

Staff Duties and Descriptions

for the Charlotte Church

Congregational Evangelist – Ron Drabot

His primary job is to motivate and equip the entire congregation toward spiritual growth and evangelism. His work would include:

<i>Roles</i>	<i>Duties</i>	<i>Examples</i>
Personal spiritual example	Extra time and effort in evangelism, service, prayer, meditation and study	Reaching out to non-Christians, visiting the sick, praying for members, doing in-depth Bible research
Primary role in public preaching	Preparation and delivery of sermons, classes and devotionals	Studying, meditating, doing research, writing, rehearsing
Training others for ministry	Motivate, train, delegate and direct the ministry staff and other emerging leaders toward spiritual maturity, ministry and evangelism	Conducting staff meetings, teaching leadership classes, appointments with House Church leaders, training others to evangelize, creating written resources to equip others, regularly meeting with the elders, equipping groups for planting new ministries and churches
Ministry to married adults	Serving the spiritual needs of a regional group of married adults	Coordinating activities, teaching classes, providing spiritual advice, responding to phone calls, welcoming new members, organizing evangelism
Promote our unity and cooperation other churches and organizations	Encouraging, communicating and working with other congregations and groups	Speaking to, calling and working with members and leaders of other organizations and churches
Preside at special events	Conducting weddings, funerals and special events	Preparing remarks, conducting rehearsals, doing weddings and funerals

Congregational Minister to Women – Lavonia Drabot

Her primary job is to assist in motivating and equipping the women of the congregation toward spiritual growth and evangelism. Her work would include

<i>Roles</i>	<i>Duties</i>	<i>Examples</i>
Personal spiritual example	Extra time and effort in evangelism, service, prayer, meditation and study	Reaching out to non-Christians, visiting the sick, praying for members, doing in-depth Bible research
Public teaching to women	Preparation and presentation of programs, classes and devotionals for women	Studying, meditating, doing research, writing, rehearsing, speaking for other churches, conferences and groups
Training women for ministry	Motivate, train, delegate and direct the staff women and other emerging female leaders toward spiritual maturity, ministry and evangelism	Assist in conducting staff meetings, teaching leadership classes, appointments with House Church leaders, training others to evangelize, creating written resources to equip others, meeting with the elders, equipping women for planting new ministries
Ministry to married adults	Serving the spiritual needs of a regional group of married adults	Coordinating activities, teaching classes, providing spiritual advice, responding to phone calls, welcoming new members, organizing evangelism
Women's evangelism	Encourage and coordinate the women of the congregation toward outreach to women	Teaching evangelistic lessons, training women to conduct evangelistic Bible studies

Regional Evangelist (Male) – Corrie McClary

His primary job is to motivate, equip and coordinate a group of adults toward spiritual growth, service and evangelism. His work would include

<i>Role</i>	<i>Duties</i>	<i>Examples</i>
Personal spiritual example	Extra time and effort in evangelism, service, prayer, meditation and study	Reaching out to non-Christians, visiting the sick, praying for members, doing in-depth Bible research
Ministry to married adults	Serving the spiritual needs of a regional group of married adults	Coordinating activities, teaching classes, providing spiritual advice, responding to phone calls, welcoming new members, organizing evangelism
Oversee Youth and Family Ministry and its Leaders	Equip, coordinate and assist the work of staff leaders who minister to teens and their families	Meetings with Youth and Family leaders, appointments with teens and parents, planning youth activities
Training others for ministry	Motivate, train, delegate and direct emerging leaders toward spiritual maturity, ministry, service and evangelism	Attending staff meetings, teaching leadership classes, appointments with House Church leaders, training others to evangelize, creating written resources to equip others, regularly meeting with the elders, equipping groups for planting new ministries and churches
Support role in public preaching	Preparation and delivery of sermons, classes and devotionals	Studying, meditating, doing research, writing, rehearsing
Preside at special events	Conduct weddings, funerals and special events	Prepare remarks, conducting rehearsals, doing weddings and funerals

Regional Minister to Women (Female) – Stefanie McClary

Her primary job is to assist in motivating, equipping and coordinating a group of adults with special emphasis on helping women toward personal spiritual growth, service and evangelism. Her work would include

<i>Role</i>	<i>Duties</i>	<i>Examples</i>
Personal spiritual example	Extraordinary time and effort in evangelism, service, prayer, meditation and study	Reaching out to non-Christians, visiting the sick, praying for members doing in-depth Bible research
Ministry to married women	Ministering to the spiritual needs of a group of married women and their families	Coordinating women's activities, teaching women's classes, welcoming new members, organizing evangelism, providing spiritual advice
Oversee Youth and Family Ministry and its Leaders	Equip, coordinate and assist the work of staff leaders who minister to teens and their families	Meetings with Youth and Family leaders, appointments with teens and parents, planning youth activities
Training others for ministry	Motivate, equip and coordinate emerging female leaders toward spiritual maturity, ministry and evangelism	Attending staff meetings, teaching leadership classes, appointments with House Church leaders, training women to evangelize, creating written resources to equip others, regularly meeting with the elders, equipping groups for planting new ministries and churches
Public teaching of women	Preparation and presentations of lessons, classes and devotionals for women	Studying, meditating, doing research, writing, rehearsing

Congregational Shepherd (Male) – Rick Maule

His job is to work with the elders to oversee the overall ministry of the congregation and to shepherd the spiritual, emotional and physical care of the members and staff. His work would include

<i>Role</i>	<i>Duties</i>	<i>Example</i>
Personal spiritual example	Extra time and effort in evangelism, service, prayer, meditation and study	Reaching out to non-Christians, visiting the sick, praying for members doing in-depth Bible research
Oversee/Shepherd the ministry staff	Work with the elders to coordinate, guide and care for the fulltime ministry staff	Staff/elders meetings, appointments with staff members, doctrinal training of staff, strengthening the family life of staff members
Oversee and Coordinate Ministries of Service	Equip and coordinate volunteers and staff leaders for ministries of service like Kingdom Kids, Benevolence and Worship	Training and organizing deacons, developing members' talents and gifts, appointments with service ministry leaders, develop budgets
Care for the members	Provide and coordinate help to the spiritual, emotional and physical needs of the church	Praying with those in need, appointments with couples, hospital visits, coordinating benevolence, answering questions to the elders
Support role in public preaching	Preparation and delivery of sermons, classes and devotionals	Studying, meditating, doing research, writing, rehearsing
Preside at special events	Conduct weddings, funerals and special events	Prepare remarks, conduct rehearsals, preside at weddings and funerals

Congregational Shepherd (Female) – Mary Nell Maule

Her job is to assist in the spiritual, emotional and physical care of the church with special emphasis on the needs of female members and staff members. Her work would include

<i>Role</i>	<i>Duties</i>	<i>Example</i>
Personal spiritual example	Extra time and effort in evangelism, service, prayer, meditation and study	Reaching out to non-Christians, visiting the sick, praying for members, doing in-depth Bible research
Care for the members	Provide and coordinate help to the spiritual, emotional and physical needs of the church	Praying with those in need, appointments with couples, hospital visits, coordinating benevolence, answering questions on the website
Oversee the Children’s Ministry	Assist in the equipping and coordination of volunteers and leaders in Kingdom Kids	Provide help for deacons and their wives, recruit volunteers, assist and train those who lead Kingdom Kids
Shepherd the female ministry staff and elders’ and deacons’ wives	Address and care for the spiritual, emotional and family needs of female staff members and elders’ and deacons’ wives	Attend staff/elders meetings, meeting with female leaders, appointments with couples in leadership
Public teaching to women reading,	Preparation and delivery of lessons, classes and devotionals	Studying, meditating, doing research, writing, rehearsing

Minister to Youth and Families (Male) – Frank Dowd

His primary job is to motivate, equip and coordinate teenagers, parents and teen leaders toward spiritual growth, service and evangelism. His work would include

<i>Role</i>	<i>Duties</i>	<i>Examples</i>
Personal spiritual example	Extra time and effort in evangelism, service, prayer, meditation and study	Reaching out to non-Christians visiting the sick, praying for members doing in-depth Bible research
Ministry to teenagers and their families	Ministering to the spiritual needs of a group of teenagers. Encourage, serve and advise families toward unity and spiritual growth	Coordinating activities, teach classes, appointments with teens and families recreation with teens, calls and visits
Teen evangelism	Motivate, equip and coordinate teens toward effective outreach to teenagers	Meeting and inviting teens to church, organize activities for outreach, conducting individual and group studies
Training and coordination of youth ministry leaders	Motivate, equip and coordinate youth leaders toward spiritual maturity, service and evangelism	Appointments with youth ministry leaders, training emerging leaders, training others in evangelism
Undergo Ministry Training	Receive ongoing supervision and training in spiritual life, service and evangelism	Staff bible studies, appointments with experienced ministers and elders, assisting experienced ministers
Support role in public preaching	Preparation and delivery of sermons, classes and devotionals	Studying, meditating, doing research, writing, rehearsing

Minister to Youth and Families (Female) – Tammica Dowd

Her primary job is to motivate, equip and coordinate teenagers, college students and their families toward spiritual growth, service and evangelism. Her work would include

<i>Role</i>	<i>Duties</i>	<i>Examples</i>
Personal spiritual example	Extraordinary time and effort in evangelism, service, prayer, meditation and study	Reaching out to non-Christians visiting the sick, praying for members doing in-depth Bible research
Ministry to teenagers and their families	Ministering to the spiritual needs of a group of teenagers. Encourage, serve and advise families toward unity and spiritual growth	Coordinating activities, teach classes, appointments with teens and families recreation with teens, calls and visits
Teen evangelism	Motivate, equip and coordinate teens toward effective outreach to teenagers	Meet and invite teens to church, plan and organize activities for outreach, conduct individual and group studies
Training and coordination of Female youth ministry leaders	Motivate, equip and coordinate female youth leaders toward spiritual maturity, service and evangelism	Appointments with youth ministry leaders, training emerging leaders, training women in evangelism
Undergo Ministry Training	Receive ongoing supervision and training in spiritual life, service and evangelism	Staff Bible studies, appointments with experienced ministers and elders, assisting experienced ministers
Support role in public teaching women	Preparation and delivery of lessons, classes and devotionals	Studying, meditating, doing research, of writing, rehearsing

Minister to College Students (Male) – Joe Bruno

His primary job is to motivate, equip and coordinate a group of college students toward spiritual growth, service and evangelism. His work would include

<i>Role</i>	<i>Duties</i>	<i>Examples</i>
Personal spiritual example	Extraordinary time and effort in evangelism, service, prayer, meditation and study	Reaching out to non-Christians visiting the sick, praying for members, doing in-depth Bible research
Ministry to college students	Ministering to the spiritual needs of a group of college students	Coordinating activities, teach classes, respond to phone calls, welcome new members, organize evangelism
Campus evangelism	Motivate, equip and coordinate college Students in evangelism	Meeting and inviting students to church, organizing and promoting the growth of Individual and group Bible studies
Undergo Ministry Training	Receive ongoing supervision and training in spiritual life, service and evangelism	Staff Bible studies, appointments with experienced ministers and elders, assist experienced ministers
Training others for ministry	Motivate, equip and coordinate emerging leaders toward spiritual maturity, service and evangelism	Mentoring students, appointments with group leaders, training others in evangelism
Support role in public preaching	Preparation and delivery of sermons, classes and devotionals	Studying, meditating, doing research, writing, rehearsing

Minister to College Students (Female) – Samantha Bruno

Her primary job is to motivate, equip and coordinate a group of college women toward spiritual growth, service and evangelism. Her work would include

<i>Role</i>	<i>Duties</i>	<i>Examples</i>
Personal spiritual example	Extraordinary time and effort in evangelism, service, prayer, intercession meditation and Bible study	Outreach to non-Christians, visiting the sick, praying for members, in-depth Bible research
Assist in ministry to college students	Help in ministering to the spiritual needs of college women	Assist in coordinating campus activities, training campus women, leading bible studies
Undergo Ministry Training	Receive ongoing supervision and training in spiritual life, service and evangelism	Staff meetings and studies, be trained by experienced leaders, be supervised by experienced leaders
Assist in training others for ministry	Help to motivate, equip and coordinate emerging female leaders toward spiritual maturity, service and evangelism	Mentoring students, appointments with campus leaders, training women in evangelism
Support role in public teaching women	Preparation and delivery of sermons, classes and devotionals	Studying, meditating, doing research, of writing, rehearsing