

Ministry Description: Team Leader

Team Leaders have to complete LEAD 101. The Team Leader is responsible for building, maintaining, and overseeing the spiritual welfare of their team members and for directing and overseeing all activities assigned to their team.

QUALIFICATIONS

SPIRITUAL

- Must be a born again believer who has placed his/her faith and trust in Jesus Christ as personal Savior and Lord; and show evidence of a mature faith.
- Must seek to be an example in his/her own family.
- Must maintain spiritual qualifications consistent with being a spiritual leader according to 1 Timothy 3 and Titus 1; must maintain Christian boundaries in relationships.
- Must support the vision, mission, ministry, statement of faith, and core values of City Church.
- Must demonstrate an attitude of service to the body of Christ, viewing this position as ministry.
- Must be a member, a tither, and maintain regular attendance at City Church.

PROFESSIONAL

- Punctual, dependable; good verbal and written communication skills.
- Commitment to maintain confidentiality regarding church records, ministry situations, etc.
- Ability to deal with issues positively, finding effective solutions or seeking assistance as needed.
- Ability to work efficiently, effectively and independently, as well as in team-based settings.

TECHNOLOGY

- Knowledge and proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint) and **ChurchTeams or Planning Center**; or willingness to learn.

EXPECTATIONS

- Cast the City Church vision to the volunteer teams at the FTEM or Quarterly meeting.
- Lead a team of volunteers in the operation of assigned activities (specific role expectations are based on the team you are leading); monitor team progress.
- Hear and respond to the concerns of volunteers on your team (stay in touch via face-to-face, phone or email, 1x/wk. if possible).
- Assist Area Pastor/Area Administrator in creating a strategic plan to reach out to constituents.
- Determine what is needed to carry out the church's mission and ministry, and build a team around these needs; focus on the spiritual giftings of volunteers.
- Participate in a City Church life group or bible study during your term as Team Leader.
- Collaborate with other City Church ministries, when needed.
- Complete and turn in Monthly Report in a timely fashion.
- Act as a "trustee" of the church by protecting its assets.
- Read and sign Covenant Agreement (and other contractual documents).

REPORTING

- The Team Leader reports to the Area Pastor (if there is one assigned to this unit; report to Area Administrator if there is no Area Pastor). In instances of conflict with the immediate supervisor (Area Pastor or Area Administrator), the Team Leader should set up a meeting with the pastoral leader over the area to facilitate a peaceful resolution. If conflict remains unresolved, all parties can be retired from their positions at the discretion of the Senior Pastors.