

# 07 – Role Clarity & Standardization

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

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# Overview: Role Clarity & Standardization

## Status

**Implementation status:** Approved by Servants Council

**Date:** 2026-05-30

## Principle (from Streamline)

Lukaszewski's principle (placeholder): 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

Week 7 of the implementation. Work in progress: store the role template, explain role clarity purpose to leaders. 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

- [Mayflower Church 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
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*Page template: Principle + Mayflower Practice. Part of The Streamline Admin System, 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 (Rev 3)

## Mayflower Church

### Senior Pastor Job Description

*Revision 2 — April 2026*

*Supersedes Revision 1 (August 4, 2020)*

**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 Streamline Admin System 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 per a policy to be adopted.
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 Streamline Admin System.
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; Streamline Admin System — Books 01, 07, 08, 09, 10, 11, and 12; Decision-Making Framework (April 2026); Non-Pastoral Staff Hiring SOP (April 2026); Wedding Policy; Church Discipline Policy (to be adopted).

**Board of Elders approval date:** \_\_\_\_\_

# 02 — Elder

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

Governance Position

## Role Summary

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

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*Position Descriptions | Mayflower Church | April 2026*

# 03 — Deacon

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

Governance Position

## Role Summary

<b>Purpose</b>	Oversee the service-related ministries of the Church, providing compassionate care and practical assistance to the congregation.
<b>Accountable To</b>	Board of Elders (all boards accountable to Elders) and Congregation
<b>Term of Service</b>	3 years; 3-6 members; monthly meetings; Chair, Secretary, Treasurer structure
<b>Selection Process</b>	Nominated by Nominating Team, elected by Church Members
<b>Time Commitment</b>	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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*Position Descriptions | Mayflower Church | April 2026*

# 04 — Trustee

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

Governance Position

## Role Summary

<b>Purpose</b>	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.
<b>Accountable To</b>	Board of Elders and Congregation
<b>Term of Service</b>	3 years; 3-6 members; monthly meetings; Chair structure
<b>Selection Process</b>	Nominated by Nominating Team, elected by Church Members
<b>Time Commitment</b>	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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*Position Descriptions | Mayflower Church | April 2026*

# 05 — Servants Council Member

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

*Governance Position*

## Role Summary

<b>Purpose</b>	Coordinate the Church's ministries, activities, and resources to achieve the vision and mission of Mayflower Church.
<b>Accountable To</b>	Congregation
<b>Term of Service</b>	Ongoing while serving on constituent board; composed of Board of Elders (including Pastor), Deacons, and Trustees; quarterly meetings; Chair and Secretary structure
<b>Selection Process</b>	Automatic membership by virtue of serving on Board of Elders, Deacons, or Trustees
<b>Time Commitment</b>	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

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*Position Descriptions | Mayflower Church | April 2026*

# 06 — Board of Finance Member

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

Governance Position

## Role Summary

<b>Purpose</b>	Oversee all aspects of Church finances, ensuring faithful stewardship, transparency, and accountability in the management of financial resources.
<b>Accountable To</b>	Congregation
<b>Term of Service</b>	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
<b>Selection Process</b>	Automatic membership by virtue of role (board chair, treasurer, or financial secretary)
<b>Time Commitment</b>	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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*Position Descriptions | Mayflower Church | April 2026*

# 07 — Church Treasurer

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

Governance Position

## Role Summary

<b>Purpose</b>	Serve as the Church accountant and bookkeeper, ensuring accurate financial record-keeping, timely disbursements, and transparent financial reporting.
<b>Accountable To</b>	Board of Finance
<b>Term of Service</b>	3 years; nominated by Nominating Team, voted by Church Membership
<b>Selection Process</b>	Nominated by Nominating Team, elected by Church Members
<b>Time Commitment</b>	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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*Position Descriptions | Mayflower Church | April 2026*

# 08 — Assistant Church Treasurer

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

*Governance Position*

## Role Summary

<b>Purpose</b>	Support the Church Treasurer and ensure continuity of financial operations by assisting in or performing Treasurer duties as necessary.
<b>Accountable To</b>	Church Treasurer and Board of Finance
<b>Term of Service</b>	3 years
<b>Selection Process</b>	Nominated by Nominating Team, elected by Church Members
<b>Time Commitment</b>	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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*Position Descriptions | Mayflower Church | April 2026*

# 09 — Financial Secretary

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

Governance Position

## Role Summary

<b>Purpose</b>	Accurately receive, record, and report all monies given for the support of the Church, its ministries, and missions, ensuring donor confidentiality and financial integrity.
<b>Accountable To</b>	Board of Finance
<b>Term of Service</b>	3 years; nominated by Nominating Team, voted by Church Membership
<b>Selection Process</b>	Nominated by Nominating Team, elected by Church Members
<b>Time Commitment</b>	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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*Position Descriptions | Mayflower Church | April 2026*

# 10 — Assistant Financial Secretary

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

Governance Position

## Role Summary

<b>Purpose</b>	Support the Financial Secretary and ensure continuity by assisting in or performing Financial Secretary duties as necessary.
<b>Accountable To</b>	Financial Secretary and Board of Finance
<b>Term of Service</b>	3 years
<b>Selection Process</b>	Nominated by Nominating Team, elected by Church Members
<b>Time Commitment</b>	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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*Position Descriptions | Mayflower Church | April 2026*

# 11 — Church Auditor

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

Governance Position

## Role Summary

<b>Purpose</b>	Conduct independent review of all financial reports to ensure accuracy, transparency, and accountability in the Church's financial affairs.
<b>Accountable To</b>	Board of Finance (but must be independent of Board of Finance)
<b>Term of Service</b>	3 years; 2 auditors
<b>Selection Process</b>	Nominated by Nominating Team, 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
<b>Time Commitment</b>	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.*

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*Position Descriptions | Mayflower Church | April 2026*

# 12 — Moderator

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

Governance Position

## Role Summary

<b>Purpose</b>	Preside over all business meetings of the Church, ensuring orderly proceedings, fair participation, and proper adherence to parliamentary procedure.
<b>Accountable To</b>	Congregation
<b>Term of Service</b>	3 years; may be an Elder; minimum biannual meetings
<b>Selection Process</b>	Nominated by Nominating Team, elected by Church Members
<b>Time Commitment</b>	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.*

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*Position Descriptions | Mayflower Church | April 2026*

# 13 — Clerk

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

Governance Position

## Role Summary

<b>Purpose</b>	Serve as the official record-keeper of the Church, maintaining accurate and complete records of all business proceedings, membership, and official communications.
<b>Accountable To</b>	Congregation and Board of Elders
<b>Term of Service</b>	3 years; minimum biannual meetings
<b>Selection Process</b>	Nominated by Nominating Team, elected by Church Members
<b>Time Commitment</b>	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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*Position Descriptions | Mayflower Church | April 2026*

# 14 — Nominating Team Member

Mayflower Church Position Description | **14 — Nominating Team Member**

Governance Position

## Role Summary

<b>Purpose</b>	Prayerfully fill the Church slate of Boards and Officers, matching the needs of the Church with the gifts of the Membership.
<b>Accountable To</b>	Congregation
<b>Term of Service</b>	Ongoing while serving on Servants Council; composed of Servants Council members; annual + as needed meetings
<b>Selection Process</b>	Automatic membership by virtue of serving on Servants Council
<b>Time Commitment</b>	10-15 hours/year (concentrated before October meeting)

## Qualifications

Must be an active member of the Servants Council.

## Key Responsibilities

- Present a slate of candidates for all elective offices and Boards at the October meeting
- Make this slate available for distribution at the morning worship service two weeks prior to the meeting
- Present nominations at any legal meeting called by the Clerk for any vacancies that may have occurred

- Have the acceptance of nominees before submitting their names

# Training & Support

Discernment resources, spiritual gifts assessment tools, knowledge of bylaws requirements

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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*

# 15 — Church Secretary

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

Staff Position

## Role Summary

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

<b>Purpose</b>	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.
<b>Accountable To</b>	Senior Pastor and Board of Elders
<b>Term of Service</b>	Ongoing part-time paid position (15 hours per week); subject to annual review and contractual terms as established by the Servants Council
<b>Selection Process</b>	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)
<b>Time Commitment</b>	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

## Training & Support

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.

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*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

<b>Purpose</b>	Lead a small group in Bible study, fellowship, and discipleship within the church community.
<b>Accountable To</b>	Board of Elders
<b>Term of Service</b>	Ongoing
<b>Selection Process</b>	Appointed by Board of Elders
<b>Time Commitment</b>	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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*Position Descriptions | Mayflower Church | April 2026*

# 18 — Worship Team Leader

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

Ministry Team Leader Position

## Role Summary

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

<b>Purpose</b>	Oversee the technical aspects of church services and events, ensuring quality audio, video, and visual presentations.
<b>Accountable To</b>	Board of Elders
<b>Term of Service</b>	Ongoing; typically renewable annually
<b>Selection Process</b>	Appointed by Board of Elders
<b>Time Commitment</b>	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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*Position Descriptions | Mayflower Church | April 2026*

# 20 — Missions Team Leader

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

Ministry Team Leader Position

## Role Summary

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

<b>Purpose</b>	Lead the church in corporate and intercessory prayer, coordinating prayer ministries and promoting a prayer culture.
<b>Accountable To</b>	Board of Elders
<b>Term of Service</b>	Ongoing; typically renewable annually
<b>Selection Process</b>	Appointed by Board of Elders
<b>Time Commitment</b>	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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*Position Descriptions | Mayflower Church | April 2026*

# 22 — Hospitality Team Leader

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

Ministry Team Leader Position

## Role Summary

<b>Purpose</b>	Ensure that church facilities and services extend a warm welcome to all guests and members, creating a welcoming atmosphere.
<b>Accountable To</b>	Board of Deacons
<b>Term of Service</b>	Ongoing; typically renewable annually
<b>Selection Process</b>	Appointed by Board of Deacons
<b>Time Commitment</b>	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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*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

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

<b>Purpose</b>	Lead the church's children's ministry, providing spiritual instruction and nurturing faith development in young disciples.
<b>Accountable To</b>	Board of Elders
<b>Term of Service</b>	Ongoing; typically renewable annually
<b>Selection Process</b>	Appointed by Board of Elders
<b>Time Commitment</b>	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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*Position Descriptions | Mayflower Church | April 2026*

# 25 — Nursery Team Leader

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

Ministry Team Leader Position

## Role Summary

<b>Purpose</b>	Oversee the nursery ministry, ensuring a safe, loving, and developmentally appropriate environment for infants and toddlers.
<b>Accountable To</b>	Board of Deacons
<b>Term of Service</b>	Ongoing; typically renewable annually
<b>Selection Process</b>	Appointed by Board of Deacons
<b>Time Commitment</b>	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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*Position Descriptions | Mayflower Church | April 2026*

# 26 — Scripture Reading Team Leader

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

Ministry Team Leader Position

## Role Summary

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

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

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*Position Descriptions | Mayflower Church | April 2026*

# 28 — Evangelism Team Leader

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

Ministry Team Leader Position

## Role Summary

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

## Qualifications

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

## Key Responsibilities

## Training & Support

- 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,
    - 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

<b>Purpose</b>	Coordinate the church's baptism ministry, ensuring meaningful celebration of this important ordinance.
<b>Accountable To</b>	Board of Elders
<b>Term of Service</b>	Ongoing; typically renewable annually
<b>Selection Process</b>	Appointed by Board of Elders
<b>Time Commitment</b>	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

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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

<b>Purpose</b>	Lead the church's participation in shoebox or gift-giving ministry to those in need.
<b>Accountable To</b>	Board of Deacons
<b>Term of Service</b>	Ongoing; typically renewable annually
<b>Selection Process</b>	Appointed by Board of Deacons
<b>Time Commitment</b>	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

<b>Purpose</b>	Lead the women's ministry, providing spiritual growth opportunities and community for women in the church.
<b>Accountable To</b>	Board of Elders
<b>Term of Service</b>	Ongoing; typically renewable annually
<b>Selection Process</b>	Appointed by Board of Elders
<b>Time Commitment</b>	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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*Position Descriptions | Mayflower Church | April 2026*

# Volunteers

Volunteer ministry — the chapter document, weekly serving-team huddle guide, and check-in guide.

# Volunteer Chapter

## MAYFLOWER CHURCH

### Volunteers

*Streamline System 06 — Volunteers Chapter*

Draft April 2026

# Governing Principle

**Volunteers are not volunteers; they are ministers of the gospel.**

“Volunteer” is a flat word from the corporate world. Scripture's word is “minister.” A child's Bible study leader is not someone who has volunteered to babysit; she is a minister of the Word entrusted with shaping the next generation. A Sunday usher is not someone who arrives early; he is a minister of welcome on the day God's people gather. The way we speak about service shapes the way our people experience it.

# Purpose

This chapter documents how Mayflower Church identifies, invites, equips, and cares for the people who serve in its ministry teams. It sits inside System 06 (Organization Chart and Access) of the Mayflower Church Operations shelf, alongside the organizational chart and the meeting system. It is intended to be read by ministry team leaders, the boards that oversee them, and the Senior Pastor.

The chapter draws together two streams. Michael Lukaszewski's Streamline (chapters 18 to 20: recruit volunteers, write volunteer job descriptions, huddle with volunteers) provides the system shell — the discipline of naming a documented process, owning it, and reviewing it. Rick Howerton's Cracking the Volunteer Code provides the playbook that runs inside that system — the eleven foundational principles, the eight discovery methods, the five commitment categories, the five-phase recruitment journey, the nine-step ask, and the annual rhythms of retention. Both streams are anchored here in Mayflower's Five Priority Ministries and the Mayflower-specific oversight model.

# How This Chapter Fits

- It sits inside System 06 — Organization Chart and Access.
- Volunteer *job descriptions* go in System 07 — Role Clarity and Standardization, beneath the existing 32 leader-level descriptions.
- The annual volunteer *check-in* is documented separately in the *Volunteer Ministry Check-In Guide* page, also inside System 06.
- Volunteers themselves are supervised through Mayflower's oversight-board model: each ministry team works with the board (elders, deacons, or trustees) that oversees their team or group.

## Mayflower's Posture Toward Volunteers

*“As each has received a gift, use it to serve one another, as good stewards of God's varied grace.”*  
— 1 Peter 4:10

### Service is part of discipleship, not an extra layer on top of it.

The New Testament knows nothing of Christians who attend without serving. Every member of the body has gifts; the church's job is to help those gifts find their use. When we invite someone to serve, we are not asking them to do us a favor — we are inviting them into the ordinary means by which Christ shapes them.

### Anyone can serve at Mayflower; membership is required only to lead.

This is a deliberate Mayflower pattern. We do not gate serving on Foundations completion, baptism, or formal membership. The gate is leadership: to lead a team, a person must be a member in good standing. To serve on a team — to greet, to set up coffee, to rock a baby in the nursery, to read Scripture, to pray with a friend after the service — anyone is welcome.

## Volunteers are ministers.

Reduce them to “volunteers” and you flatten what is actually happening. Use language that names the work for what it is. This carries through into how we recruit, train, supervise, and thank them.

## Different commitment levels are equally valid.

Mayflower welcomes long-term and short-term commitments alongside one-time and on-call ones. None is more spiritual than the others. A grandmother who can serve once at the fall festival is making a real offering. A young father who can substitute in nursery on the weeks he is not on the road is doing real ministry. The aim is not to talk every member into a long-term role, but to find the role that fits the season.

# The Five Commitment Categories

A persistent error in church recruiting is to ask for a long-term commitment when many people would gladly say yes to something smaller. Mayflower names five categories of commitment, and any role at the church can be filled in any of them:

1. **Long-term.** On the team and committed to serving every time the role calls for service. These are the backbone — the people who will be there in October when summer enthusiasm has faded.
2. **Short-term.** On the team for a defined season — a semester, a single ministry cycle, an event, or a special project. The role ends with the season; the person is not asked to keep going.
3. **Substitute.** On the team and available to step in when someone else cannot. These are gold for any team that runs every Sunday — they keep the team from collapsing under attendance churn.

4. **On-call.** On the team but with limited capacity. They will serve when asked, if they can, and the team leader knows not to be disappointed when life makes it impossible.
5. **One-time.** Available and willing for one specific event. One-time service is not a stepping stone to long-term — it is real service, equally valid, with no implied next step.

When recruiting, name the category with the role. “Long-term First Impressions team member” is a different ask than “substitute Nursery worker on the weeks I am not on the road.” Many people who hesitate at the first will gladly say yes to the second.

# Eleven Foundational Principles

Howerton names eleven principles that shape any healthy volunteer system. Mayflower adopts them in this language:

1. **People long to make a difference.** The Spirit has placed in every believer a desire to contribute to something larger than themselves. Recruiting is not an imposition; it is the offering of an opportunity.
2. **Leaders build serve teams. Placeholders do not.** Every team leader at Mayflower is responsible for actively recruiting, not waiting for volunteers to surface.
3. **People serve based on the time they have available.** Match the role to the availability, not the other way around. Use the five commitment categories.
4. **Team leaders serve their volunteers passionately.** Lead them. Pray for them. Advocate for resources. Celebrate them. Notice when they are tired.
5. **A placement system is essential.** When someone says yes to “I’d like to serve,” there must be a clear next step. People fall through the cracks at the seam between interest and placement.
6. **People serve best in the role they are created for.** Match passion and gifting to role. A person serving in their giftedness is sustainable; a person serving outside it is a recruitment problem waiting to happen.
7. **People won't flourish in a role they are not ready for.** Some roles require maturity, training, or theological clarity. Naming those requirements is care for the person, not gatekeeping.
8. **Effective recruitment is face-to-face.** Email, social media, and bulletin announcements have a place — but the actual yes happens in a personal conversation. Plan for the conversation.
9. **The more obstacles, the fewer volunteers.** Distinguish between wise requirements (which protect the ministry and the person) and accumulated hoops (which drive willing servants away). Defend the first; remove the second.
10. **Volunteers are ministers.** Reduce them to “volunteers” and you flatten what they are doing. Use the language that fits.

11. **Ministry teams work with the board that oversees them.** Recruitment, retention, and development decisions happen in coordination with the relevant oversight board (elders, deacons, or trustees) — not as solo work by the team leader. This is a Mayflower-specific principle and replaces generic “supervisor” language in source material.

# Discovery: Eight Ways to Find Volunteers

Most volunteer crises are not actually shortages — they are discovery failures. The people God is calling are usually already in the building; the team leader has not yet seen them or asked. These eight methods help reveal who is there. The team leader's task is to use several of them every year — different methods find different people.

## 1. Poll Bible Fellowship Group leaders.

BFG leaders know their groups in ways no one else does. They know who has been quietly growing, who is in a hard season, who is bored and ready for more, and who has gifts the rest of the church has not noticed. Schedule coffee with a BFG leader. Bring two copies of the group roster. Walk through the roster name by name and identify who is not currently serving. Ask the BFG leader where each person might fit. Pray together at the end.

## 2. Conduct a church-wide passion survey.

Once a year (or once every two years), survey the whole congregation about their passions. Howerton's questions are good starting points: What keeps you up at night? What would you do for free even if no one ever noticed? When you hear about a ministry, which one makes your heart beat faster? What problem in the world or the community would you most like solved? Then ask whether they are currently serving, whether they want to be contacted, and what fits their season. The aim is not placement; the aim is to surface latent passion the church can match to ministry.

### 3. Roam the church with eyes and ears wide open.

Many of the best volunteers are people you notice doing the right thing without being asked. The man who is always early. The woman who notices when someone is sitting alone. The teenager who keeps quietly cleaning up after coffee. Notice them. Approach them. The conversation that starts with "I have been watching you for months and you are exactly what we need" is powerful in ways a cold ask never will be.

### 4. Host an interest gathering.

Pull together a small group of people the team leader believes might fit a particular role. Send a personal invitation three weeks ahead. Serve food. Walk them through the role honestly. Allow time for questions. Follow up individually within 48 hours. Some will say yes that night; others need time. Both responses are normal.

### 5. Brainstorm with present team members.

The people already on the team are the church's best scouts. They know who in the congregation shares their passion. Once a year, hold a brainstorming session where current team members name the people they wish were on the team. Ask the team to take responsibility for inviting those people, with the team leader's support.

### 6. Bring a Friend Day.

Invite each current volunteer to bring one friend to a service or to a team gathering. The friend is not pressured to join; they are simply exposed to the team. Some will return next month asking how to get involved.

### 7. Review the church roll.

Walk through the membership and attendance roll annually. Look for patterns: who has been attending without serving? Who used to serve but stepped back? Who has joined recently and has not yet been invited into anything? The roll surfaces the obvious cases that bulletin announcements miss.

## 8. Lightning strikes.

Sometimes the Spirit hands a name to a team leader without warning. Pray about it; if it stays, ask. Some of the best hires in the church's life come this way.

# Recruitment: The Five-Phase Journey

A common mistake in church recruitment is to compress the entire journey into one ask: “Hey, can you be a small group leader?” delivered in the lobby on a Sunday. People decline these asks not because they are not called, but because they have not been led through the journey. There are five phases. Each requires something distinct from the recruiter.

Phase	Volunteer's Need	Recruiter's Job
<b>Awareness</b>	To know an opportunity exists	Promote, mention, surface the need
<b>Invitation</b>	To be invited to a real conversation	Reach out personally
<b>Meeting</b>	To learn what the role actually involves	Lead the meeting; name the role plainly
<b>Contemplation</b>	Time to pray and decide	Be available; answer questions when asked; do not press
<b>Commitment</b>	An invitation to say yes	Ask plainly; hear the answer; follow up within 48 hours

The team leader who jumps from Awareness straight to Commitment will recruit very few people. The team leader who walks people through all five will recruit many.

## The Ask: Nine Steps

Inside the Meeting phase — and adaptable to a one-on-one conversation, a small gathering, or a large recruitment event — the ask itself has nine steps. These are not a script to be read aloud;

they are a sequence to make sure nothing important gets skipped.

1. **Reveal the ministry's vision.** What is this team trying to see God do? Cast it briefly and clearly.
2. **Share the ministry's goal.** What do we hope to accomplish in the next twelve months that fits inside that vision?
3. **Tell a story of a transformed life.** A real person whose life has been touched through the team's work.
4. **Explain why the ministry is essential.** Why does this matter at Mayflower right now? How does it strengthen one of the Five Priority Ministries?
5. **Outline what the role entails.** Walk through the written job description (see “Volunteer Job Descriptions” below). Be honest about the time commitment.
6. **Make an “I see in you” statement.** Tell them specifically why you, after prayer, believe they would be a good fit. This is not flattery — it is honest naming. Specifics matter: “I see in you a gentleness with children that the toddler room needs.”
7. **Q and A.** Answer questions. Be willing to say “I do not know — let me find out and get back to you.”
8. **Seek a commitment.** Be plain. Some people will say yes on the spot. Others need time. Either is fine.
9. **Follow up within 48 hours.** This is the step most often skipped, and it is the one that closes the most yeses. End every meeting by saying when you will follow up, and then do it.

## Three Settings for the Ask

The same nine steps adapt to three settings:

- **One-on-one.** The most effective. Coffee, lunch, or a walk. Reserve for roles that warrant the investment of personal time, and for people you have already prayed about.
- **Small gathering of fewer than eight.** Useful when you need to cover several roles at once. Send a clear invitation three weeks ahead; serve food; run the nine steps for the room; allow time for individual follow-up.
- **Large gathering.** A whole-team or whole-church recruitment event. Less personal, but useful for surfacing interest. The same nine steps still apply; the follow-up phase becomes one-on-one.

The one constant: face-to-face. A bulletin announcement is not recruitment; it is awareness.

# Wise Requirements vs. Obstacles

Every requirement to serve is a friction point. Some friction is necessary; some is accumulated cruft. The question to ask: does this requirement protect the ministry, the people being served, or the volunteer themselves? If yes, keep it. If no — if it merely makes the team leader feel responsible — remove it.

## Wise requirements at Mayflower

- A signed application and CORI background check for any role with regular access to minors.
- Mayflower's child and youth safety training for those same roles, on the schedule the church specifies.
- Theological alignment with Mayflower's Statement of Faith for any role that teaches doctrine.
- Membership in good standing for any role that leads a team. (Service does not require membership; leadership does.)

## Obstacles to remove or simplify

- Pre-reading lists for entry-level service roles.
- Long approval chains for what should be a team-leader decision.
- Required training experiences disconnected from the role itself.
- Vague “discipleship prerequisites” that no one can quite articulate.

When in doubt, ask whether the requirement serves the ministry or the person. Drop the rest.

## Volunteer Job Descriptions

Every volunteer role at Mayflower needs a written job description — not because we are bureaucratic, but because clarity is care. A volunteer who knows what they are doing serves with confidence. A volunteer who is guessing serves with anxiety.

Mayflower's volunteer job descriptions sit in System 07 — Role Clarity and Standardization, beneath the existing 32 leader-level descriptions. The seven fields are the same for every volunteer role:

1. **Role Title.** Specific. “Kids Ministry Greeter” rather than “kids volunteer.”
2. **Purpose of the Role.** One sentence on what this role contributes to the team's mission. Connects to one or more of the Five Priority Ministries where possible.
3. **Primary Responsibilities.** The actual day-to-day work, in plain language. Bulleted, not paragraphic.
4. **Requirements.** Wise requirements only. Background check (where applicable), specific training, etc.
5. **Leader.** Name and contact for the team leader the volunteer reports to.
6. **Training Expectations.** What training is mandatory, what is optional, when each occurs.
7. **Time Commitment.** Hours per week, ministry schedule, term length (ongoing, semester, single event).

The leader-level descriptions describe the team-leader role (e.g., “Worship Team Leader”). The team-member descriptions describe the volunteer roles inside the team (e.g., “Worship Team — Acoustic Guitar,” “Worship Team — Vocals,” “Worship Team — Setup Assistant”). Both belong in System 07.

# Retention: Annual Rhythms

Recruitment is the front door. Retention is everything else. Volunteers stay where they are appreciated, equipped, and connected. Mayflower's retention rhythm has seven elements, woven through the year:

1. **Annual vision casting.** Once a year — typically at the August Leadership Summit or at a team-specific kickoff — the team leader paints the vision for the year ahead. History (where we have been), vision (what God is calling us toward), purpose (why it matters), truth (where we have fallen short and what is changing), strategies (what is new), challenge (what is being asked), story (a life transformed), goals (the year's God-sized ambitions), and roles (how each volunteer fits).
2. **Fellowship experience.** Once a year, volunteers gather for something fun and unstructured — a picnic, a game night, a meal at the pastor's home. Not a meeting. Not a training. A relationship.
3. **Huddles.** Small, frequent gatherings of fewer than eight from the same role, where the team leader affirms the volunteers, surfaces wisdom, identifies leadership potential, and inspires one another. The weekly Sunday pre-service huddle (below) is one form of this; longer huddles by ministry area happen periodically through the year.
4. **Listening sessions.** Periodic gatherings where the leader's job is to listen, not teach. What is working? What is hard? What would you change if you could?

5. **Appreciation.** Regular, specific, named appreciation. “I noticed how you handled that family last Sunday” is worth more than a generic thank-you in a newsletter.
6. **Celebration.** Public moments where God's work through the team is named and rejoiced over.
7. **Skill building.** Ongoing development. Every volunteer should have access to training that helps them serve better — and being given that training is itself a sign that the team takes them seriously.

# The Weekly Pre-Service Huddle

Mayflower runs a weekly pre-service huddle for serving volunteers before the Sunday morning service. Its purpose is small and important: review the service plan, answer questions, and pray together as one team before the service begins.

- **Attendees:** All volunteers serving in any role for that morning's service — First Impressions, Hospitality, Audio-Visual, Nursery, Worship Team, Scripture Reading, ushers, and any rotating roles.
- **When:** Every Sunday morning at 9:35 a.m., before the morning service.
- **Where:** Briggs Fellowship Hall.
- **Led by:** The First Impressions Team Leader.
- **Format:** Brief — long enough to align, answer questions, and pray, short enough that no one is rushed into their role.
- **Guide:** The huddle is led using the *Service Huddle Guide* created by the Pastor — which provides the prayer points and structure week to week.

## Standard Agenda

1. Welcome and brief connection.
2. Review the service plan — what is happening this morning, in what order, with any service-specific notes (a guest speaker, a baptism, a planned sermon emphasis the team should know about, a logistical wrinkle).
3. Questions answered. Anything the team needs clarified before the service begins.
4. Prayer — using the *Service Huddle Guide*, the leader prays for the ministry of the teams serving and for the whole service.
5. Send into the morning.

# The Annual Check-In

Once a year, every team leader sits down with each of their volunteers for an annual check-in. This is not a performance review; it is a pastoral conversation about how God is meeting them in the place they serve.

The full guide is documented separately in *Volunteer Ministry Check-In Guide — April 2026* on BookStack (System 06). The four-question frame:

1. Are you still enjoying this?
2. Is this sustainable in your season?
3. Is God doing anything in you through this?
4. What do you want the next year to look like?

The aim is appreciation and honesty, not assessment. A healthy ministry has people rotating in and out across the year, and the check-in makes those rotations easy rather than painful.

# The Growth Funnel: How We Improve

Two practices keep the volunteer system honest over time.

## Exit interviews.

When a volunteer leaves a team, the team leader has a brief conversation about the experience. What prompted the decision? What worked? What did not? What would have kept you? The aim is not to talk anyone out of leaving; it is to learn.

## Annual ministry survey.

Once a year, every active volunteer completes a brief survey on the health of the team they serve in. Vision clarity, culture, communication, recognition, training, and decision-making quality are all reasonable areas to ask about.

The “funnel” name matters: not every piece of feedback should produce a change. The team leader runs feedback through a funnel, removing what is idiosyncratic or one-off and acting on what is recurring. *Only when the same concern surfaces from multiple voices over time should the leader change the system.*

# Supervision: The Oversight-Board Model

At Mayflower, ministry teams do not work in isolation. Each team is overseen by one of three boards — elders, deacons, or trustees — based on the nature of the team's work:

- **Pastoral, discipleship, and Word-shaped teams** typically sit under the elders.
- **Service, hospitality, and care-shaped teams** typically sit under the deacons.
- **Facility, finance, and property-shaped teams** typically sit under the trustees.

The team leader's first call for supervision, succession, recruitment escalation, and leader development is the board that oversees their team. The Senior Pastor remains a resource and holds general oversight of the staff and pastoral life of the church, but the day-to-day supervision relationship runs through the relevant board.

## Sources

- *Streamline: How to Create Healthy Church Systems* — Michael Lukaszewski (chapters 18, 19, 20).
- *Cracking the Volunteer Code: Revealing, Recruiting, and Retaining Volunteers* — Rick Howerton (Chapter 1: 11 Foundational Principles; Chapter 4: Hidden Gems; Chapter 5: The Art of the Ask; Chapter 6: Beyond the First Yes; Chapter 7: The Growth Funnel).
- *Volunteer Ministry Check-In Guide* — April 2026 (Mayflower BookStack, System 06).
- Mayflower Constitution and Bylaws — for membership and leadership requirements.
- *Five Priority Ministries We Guard* (Mayflower BookStack, System 01) — for the framing of why volunteer recruitment ultimately serves.

# Serving Team Huddle Guide — Template

**MAYFLOWER CHURCH**

**Serving Team Huddle Guide**

*Streamline System 06 — Sunday Morning Pre-Service Huddle: Use, Template, and Example*

Draft April 2026

## About the Huddle

### Purpose

The Sunday morning huddle exists for one small and important reason: every volunteer serving on a given morning gets the same picture of what is happening, the same chance to ask questions, and the same prayer over them before the service begins. Five to ten minutes of alignment turns ten or fifteen people in different rooms into one team.

### Who, When, Where

- **Attendees:** All volunteers serving in any role for that morning's service — First Impressions, Hospitality, Audio-Visual, Nursery, Worship Team, Scripture Reading, ushers, and any rotating roles.
- **When:** Every Sunday at 9:35 a.m., before the morning service.
- **Where:** Briggs Fellowship Hall.
- **Led by:** The First Impressions Team Leader.
- **Length:** Brief. Long enough to align, answer questions, and pray; short enough that no one is rushed into their role.

# The Flow

The First Impressions Team Leader runs the huddle in this order each week:

1. **Welcome and brief connection.** Greet the team. Thank them. Notice who is here.
2. **Review the service plan.** Walk through what is happening this morning, in what order. Name service-specific notes — a guest speaker, a baptism, a planned sermon emphasis the team should know about, a known logistical wrinkle.
3. **Questions answered.** Anything the team needs clarified before the service begins.
4. **Walk through this week's Huddle Guide and pray.** The Pastor sends a Huddle Guide for each sermon early in the week prior. The Guide has a stable form (below) — three things for the team to carry into the morning. The leader reads through the Guide with the team and prays accordingly: for the ministry of the teams serving and for the whole service.
5. **Send into the morning.** End on time. Get the team to their posts.

## About This Guide

The Serving Team Huddle Guide is created by the Pastor with each sermon and sent to the First Impressions Team Leader early in the week prior to the service. The structure is stable, week to week — three named points (Pray, Engage, Expect God to do great things) with an opening welcome and a closing send. The content under each point is fresh, drawn from that Sunday's sermon and what the Pastor is asking God to do in the room.

Because the form is stable, anyone — a guest preacher, a substitute pastor, or a future Senior Pastor — can fill it in without inventing a format. That is the point of writing it down.

## If the Pastor Is Unavailable

When a guest preacher or substitute is preaching, that preacher (or the Senior Pastor in advance, if known) drafts the Guide using the template below. If no Guide arrives by Saturday, the First Impressions Team Leader runs the huddle in the standard flow above and prays from the sermon passage directly. The huddle never stops because the Guide did not.

## The Template

What follows is the stable structure of the Serving Team Huddle Guide. The constants (opening line, three named points, closing line) stay as written. The bracketed instructions show what to fill in each week, anchored to that Sunday's sermon.

*Type the sermon title and passage where indicated, then write 3 to 5 sentences under each of the three named points. The closing line is constant. Send to the First Impressions Team Leader by mid-week.*

#### **Serving Team Huddle Guide**

*[Sermon Title — Passage Reference]*

Good morning, team. Thank you for being here to serve today. Before we head to our posts, here are three things to carry with you this morning.

**Pray.** *[Three to five sentences. Connect this morning's sermon to specific prayer points for the people walking through our doors today. Name what God might be doing in the room — the first-time visitor, the long-time attender still waiting on a word from God, the family in a hard season. Anchor the prayer in the sermon text.]*

**Engage.** *[Three to five sentences. Use a sermon image, character, or moment to call the team to active engagement — looking for the person standing alone, the family unsure where to go, the visitor scanning the room for a familiar face. Connect their faithful, behind-the-scenes serving to the way the gospel actually reaches people.]*

**Expect God to do great things.** *[Three to five sentences. Connect what God did in or through the sermon's text to what we believe God can do here, today. Be specific to Kingston, specific to this service. Expectation, not hype.]*

Let's pray together and then go serve with joy.

## Notes on Filling In the Template

- **Length per point.** Three to five sentences. Long enough to land; short enough that the team can hold it in their head while they serve.
- **Anchored in the text.** Each point should rise out of the sermon. Pray prays the sermon's hope. Engage uses the sermon's imagery. Expect names what the sermon makes possible. The Guide is the sermon's rehearsal in the volunteers' bodies before the congregation hears it preached.
- **Specific to today.** Real people, real doors, real Kingston. The Guide is not a meditation; it is a deployment.
- **Constants stay constant.** The opening line, the three named point words (Pray / Engage / Expect God to do great things), and the closing line do not change. The team comes to recognize the rhythm. That recognition is part of the formation.

## Worked Example

Below is the *Serving Team Huddle Guide* for "**Jesus Still Heals**" — **Acts 9:32-35**, reproduced as the Pastor sent it. It is included here so a future writer can see what a filled-in Guide looks like in

practice.

### **Serving Team Huddle Guide**

#### **Jesus Still Heals — Acts 9:32-35**

Good morning, team. Thank you for being here to serve today. Before we head to our posts, here are three things to carry with you this morning.

**Pray.** This morning's sermon is about a paralyzed man who had been stuck on a mat for eight years — and the risen Jesus who healed him through the ordinary visit of an ordinary servant. Someone walking through our doors today may have been on their own mat for a long time. Pray that God would use this service to speak his healing word over them. Pray for the person who almost did not come, the one who is here for the first time, and the one who has been coming for years but is still waiting to hear Christ say, "Rise." Ask God to move powerfully through his Word and through our welcome.

**Engage.** Peter did not wait for Aeneas to come to him. He went to Lydda. He walked into the room. Today, you are the feet of Christ on this campus. Look for the person standing alone, the family that seems unsure where to go, the visitor scanning the room for a familiar face. Walk over. Introduce yourself. Show them they are seen. A warm greeting and a genuine conversation can be the very means by which the risen Jesus makes a house call to someone who has been lying on a mat.

**Expect God to do great things.** When Aeneas rose, the whole region of Lydda and Sharon turned to the Lord. One healing in one small town became a gospel movement across a thirty-mile stretch of coastline. Do not underestimate what God can do through one faithful Sunday in Kingston. The same Jesus who healed Aeneas is present in this room today. Expect him to speak. Expect him to heal. Expect lives to change — and expect that your faithful, behind-the-scenes serving is part of how he does it.

Let's pray together and then go serve with joy.

# Notes for the Pastor or Guest Writer

- Send the Guide to the First Impressions Team Leader by mid-week of the week prior to the service.
- Plain-text or markdown is fine. The team will read it aloud, not print it.
- If the sermon shifts during the week, send an updated Guide. The huddle will use the latest version.
- Each point earns its place by being anchored in the sermon. If a point could have been written for any sermon, rewrite it for this one.

# Notes for the Huddle Leader

- Read the Guide before Sunday morning. Do not see it for the first time at 9:35.
- Read it to the team verbatim where helpful, paraphrase where natural. The words matter; the rhythm matters more.
- Pray the Guide. The three points are not a devotional — they are a deployment. Pray the team into the morning.
- Keep the huddle to its time. Send the team out at or before the hour.

## See Also

- *Mayflower Volunteer Chapter — Draft April 2026* (BookStack, System 06) — for the full picture of how the huddle fits inside Mayflower's volunteer rhythms.
- *Mayflower Meeting System — Draft April 2026* (BookStack, System 06) — for how the huddle relates to the broader meeting architecture.
- *Five Priority Ministries We Guard* (BookStack, System 01) — the huddle is a small but real expression of Priority 2 (the Lord's Day Gathering) and Priority 3 (Gospel-Driven Prayer).

# Volunteer Ministry Check-In Guide

## MAYFLOWER CHURCH

### Volunteer Ministry Check-In

*A guide for ministry team leaders*

## Purpose

At Mayflower, volunteers are not a workforce. They are members of the body using their gifts for the building up of the church. That means the way we “evaluate” them is different in kind from how we evaluate staff or officers. It is not a review at all — it is a check-in between a team leader and a team member, once a year, over coffee, about how God is meeting them in the place they serve.

This is the single most important paragraph in this guide: if your volunteer walks away from this conversation feeling scored, you have done it wrong.

## Posture

- Appreciation first. Before anything else, tell them specifically what you have seen and what you are thankful for. Specifics matter.
- Curiosity, not audit. You are trying to understand their life and how this ministry fits inside it — not inspect their service.
- Clear off-ramps. A good check-in makes it easy for someone to say, “I need to step back this season” without guilt. Healthy ministries have people rotating in and out. That is not failure; that is how the body works.
- No paperwork. This guide is for you, the team leader. You do not fill it out with the volunteer and hand it to an administrator. The only thing you track is your roster — who is in, out, resting, or moving — and anything that needs to be escalated to an elder for pastoral care.

# When and how to do it

- Once a year per team member. Pair it with a natural rhythm — after a ministry season ends, after the summer break, before Back to Church Sunday.
- Face to face where possible. Coffee, a meal, a short walk, the lobby after church. Not text, not email, not a form.
- Twenty to forty minutes. Long enough to go beyond pleasantries, short enough to not feel like an appointment.
- In person with their spouse, when it helps. For roles that impact family rhythm (worship team, A/V, hospitality on Sundays), asking their spouse's read on the season is wise.

## The Conversation

*A simple four-question frame. Use it as a guide, not a script. Follow what God is actually doing in this person.*

### 1. Are you still enjoying this?

Not “you're still doing a good job, right?” Literally — is there joy when you show up, or has this become a grind? If it has become a grind, is that because the work is costly (and good) or because the fit is off (and we should talk about that)?

### 2. Is this sustainable in your season?

Ask about their life outside the church. New baby, caregiving for a parent, a hard season at work, a difficult stretch at home, a health thing they haven't told anyone. What would need to be true for this ministry to remain life-giving for them this year?

## 3. Is God doing anything in you through this?

A church volunteer role is not just a service arrangement. It is a place of discipleship. Ask honestly — how is serving on this team shaping your walk with Jesus? Where is He meeting you? Where is He stretching you?

## 4. What do you want the next year to look like?

Is the answer “more of the same”? Great. Is it “I want to grow into more responsibility”? Let's talk about that. Is it “I need a break”? Let's plan that. Is it “I want to rotate to another ministry”? Let's make that easy. All four answers are equally valid.

## Three things to listen for

- Quiet fatigue. People will not always say they are tired. Look for shorter answers than usual, distance from the team, or the tell-tale “I'm fine” when the person's eyes say otherwise.
- Growth hunger. Some people on your team are ready for more. If the check-in reveals that, name it. Don't starve a volunteer's maturing by keeping them in the box where you found them.
- Pastoral issues beyond your pay grade. If the conversation surfaces something that needs elder-level shepherding — a marriage crisis, depression, doctrinal confusion, a relational fracture in the church — gently let the person know you would like to connect them with a pastor or counselor. Do not try to carry it as a team leader.

## After the Conversation

1. Update your roster. Who is continuing, rotating, resting, stepping up, stepping down?
2. Follow through on anything you committed to. If you said, “I'll get you training on X,” do that within two weeks or tell them why not.
3. Pray for them by name this week. Specifically, for what they told you.

4. Escalate with care. If the conversation surfaced a pastoral need, reach out to the Senior Pastor or an appropriate elder with the person's awareness.
5. Do it again next year. The value of this rhythm is in the repetition, not in any single conversation.

# Card for Team Leaders

*You can print the page below as a single-card reminder and tuck it in a notebook or bulletin.*

## **MINISTRY CHECK-IN**

*Once a year. Over coffee. Appreciation first.*

- 1.** Are you still enjoying this?
- 2.** Is this sustainable in your season?
- 3.** Is God doing anything in you through this?
- 4.** What do you want the next year to look like?

*Listen for quiet fatigue. Listen for growth hunger.*

*Escalate what is beyond your pay grade. Pray by name.*