

Job Description

Title	Community Services Representative
Purpose	Represent the home church in the administration of the Community Services Program.
Term	One or two years, depending on local church officer election cycle.
Accountability	To Personal Ministries Council and Pastor
Responsibilities	<ol style="list-style-type: none">1. Report to the appointing church on a quarterly basis.2. Assist in processing donated items.3. Purchases food and clothing, when asked.4. Interviews clients and determines eligibility for assistance in cooperation with local agencies.5. Transports food to needy when necessary.6. Calls on clients to express interest in their material and spiritual welfare.7. Organizes, trains workers, coordinates work and services of group according to established guidelines.8. Attend Community Services Federation meetings.9. Member of the Personal Ministries Council.
Authority	Provide food or services as needed.
Qualifications	<ol style="list-style-type: none">1. A committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns a faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Sympathetic to other's needs.6. Ability to organize.

Job Description

Title	Investment Leader
Purpose	Plans, organizes, an implements the Investment program in each division.
Term	One year or as determined by the S.S. Council.
Accountability	To the S.S. Council.
Responsibilities	<ol style="list-style-type: none">1. Explains what Investment is.2. Encourages members to look for creative investment projects.3. Records and shares past projects.4. Keeps current goals and projects before the S.S.
Qualifications	<ol style="list-style-type: none">1. Committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns a faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Is committed to the world mission program and has organizational skills and is willing to promote and lead in education and inspiration.
Support and Resources	<ol style="list-style-type: none">1. The Michigan Conference Adult Sabbath School Department.

Job Description

Title	Public Address System Director
Purpose	Provide reliable and effective service to P.A. equipment and direct assistants.
Term	One or two years, depending on local church officer election cycle.
Authority	Schedule services of assistants and equipment maintenance.
Accountability	To the Head Elder and church board.
Responsibilities	<ol style="list-style-type: none">1. Assure the effective coverage of P.A. service to church activity.2. Maintain P.A. system or provide repairs if necessary (coordinate with church board).3. Train, direct and plan the schedule of P.A. service by assistants.4. Coordinate future needs of system or replacement with church board.5. Assure the effective implementation of special music needs for the church programs.
Qualifications	<ol style="list-style-type: none">1. A committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Understanding of equipment and its theory to provide repairs or purchased service.

Job Description

Title	Public Address System Assistant
Purpose	Provide reliable and effective service to P.A. equipment.
Term	One or two years, depending on local church officer election cycle.
Authority	Not applicable.
Accountability	To the Public Address System Director.
Responsibilities	<ol style="list-style-type: none">1. Assure the effective coverage of P.A. service to church activity.2. When unable to attend or meet your assignment, contact P.A. leader to replace you.3. Be willing to help whenever needed by the P.A. leader.
Qualifications	<ol style="list-style-type: none">1. A committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Understanding of equipment and able to run it properly.