

Executive Pastor Lizella Baptist Church

Description and Purpose:

In accordance with 1 Timothy 3:1-7, 1 Timothy 5:17, Titus 1:5-9, and 1 Peter 5:1-4, the Executive Pastor is responsible for helping lead the church in carrying out its mission as a New Testament Church. As such, he is responsible for proclaiming the Gospel of Jesus Christ, conducting the ordinances and functions of worship, facilitating teaching and equipping of the church body, engaging in pastoral care, and providing administrative leadership in all areas of church life, including supervision of staff. The Executive Pastor will serve under the direction of the Lead Pastor to manage Lizella Baptist Church (LBC) operations on a day-to-day basis. The Executive Pastor will oversee the administrative tasks involved in operating the church, freeing the Senior Pastor to focus on pastoral care and preaching. By modeling wise and effective leadership, the Executive Pastor will encourage Christ-like service in church members to advance LBC's mission to grow and maintain a healthy church actively reaching others with the Gospel.

Primary Functions:

- To supervise the church ministerial/support staff, attending to the administrative details related to running the daily operations of the church.
- To develop and operate meaningful outlets for church members to be on mission to the Lizella community and the surrounding area.

Responsibilities:

- Direct the daily administrative operations of the church office in coordination with the Office Manager.
- Meet regularly with the pastor and ministerial/support staff to plan, evaluate, and coordinate the various ministries of the church.
- Supervise and assist the ministerial/support staff in planning and implementing programs related to their areas of responsibility.
- Coordinate with the Personnel Committee to conduct periodic reviews of church ministerial/support staff based on program objectives and goals.
- Coordinate with the Personnel Committee to develop, assess, and revise church ministerial/support staff position descriptions and LBC personnel policy documents.
- Work with the appropriate committees and groups to develop a comprehensive church calendar.
- Direct an orientation program for new Christians and new LBC members.

- Oversee and provide support and training/development opportunities for ministry leaders and other lay leaders within the church.
- Challenge, motivate, and recruit church members for involvement in LBC ministries and ongoing discipleship opportunities.
- Give oversight and direction to LBC men's and women's ministry groups.
- Guide the selection & inception of programs that target un-connected individuals in our community for outreach through specialized ministries such as Addiction Recovery, Divorce Care, Grief Share, etc., and provide service and growth opportunities LBC members can be channeled into through discipleship.
- Lead worship services, classes, and special events through preaching and teaching as occasionally required.

Qualifications and Requirements:

- A passionate love for Jesus and His people.
- A strong and consistent work ethic along with a healthy and balanced life.
- Strong administration, leadership, and management skills.
- Strong organizational and planning skills with keen attention to detail.
- Excellent time management skills.
- Ability to work as a member of a team.
- Flexible consideration/implementation of varying ideas and methods.
- Must have a Bachelor's degree or higher.
- Must be licensed or ordained by the Southern Baptist Convention.
- Prior pastoral experience is preferred.

Lead Pastor Lizella Baptist Church

Description and Purpose:

In accordance with 1 Timothy 3:1-7, 1 Timothy 5:17, Titus 1:5-9, and 1 Peter 5:1-4, the Lead Pastor is responsible for leading the church in carrying out its mission as a New Testament Church. As such, he is responsible for proclaiming the Gospel of Jesus Christ, conducting the ordinances and functions of worship, teaching and equipping the church body, engaging in pastoral care, and providing administrative leadership in all areas of church life, including supervision of staff. The Lead Pastor serves under the direction of the Holy Spirit and Lord Jesus Christ and should model a positive example of faithful Christian living.

Primary Functions:

Worship:

- Regularly preach and teach the Word of God and ensure the faithful proclamation of the Gospel.
- Plan and lead worship services, Bible studies, etc. in conjunction with other pastors/lay leaders.
- Officiate weddings, funerals, dedications, and other God-honoring ceremonies.
- Administer the ordinances of baptism and the Lord's Supper.

Responsibilities:

- Maintain a vital and wholesome personal relationship with the Lord through daily Bible study and prayer.
- Maintain proper priorities at home with wife and children.
- Coordinate with Executive Pastor and staff to select programming which fulfills the Great Commission with vision, purpose and priority.
- Lead and demonstrate effective ways to witness and win the lost to salvation through Jesus Christ.
- Provide pastoral care through visitation, counseling, and prayer.
- Direct assimilation of new members into the life of the church.
- Meet regularly with the ministerial/support staff to plan and coordinate activities of the church.
- Supervise and assist the ministerial/support staff in planning and implementing programs related to their areas of responsibility. Serve as team leader and encourager.
- Act as the moderator for business conferences.
- Cooperate with associational, state and denominational leaders in matters of mutual interest and concern.

- Serve as ex-officio member on committees and teams.
- Oversee, along with church leadership, all church discipline matters and management conflict issues in the church.
- Promote faithful financial stewardship and congregational benevolence and tithing.
- Adhere to Church Bylaws and Policies and Procedures of the church.

Qualifications and Requirements:

- A passionate love for Jesus and His people. Able to teach (Titus 1:9; 1 Timothy 3:2)
- A strong and consistent work ethic along with a healthy and balanced life. Humble, gentle, peaceful, and a lover of the good (Titus 1:7-8; 1 Timothy 3:3)
- Self-controlled, sober, and respectable (Titus 1:8; 1 Timothy 3:2,7; 1 Peter 5:3)
- Hospitable (Titus 1:8; 1 Timothy 3:2)
- Devoted to wife and family; a one-woman man who manages his household well (Titus 1:6; 1 Timothy 3:2)
- A faithful steward with financial integrity; above reproach (Titus 1:7-8; 1 Timothy 3:3)
- Strong administration, leadership, and management skills.
- Strong organizational and planning skills with keen attention to detail.
- Excellent time management skills.
- Ability to work as a member of a team.
- Flexible consideration/implementation of varying ideas and methods.
- Must have a Bachelor's degree or higher.
- Must be licensed or ordained by the Southern Baptist Convention.
- Prior pastoral experience is preferred.

Church Treasurer

Lizella Baptist Church

Description and Purpose:

Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9, and 1 Corinthians 4:1-2, and in conjunction with the Pastor and church staff, the Church Treasurer is responsible for overseeing and stewarding the church's financial resources entrusted to him/her by God, as he/she carries out the daily financial practices of Lizella Baptist Church in coordination with the Office Manager.

Spiritual Responsibilities:

- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Explain the church's religious beliefs and practices to the public and give reason for the hope he/she has (1 Peter 3:15) when asked.
- Pray with those who contact the church in need, if possible.
- Provide religious resources and assistance to those who inquire.

Financial Oversight Responsibilities:

- Coordinate with counting/Finance team to collect and organize weekly tithes and donations and prepare financial receipts and reports for all donors.
- Institute, monitor, and submit to accountability measures regarding handling of church monies.
- Review bank reconciliation and budget reports from Office Manager monthly.
- Review and present financial reports for church leadership and the congregation at least quarterly.
- Arrange budgeting process and financial audits when necessary.
- See that IRS tax statements are filed correctly in a timely manner and tax forms are issued to members, employees and contractors as required.

Qualifications:

- The Treasurer shall have a personal relationship with Jesus Christ.
- Faithfully attend and financially support the church.
- Have a strong background in accounting and/or finance.
- Possess strong written, verbal, organizational and accounting skills.

- Possess a friendly demeanor and strong capability to keep sensitive financial information confidential.
- Agree to uphold Lizella Baptist statement of faith and be willing to submit to standards in the Policies and Procedures and the Financial Policies and Procedures.

Church Secretary

Lizella Baptist Church

Description and Purpose:

Consistent with Romans 12:9-15 and Ephesians 4:11-12, the Church Secretary reports to the Executive Pastor and is responsible for assisting the Pastors and staff in carrying out the daily service practices of the New Testament Church.

Spiritual Responsibilities:

The Secretary shall:

- Seek to be a role model in attitude, speech and actions in a consistent daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Explain the church's religious beliefs and practices to visitors and callers when asked.
- Pray with those who contact the church in need.
- Provide religious resources and assistance to those who inquire.

Office Assistance:

- Greet and assist all visitors to the church office. Maintain confidentiality as appropriate.
- Answer the phone, always pleasant, helpful, and with a smiling tone. Serve/love as Jesus.
- Process incoming email, calls, voicemails, and outgoing mail.
- Prepare correspondence and miscellaneous documents as needed. Maintain copier stock.
- Maintain the church events calendar and postings.
- Maintain church database of membership and assist Church Clerk with onsite records of membership additions, deaths and transfers.
- Maintain schedule of facilities; coordinate with facility users, maintenance and custodial personnel under the guidance of Pastors.
- Keep ministerial staff, deacons and other leaders informed of crises and ministry opportunities within the congregation and community.
- Serve as wedding liaison, assisting with wedding coordination as necessary.

Qualifications:

- Have a personal relationship with Jesus Christ.
- Faithfully attend and financially support the church.
- Possess strong written and verbal communication, interpersonal and organizational skills.
- Possess excellent interpersonal skills and a patient, gracious, and welcoming demeanor.
- Agree to uphold Lizella Baptist's statement of faith and be willing to submit to standards outlined in Personnel Manual and Policies and Procedures Manual.

Business Office Manager

Lizella Baptist Church

Description and Purpose:

Consistent with Romans 12:9-15 and Ephesians 4:11-12, the Office Manager reports to the Lead Pastor and Executive Pastor and is responsible for bookkeeping, human resources management, marketing and communications, technology upkeep, and other tasks as assigned by the Lead Pastor and Executive Pastor, as well as assisting members and other staff as needed.

Spiritual Responsibilities:

- Seek to be a role model in attitude, speech and actions in a consistent daily walk with Jesus Christ. Maintain confidentiality as entrusted.
- Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Explain the church's religious beliefs and practices when asked.
- Pray with and for those who express need.
- Provide religious resources and assistance to those who inquire.

Primary Duties:

- Accounts receivable, accounts payable, payroll, taxes, deposits, reporting, and record-keeping of all financial records of the church such that expenses remain within budget.
- Oversee and serve as signatory on all accounts (e.g. cemetery, money market, general operating, and all credit/cards).
- Ensure compliance with all applicable tax & governmental regulations as well as all LBC policies and procedures with regard to finances & personnel.
- Provide financial reports regularly to Treasurer, Executive Pastor, Finance Committee and other committees as requested. Prepare quarterly reports for approval and presentation.
- Record tithes (oversee input by Counting Team), assign giving envelopes and provide giving statements annually. Complete the Annual Church Profile report. Assist with budgeting.
- Manage insurance coverages; ensure accuracy of employee paperwork and filings.
- Oversee creation, production, & distribution of communications and marketing materials. Assist with graphic design, printing and ordering as needed.
- Manage technology, web, & social media accounts; provide guidance and oversight to lay leaders where necessary and seek input from ministerial staff regarding content.
- Input all e-giving; maintain contracted services for e-giving platforms.
- Other tasks as directed by Lead Pastor and/or Executive Pastor.
- Assist other staff as needed with tasks, training and technology to ensure smooth operations.
- Maintain office supply & ministry resource organization and stock.

Qualifications:

- Have a personal relationship with Jesus Christ.
- Faithfully attend and financially support the church.
- Possess a strong work ethic and integrity.
- Possess impeccable standards of confidentiality.
- Possess strong technological capability on a wide range of platforms and programs including MS Office, presentation and worship software(s), contact and data management, graphic design, website design, social media, and audio/visual.
- Minimum of 5 years' experience with bookkeeping software, A/P, A/R, Payroll responsibilities.
- Possess a helpful, friendly, approachable, gracious and patient team-building attitude.
- Possess strong written and verbal communication, and organizational skills.
- Agree to uphold Lizella Baptist's statement of faith and be willing to submit to standards outlined in Personnel Manual and Policies and Procedures Manual.

Church Custodian

Lizella Baptist Church

Description and Purpose:

Consistent with Romans 12:9-15 and Ephesians 4:11-12, the Church Custodian is responsible for assisting the Pastor and staff in maintaining the cleanliness and organization of church facilities such that the church can fulfill the regular practices to which the New Testament calls it.

Spiritual Responsibilities:

- Seek to be a role model in attitude, speech and actions in a consistent daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Explain the church's religious beliefs and practices to the public and give a reason for the hope you have when asked, according to 1 Peter 3:15.
- Pray with those who express need.
- Provide religious resources and assistance to those who inquire according to the Facility Use Policy.

Custodial Duties:

- Clean and maintain assigned areas of the church facilities, according to the training and cleaning schedule received at employment.
- Coordinate with office staff regarding the scheduling of periodic cleaning projects and required custodial maintenance items.
- Keep ministerial and office staff informed of the status of church grounds and facilities.
- Coordinate, in conjunction with Church Secretary, Executive Pastor, Office Manager, Facilities Maintenance personnel, and other staff any needed repairs.
- Coordinate with Office Manager regarding supply levels. Submit receipts in a timely fashion.

Qualifications:

- Have a personal relationship with Jesus Christ.
- Faithfully attend and financially support the church.
- Possess a helpful, friendly, and welcoming demeanor.
- Agree to uphold Lizella Baptist's statement of faith and be willing to submit to standards outlined in Personnel Manual and Policies and Procedures Manual.

Facility Maintenance Manager

Lizella Baptist Church

Description and Purpose:

Consistent with Romans 12:9-15 and Ephesians 4:11-12, the Facility Maintenance Manager is responsible for assisting the Pastor and staff in maintaining the church facilities such that the church can fulfill the regular practices to which the New Testament calls it.

Spiritual Responsibilities:

- Seek to be a role model in attitude, speech and actions in a consistent daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Explain the church's religious beliefs and practices to the public and give a reason for the hope you have when asked, according to 1 Peter 3:15.
- Pray with those who express need.

Primary Maintenance Duties:

- As assigned, maintain and make repairs to the church facilities as approved and directed by Executive Pastor and other staff. Keep repair/warranty records and maintain inventory of equipment.
- Coordinate with Church Secretary and ministerial staff regarding any timelines for repair that may disrupt regularly scheduled events or other calendar reservations. Ensure safe campus environment during repairs. Perform troubleshooting and repairs personally when possible.
- Seek prior financial approval for repairs and maintenance above the allotted amount of \$500 per expenditure. Coordinate with Office Manager periodically to ensure compliance with Maintenance budget.
- Assist with record-keeping by completing Facility Maintenance Forms and submitting them with any receipts and invoices in a timely fashion. Ensure OSHA and other federal/state agency compliance across campus.

Qualifications:

- Have a personal relationship with Jesus Christ.
- Have working knowledge of commercial HVAC, plumbing, electrical and security systems and components.
- Faithfully attend and financially support the church. Maintain confidentiality; exhibit professionalism demonstrated by pleasant appearance and conscientious work ethic.
- Employ high standards of craftsmanship and excellence in all work and repairs.
- Possess a helpful, friendly, and welcoming demeanor, working autonomously & effectively.
- Agree to uphold Lizella Baptist's statement of faith and be willing to submit to standards outlined in Personnel Manual and Policies and Procedures Manual.

Preschool Director

Lizella Baptist Church

Description and Purpose:

Consistent with Romans 12:9-15, Ephesians 4:11-12, Proverbs 22:6, Matthew 18:1-6, Mark 10:13-16, Psalm 127:3-4 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and staff, the Preschool Director is responsible for organizing, overseeing, stewarding and leading ministry to Preschoolers and their families such that the Preschoolers are introduced to the love of Jesus, have fun at church, and grow in Christ-likeness by having Christ-likeness modeled for them, by the teaching they receive, and by the guidance, protection, love and encouragement they feel at church.

Spiritual Responsibilities:

- Seek to be a role model in attitude, speech and actions in a consistent daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Explain in such a way that preschoolers and parents can understand the church's religious beliefs and practices and give a reason for the hope we have when asked, according to 1 Peter 3:15.
- Pray with those who express need. Pray for the children and their families regularly.
- Provide religious resources and assistance to those who inquire when possible.

Administrative Duties:

- Develop a clear vision for Preschool Ministry that aligns with the stated mission of Lizella Baptist Church, and plan and coordinate the teaching of the faith to preschoolers in the church and surrounding community.
- In conjunction with the Director of Education & Children's Ministries, organize and implement various gatherings and services for preschoolers, including but not limited to Sunday School, midweek programming, choir/worship training, and Vacation Bible School.
- Implement service and outreach opportunities for preschoolers and their families per the mission of Lizella Baptist Church. Disciple, train, mentor, lead and equip volunteers.
- In conjunction with Director of Education and Children's Ministries, coordinate abuse prevention, First-Aid/CPR, childcare, and child safety training on an annual basis per Lizella Baptist Abuse Prevention Guidelines. Ensure all workers (volunteer or paid) are vetted with background check annually.
- Order curriculum. Give input regarding budget considerations and steward budgeted funds with wisdom.
- Develop, implement and enforce check-in, safety and security policies and procedures.

Qualifications:

- Have a personal relationship with Jesus Christ.
- Faithfully attend and financially support the church.
- Be a team player.
- Possess a helpful, friendly, patient, gracious, and welcoming demeanor.
- Prior positive experience in childcare, mentoring, or teaching children. Previous experience as an administrator in a childcare setting preferred.
- Possess strong written & verbal communication, organizational and leadership skills.
- Have a strong capability to engage with Preschoolers and bring them up in the faith.
- Have up-to-date certifications related to child safety.
- Undergo and pass a background check.
- Agree to uphold Lizella Baptist's statement of faith and be willing to submit to standards outlined in Personnel Manual and Policies and Procedures Manual.

Director of Education & Children's Ministries Lizella Baptist Church

Description and Purpose:

Consistent with Romans 12:9-15, Ephesians 4:11-12, Proverbs 22:6, Matthew 18:1-6, Mark 10:13-16, Psalm 127:3-4 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and staff, the Director of Education and Children's Ministries is responsible for organizing, overseeing, stewarding and leading ministry to elementary aged children and their families such that all are introduced to the love of Jesus, have fun at church, and grow in Christ-likeness by having Christ-likeness modeled for them, by the teaching they receive, and by the guidance, protection, love, discipleship and opportunities for spiritual growth they receive at church.

Spiritual Responsibilities:

- Seek to be a role model in attitude, speech and actions in a consistent daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Explain in such a way that children and parents can understand the church's religious beliefs and practices and give a reason for the hope we have when asked, according to 1 Peter 3:15.
- Pray with those who express need. Pray for members of the church and surrounding community regularly.
- Provide religious resources and assistance to those who inquire when possible.
- Share the Gospel and ensure every child and adult within Lizella Baptist programming understands that the Good News is for them.

Administrative Duties:

- Develop a clear vision for Education that embraces all ages and stages of life and that aligns with the stated mission of Lizella Baptist Church. Plan and coordinate the teaching of the faith to children and adults in the church and surrounding community.
- With input from the Lead and Executive Pastors, organize and implement Gospel-centered, God-honoring gatherings, fellowships, and services for children and adults, including but not limited to Sunday School, midweek programming, children's choir/worship training, small groups, and Vacation Bible School. Ensure inclusion of spiritual emphasis for all activities.
- Order age-appropriate literature for each ministry.
- Implement service and outreach opportunities for families and individuals per the mission of Lizella Baptist Church. Disciple, train, mentor, lead and equip volunteers.
- In conjunction with StudentLife Pastor and the Preschool Director, coordinate abuse prevention, First-Aid/CPR, childcare, and child safety training on an annual basis per Lizella Baptist Abuse Prevention Guidelines. Ensure all workers (volunteer or paid) are vetted with background check annually.

- Meet with children and adults who express interest in salvation to assess readiness for baptism. Follow up with parents/family, pastoral and other staff to ensure preparation for baptismal services.
- Plan and oversee caring, consistent outreach to those who are not yet participating in Lizella Baptist Childrens or Education ministries, as well as to those who have been absent or fallen away.
- Track participation in Childrens & Education Ministries by keeping record of attendance for all groups, and tracking trends year over year. Implement strategies for continued growth.
- Assist in the discipleship of lay leaders by providing opportunities for increased involvement, leadership training, encouragement, and by delegating tasks for which they are ready to assume responsibility.
- Give input regarding budget considerations and steward budgeted funds with wisdom.
- Provide support, guidance and oversight to lay-leaders as necessary to ensure LBC policies and guidelines regarding children and child-safety are followed.

Qualifications:

- Have a personal relationship with Jesus Christ.
- Faithfully attend and financially support the church.
- Be a team player.
- Possess a helpful, friendly, patient, gracious, and welcoming demeanor.
- Prior positive experience in childcare, mentoring, or teaching. An advocate for the truth that at any age, one can be a world-changer.
- Possess strong written, and verbal communication, organizational and leadership skills, as well as creativity, imagination, and a bent toward outreach, evangelism, and discipleship. A big kid yourself, full of energy, enthusiasm and vision. A thinker and evaluator, knowing what makes a kid tick. Willingness to try new things, be culturally aware and keep things fresh.
- Have a strong capability to engage with all ages and bring them up in the faith. A soldier in the fight for families, parents, and God-centered homes.
- Have up-to-date certifications related to child safety.
- Undergo and pass a background check.
- Agree to uphold Lizella Baptist's statement of faith and be willing to submit to standards outlined in Personnel Manual and Policies and Procedures Manual.

Student Pastor

Lizella Baptist Church

Description and Purpose:

Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9, Proverbs 22:6, Matthew 18:1-6, Mark 10:13-16, Psalm 127:3-4 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and staff, Student Pastor is responsible for organizing, overseeing, stewarding and leading ministry to middle and high school students, and young adults such that all are introduced to the love of Jesus, have fun at church, and grow in Christ-likeness by having Christ-likeness modeled for them, by the teaching they receive, and by the guidance, protection, love, discipleship and opportunities for spiritual growth they receive at church.

Spiritual Responsibilities:

- Seek to be a role model in attitude, speech and actions in a consistent daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Explain in such a way that ministry participants can understand the church's religious beliefs and practices and give a reason for the hope we have when asked, according to 1 Peter 3:15.
- Pray with/for students regularly.
- Provide religious resources and assistance to those who inquire when possible.
- Share the Gospel and ensure every ministry participant understands the Good News is for them.

Administrative Duties:

- Develop a clear vision for StudentLife that aligns with the stated mission of Lizella Baptist Church. Plan and coordinate the teaching of the faith young adults and students in the church and surrounding community.
- With input from the Lead and Executive Pastors, organize and implement Gospel-centered, God-honoring programming, including but not limited to fellowships, retreats, service and discipleship opportunities, Sunday School, midweek programming, worship training, small groups, mission trips, and summer camp. Ensure inclusion of spiritual emphasis for all activities.
- Order age-appropriate literature/curriculum for each age group within StudentLife.
- Give input regarding budget considerations and steward budgeted funds with wisdom.
- Implement outreach opportunities for students and young adults per the mission of Lizella Baptist Church. Disciple, train, mentor, lead and equip volunteers.
- In conjunction with Directors of Childrens and Preschool Ministries, coordinate abuse prevention, First-Aid/CPR, childcare, and child safety training on an annual basis per Lizella Baptist Abuse Prevention Guidelines. Ensure all workers (volunteer or paid) are vetted with background check annually.

- Meet with students and young adults who express interest in salvation to assess readiness for baptism. Follow up with parents/family, pastoral and other staff to ensure preparation for baptismal services.
- Mentor and encourage students, providing wise Biblical counsel and support as needed.
- Plan and oversee caring, consistent outreach to those who are not yet participating in Lizella Baptist StudentLife ministries, as well as to those who have been absent or fallen away.
- Track participation by keeping record of attendance for all groups, and tracking trends year over year. Implement creative, God-honoring, fun strategies for continued growth.
- Assist in the discipleship of lay leaders by providing opportunities for increased involvement, leadership training, encouragement, and by delegating tasks for which lay leaders are ready to assume responsibility.
- Provide support, guidance and oversight to lay-leaders as necessary to ensure LBC policies and guidelines regarding minors are followed.
- Fill the pulpit for Lead Pastor when necessary or requested.
- Perform other duties as assigned by Executive Pastor.

Qualifications:

- Have a personal relationship with Jesus Christ.
- Faithfully attend and financially support the church.
- Be a team player.
- Possess a helpful, friendly, patient, gracious, and welcoming demeanor.
- Prior positive experience in mentoring, or teaching.
- Possess strong written & verbal communication, organizational and leadership skills, as well as creativity, energy, imagination, and a bent toward outreach, evangelism, and discipleship.
- Have a strong capability to engage with students and young adults and bring them up in the faith.
- Undergo and pass a background check.
- Must have a Bachelor's degree or higher.
- Must be licensed or ordained by the Southern Baptist Convention.
- Prior pastoral experience is preferred.
- Agree to uphold Lizella Baptist's statement of faith and be willing to submit to standards outlined in Personnel Manual and Policies and Procedures Manual.

Minister of Worship

Lizella Baptist Church

Description and Purpose:

Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9, Psalm 150:1-5, Ephesians 5:18-20, and Hebrews 2:10-12, and in conjunction with the Pastor and staff, Minister of Worship is responsible for overseeing, stewarding, and leading the church's music and worship ministry, entrusted by God to direct the weekly praise and worship practices of the New Testament Church, and reaching and discipling others to worship in spirit and truth, and grow in musical and other worship-related skills. The Minister of Worship shall report to the Lead Pastor and shall work in harmony with the staff and church body.

Spiritual Responsibilities:

- Seek to be a role model in attitude, speech and actions in a consistent daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Explain the church's religious beliefs and practices to the public and give a reason for the hope we have when asked, according to 1 Peter 3:15.
- Pray with/for those in worship ministry regularly.
- Provide resources regarding faith to those who express interest in growing in the Lord.
- Share the Gospel and ensure every worship participant understands the Good News is for them.

Worship Ministry Duties:

- Develop a comprehensive plan for worship ministry that aligns with the stated mission of Lizella Baptist Church. Provide opportunities for members of all ages and abilities to be disciplined in using their skills and talents to worship the Lord, whether through music, technology, or creative means/worship arts.
- With input from the Lead and Executive Pastors, oversee the planning of weekly worship services including but not limited to song selection, creative content and service flow.
- Minister through connection with worshipers as the Spirit leads. Maintain a vibrant prayer life. Ensure you and your team are well-prepared spiritually and in ability, to lead worship.
- Order worship resources within budget. Create rehearsal tracks for the worship team.
- Recruit and train new volunteers while creating an atmosphere of team unity by respectfully listening and inviting input from the worship team during regular meetings.
- Help lead and direct community outreach programs in coordination with pastoral staff. Provide opportunities for the worship group to use their gifts in outreach.
- Reach out in a caring manner to those who have been absent or fallen away. Implement creative, God-honoring, fun strategies for continued growth.
- Perform other duties as assigned by Lead Pastor and Executive Pastor.

Qualifications:

- Have a personal relationship with Jesus Christ.
- Faithfully attend and financially support the church, being willing to do life with our body of believers.
- Be a team player. Have a history of team-building and fostering a friendly work environment.
- Have a strong background in music performance and music theory. Possess musical giftedness and be called to lead authentic worship.
- Prior positive experience in mentoring, or teaching. Comfortable speaking publicly. Possess a strong capability of engaging the congregation during times of praise and worship.
- Possess strong written and verbal communication, organizational and leadership skills, as well as high attention to detail, creativity, energy, and a strong skillset in A/V & other technology (including but not limited to ProPresenter, Planningcenter, Office, OBS, DaVinci & other video/sound/stream software, midi/multitracks, social media platforms, Adobe, canva, etc).
- Undergo and pass a background check.
- Must have a Bachelor's degree or higher.
- Preferably be licensed or ordained by the Southern Baptist Convention.
- Minimum 3 years of worship leading experience is required.
- Agree to uphold Lizella Baptist's statement of faith and be willing to submit to standards outlined in Personnel Manual and Policies and Procedures Manual.

HOPE Ministry Director

Lizella Baptist Church

Description and Purpose:

Consistent with Romans 12:9-15 and Ephesians 4:11-12, the Director of HOPE Cancer Ministry is responsible for assisting membership of Lizella Baptist Church to minister to the needy and infirmed walking through cancer in the manner to which the New Testament calls the Church to minister.

Spiritual Responsibilities:

- Seek to be a role model in attitude, speech and actions in a consistent daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Explain the church's religious beliefs and practices to the public and give a reason for the hope you have when asked, according to 1 Peter 3:15.
- Pray with those who express need.
- Provide religious resources, referrals and assistance to cancer patients and their families who inquire.

Ministry Duties:

- Organize and implement a support ministry to those who are walking a journey through cancer treatment and recovery in a way that aligns with Lizella Baptist's mission to reach, disciple and serve.
- Plan ways that congregation members can serve through ministry to cancer patients.
- Work to ensure that funding is sustained for the HOPE Ministry. Steward donated resources with wisdom to ensure that funds are expended to the benefit of cancer patients toward their treatment, encouragement, and care.
- Keep a confidential record of patients helped through HOPE Cancer Ministry and their home church affiliation, if any.
- Ensure that in addition to resources, prayer and encouragement, cancer patients and their families receive the Gospel and know that the Good News is for each one of them.
- Educate members and non-members in the surrounding community on chronic health habits and conditions that result in higher risk for cancers. Provide opportunities for health improvement whereby participation can help mitigate cancer risk factors.
- Be a knowledgeable resource from whom cancer patients and their families may obtain valuable input toward options for treatment care, recovery, and end of life planning and services.

Qualifications:

- Have a personal relationship with Jesus Christ.
- Faithfully attend and financially support the church.
- Possess a caring, empathetic, helpful, friendly, and welcoming demeanor.
- Have the requisite medical knowledge and experience to understand the diagnosis, treatment cycle, side effects of treatment, tests, and insurance processes that are part of the cancer journey.
- Possess strong interpersonal, administrative, leadership and organizational skills.
- Minimum 5 years work experience in a skilled health care role (physician, nurse, etc.)
- Minimum Bachelor's Degree in the medical field.
- Agree to uphold Lizella Baptist's statement of faith and be willing to submit to standards outlined in Personnel Manual and Policies and Procedures Manual.