



# Elder – Deacon – Administrative Director

## Ministry Description

### Administrative Director

**The Administrative Director is responsible to the Council of Elders and administrates the following:**

- Supervise the financial aspect of the church including directing the treasurer and financial secretary in money management and budget preparation
- Maintain and organize the official church records and files
- Develop, implement and maintain policies and operating procedures
- Assist with developing, implementing and maintaining ministries
- Facilitate the maintenance and development of building & grounds
- Coordinate ministries to work together in a way that advances the mission of Chippewa Valley Bible Church
- Direct and coordinate annual evaluations of the paid staff
- Supervise and direct the paid staff and ministry volunteers in accomplishing their assigned tasks
- Resolve interpersonal issues that may arise between staff member and/or between ministry volunteers
- Seek and encourage servanthood

### Deacons

**The Deacons are appointed by the Elders and work together with the Administrative Director and Elders in the following areas:**

- Personal need and ministry
- Worship services (physical needs)
- Building/Grounds
- Money management (counting)

**As individuals the deacons should:**

- Perform individual responsibilities according to talents and gifts
- Seek and encourage servanthood

### Elders

**The Elders are overseers of the church body.**

**As individuals the elders should:**

- Teach and/or preach
- Perform individual responsibilities according to talents and gifts
- Seek and encourage servanthood

**In plurality the Council of Elders:**

- Approve budget and money-handling procedures
- Approve policies and operating procedures
- Approve ministries and curriculum
- Hire and terminate paid staff
- Appoint and remove volunteers in leadership positions
- Approve new positions
- Set annual calendar