

Faith To Face Ministries

Team Purpose Statements and Major Responsibilities
(Also includes non-team roles such as Ministers and Office Manager)



Revision History

Revision	Date	Author	Summary of Changes
1.0	5/12/2015	MDV	Revised and approved working version submitted by Function Pillar team
2.0	1/15/2017	RMR	Revised for 2017 Ministry Teams <ul style="list-style-type: none">• Added Pillar Teams• Removed Visitation & Outreach, and added visitation role to Family Pillar Team• Removed Buildings and Grounds from HHBG (now HH) and added Facilities Manager role.• Added cover page and revision history
2.1	1/17/17	MDV	Corrected, added Altar Workers

Altar Workers

The Altar Workers are primarily credentialed ministers and church mothers whose purpose, as a group, is to provide support for all altar work ministry that goes on at Faith To Face.

Altar Workers are responsible to:

- Serve as a point of contact to partners and visitors who respond to the invitation to receive prayer at the end of a sermon or worship service
- Be prayerful and alert throughout all services and gatherings so as to be ready to be deployed at a moment's notice
- Be as inconspicuous as possible when delivering their services to the congregations

Audio/Visual (A/V)

The purpose of the A/V team is to advance the Word of God through audio and video recording, duplication and distribution according to Romans 10:17.

A/V is responsible for:

- Providing clear, quality, and space appropriate sound for all speakers, musicians, and other media
- Providing clear audio and photo/video recording and replication of all Faith To Face Ministries services and events as appropriate
- Providing multi-media solutions for support of ministry activities (preached word, bible verses, song lyrics/videos, etc.)
- Managing ministry audio/video/photo archives
- Distributing (sales) of audio and video copies

Events

The purpose of the Events team is to provide leadership and support for the planning and execution of ministry-wide and other key ministry events.

Events is responsible for:

- Planning, supporting, and coordinating activities to accomplish internal and external events as needed/requested

Office Manager

Role profile (not all inclusive):

- Administrative Assistant to Sr. Pastor (schedule, memo/dictation, etc.)
- General office support for ministry and leadership staff
- Maintain filings of all official ministry documents
- Management of office supplies

- Serve as primary contact for the ministry (answer phones, take messages, contact external groups on behalf of the ministry, etc.)
- Maintain contact list(s) and facilitate mailings/emails/calls as needed

Ministers

Role profile (not all inclusive):

- Assist Sr. Pastor as requested during ministry (facilitate services, altar work, etc.)
- Preach and/or teach as requested
- Consistently practice S.E.R.V.A.N.T. leader characteristics

Facility Manager

Role profile (not all inclusive)

- Overseeing the maintenance of all areas of the ministry campus facility

Family Pillar Team

The purpose of the Family Pillar Team is to design and implement activities that advance the objectives the Ministry' s Family pillar: which is to promote the natural and spiritual well-being of all Faith To Face families (including those involving singles, married couples, single parents, married parents, divorcees, and widow(er)s.

The Family Pillar team is responsible for:

- Planning and hosting family-focused activities.
- Visiting the sick, bereaved, and incarcerated, in accordance with the Word of God (Matthew 25:37-40)

Finance and Benevolence

The purpose of the Finance team is to manage the accounts of the ministry, maintain timely and accurate financial records, and provide financial direction and oversight to ministry teams.

Finance is responsible for:

- Processing all tithes and offerings
- Completing regular financial updates
- Maintaining an accurate financial record for the ministry
- Preparing regular statements of giving for ministry partners
- Processing payments
- Providing financial counseling and benevolence

Foundation Pillar Team

The purpose of the Foundation Pillar Team is to design and implement activities that advance the objectives the of Ministry' s Foundation pillar: which is to internally and externally promote and enhance the embracing of the Word of God, effective prayer discipline, and wholesome fellowship while encouraging individual' s faith to face life victoriously every day.

The Foundation Pillar Team is responsible for:

- Designing and launching activities in support of one or more of the Ministry's foundational elements (Prayer, The word, Fellowship, and Faith)

Function Pillar Team

The purpose of the Foundation Pillar Team is to design and implement activities that advance the objectives the of Ministry's Function pillar: which is to promote excellence in ministry in every area via training and establishment of best practices.

The Function Pillar Team is responsible for:

- Proposing and implementing initiatives to establish SOPs to enhance Ministry operations.
- Providing training for leaders in support of SOPs and other best practices.

Hospitality and Helps

The purpose of H&H is to support the needs of the ministry and its partners through acts of service.

HHBG is responsible for:

- Serving as ushers, greeters, and volunteer assistants (parking, etc.) during ministry and external events (as needed)
- Setting up sanctuary, social hall, classrooms, etc. for ministry-wide and other events (as requested)
- Open and secure ministry before and after ministry-wide events
- Providing seasonal and general decoration of the campus facility

Intercession

The purpose of the Intercession team is to sow prayers according to God's Word on behalf of others, including the ministry, community, nation, world, and the Body of Christ.

Intercession is responsible for:

- Leading prayer during the corporate prayer hours and when called upon
- Praying for the needs and concerns of the ministry, community, nation, and world
- Assisting the Sr. Pastor or other ministerial staff with altar work when called upon

Media

The purpose of the Media team is to serve as the communications arm of the ministry, using all media types to publicize and inform others of the ministry's efforts.

Media is responsible for:

- Managing the Ministry's online presence (Web site, social media)
- Producing and disseminating publicity for all Faith To Face events

- Producing video and other multi-media productions to support ministry activities (working with A/V Team)
- Producing a regular ministry newsletter

M.O.V.E.R.S

The M.O.V.E.R.S. (Men of Valor and Excellence Ready to Serve) serve as an outlet for the men of Faith To Face Ministries to develop relationships with fellow brothers in the Body of Christ (through studies, outings, outreaches to boys, conferences, etc.); thereby, enhancing the establishment and practice of God-glorifying faith.

The M.O.V.E.R.S. are responsible for:

- Regularly fellowshiping with one another
- Mentoring young boys through outings and other activities
- Hosting the annual Regional Men's Prayer Breakfast

S.H.A.K.E.R.S

The S.H.A.K.E.R.S. (Saved, Happy, and Kingdom Earnest Sisters) provide support to the female partners of Faith To Face Ministries and the community, creating an atmosphere where females can grow physically, emotionally and spiritually while enjoying fellowship with each other.

The S.H.A.K.E.R.S. are responsible for:

- Fellowshiping with one another regularly
- Mentoring young girls through outings and other activities

Sign Language Choir Ministry

The purpose of Sign Language is to minister Christian-based music to hearing impaired (and hearing) individuals utilizing sign language and provide translation to hearing impaired attendees to all ministry functions.

The Sign Language Choir is responsible for:

- Rehearsing/practicing regularly to perfect signs
- Ministering regularly internally and externally (upon request)
- Providing opportunities to bridge the gap between the deaf and hearing Christian communities

Transportation

The purpose of Transportation is to provide transportation support to partners and non-partners in need of assistance getting to services and ministry events.

Transportation is responsible for:

- Arranging and facilitating pick-ups and drop-offs to and from ministry events

Vocal and Instrumental Music Ministries (VIMM)

The purpose of VIMM is to minister through vocal and instrumental music, ushering people into the presence of God while utilizing and developing the talents of the team's members.

VIMM is responsible for:

- Leading praise and worship during services and other ministry events
- Supporting the various vocal teams (piano, drums, wind instruments, etc.)
- Ministering both in service and during external events
- Providing musical accompaniment as needed

Youth & Young Adult (Y&YA)

The purpose of Y&YA is to provide opportunities for spiritual, mental, academic, and relational development for youth and young adults.

Y&YA is responsible for:

- Providing age-appropriate worship experiences
- Providing opportunities for academic, spiritual, and life skill development
- Sponsoring activities designed to encourage godly fellowship