

FALL 2022



LAKEVIEW

WESLEYAN CHURCH

Dream
TEAM

CATALOGUE



TABLE OF CONTENTS

1 WELCOME TO THE DREAM TEAM!

3 WORSHIP

- ProPresenter Technician*
- Sound Technician*
- Lighting Technician*
- Live Stream Lead*
- Live Stream Video Technician*
- Live Stream Audio Technician*
- Live Stream Camera Technician*
- Worship Band Member
- Worship Choir Member

6 CHILDREN'S MINISTRY**

- Church Hour Teacher
- Church Hour Helper
- Nursery Leader
- Nursery Worker
- Check-In Station Attendant
- Wednesdays @ Lakeview for Kids Teacher
- Wednesdays @ Lakeview for Kids Helper
- Wednesdays @ Lakeview for Kids Snack Attendant

9 YOUTH MINISTRY**

- Youth Leader
- Youth Small Group Leader

10 ADULT MINISTRY

- Small Group Leader
- Women's Ministry Coordinator*
- Women's Ministry Team Member
- Head of Senior Adult Ministry*

12 FIRST IMPRESSIONS

- Head Ninja*
- Ninja
- Head Welcome Center Attendant*
- Welcome Center Attendant
- Head Interior Greeter
- Interior Greeter

FIRST IMPRESSIONS (CONT.)

Head Parking Lot Greeter*
Parking Lot Greeter
Head Candid/Attendance Photographer
Candid/Attendance Photographer
Head Usher*
Usher*
Head Coffee Crafter
Coffee Crafter
Head of Security*
Security Team Member*

18 CARE & MEALS

Funeral Dinner Coordinator*
Funeral Dinner Helper
Wednesdays @ Lakeview Meal Server
Shepherd
Prayer Team Leader*
Sunday Intercessor
Wellsprings of Freedom Team Member

20 OUTREACH

Common Thread Facilitator*
Common Thread Secretary
Common Thread Treasurer
Common Thread Team Member
Feed the Street Leader**
Feed the Street Helper**

22 NUMBERS & ADMINISTRATION

Head Offering Counter*
Offering Counter*
Head Attendance Counter*
Attendance Counter
Dream Team Onboarding Manager

24 OTHER

Bus Driver**
Facilities & Grounds Crew Member



WELCOME TO THE DREAM TEAM!

A NOTE FROM OUR PASTOR

We are standing at the beginning of a new day at Lakeview Church. God has given us a clear vision to MAKE DISCIPLES, TRANSFORM THE COMMUNITY, and MULTIPLY THE CHURCH. As a Dream Teamer, you will be part of a movement of people who are using their God-given gifts and abilities to make this vision a reality. Every act of service, whether up front and visible or behind the scenes and hidden, contributes to fulfilling God's vision for our church. Thank you for using your gifts to serve others and share God's grace with the world around us (1 Peter 4:10).

Beyond the impact your serving makes in our church and community, we believe that serving is one of the key aspects of discipleship. Jesus humbled himself, took on human flesh, and became a servant. He made a point of serving His disciples by washing their feet and he specifically invited them to follow his example by serving others. Your commitment to serve in ministry as part of the Dream Team is an important step in your journey of following Jesus and becoming more like him.

My prayer for you is that you will find excitement and joy in serving and that along the way you will become more like Jesus. Welcome to the Dream Team!

Radically Hopeful,

A handwritten signature in black ink, appearing to read "Chris Williams".

Chris Williams
Lead Pastor

WHAT'S EXPECTED OF ME AS A DREAM TEAMER?

We expect all our Dream Teamers to represent LWC well by demonstrating the following:

- 1 CONSISTENCY**
Placing value and importance in your role by showing up for scheduled commitments on time.
- 2 COMMUNICATION**
With ministry leaders, other Dream Teamers and staff.
- 3 FULL ENGAGEMENT WITH LWC**
Through regularly attending the Sunday Morning Worship Service/participating in Discipleship.
- 4 EXCELLENCE**
Serving in your role with excellence by giving your best effort.
- 5 UNITY**
Working to maintain a team attitude.
- 6 CHARACTER**
Displaying Christ-like character in your representation of LWC and their values.

THE DREAM TEAM JOURNEY

You're already on your way to becoming part of the Dream Team! Here's what to expect.

ORIENTATION CLASS

1

Here, you'll get an overview of the whole Dream Team experience! This is a "no commitment" level. We just want to help you discover what opportunities are available to you!

2

Every Dream Teamer will complete an online interest form and commitment form. Completing the interest form gives you early access to info on upcoming events and helps us help you find your perfect fit for serving!

THE FORM

TRAINING

3

You'll receive training for the specific role you are interested in. This could include observing from the sidelines, hands-on practice, and lots of room for questions and feedback!

START SERVING!

You're ready to start serving! Your ministry leader will continue to check in on you, but you are officially a part of the Dream Team!



SIGN ME UP!

Ready to get started? Just scan the QR code or go to the link below to start the interest form! A ministry leader will be in contact with you soon to begin your Dream Team journey!



lakeviewwesleyan.org/dreamteam



WORSHIP

PROPRESENTER TECHNICIAN*

Reports to: Assistant Pastor (Worship)

Weekly Time Commitment (Hours): 4

Primary Day(s) of Service: Sunday, Thursday

Qualities:

- Basic Computer Knowledge
- Punctual

Expectations:

- Utilize Planning Center Online for scheduling and resources pertaining to role
- Arrive 30 minutes before Wednesday and Sunday rehearsal to prepare slideshow
- Run slideshow for midweek and Sunday rehearsals and Sunday Service when scheduled

SOUND TECHNICIAN*

Reports to: Assistant Pastor (Worship)

Weekly Time Commitment (Hours): 7

Primary Day(s) of Service: Sunday, Thursday

Qualities:

- Audio Engineering Knowledge
- Technological Knowledge
- Punctual

Expectations:

- Utilize Planning Center Online for scheduling and resources pertaining to role
- Arrive 30 minutes before Midweek and Sunday rehearsal to prepare stage/soundboard
- Run soundboard for midweek rehearsal, Sunday morning rehearsal, and Sunday worship

LIGHTING TECHNICIAN*

Reports to: Assistant Pastor (Worship)

Weekly Time Commitment (Hours): 1-2

Primary Day(s) of Service: Sunday

Qualities:

- Basic technology knowledge
- Punctual
- Ability to learn

Expectations:

- Utilize Planning Center Online for scheduling and resources pertaining to role
- Arrive for preservice rundown and prayer meeting (40 minutes before service)
- Run lighting board for Sunday morning or other special services

LIVESTREAM LEAD*

Reports to: Assistant Pastor (Worship)

Weekly Time Commitment (Hours): 3

Primary Day(s) of Service: Sunday

Qualities:

- Advanced Computer Knowledge
- Communicative
- Administrative
- Punctual

Expectations:

- Utilize Planning Center Online for scheduling and resources pertaining to role
- Perform duties of Livestream Video, Audio, and Camera Technicians as needed
- Train and schedule Livestream Video, Audio, and Camera Technicians

LIVESTREAM VIDEO TECHNICIAN*

Reports to: Livestream Lead

Weekly Time Commitment (Hours): 3

Primary Day(s) of Service: Sunday

Qualities:

- Basic Computer Knowledge
- Communicative
- Punctual

Expectations:

- Utilize Planning Center Online for scheduling and resources pertaining to role
- Arrive 1 hour before service starts to ensure proper setup of livestream equipment
- Facilitate video switching, directing camera operators, ensure that livestream is working
- Manage issues as they arise

LIVESTREAM AUDIO TECHNICIAN*

Reports to: Livestream Lead

Weekly Time Commitment (Hours): 3

Primary Day(s) of Service: Sunday

Qualities:

- Audio Engineering Knowledge
- Basic Computer Knowledge
- Punctual

Expectations:

- Utilize Planning Center Online for scheduling and resources pertaining to role
- Arrive during Sunday morning praise team rehearsal to ensure proper audio mix for the livestream
- Communicate with sound technician to set appropriate levels and create an appropriate sound for the livestream
- Manage any sound issues that may arise on Sunday morning

WORSHIP

LIVESTREAM CAMERA TECHNICIAN*

Reports to: Livestream Lead

Weekly Time Commitment (Hours): 3

Primary Day(s) of Service: Sunday

Qualities:

- Communicative
- Basic Technological Knowledge

Expectations:

- Utilize Planning Center Online for scheduling and resources pertaining to role
- Set up cameras 1 hour before service and tear down cameras after service
- Operate cameras during service
- Communicate with livestream technician for scene changes/adjustments to camera

WORSHIP BAND MEMBER

Reports to: Assistant Pastor (Worship)

Weekly Time Commitment (Hours): 4

Primary Day(s) of Service: Sunday, Thursday

Qualities:

- Spiritual Maturity
- Team Player
- Musical Ability (Vocal or Instrumental)
- Punctual

Expectations:

- Utilize Planning Center Online for scheduling and resources pertaining to role
- Attend midweek and Sunday morning rehearsals in preparation for the main worship service
- Practice outside of rehearsal to ensure familiarity with all music being used for worship
- Maintain a passion for worship
- Aim for continual growth in musical talent

WORSHIP CHOIR MEMBER

Reports to: Worship Choir Director

Monthly Time Commitment (Hours): 4

Primary Day(s) of Service: Sunday, Thursday

Qualities:

- Desire to assist in leading the congregation through worship
- Desire to increase musical ability through rehearsal and community with other singers
- Commitment and follow through to rehearsals

Expectations:

- Utilize Planning Center Online for scheduling and resources
- Attend midweek and Sunday morning rehearsals in preparation for the main worship service
- Practice outside of rehearsal to ensure familiarity with all music
- Maintain a passion for worship
- Aim for continual growth in musical ability



CHURCH HOUR TEACHER**

Reports to: Children's Director

Weekly Time Commitment (Hours): 2

Primary Day(s) of Service: Sunday

Qualities:

- Spiritually Mature
- Teacher
- Disciplinary

Expectations:

- Prepare lesson and materials for each week (with curriculum that is pre-planned)
- Teach assigned lesson during worship service
- Tidy up/clean up after worship service
- Check in and check out children

CHURCH HOUR HELPER**

Reports to: Children's Director

Weekly Time Commitment (Hours): 1

Primary Day(s) of Service: Sunday

Qualities:

- Disciplinary
- Administrative

Expectations:

- Help the Church Hour Teacher to manage the children
- Tidy/clean up after Worship Service
- Check in and check out children

NURSERY LEADER**

Reports to: Children's Director

Weekly Time Commitment (Hours): 3

Primary Day(s) of Service: Sunday, Wednesday

Qualities:

- Spiritually Mature
- Administrative
- Confident with Infants/Toddlers

Expectations:

- Schedule and lead Nursery Workers
- Perform Nursery Worker duties as needed

CHILDREN'S MINISTRY

NURSERY WORKER**

Reports to: Nursery Leader

Weekly Time Commitment (Hours): 2

Primary Day(s) of Service: Sunday, Wednesday

Qualities:

- Confident with Infants/Toddlers

Expectations:

- Change diapers of all children as needed or at least once during programming
- Tidy/clean up after worship service
- Teach short lesson if in Toddler Nursery
- Check in and check out children

CHECK-IN STATION ATTENDANT**

Reports to: Children's Director

Weekly Time Commitment (Hours): 2

Primary Day(s) of Service: Sunday, Wednesday

Qualities:

- Hospitable
- Basic Computer Knowledge

Expectations:

- Welcome and guide new families in the introduction to Lakeview and its Children's Ministry
- Check in regular families through our church management software

WEDNESDAYS @ LAKEVIEW FOR KIDS TEACHER**

Reports to: Children's Director

Weekly Time Commitment (Hours): 3

Primary Day(s) of Service: Wednesday

Qualities:

- Spiritually Mature
- Teacher
- Disciplinary
- Administrative

Expectations:

- Prepare and teach assigned lesson for each week
- Lead the children through the assigned schedule
- Lead Wednesdays @ Lakeview for Kids Helpers
- Tidy/clean up after Wednesdays @ Lakeview for Kids
- Check in and check out children

CHILDREN'S MINISTRY

WEDNESDAYS @ LAKEVIEW FOR KIDS SMALL GROUP LEADER/ HELPER**

Reports to: Children's Director and Wednesdays @ Lakeview Teacher

Weekly Time Commitment (Hours): 2

Primary Day(s) of Service: Wednesday

Qualities:

- Spiritually Mature
- Disciplinary
- Administrative

Expectations:

- Assist the Wednesdays @ Lakeview for Kids Teacher
- Lead assigned small group activities
- Tidy/clean up after Wednesdays @ Lakeview for Kids
- Check in and check out children

WEDNESDAYS @ LAKEVIEW SNACK ATTENDANT**

Reports to: Children's Director

Weekly Time Commitment (Hours): 2

Primary Day(s) of Service: Wednesday

Qualities:

- Hospitable
- Food Prepper

Expectations:

- Help prepare, pass out, and clean up snacks as the two groups rotate to snack time
- Manage children



YOUTH MINISTRY

YOUTH LEADER**

Reports to: Youth Directors

Weekly Time Commitment (Hours): 2+

Primary Day(s) of Service: Wednesday

Qualities:

- Spiritually Mature
- Loving
- Conversational

Expectations:

- Speak to, smile at, and high-five/hug students
- Learn and use students' names
- Identify first-time guests and introduce them to other students, particularly student leaders and/or students at their school
- Laugh, have fun, and enjoy the pre-service atmosphere and free time by mingling with students (more than with other leaders)
- Sit with students during worship/lesson and help them stay focused
- Lead or assist in leading small group discussion after lessons (questions provided)
- Assist in other ways as willing/gifted (i.e. leading worship, coordinating games, etc.)

YOUTH SMALL GROUP LEADER**

Reports to: Youth Directors

Weekly Time Commitment (Hours): 1+

Primary Day(s) of Service: Wednesday

Qualities:

- Spiritually Mature
- Loving
- Discussion Leader
- Listener

Expectations:

- Host and lead small group at determined location/time
- Ensure that Scripture, prayer, next steps, and fellowship are part of every group meeting
- Take attendance of small group on necessary channels
- Maintain relationships with students by calling students, sending letters/postcards/emails, attending games/events they are involved in etc.
- Communicate meeting location, schedule, changes, etc. with group members



ADULT MINISTRY

SMALL GROUP LEADER

Reports to: Assistant Pastor (Discipleship)

Weekly Time Commitment (Hours): 3

Qualities:

- Spiritually Mature
- Shepherd's Heart
- Discussion Leader
- Hospitable

Expectations:

- Host and lead small group at desired location/time
- Ensure that Scripture, prayer, next steps, and fellowship are part of every group meeting
- Take attendance of small group on necessary channels
- Train at least one person within the group to become a small group leader (giving opportunities to learn and lead)

WOMEN'S MINISTRY COORDINATOR*

Reports to: Assistant Pastor

Weekly Time Commitment (Hours): 0-35+

Qualities:

- Spiritually Mature
- Leader
- Communicative
- Organized

Expectations:

- Prepare agenda and leads women's ministry team meetings
- Schedule, plan, and implement events/programs for women with Women's Ministry Team Members
- Invite and coordinate needed helpers for events
- Pray regularly for her position, the women's ministry team, and the women of the church regarding God's vision for the ministry

ADULT MINISTRIES

WOMEN'S MINISTRY TEAM MEMBER

Reports to: Women's Ministry Coordinators

Weekly Time commitment: 0-20+

Qualities:

- Spiritually Mature
- Leader
- Communicative
- Organized

Expectations:

- Attend and participate in team meetings
- Communicate with team members as needed
- Schedule, plan, and implement events/programs for women with members of the ministry team
- Participate in the events and programs planned by the team.
- Complete assignments for event/program according to the plan
- Pray regularly about God's will for the women's ministry, her involvement, the women's ministry team, and the women of the church

HEAD OF SENIOR ADULT MINISTRY*

Reports to: Assistant Pastor (Discipleship)

Weekly Time Commitment (Hours): 2

Qualities:

- Spiritually Mature
- Administrative
- Shepherd's Heart

Expectations:

- Lead and organize Senior Adult Ministry events
- Assist in production of monthly "SAMgram"



FIRST IMPRESSIONS

HEAD NINJA*

Reports to: Assistant Pastor (Discipleship)

Weekly Time Commitment (Hours): 2

Primary Day(s) of Service: Sunday

Qualities:

- Spiritually Mature
- Friendly
- Administrative
- Communicative

Expectations:

- Communicate with Ninjas regarding relocations to facilitate conversations with guests
- Gather and relay pertinent information about guests to Ministry Leadership Team
- Perform Ninja duties as needed

NINJA

Reports to: Head Ninja

Weekly Time Commitment (Hours): 1

Primary Day(s) of Service: Sunday

Qualities:

- Friendly

Expectations:

- Familiarize self with assigned section in sanctuary
- Communicate information about guests to Head Ninja
- Recognize and speak with new guests, seeking to connect them with others and make them feel valued

HEAD OF WELCOME CENTER*

Reports to: Assistant Pastor (Discipleship)

Weekly Time Commitment (Hours): 3

Primary Day(s) of Service: Sunday

Qualities:

- Spiritually Mature
- Administrative
- Communicative
- Friendly

Expectations:

- Train and schedule Welcome Center Attendants
- Perform Welcome Center Attendant duties as needed
- Ensure that Welcome Center is optimally organized and functional

FIRST IMPRESSIONS

WELCOME CENTER ATTENDANT

Reports to: Head of Welcome Center

Weekly Time Commitment (Hours): 2

Primary Day(s) of Service: Sunday

Qualities:

- Spiritually Mature
- Administrative
- Communicative
- Friendly

Expectations:

- Attend First Impressions meeting
- Gain and maintain knowledge of church events/programs
- Distribute/collect communication cards, gifts, and pertinent information to new guests
- Oversee sign-up sheets, ministry materials, etc.

HEAD INTERIOR GREETER

Reports to: Assistant Pastor (Discipleship)

Weekly Time Commitment (Hours): 2

Primary Day(s) of Service: Sunday

Qualities:

- Friendly
- Administrative

Expectations:

- Schedule Interior Greeters
- Perform greeter duties as needed

INTERIOR GREETER

Reports to: Head Interior Greeter

Weekly Time Commitment (Hours): 2

Primary Day(s) of Service: Sunday

Qualities:

- Friendly

Expectations:

- Greet guests with a smile at appointed station
- Attend First Impressions meeting

FIRST IMPRESSIONS

HEAD PARKING LOT GREETER*

Reports to: Assistant Pastor (Discipleship)

Weekly Time Commitment (Hours): 2

Primary Day(s) of Service: Sunday

Qualities:

- Spiritually Mature
- Administrative
- Communicative
- Friendly

Expectations:

- Lead First Impressions meeting as needed
- Train and schedule Parking Lot Greeters
- Perform Parking Lot Greeter duties as needed

PARKING LOT GREETER

Reports to: Head Parking Lot Greeter

Weekly Time Commitment (Hours): 2

Primary Day(s) of Service: Sunday

Qualities:

- Friendly

Expectations:

- Attend First Impressions meeting
- Greet and assist guests entering our parking lot with a smile

HEAD CANDID/ATTENDANCE PHOTOGRAPHER

Reports to: Assistant Pastor (Discipleship)

Weekly Time Commitment (Hours): 1

Primary Day(s) of Service: Sunday

Qualities:

- Photographically Confident
- Administrative

Expectations:

- Schedule Candid/Attendance Photographers
- Perform Candid/Attendance Photographer duties as needed

FIRST IMPRESSIONS

CANDID/ATTENDANCE PHOTOGRAPHER

Reports to: Head Candid/Attendance Photographer

Weekly Time Commitment (Hours): 1

Primary Day(s) of Service: Sunday

Qualities:

- Photographically Confident

Expectations:

- Capture moments that can be resourced for church advertising purposes
- Take pictures of congregation during assigned time in the worship service for attendance records

HEAD USHER*

Reports to: Assistant Pastor (Discipleship)

Weekly Time Commitment (Hours): 3

Primary Day(s) of Service: Sunday

Qualities:

- Spiritually Mature
- Administrative
- Communicative
- Hospitable

Expectations:

- Lead First Impressions meetings as needed
- Communicate with church staff regarding worship service needs
- Train and Schedule ushers for service
- Lead ushers in execution of worship-related tasks including but not limited to: offering collection, Communion distribution, etc.
- Perform Usher duties as needed

USHER*

Reports to: Head Usher

Time commitment (per week): 2

Primary Day(s) of Service: Sunday

Qualities:

- Communicative
- Hospitable

Expectations:

- Attend First Impressions meeting
- Assist execution of worship-related tasks including but not limited to: offering collection, Communion distribution, etc.
- Help guests locate seats within the sanctuary and other pertinent locations

FIRST IMPRESSIONS

HEAD COFFEE CRAFTER

Reports to: Assistant Pastor (Discipleship)

Weekly Time Commitment (Hours): 2

Primary Day(s) of Service: Sunday

Qualities:

- Hospitable
- Food Prepper
- Administrative

Expectations:

- Manage and schedule Coffee Crafters
- Maintain organization and reserves of coffee supplies
- Assume Coffee Crafter duties as needed

COFFEE CRAFTER

Reports to: Head Coffee Crafter

Weekly Time Commitment (Hours): 2

Primary Day(s) of Service: Sunday

Qualities:

- Hospitable
- Food Prepper

Expectations:

- Brew coffee and hot water before service
- Refill coffee supplies at coffee station
- Clean up after Sunday service is over

HEAD OF SECURITY*

Reports to: Assistant Pastor (Discipleship)

Weekly Time Commitment (Hours): 3

Primary Day(s) of Service: Sunday

Qualities:

- Administrative
- Assertive
- Communicative

Expectations:

- Train and Schedule Security Team Members
- Develop and communicate security plan
- Perform Security Team Member duties as needed

FIRST IMPRESSIONS

SECURITY TEAM MEMBER*

Reports to: Head of Security

Weekly Time Commitment (Hours): 2

Primary Day(s) of Service: Sunday

Qualities:

- Assertive
- Communicative

Expectations:

- Observe facilities for suspicious activity during major events and Sunday's worship service
- Take appropriate action if occasion arises
- Rotate and perform duties as Team Lead, West Wing Supervisor, East Wing Supervisor, and Caller



FUNERAL DINNER COORDINATOR*

Reports to: Executive Administrator

Weekly Time Commitment (Hours): 8+ per dinner

Qualities:

- Organized
- Communicative
- Hospitable

Expectations:

- Plan and organize dinner
- Coordinate Funeral Dinner Helpers

FUNERAL DINNER HELPER

Reports to: Funeral Dinner Coordinator

Time Commitment (hours): 3+ per dinner

Qualities:

- Communicative
- Hospitable
- Food Prepper

Expectations:

- Help set up for dinner
- Help clean up after dinner

WEDNESDAYS @ LAKEVIEW MEAL SERVER

Reports to: Assistant Pastor

Weekly Time Commitment (Hours): 2

Primary Day(s) of Service: Wednesday

Qualities:

- Hospitable
- Food Prepper

Expectations:

- Help prep Wednesday meal and supplies
- Serve meal and assist with clean-up as needed

CARE & MEALS

SHEPHERD

Reports to: Assistant Pastor (Discipleship)

Weekly Time Commitment (Hours): 2

Qualities:

- Spiritually Mature
- Shepherd's Heart

Expectations:

- Visit and care for shut-ins during assigned period
- Assist in delivery of Communion elements as needed
- Perform *ad hoc* pastoral care duties in event of absence of pastoral staff

PRAYER TEAM LEADER*

Reports to: Assistant Pastor (Discipleship)

Weekly Time Commitment (Hours): 15+

Qualities:

- Spiritually Mature
- Basic Computer Knowledge
- Administrative

Expectations:

- Manage prayer requests and distribute Prayer Team emails
- Train and schedule Sunday Intercessors

SUNDAY INTERCESSOR

Reports to: Prayer Team Leader

Weekly Time Commitment (Hours): 2

Qualities:

- Spiritually Mature

Expectations:

- Pray with the assigned preacher on Sundays
- Pray throughout assigned worship service for God's will to be done

WELLSPRINGS OF FREEDOM TEAM MEMBER

Reports to: Assistant Pastor

Weekly Time Commitment (Hours): 3

Qualities:

- Spiritually Mature
- Working knowledge of Scripture
- Discerning

Expectations:

- Assist in leading Freedom sessions for church and community members as scheduled
- Participate in ongoing spiritual accountability and training



COMMON THREAD FACILITATOR*

Reports to: Assistant Pastor (Discipleship)

Weekly Time Commitment (Hours): 6+

Primary Day(s) of Service: Wednesday, Saturday

Qualities:

- Spiritually Mature
- Leader
- Communicative
- Organized

Expectations:

- Maintain storage and procurement of Common Thread supplies
- Create annual progress reports
- Select Core Group, Common Thread Secretary, and Common Thread Treasurer through prayerful consideration and evaluation of skills, ministerial passion, and leadership ability
- Lead, train, and manage Core Group, Common Thread Secretary, Common Thread Treasurer, and Common Thread Team Members

COMMON THREAD SECRETARY

Reports to: Common Thread Facilitators

Weekly Time Commitment (Hours): 5+

Primary Day(s) of Service: Wednesday, Saturday

Qualities:

- Organized
- Typist

Expectations:

- Maintain responsibility for minutes, correspondence letters, cards, online presence, and recordkeeping.

COMMON THREAD TREASURER

Reports to: Common Thread Facilitators

Weekly Time Commitment (Hours): 5+

Primary Day(s) of Service: Wednesday, Saturday

Qualities:

- Organized
- Mathematically Confident

Expectations:

- Keep all financial records
- Give timely reports to Common Thread Facilitators and Core Group

OUTREACH

COMMON THREAD TEAM MEMBER

Reports to: Common Thread Facilitators

Weekly Time Commitment (Hours): 4+

Primary Day(s) of Service: Wednesday, Saturday

Qualities:

- Desire to Help

Expectations:

- Assist in completion of Common Thread projects (sewing skills not required)

FEED THE STREET LEADER**

Reports to: Children's Director

Weekly Time Commitment (Hours): 3

Qualities:

- Spiritually Mature
- Administrative
- Organized

Expectations:

- Organize monthly menu, food obtainment, and distribution
- Create extra bags for pastoral care emergencies
- Work with local schools and local organizations to find others in need of food
- Keep records of expenditures, menus, and houses donated to

FEED THE STREET HELPER**

Reports to: Feed the Street Leader

Weekly Time Commitment (Hours): 2

Qualities:

- Administrative
- Organized

Expectations:

- Assist Head of Feed the Street in organizing the monthly menu, food obtainment, and distribution



NUMBERS & ADMINISTRATION

HEAD OFFERING COUNTER*

Reports to: Business Manager

Weekly Time Commitment (Hours): 4

Qualities:

- Spiritually Mature
- Attention to Detail
- Highly Calculative

Expectations:

- Communicate with Business Manager regarding financial calculations
- Review batches inputted by Offering Counters
- Schedule Offering Counters
- Perform Offering Counter duties as needed

OFFERING COUNTER*

Reports to: Head Offering Counter

Weekly Time Commitment (Hours): 2

Qualities:

- Spiritually Mature
- Attention to Detail
- Mathematically Confident

Expectations:

- Communicate with Head Offering Counter regarding financial calculations
- Input donation data into donation tracking software—noting donator, payment type (cash or check), account designation, etc.
- Double check inputted data and sums

HEAD ATTENDANCE COUNTER*

Reports to: Assistant Pastor (Discipleship)

Weekly Time Commitment (Hours): 2

Qualities:

- Attention to Detail
- Mathematically Confident
- Administrative

Expectations:

- Schedule Attendance Counters
- Ensure deliverance of attendance figures to pastoral staff
- Perform Attendance Counter duties as needed

NUMBERS & ADMINISTRATION

ATTENDANCE COUNTER

Reports to: Head Attendance Counter

Weekly Time Commitment (Hours): 1

Qualities:

- Attention to Detail
- Mathematically Confident

Expectations:

- Count congregants alongside another Attendance Counter
- Turn in numbers on appropriate form to Welcome Center

DREAM TEAM ONBOARDING MANAGER

Reports to: Assistant Pastor (Discipleship)

Weekly Time Commitment (Hours): 3

Qualities:

- Basic Computer Knowledge
- Administrative
- Organized

Expectations:

- Manage Dream Team onboarding system
- Train and equip ministry leaders to use Dream Team onboarding system efficiently
- Keep track of noteworthy Dream Team metrics and communicate trends to the pastoral staff



OTHER

BUS DRIVER**

Reports to: Ministry Leadership Team

Weekly Time Commitment (Hours): 2

Qualities:

- Licensed Driver
- Over 21 Years of Age

Expectations:

- Fill out all driving paperwork before and after trip
- Drive the vehicle and pick up individuals on route sheet
- Manage riders as necessary

FACILITIES & GROUNDS CREW MEMBER

Reports to: Facilities Director

Weekly Time Commitment (Hours): 1-4 (based on jobs needed)

Qualities:

- Able to perform physical outdoor & indoor maintenance and grounds work
- Attention to detail
- Consistency

Expectations:

- Perform various indoor and outdoor maintenance or housekeep tasks as requested
- Able to use tools and/or power equipment for various tasks



LAKEVIEW
WESLEYAN CHURCH

lakeviewwesleyan.org
765-674-7715