07 – Role Clarity & Standardization

Standardized role template so every staff and key volunteer position has a consistent description covering purpose, scope, authority, and accountability.

- Overview: Role Clarity & Standardization
- Position Descriptions
  - 01 — Senior Pastor
  - 02 — Elder
  - 03 — Deacon
  - 04 — Trustee
  - 05 — Servants Council Member
  - 06 — Board of Finance Member
  - 07 — Church Treasurer
  - 08 — Assistant Church Treasurer
  - 09 — Financial Secretary
  - 10 — Assistant Financial Secretary
  - 11 — Church Auditor
  - 12 — Moderator
  - 13 — Clerk
  - 15 — Church Secretary
  - 16 — Director of Biblical Counseling
  - 17 — Bible Fellowship Group Leader
  - 18 — Worship Team Leader
  - 19 — Audio-Visual Team Leader
  - 20 — Missions Team Leader
  - 21 — Prayer Team Leader

- 22 — Hospitality Team Leader
- 23 — First Impressions Ministry Leader
- 24 — Discipletown Leader
- 25 — Nursery Team Leader
- 26 — Scripture Reading Team Leader
- 27 — EQUIP Discipleship Leader
- 28 — Evangelism Team Leader
- 29 — Baptism Team Leader
- 30 — Shoebox Ministry Leader
- 31 — Women's Ministry Leadership Team Leader

Overview: Role Clarity & Standardization

Status

Implementation status: Approved by Servants Council

Date: 2026-05-30

Principle (from Streamline)

Lukaszewski's principle: Every role deserves a clear, written description covering purpose, scope of authority, accountability, and expected outcomes. Standardization prevents one-off confusion and enables fair evaluation.

Mayflower's Current Practice

Mayflower has 31 position descriptions already drafted, covering boards, teams, and approved ministry leader roles. This system standardizes the template shape going forward.

Governance & Document References

- Position Descriptions
- Position Descriptions, individual files 01–31

Open Questions

- Where is the standard role template itself stored?
- Process for authoring/updating a role using the template

Page template: Principle + Mayflower Practice. Part of the Operations Plan, adapted from Michael Lukaszewski's Streamline: How To Create Healthy Church Systems.

Position Descriptions

All 31 office and team-leader role descriptions for the church.

01 — Senior Pastor

Mayflower Church

Senior Pastor Job Description

Reports to: The congregation, through the Board of Elders and the Servants Council.

Status: Full-time, salaried.

FLSA: Exempt (ministerial).

Denominational: Southern Baptist Convention — affiliated church.

Preamble

The Senior Pastor of Mayflower Church serves as the chief under-shepherd of this local church beneath Jesus Christ, the Good Shepherd. He is the primary teaching elder of the congregation, first among equals on the Board of Elders, devoted to prayer and the ministry of the Word (Acts 6:4), shepherding the flock of God willingly, eagerly, and as an example to the flock (1 Peter 5:1–4).

Mayflower Church is affiliated with the Southern Baptist Convention. The Pastor serves consistently with SBC doctrine and polity, and in full agreement with the *Baptist Faith & Message 2000*, the Mayflower Statement of Faith, and the Church Covenant.

Under the Operations Plan adopted in 2026, operational leadership of ministry teams sits with Ministry Team Leaders under their overseeing Boards, and cross-Board coordination sits with the Servants Council through the Decision-Making Framework. The Pastor exercises spiritual oversight—not operational management—over ministry teams, while retaining direct operational oversight of the Church Office and general church administration. This description reflects that distinction.

I. Calling and Character

1. The Pastor shall display a sound profession of faith in Jesus Christ as Lord and Savior, a clear call to pastoral ministry, and a vibrant, ongoing relationship with Christ.

2. The Pastor shall meet the qualifications of 1 Timothy 3:1–7, Titus 1:5–9, and 1 Peter 5:1–4 — above reproach, the husband of one wife, sober-minded, self-controlled, hospitable, able to teach, gentle, not quarrelsome, not a lover of money, managing his own household well, holding firm to the trustworthy Word, and shepherding the flock willingly rather than for shameful gain or in a domineering spirit.
3. The Pastor shall be a spiritual leader by setting a personal example of humility, discretion, patience, gentleness, compassion, aptness to teach, self-control, and fiscal responsibility — for Elders, lay leaders, members, and the community.
4. The Pastor shall manage his own finances with integrity so as not to bring reproach upon the Church.
5. The Pastor shall maintain a good reputation among those outside the Church (1 Timothy 3:7).
6. The Pastor shall uphold the Mayflower Constitution and Bylaws, the Statement of Faith, the Church Covenant, and the Baptist Faith & Message 2000.
7. The Pastor shall be ordained as a Southern Baptist minister, or eligible for ordination through this Church, and shall remain in good standing for the duration of his service.
8. The Pastor's service shall be conditioned upon a cleared criminal background check and safe-church screening, renewed as policy requires.

II. Ministry of the Word

1. The Pastor shall devote himself to the study of Scripture and to prayer (Acts 6:4), and shall provide the pulpit ministry of Mayflower Church through well-prepared, expository preaching that opens the Word of God, proclaims the Gospel of Jesus Christ, and applies Scripture to life (2 Timothy 4:1–2).
2. The Pastor shall teach the whole counsel of Scripture, Genesis through Revelation, over time, aiming at doctrinal maturity in the congregation.
3. The Pastor shall coordinate the preaching calendar and arrange qualified pulpit supply during his absences.
4. The Pastor shall teach through new-member classes, leader-training sessions, EQUIP discipleship tracks, catechetical instruction, and other teaching venues as appropriate, and shall appoint and oversee those who teach in other settings for biblical integrity.
5. The Pastor shall identify, refute, and protect the flock from false doctrine (Titus 1:9), in concert with the Board of Elders.

III. Ministry of the Ordinances

1. The Pastor shall administer the Lord’s Supper and Baptism.
2. The Pastor shall officiate weddings, funerals, and the dedication of babies and children, consistent with the Wedding Policy and other applicable policies. He may assign a qualified designee in his place as pastoral judgment warrants.
3. The Pastor shall be responsible for the worship services of the Church and shall collaborate with the Worship Team Leader on the order of service, without personally leading the operational execution of worship (music, audio-visual, scheduling, or liturgical setup).
4. The Pastor shall extend gospel invitations during worship services and special events as the Spirit leads.

IV. Shepherding

1. The Pastor shall provide pastoral counseling — including pre-marital, marriage, parenting, and crisis counseling — peacemaking between members, and biblical guidance on matters of conscience and doctrine.
2. The Pastor shall refer to qualified outside resources (biblical counselors, Christian professionals, medical care) when appropriate, to serve members well and preserve a sustainable pastoral caseload.
3. The Pastor shall visit the sick, hospitalized, homebound, elderly, and bereaved, and shall respond to pastoral emergencies in person as practicable.
4. The Pastor shall care for the souls of the Church’s leaders — Elders, Deacons, Trustees, staff, and Ministry Team Leaders — through regular personal contact, prayer, and encouragement.
5. The Pastor shall support every ministry of the Church pastorally and doctrinally, across generations and life stages, without assuming operational leadership of any of them.

V. Disciple-Making

1. The Pastor shall equip the saints for the work of ministry (Ephesians 4:11–12), fostering biblical, spiritual, emotional, and relational maturity.
2. The Pastor shall train lay leaders to disciple others, after the pattern of 2 Timothy 2:2, so the ministry of discipleship multiplies beyond any one person.
3. The Pastor shall help members identify their spiritual gifts and find meaningful places to serve in the body and in mission.
4. The Pastor shall cultivate future Elders and Deacons through intentional, ongoing formation, including the Elder Development process.
5. The Pastor shall equip the Church’s teachers—not replace them—by training the trainers who lead Bible Fellowship Groups, EQUIP, Discipletown, and other teaching ministries.

VI. Evangelism

1. The Pastor shall model personal evangelism and lead the Church in fulfilling the Great Commission (Matthew 28:18–20) through intentional local outreach and support for state, national, and international missions.
2. The Pastor shall train, encourage, and support the Evangelism Team, the Missions Team, and other outreach ministries in their work, without personally leading or coordinating them.
3. The Pastor shall press the Church outward toward the lost in Kingston, Plymouth County, and beyond, through a thoughtful pastoral presence and partnerships as appropriate.

VII. Prayer

1. The Pastor shall cultivate personal communion with God through prayer and the reading of Scripture.
2. The Pastor shall lead the Church in corporate prayer during public worship and at other gatherings as appropriate.
3. The Pastor shall pray regularly, and by name, for the Elders, Deacons, Trustees, staff, Ministry Team Leaders, members, regular attenders, visitors, and the community.

VIII. Eldership

1. The Pastor is a full member of the Board of Elders, serving as first among equals, and shares the burden of spiritual oversight of Mayflower Church with his fellow Elders.
2. The Pastor shall meet monthly with the Elders and shall participate in their decisions and counsel as a peer.
3. In concert with the Elders, the Pastor exercises spiritual oversight over the other Boards, Teams, and staff of the Church. Spiritual oversight is distinct from operational management; it attends to doctrine, character, and the health of leaders’ souls, not to the execution of their work.
4. The Pastor shall cast a biblically grounded vision for the Church’s future in partnership with the Elders, aligned with the Great Commission and the mission of Mayflower Church.
5. The Pastor shall preserve the unity of the Church, in concert with the Elders.
6. The Pastor shall participate with the Board of Elders in biblical reconciliation and, where necessary, formal church discipline as the elders direct.
7. The Pastor shall preside over the reception of new members and the extending of the Right Hand of Fellowship.

IX. Operational Oversight

1. The Pastor exercises direct operational oversight of the Church Office and general church administration. This includes supervision of the Church Secretary and of other non-pastoral staff whose hiring the Servants Council has directed.
2. The Pastor shall coach, evaluate, and administer corrective action for non-pastoral staff in the ordinary course of supervision, consistent with the Employee Handbook and the Non-Pastoral Staff Hiring SOP.
3. The Pastor shall conduct annual performance reviews of the non-pastoral staff he supervises, per the Performance Evaluations framework.
4. The Pastor shall coordinate office hours, general scheduling, and day-to-day administration consistent with the procedures documented in the Operations Plan.
5. The Pastor's operational oversight does not extend to ministry teams, Church facilities (which sit with the Board of Trustees), Church finances (which sit with the Board of Finance and the Church Treasurer), or the governance structures and cross-Board coordination of the Church (which sit with the Servants Council).

X. Boundaries — What the Pastor Does Not Do

1. The Pastor does not lead ministry teams. Every Ministry Team is led by its Ministry Team Leader under the overseeing Board.
2. The Pastor does not chair Boards or committees other than the Board of Elders if the Board so elects him. He participates in the other Boards and the Servants Council as a full ad hoc member under the bylaws and Robert's Rules, with voice and vote, but not as chair.
3. The Pastor does not serve as Clerk, Treasurer, or Secretary of any Board or Ministry Team as part of his role. Where the Pastor chooses to assist with minutes, records, or administrative continuity — for instance, by providing meeting recordings or drafted minutes — he does so as a voluntary service, not as a required function of the office.
4. The Pastor does not manage ministry-team-level operations. He supports Ministry Team Leaders pastorally, doctrinally, and prayerfully, but does not run their calendars, events, or projects.
5. The Pastor does not make unilateral decisions that the bylaws, Church policies, or the Decision-Making Framework distribute to another body.

XI. Relationships

1. The Pastor is a full member of the Board of Elders.
2. The Pastor is an ad hoc member of the Board of Deacons, the Board of Trustees, the Board of Finance, and the Servants Council, with voice and vote under Robert’s Rules.
3. The Pastor supervises the Church Secretary and other non-pastoral staff in their day-to-day work; the direction of their hiring sits with the Servants Council per the bylaws.
4. The Pastor shall cooperate with Southern Baptist associational, state, and national leaders in matters of mutual interest, and shall keep the congregation informed of denominational developments that bear on Mayflower’s life and mission.
5. The Pastor shall attend SBC gatherings and cultivate pastoral fellowship within the Convention and broader evangelical networks as helpful to his ministry.
6. The Pastor may represent Mayflower Church in civic and community matters as pastoral judgment warrants, in consultation with the Board of Elders. He may not serve in civic leadership or participate in civic functions on a regular basis without the input of the Board of Elders.
7. The Pastor has an obligation to his family as well as to the Church. The Church expects and honors his saying “no” at times to give priority to his wife and family.
8. The Church calls the Pastor, not his wife. Her participation in the life of the Church is according to her own gifts and desires, like any other member.

XII. Accountability

1. The Pastor is ultimately accountable to the Lord Jesus Christ, the Chief Shepherd, and directly responsible to the congregation for the shepherding and effective functioning of the Church.
2. The Pastor shall negotiate a contract and compensation package with the Servants Council that is acceptable to both parties. The Servants Council shall update the contract as necessary, per the bylaws.
3. The Pastor shall provide monthly ministry reports to the Board of Elders and to the Servants Council.
4. The Pastor shall participate in an annual performance review conducted by the Servants Council, per the bylaws.
5. The Pastor is spiritually accountable to the Board of Elders in matters of doctrine, character, and conduct.
6. The Pastor shall prepare an annual report for inclusion in the Church’s Annual Report.

XIII. Time, Sabbath, and Continuing Formation

1. The pastoral office is a full-time calling rather than a punch-clock role. The Pastor works the hours required to fulfill the responsibilities set forth above.
2. The Pastor shall observe two days of sabbath and family rest each week, communicated to the congregation at the beginning of the contract and whenever the schedule permanently changes.
3. The pastoral role involves regular travel to homes, hospitals, and care facilities to visit the sick, homebound, and bereaved, and extended periods of standing and sitting during worship services, weddings, and funerals.
4. Compensation, vacation, sick leave, denominational leave, sabbatical accrual, and related benefits shall be set in the Pastor’s contract with the Servants Council. Salary shall be benchmarked against the Southern Baptist Convention Ministers Compensation Study and regional cost of living.
5. Continuing theological education, SBC engagement, retreat, and pastoral fellowship are expected, budgeted for, and encouraged.

Prepared by: Pastor Anton Brown, April 2026

Approval authority: Board of Elders, per Mayflower Constitution and Bylaws (Article II, Section A).

Referenced documents: Mayflower Constitution and Bylaws; Baptist Faith & Message 2000; Operations Plan — Books 01, 07, 08, 09, 10, 11, and 12; Decision-Making Framework (April 2026); Non-Pastoral Staff Hiring SOP (April 2026); Wedding Policy.

Board of Elders approval date: _____

02 — Elder

*Mayflower Church Position Description | **02 — Elder***

Governance Position

Role Summary

Purpose	Serve as the spiritual leaders of the Church, overseeing all aspects of the Church's ministries.
Accountable To	Congregation (elected), mutually accountable to one another
Term of Service	3 years, two consecutive terms then one year step-aside; monthly meetings; Chair and Secretary structure
Selection Process	Nominated by consensus of existing Board of Elders, elected by Church Members
Time Commitment	10-15 hours/month (meetings, shepherding, prayer, planning)

Qualifications

Must evidence qualities in Acts 6:1-7, Titus 1:5-9, 1 Timothy 3:1-7. Must be a Church Member in good standing.

Key Responsibilities

- Oversee the teaching, outreach, and worship ministries of the Church
- Lead the Church in developing and implementing activities to achieve the Church vision, including adult and youth Christian Education, worship and music, Bible Fellowship Groups, missions, outreach, assimilation, baptism, and discipleship
- Appoint Teams to serve in support of teaching, outreach, and worship ministries
- Oversee the Audio/Visual Team

- Approve the establishment and participants in all Church-related Ministry Teams; serve as a liaison between Church Officers, Boards, Teams, and hired staff as needed to accomplish the Church vision in unity
- Oversee the Memorial Fund: acknowledge all gifts, administer the disbursing of funds, keep a record of those remembered and the donors, and prepare an annual report
- All Elder decisions will be unanimous
- May convene an Advisory Council of Previously Serving Elders for matters of significant doctrinal, theological, or operational importance
- Financial: Accountable for budget items supporting teaching, outreach, and worship ministries; Chair approves all expenditures for these budget items as specified in the annual budget

Training & Support

Elder training program, theological resources, shepherding mentorship

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

03 — Deacon

*Mayflower Church Position Description | **03 — Deacon***

Governance Position

Role Summary

Purpose	Oversee the service-related ministries of the Church, providing compassionate care and practical assistance to the congregation.
Accountable To	Board of Elders (all boards accountable to Elders) and Congregation
Term of Service	3 years; 3-6 members; monthly meetings; Chair, Secretary, Treasurer structure
Selection Process	Nominated by the Servants Council, elected by Church Members
Time Commitment	8-12 hours/month

Qualifications

Must evidence qualities of character in Acts 6:1-7 and 1 Timothy 3:1-8. Must be a Church Member in good standing.

Key Responsibilities

- Oversee the service-related ministries of the Church and Teams established to assist in those related ministries, including but not limited to Sanctuary Preparation, Children's, Nursery, and Hospitality
- Coordinate compassionate Member care, providing food, physical assistance, and other services to those in need

- Receive and distribute the Diaconate Fund in confidentiality and other budget items or funds intended to support service-related ministries; the Chair approves all expenditures proposed by the Deacons' Treasurer
- The Diaconate Treasurer will prepare a financial report of monies received and disbursed from the Diaconate Fund and Missions Fund for the annual meeting; the report will be audited by a current or former Member of the diaconate
- Oversee the Adams Benevolent Fund: acknowledge all gifts, administer the disbursing of funds, keep a record of those remembered and the donors, prepare an annual report, maintaining confidentiality

Training & Support

Deacon training, mercy ministry resources, benevolence fund administration

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

04 — Trustee

*Mayflower Church Position Description | **04 — Trustee***

Governance Position

Role Summary

Purpose	Responsible for the care of the Church facilities, grounds, and any other physical assets, serving as faithful stewards of the property God has entrusted to the church.
Accountable To	Board of Elders and Congregation
Term of Service	3 years; 3-6 members; monthly meetings; Chair structure
Selection Process	Nominated by the Servants Council, elected by Church Members
Time Commitment	8-12 hours/month

Qualifications

Church Member in good standing with practical skills or willingness to learn in facilities management, maintenance, or related areas.

Key Responsibilities

- Arrange for repairs or maintenance needed to maintain Church assets as good stewards of what God has provided for ministry
- Work within existing budgets and available funds or, if needed, seek additional funds through special meetings and approval by vote of the Church Members
- Oversee contracted services such as custodian, snow removal, and other contractors
- Provide for the insurance and utilities of the Church buildings
- The Board of Trustees do not have power to sell, mortgage or transfer property with a value of over $5,000.00 without a vote of the Church

- Financial: Accountable for budget items needed to care for Church property and assets; Chair approves all expenditures for these budget items as specified in the annual budget

Training & Support

Facilities management resources, vendor relationship guidance, insurance review training

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

Position Descriptions | Mayflower Church | April 2026

05 — Servants Council Member

*Mayflower Church Position Description | **05 — Servants Council Member***

Governance Position

Role Summary

Purpose	Coordinate the Church's ministries, activities, and resources to achieve the vision and mission of Mayflower Church.
Accountable To	Congregation
Term of Service	Ongoing while serving on constituent board; composed of Board of Elders (including Pastor), Deacons, and Trustees; quarterly meetings; Chair and Secretary structure
Selection Process	Automatic membership by virtue of serving on Board of Elders, Deacons, or Trustees
Time Commitment	3-5 hours/quarter plus additional time for special projects

Qualifications

Must be an active member of one of the three boards.

Key Responsibilities

- Each year, the Servants Council will elect a chair and secretary
- Work together to develop, implement, and evaluate the effectiveness of the Church's strategic plan

- Communicate activities of Boards and Teams to ensure coordination and cooperation, and to identify resource needs
- Identify the need for Ad Hoc Ministry Teams, solicit volunteers, and develop Team charters
- Assist the Pastor in the formation of well-rounded programs
- Present recommendations to the Church
- Receive and approve proposed Ministry Team charters
- Update the Pastor's contract as necessary and conduct the annual review
- Direct the hiring of non-Pastoral staff when necessary

Training & Support

Strategic planning resources, leadership development

A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

06 — Board of Finance Member

Mayflower Church Position Description | ***06 — Board of Finance Member***

Governance Position

Role Summary

Purpose	Oversee all aspects of Church finances, ensuring faithful stewardship, transparency, and accountability in the management of financial resources.
Accountable To	Congregation
Term of Service	Ongoing while serving in constituent role; composed of Chairs of Boards of Elders (including Pastor), Deacons, and Trustees, the Church Treasurer, and the Financial Secretary; annual + as needed meetings; Chair and Secretary structure
Selection Process	Automatic membership by virtue of role (board chair, treasurer, or financial secretary)
Time Commitment	5-10 hours/year plus additional time for budget season

Qualifications

Must hold one of the constituent positions.

Key Responsibilities

- Prepare and present a proposed annual budget to the Church Members at the October biannual meeting; the budget will be an estimate of all expenses, identify the Board

accountable for each budget item, and be approved by vote of the Membership
- Review major expenditures and track the status of the budgets and funds based on the report of the Church Treasurer
- Receive the report of the auditors and direct any corrective action needed to ensure that all Church financial transactions are accurate, transparent, and traceable
- Approve all non-budgeted expenditures less than $5,000
- Present any non-budgeted expenditure in excess of $5,000 to the congregation for approval; may authorize expenditures over $5,000 on an emergency basis with subsequent congregational affirmation at the next scheduled meeting

Training & Support

Church financial management resources, budget preparation guidance

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

07 — Church Treasurer

*Mayflower Church Position Description | **07 — Church Treasurer***

Governance Position

Role Summary

Purpose	Serve as the Church accountant and bookkeeper, ensuring accurate financial record-keeping, timely disbursements, and transparent financial reporting.
Accountable To	Board of Finance
Term of Service	3 years; nominated by the Servants Council, voted by Church Membership
Selection Process	Nominated by the Servants Council, elected by Church Members
Time Commitment	10-15 hours/month

Qualifications

Church Member in good standing with bookkeeping or accounting experience. Must be bonded at the expense of the Church.

Key Responsibilities

- Receive all contributions for the support of the Church and its ministries as recorded by the Financial Secretary and other sources, and the income from all funds of the formed Second Congregational Society
- Disburse Church monies as approved by the Board of Finance according to the annual budget of the Church
- Prepare written reports for the biannual meetings: the October biannual meeting report covers January 1 through September 30; the March annual meeting report covers the

entire fiscal year (January 1 through December 31)
- Disburse missions funds as authorized by the Missions Team; prepare written reports for the biannual business meetings with the same reporting periods
- Submit all financial records to the auditors six weeks prior to the annual meeting
- Post monthly reports of financial activities and status

Training & Support

Church accounting resources, financial software training, bonding requirements

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

08 — Assistant Church Treasurer

Mayflower Church Position Description | ***08 — Assistant Church Treasurer***

Governance Position

Role Summary

Purpose	Support the Church Treasurer and ensure continuity of financial operations by assisting in or performing Treasurer duties as necessary.
Accountable To	Church Treasurer and Board of Finance
Term of Service	3 years
Selection Process	Nominated by the Servants Council, elected by Church Members
Time Commitment	3-5 hours/month (more when covering for Treasurer)

Qualifications

Church Member in good standing; familiarity with bookkeeping helpful.

Key Responsibilities

- Assist in, or perform, the duties of the Church Treasurer as necessary
- Serve as backup for all Treasurer functions during absence or incapacity
- Maintain familiarity with all Treasurer duties, financial systems, and reporting requirements

Training & Support

Cross-training with Church Treasurer on all financial systems and procedures

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

09 — Financial Secretary

*Mayflower Church Position Description | **09 — Financial Secretary***

Governance Position

Role Summary

Purpose	Accurately receive, record, and report all monies given for the support of the Church, its ministries, and missions, ensuring donor confidentiality and financial integrity.
Accountable To	Board of Finance
Term of Service	3 years; nominated by the Servants Council, voted by Church Membership
Selection Process	Nominated by the Servants Council, elected by Church Members
Time Commitment	5-8 hours/month

Qualifications

Church Member in good standing with strong attention to detail. Must be bonded at the expense of the Church.

Key Responsibilities

- Count offerings with a second person and deposits offerings and other receipts in the Church bank account(s)
- Keep an accurate account of monies received from each contributor and provide tax receipts to them at the end of the year
- Report contributions and income each week with the bank deposit slips or other records of deposits to the Church Treasurer and the Board responsible for each budget item or fund
- Secure and distribute the offering envelopes and manage on-line giving

- Prepare written reports for the biannual meeting: the October biannual meeting report covers receipts for January 1 through September 30; the March annual meeting report covers the entire fiscal year
- Submit all non-confidential financial records to the auditors six weeks prior to the annual meeting

Training & Support

Church financial recording resources, giving platform training, confidentiality protocols

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

10 — Assistant Financial Secretary

*Mayflower Church Position Description | **10 — Assistant Financial Secretary***

Governance Position

Role Summary

Purpose	Support the Financial Secretary and ensure continuity by assisting in or performing Financial Secretary duties as necessary.
Accountable To	Financial Secretary and Board of Finance
Term of Service	3 years
Selection Process	Nominated by the Servants Council, elected by Church Members
Time Commitment	2-4 hours/month (more when covering)

Qualifications

Church Member in good standing; attention to detail helpful.

Key Responsibilities

- Assist in, or perform, the duties of the Financial Secretary as necessary
- Serve as backup for all Financial Secretary functions
- Maintain familiarity with all Financial Secretary duties and systems

Training & Support

Cross-training with Financial Secretary on all recording systems and procedures

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

11 — Church Auditor

*Mayflower Church Position Description | **11 — Church Auditor***

Governance Position

Role Summary

Purpose	Conduct independent review of all financial reports to ensure accuracy, transparency, and accountability in the Church's financial affairs.
Accountable To	Board of Finance (but must be independent of Board of Finance)
Term of Service	3 years; 2 auditors
Selection Process	Nominated by the Servants Council, elected by Church Members; must be independent of the Board of Finance and cannot audit financial reports of Boards, Teams, or Church-affiliated organizations of which they are a Member
Time Commitment	15-25 hours/year (concentrated before annual meeting)

Qualifications

Church Member in good standing with financial review experience or aptitude. Must be independent of the Board of Finance.

Key Responsibilities

- Audit the reports of the Church Treasurer, Financial Secretary, and all organized clubs and groups affiliated with the Church
- For each audit, verify the starting balance, ending balance, income, and expenditures of each financial report using the raw data available from each Treasurer
- Work with each Treasurer or organization to resolve any discrepancies
- Prepare a report to the Board of Finance with the results of each audit

- Prepare a final report for the annual meeting

Training & Support

Audit procedures overview, access to financial records and systems

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

Position Descriptions | Mayflower Church | April 2026

12 — Moderator

*Mayflower Church Position Description | **12 — Moderator***

Governance Position

Role Summary

Purpose	Preside over all business meetings of the Church, ensuring orderly proceedings, fair participation, and proper adherence to parliamentary procedure.
Accountable To	Congregation
Term of Service	3 years; may be an Elder; minimum biannual meetings
Selection Process	Nominated by the Servants Council, elected by Church Members
Time Commitment	5-10 hours/year

Qualifications

Church Member in good standing; well versed in parliamentary procedures and Roberts Rules of Order.

Key Responsibilities

- Preside over all business meetings of the Church
- Be well versed in parliamentary procedures
- Conduct the business meetings of the Church in an orderly fashion according to Roberts Rules of Order

Training & Support

Roberts Rules of Order training, meeting facilitation resources

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

Position Descriptions | Mayflower Church | April 2026

13 — Clerk

*Mayflower Church Position Description | **13 — Clerk***

Governance Position

Role Summary

Purpose	Serve as the official record-keeper of the Church, maintaining accurate and complete records of all business proceedings, membership, and official communications.
Accountable To	Congregation and Board of Elders
Term of Service	3 years; minimum biannual meetings
Selection Process	Nominated by the Servants Council, elected by Church Members
Time Commitment	5-10 hours/month

Qualifications

Church Member in good standing with strong organizational and written communication skills.

Key Responsibilities

- Maintain a complete record of all business meetings of the Church, which will be read for approval at the next regular business meeting
- Keep a register of the names of all Members, with dates of admission, dismissal, or death, together with a record of baptisms and marriages
- Notify all Officers, Members of Boards, and delegates of their election or appointment
- With the Board of Elders, issue letters of dismissal and recommendation
- Preserve on file all official written communications, contracts, and written official reports
- Administer a records management policy and manage the Church archives
- Give legal notice of all meetings when such notice is necessary as indicated in the Bylaws

- In the absence of the Pastor, call Boards together for the purpose of organization
- In the absence of the Moderator at a business meeting, call the meeting to order and preside until the election of a Moderator pro tem
- Keep the Mayflower Constitution and Bylaws of the Church up to date
- Maintain or delegate maintenance of the Church's historical records

Training & Support

Records management resources, parliamentary procedure overview, archival best practices

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A signed acknowledgment is required when a member accepts this role.

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15 — Church Secretary

*Mayflower Church Position Description | **15 — Church Secretary***

Staff Position

Role Summary

Purpose	Provide administrative support and coordination to the Senior Pastor and Board of Elders, managing church operations and communications.
Accountable To	Senior Pastor and Board of Elders
Term of Service	Ongoing; paid position
Selection Process	Hired by Servants Council
Time Commitment	25-30 hours/week

Qualifications

Church Member in good standing with strong administrative, organizational, and communication skills. Experience with church management systems and Microsoft Office preferred.

Key Responsibilities

- Manage church calendar, schedule meetings, and coordinate facility usage
- Provide administrative support to the Senior Pastor, including correspondence, scheduling, and information management
- Maintain contact information for all church members and regular attendees
- Prepare and distribute meeting agendas and minutes
- Coordinate communication with church staff, boards, and ministry teams
- Assist with membership records and database management
- Support hospitality and event coordination
- Handle office operations including phone, email, and general inquiries

Training & Support

Church management software training, administrative best practices, staff orientation

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A signed acknowledgment is required when a member accepts this role.

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Position Descriptions | Mayflower Church | April 2026

16 — Director of Biblical Counseling

*Mayflower Church Position Description | **16 — Director of Biblical Counseling***

Staff Position

Role Summary

Purpose	Direct and provide the church's biblical counseling ministry, offering Christ-centered, Scripture-saturated care to individuals and families facing personal, relational, and spiritual struggles, while developing a sustainable counseling culture within the congregation.
Accountable To	Senior Pastor and Board of Elders
Term of Service	Ongoing part-time paid position (15 hours per week); subject to annual review and contractual terms as established by the Servants Council
Selection Process	Recruited by the Senior Pastor with the approval of the Board of Elders and Servants Council; hiring directed by the Servants Council per Bylaws Article II, Section B, Item 4(c)(9)
Time Commitment	15 hours per week (part-time paid position); schedule coordinated with the Senior Pastor to accommodate counseling appointments, training sessions, and ministry planning

Qualifications

Must be a Church Member in good standing who affirms the Statement of Faith and Church Covenant. Must hold formal training or certification in biblical counseling (e.g., ACBC certification, CCEF training, or equivalent). Must demonstrate a mature, growing walk with Christ and a compassionate heart for people in crisis. Strong interpersonal, organizational, and written communication skills required. Must exercise the highest degree of discretion, confidentiality, and

ethical integrity. Prior experience providing biblical counseling in a church or parachurch setting preferred.

Key Responsibilities

- Provide direct biblical counseling to church members and regular attenders dealing with personal, relational, marital, family, grief, and spiritual struggles, maintaining a regular counseling caseload within the 15-hour weekly schedule
- Develop, implement, and maintain biblical counseling standards, policies, and procedures that ensure all counseling is grounded in Scripture and consistent with the church's Statement of Faith
- Recruit, train, and supervise lay biblical counselors, building the church's capacity to provide one-another care and discipleship-oriented counsel
- Screen, assess, and assign counseling cases, ensuring appropriate matching between counselees and counselors based on the nature and severity of the issue
- Maintain strict confidentiality in all counseling matters, keeping appropriate documentation and case records in accordance with best practices and any applicable legal requirements
- Collaborate with the Senior Pastor and Board of Elders on pastoral care strategies, crisis response, and situations that may require elder involvement or church discipline processes as outlined in the Bylaws (Article I, Section A, Item 4)
- Maintain and develop referral relationships with licensed professional counselors, therapists, and psychiatric providers for cases requiring clinical intervention beyond the scope of biblical counseling
- Support the church's Biblical Conflict Resolution and Restoration process (Bylaws Article I, Section A, Item 4) by providing mediation support, counseling for parties in conflict, and guidance to the Elders when requested
- Coordinate with Bible Fellowship Group leaders and Deacons to identify and respond to congregational care needs, providing a bridge between small group pastoral care and formal counseling services
- Pursue ongoing professional development in biblical counseling through conferences, continuing education, and engagement with organizations such as ACBC, CCEF, or BCC

Training & Support

Church provides dedicated counseling space, administrative support through the Church Secretary, budget for counseling resources and professional development, and regular supervision and collaboration with the Senior Pastor. The church supports the Director in maintaining or pursuing ACBC certification or equivalent biblical counseling credentials.

A signed acknowledgment is required when a member accepts this role.

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17 — Bible Fellowship Group Leader

*Mayflower Church Position Description | **17 — Bible Fellowship Group Leader***

Ministry Team Leader Position

Role Summary

Purpose	Lead a small group in Bible study, fellowship, and discipleship within the church community.
Accountable To	Board of Elders
Term of Service	Ongoing
Selection Process	Appointed by Board of Elders
Time Commitment	3-5 hours/week

Qualifications

Committed Christian with ability to facilitate group discussion and biblical teaching. Willing to grow spiritually while leading others.

Key Responsibilities

- Establish and maintain a welcoming Bible study group meeting regularly
- Prepare and lead Bible studies using approved curricula or resources
- Foster spiritual growth, accountability, and community among group members
- Pray for and care for group members pastorally
- Communicate group needs and prayer requests to the Board of Elders
- Encourage group evangelism and assimilation of new believers

Training & Support

Bible study curriculum resources, small group leadership training, mentorship from Board of Elders

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A signed acknowledgment is required when a member accepts this role.

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18 — Worship Team Leader

*Mayflower Church Position Description | **18 — Worship Team Leader***

Ministry Team Leader Position

Role Summary

Purpose	Lead the congregational worship through music, ensuring that worship services are edifying, biblical, and engaging.
Accountable To	Board of Elders
Term of Service	Ongoing; typically renewable annually
Selection Process	Appointed by Board of Elders
Time Commitment	5-8 hours/week

Qualifications

Musically gifted Christian with strong biblical understanding of worship. Ability to lead, arrange, and coordinate musicians.

Key Responsibilities

- Select worship music that aligns with the church's theological vision and the sermon theme
- Recruit, train, and coordinate worship team members (vocalists, instrumentalists)
- Lead worship rehearsals and maintain high musical standards
- Collaborate with the Senior Pastor on worship planning
- Coordinate the use of audio/visual equipment during worship
- Ensure worship is accessible and welcoming to all congregants
- Model a heart of worship and spiritual maturity

Training & Support

Music leadership resources, worship theology training, access to music databases and copyright resources

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A signed acknowledgment is required when a member accepts this role.

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Position Descriptions | Mayflower Church | April 2026

19 — Audio-Visual Team Leader

*Mayflower Church Position Description | **19 — Audio-Visual Team Leader***

Ministry Team Leader Position

Role Summary

Purpose	Oversee the technical aspects of church services and events, ensuring quality audio, video, and visual presentations.
Accountable To	Board of Elders
Term of Service	Ongoing; typically renewable annually
Selection Process	Appointed by Board of Elders
Time Commitment	4-6 hours/week plus event coverage

Qualifications

Technically skilled with knowledge of sound systems, video equipment, and presentation software. Attention to detail and ability to train others required.

Key Responsibilities

- Oversee setup and operation of audio equipment during services and events
- Manage video production and projection systems
- Coordinate live streaming of services when applicable
- Recruit, train, and schedule AV volunteers
- Maintain and troubleshoot technical equipment

- Work with worship leader to coordinate technical needs
- Ensure quality and professionalism in all visual presentations
- Manage media library and digital assets

Training & Support

Technical training on equipment, software tutorials, troubleshooting resources

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A signed acknowledgment is required when a member accepts this role.

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Position Descriptions | Mayflower Church | April 2026

20 — Missions Team Leader

*Mayflower Church Position Description | **20 — Missions Team Leader***

Ministry Team Leader Position

Role Summary

Purpose	Lead the church's missional focus both locally and globally, coordinating outreach, mission trips, and partnerships.
Accountable To	Board of Elders
Term of Service	Ongoing; typically renewable annually
Selection Process	Appointed by Board of Elders
Time Commitment	4-6 hours/week

Qualifications

Passionate about sharing the Gospel and serving others. Able to communicate vision, organize teams, and maintain relationships with mission partners.

Key Responsibilities

- Develop and communicate the church's missional priorities
- Identify and vet mission organizations and partnership opportunities
- Coordinate short-term and long-term mission trips
- Organize local outreach and service opportunities
- Recruit and train mission team members
- Maintain relationships with missionaries and mission organizations supported by the church
- Coordinate prayer and giving for missions
- Report to the Board of Elders and congregation on mission activities

Training & Support

Mission partnership resources, trip planning guides, training on cross-cultural ministry

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A signed acknowledgment is required when a member accepts this role.

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Position Descriptions | Mayflower Church | April 2026

21 — Prayer Team Leader

*Mayflower Church Position Description | **21 — Prayer Team Leader***

Ministry Team Leader Position

Role Summary

Purpose	Lead the church in corporate and intercessory prayer, coordinating prayer ministries and promoting a prayer culture.
Accountable To	Board of Elders
Term of Service	Ongoing; typically renewable annually
Selection Process	Appointed by Board of Elders
Time Commitment	3-5 hours/week

Qualifications

Deep commitment to prayer with ability to organize prayer initiatives and encourage others to pray. Strong spiritual maturity.

Key Responsibilities

- Coordinate prayer meetings and prayer events
- Develop prayer initiatives for church needs and concerns
- Maintain a prayer request system and communicate needs to the congregation
- Lead or coordinate prayer before services, meetings, and events
- Recruit and train prayer team volunteers
- Create resources to encourage personal and corporate prayer
- Partner with the Senior Pastor in praying for the church's direction and leadership

Training & Support

Prayer resources and curricula, training on intercessory prayer, mentorship on prayer leadership

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A signed acknowledgment is required when a member accepts this role.

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22 — Hospitality Team Leader

*Mayflower Church Position Description | **22 — Hospitality Team Leader***

Ministry Team Leader Position

Role Summary

Purpose	Ensure that church facilities and services extend a warm welcome to all guests and members, creating a welcoming atmosphere.
Accountable To	Board of Deacons
Term of Service	Ongoing; typically renewable annually
Selection Process	Appointed by Board of Deacons
Time Commitment	3-5 hours/week plus event coordination

Qualifications

Hospitable, organized, and detail-oriented. Able to coordinate volunteers and manage hospitality logistics.

Key Responsibilities

- Coordinate coffee hour, refreshments, and fellowship meals
- Ensure church facilities are clean, welcoming, and well-maintained
- Recruit and train hospitality volunteers
- Organize greeting teams and ensure first-time guests are welcomed
- Coordinate special event hospitality (receptions, dinners, etc.)

- Manage supplies and inventory for hospitality needs
- Work with other ministry leaders to ensure hospitality supports their events

Training & Support

Hospitality planning resources, volunteer management training

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A signed acknowledgment is required when a member accepts this role.

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Position Descriptions | Mayflower Church | April 2026

23 — First Impressions Ministry Leader

Mayflower Church Position Description | ***23 — First Impressions Ministry Leader***

Ministry Team Leader Position

Role Summary

Purpose	Coordinate the church's first impression experience for guests, ensuring they are welcomed and properly assimilated.
Accountable To	Board of Elders
Term of Service	Ongoing; typically renewable annually
Selection Process	Appointed by Board of Elders
Time Commitment	3-5 hours/week

Qualifications

Outgoing, welcoming, and organized. Able to train others in hospitality and follow-up protocols.

Key Responsibilities

- Coordinate greeters and ushers for Sunday services
- Develop systems for identifying and tracking first-time guests
- Organize welcome packets and guest follow-up
- Train and schedule volunteer greeters and ushers
- Coordinate guest classes or new member orientations
- Collect feedback from guests to improve the first impression experience

- Collaborate with other ministry leaders to ensure smooth assimilation

Training & Support

Guest assimilation resources, volunteer management training, follow-up systems

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A signed acknowledgment is required when a member accepts this role.

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Position Descriptions | Mayflower Church | April 2026

24 — Discipletown Leader

*Mayflower Church Position Description | **24 — Discipletown Leader***

Ministry Team Leader Position

Role Summary

Purpose	Lead the church's children's ministry, providing spiritual instruction and nurturing faith development in young disciples.
Accountable To	Board of Elders
Term of Service	Ongoing; typically renewable annually
Selection Process	Appointed by Board of Elders
Time Commitment	5-8 hours/week

Qualifications

Gifted with children, knowledgeable in Christian education, and able to organize a team. Strong biblical foundation.

Key Responsibilities

- Oversee the children's Sunday School program and curriculum
- Recruit, train, and schedule children's ministry volunteers
- Develop age-appropriate Bible teaching and discipleship activities
- Coordinate special children's events (Vacation Bible School, Christmas program, etc.)
- Ensure child safety policies are followed
- Communicate with parents about children's spiritual growth
- Promote attendance and engagement in children's ministry

Training & Support

Children's ministry curricula, child safety training, age-appropriate teaching resources

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A signed acknowledgment is required when a member accepts this role.

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25 — Nursery Team Leader

*Mayflower Church Position Description | **25 — Nursery Team Leader***

Ministry Team Leader Position

Role Summary

Purpose	Oversee the nursery ministry, ensuring a safe, loving, and developmentally appropriate environment for infants and toddlers.
Accountable To	Board of Deacons
Term of Service	Ongoing; typically renewable annually
Selection Process	Appointed by Board of Deacons
Time Commitment	3-5 hours/week

Qualifications

Experienced with infants and toddlers, organized, and detail-oriented. Must adhere to child safety standards.

Key Responsibilities

- Recruit, train, and schedule nursery workers
- Implement child safety policies and best practices
- Provide a clean, safe, and welcoming nursery environment
- Communicate with parents about their child's experience
- Oversee nursery supplies and equipment
- Develop nurturing activities appropriate for infants and toddlers
- Ensure all workers are screened and trained in child safety

Training & Support

Child development resources, child safety certification training, nursery best practices

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A signed acknowledgment is required when a member accepts this role.

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26 — Scripture Reading Team Leader

Mayflower Church Position Description | ***26 — Scripture Reading Team Leader***

Ministry Team Leader Position

Role Summary

Purpose	Coordinate the scripture reading during worship services, selecting passages and preparing readers.
Accountable To	Board of Elders
Term of Service	Ongoing; typically renewable annually
Selection Process	Appointed by Board of Elders
Time Commitment	2-3 hours/week

Qualifications

Clear reader with biblical knowledge. Able to recruit and train other readers.

Key Responsibilities

- Select appropriate scripture passages for each worship service
- Recruit and train scripture readers
- Schedule readers and coordinate with worship planning
- Ensure readers are prepared and read clearly
- Coordinate any responsive readings or congregational Scripture recitations
- Maintain reading schedules and communicate with the worship leader

Training & Support

Public speaking and reading resources, biblical passage selection guidelines

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A signed acknowledgment is required when a member accepts this role.

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Position Descriptions | Mayflower Church | April 2026

27 — EQUIP Discipleship Leader

*Mayflower Church Position Description | **27 — EQUIP Discipleship Leader***

Ministry Team Leader Position

Role Summary

Purpose	Lead the EQUIP discipleship program, helping believers grow in faith, biblical knowledge, and Christian living.
Accountable To	Board of Elders
Term of Service	Ongoing; typically renewable annually
Selection Process	Appointed by Board of Elders
Time Commitment	4-6 hours/week

Qualifications

Strong biblical teacher with passion for discipleship. Able to mentor and develop other facilitators.

Key Responsibilities

- Develop or implement EQUIP curriculum and learning pathways
- Recruit and train EQUIP group facilitators
- Coordinate meeting schedules and locations
- Mentor discipleship groups and facilitators
- Track participant progress and spiritual growth
- Provide resources and support for group leaders
- Evaluate program effectiveness and plan improvements

Training & Support

Discipleship curriculum resources, small group facilitation training, mentorship resources

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

28 — Evangelism Team Leader

*Mayflower Church Position Description | **28 — Evangelism Team Leader***

Ministry Team Leader Position

Role Summary

Purpose	Lead the church's evangelistic outreach, equipping and mobilizing believers to share the Gospel.
Accountable To	Board of Elders
Term of Service	Ongoing; typically renewable annually
Selection Process	Appointed by Board of Elders
Time Commitment	4-6 hours/week

Qualifications

Passionate about evangelism with personal experience in sharing faith. Able to train and mobilize others.

Key Responsibilities

- Organize evangelism outreach events and initiatives
- Recruit and train evangelism team members
- Coordinate one-on-one evangelism and discipleship of new believers
- Track spiritual conversations and conversions
- Partner with First Impressions and other ministries for assimilation
- Provide ongoing encouragement and equipping for personal evangelism

Training & Support

Evangelism training resources, witnessing techniques, and follow-up materials.

A signed acknowledgment is required when a member accepts this role.

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Position Descriptions | Mayflower Church | April 2026

29 — Baptism Team Leader

*Mayflower Church Position Description | **29 — Baptism Team Leader***

Ministry Team Leader Position

Role Summary

Purpose	Coordinate the church's baptism ministry, ensuring meaningful celebration of this important ordinance.
Accountable To	Board of Elders
Term of Service	Ongoing; typically renewable annually
Selection Process	Appointed by Board of Elders
Time Commitment	2-4 hours/week plus event time

Qualifications

Understands the significance of baptism and committed to supporting new believers. Organized and detail-oriented.

Key Responsibilities

- Coordinate baptism services (frequency, preparation, logistics)
- Meet with baptism candidates for spiritual preparation and testimony gathering
- Organize baptism team volunteers and assign responsibilities
- Ensure water, clothing, and equipment are ready
- Arrange for photography/videography of baptisms
- Prepare candidates spiritually and practically for the service
- Celebrate baptisms publicly and incorporate newly baptized into church life

Training & Support

Baptism theology resources, candidate preparation guides

A signed acknowledgment is required when a member accepts this role.

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Position Descriptions | Mayflower Church | April 2026

30 — Shoebox Ministry Leader

*Mayflower Church Position Description | **30 — Shoebox Ministry Leader***

Ministry Team Leader Position

Role Summary

Purpose	Lead the church's participation in shoebox or gift-giving ministry to those in need.
Accountable To	Board of Elders
Term of Service	Ongoing; typically renewable annually
Selection Process	Appointed by Board of Elders
Time Commitment	2-4 hours/week (concentrated at collection times)

Qualifications

Compassionate, organized, and able to mobilize the congregation. Detail-oriented in coordinating logistics.

Key Responsibilities

- Identify shoebox ministry partners and opportunities
- Recruit church members to participate in shoebox packing
- Organize collection, sorting, and distribution of shoeboxes
- Communicate about shoebox ministry to the congregation
- Track participation and impact
- Coordinate with other churches or organizations as needed

- Foster a spirit of generosity and service among participants

Training & Support

Ministry partnership information, logistics coordination resources

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A signed acknowledgment is required when a member accepts this role.

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Position Descriptions | Mayflower Church | April 2026

31 — Women's Ministry Leadership Team Leader

Mayflower Church Position Description | ***31 — Women's Ministry Leadership Team Leader***

Ministry Team Leader Position

Role Summary

Purpose	Lead the women's ministry, providing spiritual growth opportunities and community for women in the church.
Accountable To	Board of Elders
Term of Service	Ongoing; typically renewable annually
Selection Process	Appointed by Board of Elders
Time Commitment	4-6 hours/week

Qualifications

Mature Christian woman with heart for ministry to women. Able to lead and mobilize a leadership team.

Key Responsibilities

- Develop and oversee the women's ministry vision and programming
- Recruit and mentor women's ministry leaders
- Plan and coordinate women's Bible studies, events, and activities
- Foster spiritual growth and discipleship among women
- Create opportunities for fellowship and community
- Address needs specific to women in the church

- Communicate with women about ministry opportunities

Training & Support

Women's ministry resources, Bible study curricula, leadership development materials

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.