



Community Praise Center Seventh-day Adventist Church

Mastering the Mission

MINISTRY TITLE: *Church Clerk*

MINISTRY SUMMARY: The clerk of the church has one of the important church offices, upon the proper administration of which much of the efficient functioning of the church depends. (Church Manual, page 57). The clerk's duties are mostly administrative.

MINISTRY DUTIES:

- keeper of the church records
- serves as the secretary and recorder of all the church board and business meetings
- repository of membership information
- processes church membership transfers
- handles all church appeals to the congregation
- processes new members' paperwork, including baptismal certificates
- furnishes conference reports and data requests
- serves as a liaison between churches

SPIRITUAL GIFTS DESIRED: Strong administrative skills. A detailed oriented person who is able to follow up on tasks. A person who is heavily structured and task oriented.

ACCOUNTABLE TO: Church Administrator



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MINISTRY TITLE: Technology Ministries Leader

MINISTRY SUMMARY:

The Technology Ministry Leader is a multi-disciplined individual and serves as the Chief Technology Officer (CTO) and Co - Chief Information Officer (CIO) of the church with the Communications Leader.

In this role this individual will be the head of the information technology group within the church. This individual must make recommendations and influence decisions about which technologies are most likely to generate the greatest impact in assisting ministries to carryout the church's mission.

Working with the Church Administrator this person will recommend and evaluate technologies for improving the efficiency of internal systems that affect the day to day operations of the church, like treasury accounting, accounts receivable, church auditing and reducing internal operating costs.

MINISTRY DUTIES:

1. Discover and implement new technological approaches to assist ministry leaders in being more effective.
2. Train, develop and maintain a team of volunteers to provide all information technology (IT) services to the church, including voice and data, hardware and software.
3. Be prepared to fill any position within the ministry as required, to support church leaders.
4. Provide technical support to technically based ministries to troubleshoot and maintain their IT based infrastructures (e.g., Video, Sound, Text-Video, Web ministries)

SPIRITUAL GIFTS DESIRED: Technical Background and Experience

ACCOUNTABLE TO: Pastoral Team



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MINISTRY TITLE: Church Photographer

MINISTRY SUMMARY: Documenting weekly and special events that occur at Church.

MINISTRY DUTIES:

1. Shooting special events at church
2. Coordinating photographers for events
3. Maintaining church camera
4. Photographing different individuals and ministries from church

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SPIRITUAL GIFTS DESIRED: A joy and skill taking pictures

ACCOUNTABLE TO: Church Administrator, Web Master