

FAITH HOPE & CHARITY MINISTRIES



FUNCTIONAL MINISTERIAL HANDBOOK



ELDER HENRY L. RAZOR – SENIOR PASTOR

Assistant Pastor

OVERVIEW

The FHC Assistant Pastor assists the senior pastor with the leading of others into a growing relationship with Jesus Christ. This will include taking on important responsibilities within the church, such as overseeing key leaders, making decisions in the absence of the pastor, collaborating with the Senior Pastor on ministry directions, and providing input for budgetary, ministerial, and community issues. The Assistant Pastor shall perform the duties of the Senior Pastor in the event that sickness, absences due to extended travel, or any other issue renders the Senior Pastor unavailable, inaccessible, or incapable of performing the duties of Senior Pastor. The Assistant Pastor, along with the First Lady of the church, the 1st Associate Pastor, the church Administrator, and the Senior Pastor shall comprise the Ecclesiastical Executive Board at Faith Hope & Charity Ministries.

Reports to: Senior Pastor

Responsibilities

- Acquires the duties of the Senior Pastor in the event the Senior Pastor is rendered incapable of performing the duties of a Senior Pastor due to sickness, extended travel, emergencies, or any issue that impacts the Senior Pastor.
- Provide input into the overall direction of the ministry
- Has limited budgetary signing authority per the church bylaws
- Nurtures and supports the vision and ministry direction as given by God to the Senior Pastor.
- Serves as an Ecclesiastical Executive Board member of the church

Requirements

- Demonstrate a call by God to the ministry that is sufficient to satisfy the Senior Pastor
- Having served as an ordained minister for no less than seven (7) years
- Saved, Sanctified, and Spirit Filled
- Faithful service to Faith Hope & Charity for a minimum of 10 years
- Demonstrated history of consistent financial support to the ministry
- Bachelors' degree or equivalent ministerial experience.
- Reputation beyond reproach in the brotherhood

1st Associate Pastor

OVERVIEW

The FHC 1st Associate Pastor assists the senior pastor with the leading of others into a growing relationship with Jesus Christ. This will include taking on important responsibilities within the church, such as overseeing key leaders, collaborating with the Senior Pastor on ministry directions, and providing input for budgetary, ministerial, and community issues. The 1st Associate Pastor, along with the First Lady of the church, the Assistant Pastor, the church Administrator, and the Senior Pastor shall comprise the Ecclesiastical Executive Board at Faith Hope & Charity Ministries.

Reports to: Senior Pastor

Responsibilities

- Provide input into the overall direction of the ministry
- Has limited budgetary signing authority per the church bylaws
- Nurtures and supports the vision and ministry direction as given by God to the Senior Pastor.
- Serves as an Ecclesiastical Executive Board member of the church

Requirements

- Demonstrate a call by God to the ministry that is sufficient to satisfy the Senior Pastor
- Having served as an ordained minister for no less than seven (7) years
- Saved, Sanctified, and Spirit Filled
- Faithful service to Faith Hope & Charity for a minimum of 10 years
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- Reputation beyond reproach in the brotherhood

Pastoral Administrative Assistant

OVERVIEW

The Pastoral Administrative Assistant shall serve as the personal administrative and office staff person for the Senior Pastor in matters related to Faith Hope & Charity Ministries Church. The PAA shall provide support to the Senior Pastor in any and all administrative duties required for Senior Pastoral leadership of the body of parishioners. The PAA will provide documents, letters, forms, that are requested, to the requesting members after consulting with the Senior Pastor and obtaining approval.

Reports to: Senior Pastor

Responsibilities

- Prepare documents for Senior Pastor and leadership team as needed
- Facilitate good staff communication by assisting with meeting scheduling and note taking during leadership meetings
- Respond to all requests from members and provide timely response after communicating with Senior Pastor
- In conjunction with the Media Messaging Ministry, serve as a liaison between the Senior Pastor's office and community leaders and/or organizations
- Maintain Senior Pastor's schedule and scheduling Appointments
- Maintain files of member activity, process, and procedural documents

Ministry Educational Leader

OVERVIEW

The FHC Ministry Educational Leader shall serve as the curriculum administrator for FHC and all associated NFPs. The MEL shall server as the Sunday School Superintendent and work in conjunction with the Senior Pastor to develop a relevant curriculum for bible class, training conferences, and church seminars. This position is also responsible for collaborating with the E.D. for CITC to ensure that CITC operates within FHC Christian guidelines as the ministry outreach.

Reports to: Senior Pastor

Responsibilities

- Acquire all church teaching curriculum and obtain Senior Pastor's approval before implementing (Sunday School and Bible Class)
- Oversee the Sunday School
- Submits approved announcements to the Media Messaging Ministry for general announcement and media creation when needed
- Work with the Executive Director of CITC to ensure church goals and guidelines are in support of the overall church goals.
- Schedule regular teacher meetings for Sunday School and Bible Class teachers
- Develop strategies for educational motivation with a focus on the active educational environments at FHC.
- Sponsor a minimum of one annual Sunday School event to honor teachers who have demonstrated commitment to Sunday School success, participants that have exceeded, and to raise funds to support the Sunday school.

Family Care Associates Leader (Nurses)

OVERVIEW

The Auxiliary of Family Care shall identify the needs of the ministry as church nurses and its importance to the pastor, congregation and the community. The primary role of Family Care Associates is to assist the congregation and pastor by giving first aid and attending to sick members. They also promote health awareness, safety measures, etc. Additionally, Family Care Associates services shall provide aid to those in need through Christian love, compassion, as identified in the word of God.

Reports to: Senior Pastor

Responsibilities

- Be a willing worker
- Attend to the Pastor and 1st lady's needs at church as well as outings
- Assist with funerals
- Be cognitive and alert to attend to the needs of the congregation
- Assist with Health Fair Events
- Obtain training in CPR and First aid in non emergency and emergency situations
- Attend seminars and training to understand church nurse's responsibilities
- Provide information in association with health awareness and concerns in the church and community
- Submits approved announcements to the Media Messaging Ministry for general announcement and media creation when needed
- Meet on a regular basis with the Senior Pastor and Ushers to identify congregation members requiring health care assistance
- Meet with Hospitality, Evangelism & Outreach periodically to identify opportunities to use health care events for community outreach
- Arrives at least fifteen minutes before every service and remains after to assist with service commencement and wrap up.

Ushers Department Leader

OVERVIEW

The FHC Usher must create a welcoming environment and set the tone for every parishioner's personal experience with our church. A primary responsibility shall be the seating of guests and maintaining of order and security during services.

Reports to: Senior Pastor

Responsibilities

- Create an atmosphere for guests and parishioners at church
- Provide people management and crowd control for FHC sanctioned and sponsored events
- Ensure safety of facility occupants at events
- Coordinate the collection of offerings and/or items utilized during events
- Serves as an escort to available seating for guests and parishioners
- Distributes pamphlets, church bulletins, and literature on the church to visitors as they arrive and as they depart
- Keeps individuals and items out of the aisles to allow easy traffic flow and conform to fire safety codes
- Submits approved announcements to the Media Messaging Ministry for general announcement and media creation when needed
- Arrives at least fifteen minutes before every service and remains after to help clean up and socialize with lingering parishioners.
- Oversee the reporting of weekly attendance for the church

Hospitality Ministry Leader

OVERVIEW

The FHC Hospitality Auxiliary shall assist in the magnification and the multiplication of the gospel throughout Chicago and to the ends of the earth by nurturing a warm, welcoming environment and creating, maintaining, and growing relational connections within the immediate Englewood and Chicago South Side communities. The FHC Church Greeters shall function within this auxiliary

Reports to: Senior Pastor

Responsibilities

- **Oversee the Greeters**
 - Greeters will arrive 15 minutes prior to the start of our worship gatherings in order to greet guests and provide them with weekly handouts.
 - They will "man" the doors for 10-15 minutes after service starts to greet anyone else who may arrive late.
 - They will also help "exit greet" at the conclusion of gatherings.
- Implement a new guest process that engages new guests in a relational way
- Coordinate and oversee the Ministry follow-up programs
 - Hospitality Ministry Members shall provide follow up with our guests, particularly through contacting those who fill out a Communication Card.
- Develop ministry programs designed to extend the church's hospitality into the immediate community and throughout the city and nation.
- Communicate guest needs learned via follow-up to Senior Pastor when follow up reveals Pastoral interaction is needed.
- Submits approved announcements to the Media Messaging Ministry for general announcement and media creation when needed
- The Hospitality Ministry Lead will oversee a team with the responsibility of helping connect newcomers and new covenant members relationally with other members in the church.

Music Ministry Leader

OVERVIEW

The FHC Music Ministry shall oversee all music related functions for the sanctuary. This position is primarily responsible for the arranging, creating, organizing, and overseeing entire body of worship music for our church, in consultation with the senior pastor and other team members, in a way that is consistent with our mission, values, and theology.

Reports to: Senior Pastor

Responsibilities

- Prepare appropriate music for every worship service
- Coordinates all choral, instrumental, small group, and congregational music
- In conjunction with the Senior Pastor, The Music Ministry Lead shall schedule, organize, and implement all rehearsals for each service and ministry event
- Serve as a liaison between the Senior Pastor's office and community leaders and/or organizations
- Maintain Senior Pastor's schedule and scheduling Appointments
- Maintain files of member activity, process, and procedural documents
- Arrives at least thirty minutes before every service to perform sound check and make appropriate adjustments to music related systems
- Submits approved announcements to the Media Messaging Ministry for general announcement and media creation when needed
- Shall recommend worship leaders and choral officers to the Senior Pastor approval and official appointment.

Media Messaging Ministry Leader

OVERVIEW

The FHC Media Messaging Ministry shall serve as the communications and digital messaging arm of the church. The MMM shall formulate, in coordination with the Senior Pastor, in any and all internal and external announcements, communications, flyers, directed to mass audiences . The MMM will provide Media Marketing services for Faith Hope & Charity Ministries

Reports to: Senior Pastor

Responsibilities

- In conjunction with the Senior Pastor, formulate all messages for distribution and publication both digitally and via hard copies
- Prepares and delivers the announcements during worship events and church gatherings
- Create and digitally distribute flyers, advertisements, and announcements promoting the church and church events.
- Receive requests from team and auxiliary leaders within the church to create marketing material for specific events
- Coordinate and implement a communications best practice process for live stream and broadcast events
- Provide graphic design for digital and hard copy flyers
- Provide appropriate language for announcements
- Respond to on-line inquiries, requests, and comments during broadcasts and live streaming events

Church Administrator

OVERVIEW

The FHC Church Administrator shall maintain church records and personnel files, order and stock office supplies, keep computer files backed up and maintain office equipment. The Church Administrator, along with the First Lady of the church, the 1st Associate Pastor, the Assistant Pastor, and the Senior Pastor shall comprise the Ecclesiastical Executive Board at Faith Hope & Charity Ministries.

Reports to: Senior Pastor

Responsibilities

- Serves as a member of the Board of Directors for the church
- Work closely with the Senior Pastor and other staff to ensure the church properly uses funds and meets financial obligations.
- oversees payroll and keeps records of employee benefits, insurance and vacation time
- prepare and implement the church's budget and help prepare financial statements
- Track and record church income from donations and sales, deposit funds into church accounts, pay bills and maintain sufficient cash flow for the church.
- Ensure that tax documents are prepared and filed on time.
- Prepare and distribute member end of the year giving statements

Tech Team Leader

OVERVIEW

The Tech Team Lead shall be responsible for administering, operating, and maintaining all technical equipment and systems utilized in the distribution of the gospel message that that proceeds from Faith Hope & Charity Ministries.

Reports to: Senior Pastor

Responsibilities

- Operating the Audio equipment
- Operating the video broadcast and streaming equipment
- Maintaining the church computers, servers, and office networks
- Identifying, gaining Pastoral approval, and implementing technical systems utilized in support of ministry functions
- Manages the church's social media accounts across multiple social media platforms
- Manages and updates the Mobility App
- Arrives at least thirty minutes before every service to perform sound check and video check before going live to make appropriate adjustments to music related systems

Youth Ministry Leader

OVERVIEW

The major goal of the church youth director is to guide young people in their faith journey. The Youth Ministry Lead shall work with the Senior Pastor to coordinate and oversee all functions relative to the functional children and youth ministries at FHC.

Reports to: Senior Pastor

Responsibilities

- Oversees all youth programs
- Works with Senior Pastor and Educational Department Lead to develop the church official youth goals and objectives as well as the curriculum for camps, conferences, and seminars.
- Identify, gain approval from the Senior Pastor, and implement creative youth activities and programs that foster growth and nurture confidence in our youth.
- Integrates the youth into the broader life of the church
- Serve as a member of every church auxiliary that connects with or has responsibilities with the youth of Faith Hope & Charity
- Sponsor a minimum of one annual Youth event to recognize youth who have demonstrated commitment to FHC, and have excelled in their studies
- Implement youth to conduct, coordinate, and lead the worship service on the third Sunday of each month.
- Oversee, coordinate and schedule youth trips, retreats, and off site events.

Facility Care & Security Leader

OVERVIEW

The Facility Care and Security Lead shall be responsible for maintaining a safe and secure facility at all functions.

Reports to: Senior Pastor

Responsibilities

- Working with the ushers, provide and maintain a secure atmosphere at the church
- Direct the parking of cars in the lot and on street for church services and events
- Provide security for the Senior Pastor and the Senior Pastor's wife
- Serve as Chief Adjutant to the Senior Pastor
- Oversee Pastoral Adjutants
- Work with ushers to address compromising issues when they arise
- Maintain a safe and secure environment.