**Roles and Responsibilities within
Gymea Peoples Church**

|  |  |
| --- | --- |
| **Ministry Title** | **Page** |
| Audio Visual Coordinator | 2 |
| Audio Visual Operator | 3 |
| Auditor | 4 |
| Kids Club Director | 5 |
| Kids Club Leader | 6 |
| Bulletin Editor | 7 |
| Cleaning roster volunteer | 8 |
| Communion Table Steward | 9 |
| Deacon | 11 |
| Elder | 12 |
| Kitchen Supervisor | 13 |
| KYB Coordinator | 15 |
| Missionary Secretary | 16 |
| Music Director | 17 |
| Playtime Coordinator | 18 |
| Public Officer | 19 |
| Rosters Coordinator | 20 |
| School Scripture Coordinator | 21 |
| Secretary | 22 |
| Small Group Leader | 23 |
| Social Secretary | 24 |
| Sunday evening service Coordinator | 25 |
| Sunday School Director | 26 |
| Sunday School Teacher | 27 |
| Treasurer | 28 |
| Holiday Kids Club  | 29 |
| Web Administrator | 33 |
| Women’s ministries Coordinator | 34 |

2

**Audio Visual (AV) Coordinator**

**Annual Responsibilities**

* Organise or delegate the plans and execution of technology repairs and upgrades pertaining to the audio, visual and digital experience of the church.

**Weekly Responsibilities**

* Fill in or organise, where required, for vacancies in the weekly AV roster for the operating of the church audio visual system during the weekly services.
* Organise the troubleshooting and repair of faulty equipment as it fails.
* Organise the ongoing training and materials to enable the AV Operators to be appropriately equipped for their weekly AV duties.

3

**Audio Visual (AV) Operator**

**Weekly Responsibilities**

* When rostered on, arrive before the service with appropriate time to:
1. Power on the AV system,
2. Prepare the presentation system including songs and sermon points that have been provided by other parties; and
3. Supply appropriate equipment for the presenter from the church’s inventory, as required, to enable them to present to the best of their ability.
* When rostered on, manage the audio and video system to enable a smooth experience for the presenter and the congregation.
* Produce and provide copies of sermons as requested.
* If rostered on and unable to attend, contact the AV Coordinator or find an appropriate replacement to carry out the required duties.

4

**Auditor**

5

**Kids Club Director**

**Annual responsibilities**

* Prepare and deliver reports when required at the morning service, at quarterly member meetings and at AGM; or delegate to specific club Directors
* Compile Annual Report for Church Leadership
* Work with the Pastor to ensure all leaders have current Working with Children Check numbers
* Manage the Kids Club Facebook Page
* Manage the Parent WhattsApp chat group

**Term responsibilities**

* Compile the Term Planner
* Program content for their Club
* Oversee the running of the program
* Allocate jobs/responsibilities/talks to leaders
* Organise and chair meetings with the leaders as needed

**Weekly responsibilities**

* Behaviour Management
* Assist with any set-up that is required
* General running of the group; ensuring timetable is adhered to
* Receive and record any payments, including parents fees and club expenses
* Help with the Church and Hall clean-up

6

**Kids Club Leader**

**Annual responsibilities**

* Indication of availability

**Weekly responsibilities**

* Assist with set-up
* Support the Club Director
* Games Leader: organise games for the clubbers to engage in – set up and pack away
* Afternoon Tea: ensure there are biscuits and cordial each week; set up and clean up
* Team Leaders (Games): management of the team, creating a cooperative and supportive team environment during the games
* Participate in and encourage clubbers to join in games
* Work with the clubbers; answering questions they may have and supporting them at all times
* Present talks (if allocated)
* Assist with Behaviour Management; relay any concerns to the Director
* Help with the Church and Hall clean-up

7

**Bulletin editor**

**Weekly Responsibilities**

Editing the bulletin with the following information:

* Date etc
* Service information for the coming week
* Roster reminders for the following week (information found on church website)
* Updating praise & prayer requests
* Updating the notices & coming events using the online church calendar
* Selecting and publishing a devotional from *Our Daily Bread*
* Selecting and publishing a ministry prayer request from the *Missionary Prayer Calendar*
* Liaise with Pastor/service leader/church community to ensure that all relevant information is included
* Email bulletin to Pastor or the service leader or print at home ready to copy & distribute at church

8

**Cleaning roster volunteer**

* Collect bits and pieces of rubbish from the pews and cry room as well as old bulletins (there is a bin in the AV room). Collect rubbish from the copy room and empty bin into the blue-lid bin behind the hall kitchen. Line bin with new plastic bag from the bag container hanging behind the kitchen door.
* The vacuum is in the copy room. Use the Flat head of the cleaner because that enables you to vacuum both carpet and the floor boards without changing heads. Plug in at the front – can reach the pulpit area and two little rooms either side and in front of organ and piano as well as the centre aisle. Plug in the back corners to do the side aisles. Plug in the Tech room for that room, cry room, foyer and the green matting outside the church. Empty the vacuum into a bag from the kitchen and throw into the blue-lid bin behind the hall kitchen.
* Dust the window ledges, pulpit area, wooden areas in the front rooms, piano and organ, in the copy room and room behind the piano. Chux and Mr Sheen work well for this job (please bring your own).
* Sweep in the porch area, especially under the pew and collect the leaves that accumulate around the steps.
* Use window cleaner for the glass in the doors and cry room. Vinegar and paper towel will clean without leaving streaks.

9

**Communion table steward**

On the first and third Sunday of every month, on Easter Friday and/or when directed by the Pastor (morning service) and last Sunday of the month (evening service), emblems are to be prepared for the communion table. This is in response to the request from the Lord Jesus Christ in Luke 22 and 1 Corinthians 11. Prepare the table say 30 minutes before the service. This will allow time for people to meditate on the table as they prepare for worship (before the service starts).

* Emblems consist of dark grape juice and (typically) white bread.
* Communion cups are disposable, obtained from Word book store (stock up when Word have a sale).
* Store communion cups in cupboards under the bench
* A fresh 2 litre bottle of grape juice is obtained at the beginning of each month from any supermarket. Store in the fridge in the church kitchen
* Bread, toast sliced, is obtained a day or two before the service and placed in a freezer. The bread is then prepared by slicing into cubes (about ½” square) or 16 cubes per slice. Allow for 60 pieces total.
* Communion trays are in the cupboard above the stove. Prepare four trays with (say) 16 cups per tray. Use the small crystal jug to fill the cups.
* Bread is placed on four silver plates (that are stored in the plastic container under the bench). Place a paper doily on the silver tray before placing the bread.
* Place the portable table top (stored in the back room left of the pulpit) on the top of the communion table. Lay the white table cloth. It hangs on a coat hanger on the back of the door to the back room left of the pulpit.
* Set the table with two trays either side and plates in the middle

10

* Cover the table with the throw over (also stored in the back room left of the pulpit)
* Ensure there are five chairs behind the table

At the conclusion of the service, clear the table by disposing of the remaining bread, grape juice (do not return grape juice to the bottle) and disposable cups. Clean trays and plates and return to their storage. Put cloths and portable table top in the back room left of the pulpit. However do not rush to clear the table to allow those who wish to have a quiet reflection at the end of the service by continuing to focus on the “Lords Table”.

11

**Deacon**

* Deacons shall supervise the temporal affairs of the Church.
* Deacons, as far as may be practicable, shall attend and support all associated meetings of the Church, assist in visitation of the sick and needy, and transact the routine business of the Church.

 To comply with the NSW Department of Education requirements for Gymea Peoples Church to be an Approved Provider of SRE, the diaconate also has the following specific responsibilities:

* Ensure all “workers” in “Child related employment” positions within GPC have a current verified WWCC.
* Ensure all SRE teachers have read and understood the NSW Department of Education “Code of Conduct” booklet, available in the GPC SRE documents folder on our GPC website.
* Ensure all “workers” in “Child related employment” positions within GPC have undergone appropriate child protection training within the previous three years; that all SRE teachers have completed the basic training provided at the annual January Youthworks SRE Conference before commencing teaching; and that all teachers attend the annual Youthworks Conference as an annual update.
* Monitor and ensure compliance of all SRE teachers with the requirements given in the “Teacher Authorisation Process” document.

12

**Elder**

* Exercise oversight of the spiritual affairs of the Church by preaching, teaching, visitation, interview, discipline and prayer.

13

**Kitchen Supervisor**

* Ensure there are supplies of tea, coffee, sugar and various poly cups, plastic cups and wooden stirrers stored in the plastic container under the serving bench.
* Ensure there are supplies of tissues (for use in the church and hall), toilet paper, paper towel, and cleaning substances to be kept under the sink or in the hall cupboard.
* Ensure there are adequate supplies for church functions i.e. disposable tableware for lunches, dinners and suppers.
* Maintain the cleanliness of the kitchen weekly – usually on a Saturday. Collect the tea towels, hand towels and dishcloths and wash weekly.
* Keep an eye on the fridge and freezer and dispose of out of date food and milk. Defrost freezer at least twice yearly.
* Free the bubblers of leaves and muck and clean with gumption every other month.

**General Hall Tidy up.**

* It is the responsibility of the various users of the hall to maintain the floors and stack up the furniture after each use. To ensure a consistent cleanliness the hall is again swept on Saturdays using the small broom to sweep under all the furniture and use the big orange dustmop to again collect the remnants of the smaller broom.
* Clean the blackboards weekly and wash each month.
* Wash the removable orange dustmat on a regular basis.

**Toilets**

* These need to be cleaned weekly to maintain a healthy environment.
* Sweep, clean basins, and toilet bowls, empty rubbish bins, replenish toilet paper supplies, exchange the

14

towels and wash the used ones and then return to the hall cupboard. Cleaning supplies are kept under the kitchen sink.

**Floor washing**

* This is done as needed and at the twice yearly working bee.

15

**KYB Co-ordinator/Study Leader**

* Order KYB books for each term, or appoint a Secretary to do so.
* Collect book fees, or appoint a Treasurer to do so.
* Notify all attendees of starting dates and Introductory Days.
* Prepare an introduction and summing up for each study.
* Meet with Discussion leader(s) for prayer and preparation before each study.
* Exercise general pastoral care for all attendees.
* Liaise with CWCI re training days, conventions etc.

16

**Missionary secretary**

* Keep a copy of the letters and prayer points from missionaries and file them into individual folders for each missionary family. These letters are for viewing and for future reference.
* Place copies of missionary letters in the mission boxes in the foyer for people to access. Remove any old copies from the boxes and update the missionary board photos as necessary.
* Place literature from missionary agencies in the rack in the foyer for circulation to interested people.
* Correspond with missionaries by letter, internet, phone. Send copies of church bulletins etc. Encourage the congregation to correspond with missionaries. Be creative and think outside the square to encourage the missionaries.
* Give a verbal report on the current quarter’s letters at the quarterly business meeting - file a copy of the report.
* Write a yearly report on all missionaries for the annual general meeting - file a copy of the report.
* Give a verbal report in the church service as scheduled, focusing on the activities/work etc of one missionary family. This should include prayer points either distributed amongst the congregation or pray for them yourself during the morning service.

17

**Music Director**

**Annual responsibilities**

* Maintain the subscription for CVL (Church Video Licence), CCL (Church Copyright Licence) and MRL (Music Copying Licence)
* Maintain current music books, sheets, folders complying with CCL and MRL.
* Maintain slideshows for Music activities in conjunction with music books etc, and CCL and MRL
* Research and organise the sheet music for the new songs complying with CCL and MRL
* Prepare reports for church leadership and church members (AGM etc.)

**Weekly responsibilities**

* Co-ordinate the choosing and distribution (usually via email) of both Sunday services' songs prior to the music service rehearsal.
* Report songs that have been sung to CCLI via the website each week. Specifically this relates to how many times the song lyrics have been projected on screen and is important because it is how CCLI determine how much to pay which artists. (NB: This can be done monthly or even yearly but it is simpler to keep up to date with it each week)
* Oversee any changes that need to be made to the current week's music team finding replacements when necessary.

18

**Play Time Coordinator**

**Annual Responsibilities**

* Prepare a Play Time report for the AGM.

**Quarterly Responsibilities**

* Present quarterly report to Members Meetings.
* Organise the terms roster of venue and morning tea.

**Weekly Responsibilities**

* Start communications on Play Time Face Book page for the coming Tuesday.
* Confirm venue and/or host.
* Confirm who is responsible for providing morning tea.
* Encourage people to communicate attendance.
* Invite people to join the page if they would like to start coming along.

19

**Public Officer**

* Ensure that the requirements of the Associations Incorporation Act, 2009 are being satisfied at all times.

20

**Rosters Coordinator**.

* Maintain the master roster at least one term in advance eliminating roster clashes in the process. The master roster contains rosters for:
1. Crèche (Sunday morning)
2. Door steward (Sunday morning)
3. Music (Sunday morning)
4. Music (Sunday night)
5. Music (Special services)
6. AV (Twice each Sunday plus special services)
7. Communion (Three times each month)
8. Lawn mowing (Saturdays - seasonal)
9. Cleaning (Saturday fortnightly)
* Rework the rosters promptly whenever someone drops out.
* Call for new volunteers whenever those already on the rosters are overloaded.
* Be the contact/go-to person for someone who is rostered on but cannot attend that responsibility and cannot arrange a swap.

21

**School Scripture Coordinator**

* Liaise with Area Scripture Coordinators from other churches in the area.
* Ensure that all GPC Scripture teachers have up-to-date Working With Children Checks and Statutory Declarations, and that schools are notified of this.
* Notify teachers of Scripture training events, and encourage development of their teaching skills.
* Keep Scripture needs before the church as a matter for prayer.

 To comply with the NSW Department of Education requirements for Gymea Peoples Church to be an Approved Provider of SRE, the School Scripture Coordinator also has the following specific responsibilities:

* Conduct an annual performance review for each SRE teacher as described in the “SRE Teacher Audit Process” document. The results of this review will be tabled at a deacons’ meeting.
* Monitor materials/resources used by SRE teachers.

22

**Secretary**

* Attend Leadership and Member meetings. Take minutes of both and distribute
* Keep a record of correspondence with GPC (of a more non-financial nature. The Treasurer keeps correspondence pertaining to finance)
* Keep a record of GPC policies
* Keep up-to-date the Membership tag for each entry on Churchsuite.
* Keep a record of Elders and Deacons along with terms of service
* Respond to correspondence as required
* Complete the annual FECA statistical return
* Complete the annual ACNC return
* Update the ACNC register of responsible officers and governing documents
* Submit a report of the Church’s previous year’s work to the Annual Business Meeting of the Church.

23

**Small Group Leader**

* Organise a venue, either a home or a room at Church
* Coordinate a roster for provision of supper
* Select Bible Study materials for the group to use
* Prepare questions for group discussion based either on the study materials themselves or whatever other format is being used
* Lead the group discussion, encouraging maximum participation by group members
* Provide pastoral care as required for members of the group
* Coordinate preparation for the Small Group service during the year
* Prepare reports for the monthly Deacons meetings
* Prepare annual report for the AGM

24

**Social Secretary**

* Liaise with the leadership re time and dates for mid-year Hot dishes Lunch and Christmas Fellowship Dinner.

**Christmas Fellowship Dinner**

* Order the meals from the butcher in Wyralla Road, Miranda and organise delivery of and payment for the meat the vegetables. Order and collect the desserts from Cheesecake shop in Caringbah, make a fresh fruit salad, puchase soft drinks and other refreshments. Usually make shortbread, choc balls and holly decorations but purchase lollies for the tables.
* Prepare invitations to be placed in the church foyer. Decorate the tables and hall. Have a post dinner cleaning roster to facilitate the end of evening cleaning and pack away.

25

**Sunday Evening service Coordinator**

* Meet with the committee as necessary to discuss new ideas for evening service content
* Evaluate the current evening service content
* Select songs for the evening services
* Prepare roster and ensure equitable distribution of tasks

26

**Sunday School Director/Superintendent**

**Annual responsibilities**

* Select and distribute curriculum
* Work with the pastor to ensure all teachers have current Working with Children Checks
* Prepare Sunday School report for the AGM
* Oversee the preparation of reports to the morning service

**Quarterly responsibilities**

* Present quarterly report to Members Meetings
* Prepare rosters for morning tea, class teachers

**Weekly responsibilities**

* Organise replacement teachers for absent ones

27

**Sunday School Teacher**

**Annual responsibilities**

* Prepare and deliver reports to the morning service, with the help of the Sunday School director

**Weekly responsibilities**

* Prepare weekly lessons as directed by chosen curriculum
* Organise and buy craft materials
* Advise director if absent
* Arrive early on Sunday morning – at least 30 minutes before the service
* Put out morning tea for children
* Lead singing, teach memory verse, pray with, and teach the lesson to the children
* Help the children with their craft or activity
* Clean up the room afterwards

28

**Treasurer**

**Annual Responsibilities**

* Exercise general oversight of all Church finances.
* Keep a record of all GPC financial transactions
* Prepare Annual Financial Report for the period January to December.
* Arrange for finances to be audited.
* Send copy of Annual Financial Reports to the Department of Fair Trading after Annual General Meeting in March if required.

**Weekly Responsibilities**.

* Count morning and evening offerings with another person and have them sign in the book that it is correct.
* Bank the weekly offerings.
* Pay accounts as necessary.
* Enter receipts and payments into the spreadsheets for both the General fund and Missionary Fund.

**Fortnightly Responsibilities**

* Pay Stipend

**Monthly Responsibilities**

* Transfer 25% of offerings to the Missionary Account
* Reconcile receipts and payments with bank statements for both the General and Missionary funds
* Prepare monthly statement for Deacons meeting

**Quarterly Responsibilities**

* Prepare financial statement for members meeting covering the previous 3 month period
* Distribute finances to missionaries at the end of March, June, September and December

29

**Holiday Kids Club (HKC)**

**Holiday Kids Club Director**

* General oversight of preparation and running of HKC:
1. Choose an appropriate theme
2. Source qualified leaders
3. Select some LITs
4. Ensure materials are suitable
5. Monitor the HKC Facebook page
6. Follow-up to ensure delegated tasks are getting done on time
7. Organise pre and post HKC mailouts
8. Be visible and available during HKC to leaders and children
9. Enter children’s personal data into database
10. Ensure a donations box is available
* Prepare agendas for and chair all preparation, monitoring and debrief meetings
* Ensure that we have current WWCC verifications for all leaders aged 18 or older
* Manage appropriate training for all new leaders
* Obtain, file and advise team directors of written permission from parents for electronic communication with all leaders aged less than 16
* Ensure that all team members are aware of and follow their responsibilities under our GPC policy documents
* Prepare daily running sheets for each of the musicians and the MC for each days’ opening and closing session and the Grand Finale program
* Observe responsibilities of a mandatory reporter for child abuse and neglect
* Manage Accident and Incident Reporting
* Collect receipts from leaders for HKC expenditure and arrange reimbursement

30

* Prepare a financial statement from HKC for GPC treasurer
* Prepare a HKC report for the GPC AGM
* Ensure that all materials and decorations are collected after HKC, organised and returned to storage

**Group Directors**

* Supervise the general running of the group
* Observe any restrictions on electronic communication with team leaders aged less than 16 years.
* Supervise the setting up and decorating of the team room
* Allocate talks to leaders for each of the five days of HKC
* Make sure everyone in the group has a coloured polo shirt
* Designate a craft liaison person for the group
* Designate a memory verse presenter for the group
* Designate a rego desk person for the group
* Look at and familiarise yourself and the team with the materials
* Photocopy sufficient activity sheets for the kids for the day
* Update the class roll each day
* For the Friday night Grand Finale:
1. Prepare something from the designated day’s lesson for the group to present (Monday’s lesson - Kinder, Tuesday’s – Grade 1-2 etc.)
2. Prepare and present a 1-minute summary of the lesson and its application
3. Choose prize-winners and present prizes

**Games Directors**

* Plan games for each day at HKC

31

* Run games each day at HKC
* Organise all the equipment required eg cones, balls, whistles etc (AWANA materials can be used, but must be put away in the correct boxes)
* Plan a wet weather program for games, just in case ☺
* Organise & monitor travel to and from sports oval (grades 5-8)
* Make sure there is a first aid person and kit on hand each day

**Registration Director**

* Before rego:
1. Set out 6 desks with appropriate signs and chairs each morning
2. Place blank rego forms & pens on main rego desk and old rego forms (in clip), pen, texta and dots on each team desk
* During rego:
1. Be available to resolve issues and welcome parents
2. Record the names of any children whose parents have not given permission for photos of their children to be displayed Friday night
* After rego:
1. Put any new rego forms into alphabetical order in clip
2. Transcribe any new medical/allergies info from new rego forms to the appropriate medical alert form in the kitchen
3. Fill out new medical alert director’s notification forms and distribute
4. Store all rego materials securely in tech. room
5. Enter children’s personal details into database
6. Collect the master of each team’s attendance list from each classroom at the end of class time and replace them in the rego box
7. Inform the person preparing the slideshow/video presentation for Friday night of the names of any children whose photos must not be included.

**Registration desk person**

* Collect and check the rego form if it’s new
* Create a click card if the rego form is new and click it for attendance
* If the child is returning, click the old card and hand it out
* Tick the attendance box on the class roll
* Put a sticker on the click card for bringing a friend
* Inform the rego Director of the names of any children whose photos must not be included in the slideshow/video presentation Friday night

33

**Web Administrator**

* Ensure web site is up and running and fix any issues when website goes down
* Add and remove users from the Content Management System as different people assume different roles
* Add new congregation members who request access to the website
* Remove any content that is deemed inappropriate for the website (such as sensitive missionary newsletters)
* Post any church documents (eg. Privacy policy etc)
* Maintain the Sermon Recording synchronisation with the Church AV PC
* Maintain the Roster Reminder System
* Moderate blogs for missions (eg. Erin's blog)
* Moderate GPC and Kids Club Facebook pages
* Ensure domain registration for [gpc.org.au](http://gpc.org.au) and [gymeapeopleschurch.org.au](http://gymeapeopleschurch.org.au) is current
* Ensure [gpc.org.au](http://gpc.org.au) mail domain isn't blacklisted and request delisting when needed
* Ensure hosting charges are paid for service
* Ensure regular backup is running
* Ensure offsite backups are current

 To comply with the NSW Department of Education requirements for Gymea Peoples Church to be an Approved Provider of SRE, the diaconate also has the following specific responsibilities:

* Update, as required, the information on <https://gpc.org.au/ministries/sre-scripture/>

34

**Women’s ministries Coordinator**

**Annual Responsibilities**

* Organise events throughout the year for women to attend with the goal of:
	1. deepening relationships between age groups as well as within peer groups
	2. creating a structured means of communication amongst women at GPC
	3. provide opportunities for outreach

**Weekly Responsibilities**

* Promote women’s events in the wider church community