

Business

Business Manager:

Directly responsible for:

Work of treasurer

Work of bookkeeper

Oversees stewardship campaign

Oversees **financial secretary**

Oversees **Office Manager**

who oversees **Ofc Volunteers**

Paid positions:

Business Manager 25-30 hrs/wk

Office Manager 36 hrs/wk

(staffrevisionaugust2014)

Building

Facilities Manager

Directly responsible for:

Work w/ facilities team

Prioritizing maintenance

Prioritizing improvements

Manages \$\$ for improvements

Scheduling bldg use

Oversees work of **Custodians**

Oversees work of **Sound/tech**

Oversees **Building Host**

Paid positions:

Facilities Manager 15-20 hrs/wk?

Custodians no change

Sound/ tech 5-15 hr/wk

Building Host: paid by use

Program/ Ministries

Director of Congregational Life

Directly responsible for:

Organizing education/ all ages

Visitors/ Discipling “program”

Work assigned by pastor

Publicity for activities

Oversees work of **Childcare staff**

Director of Music

Who oversees **Organist/pianist**

Youth Director

Paid positions:

Director of Cong. Life 15-20 hrs/wk

Child Care no change

Director of Music up to 20 from 18

Organist/pianist no change

Youth Director 20 hrs (down 10)