choirmaster	Rector		Music leadership at Sunday and Holy Day worship services and other events, oversight and review of liturgy, choir, praise band, budget development & management, copyright permissions & monitoring, instrument maintenance, service leaflets, and work of part music ministry admin assistant, research and choice of music for services, assisting families in music choices for and performance of weddings and funerals, weekly rehearsing of and recruiting new members for choir and band, individual practice to prepare for services and maintain skills, coordinating and weekly meeting with pastoral staff
Youth Minister	Associate Rector		Develop a strategy for evangelizing students to receive Jesus as Lord and Savior, Disciple committed students so they grow in their relationship with Jesus Christ, Employ small groups as a strategy for helping students to connect to Christian Community, Recruit, train and encourage additional adult leaders who can inspire the students, and help the ministry grow, Recruit, train and encourage student leaders to serve as role models for their peers, and to give the students a sense of ownership and responsibility, Plan and lead 3 or more off campus trips each year to address one or more of the following objectives: evangelism, discipleship, building Christian community and service, Visit students at school, and participate in recreational activities with them, Communicate effectively the ministry vision, goals and objectives with leaders as well as parents, Report at least once a week to supervisor regarding various challenges, victories, and prayer needs of the ministry, budget development & management.