



*Planning Teams exist for planning.
Ministry Circles exist for mission.*

JOB DESCRIPTION FOR
TEAM LEADERS, PLANNING CONVENERS, AND CIRCLE CONVENERS

Qualities:

- § shows genuine interest and respect for volunteers.
- § encourages discussion and is open to new ideas and new ways of looking at things.
- § strives to make team member's experience as rewarding as possible.
- § provides an orientation to new team members.

Definition: Leads an Administration Team (People, Finances or Facilities) or Ministry Team (Worship, Servant, or Community) and serves as a member of the Governing Body.

Responsibilities:

- § attends Governing Body meetings to participate in long-range planning.
- § recruits and supports Planning Team members (3-5) for designated team for purposes of short-term planning (Primary: Team Leaders and Planning Conveners).
- § supports ongoing Ministry Circles and establishes new circles as needed (Primary: Team Leaders and Circle Conveners).

Specifically, Planning Conveners and Team Leaders:

- § develops goals and objectives with Planning Team for specific area in alignment with Governing Body's long-term objectives.
- § ensures that goals and objectives are embodied in Ministry Circles.
- § provides communication between Planning Teams and Governing Body, reporting directly with congregation as appropriate.
- § establishes and supervises annual budget in consultation with Finance Team.

Specifically, Circle Conveners and Team Leaders:

- § manages the work through Ministry Circles that is identified by the Planning Team.
- § communicates with People Team to identify volunteer assets and opportunities.
- § contacts referrals from the People Team.

Term: Team Leaders and Conveners are nominated by the People Team and elected by the congregation for a two-year renewable terms.