



Ministry Officer Position Global Summary

A strong ministry officer is a leader with a servant's heart who is engaged and strives to maintain Christian countenance. While learning to love as Christ loved us, officers are compassionate, patient and supportive with excellent interpersonal, listening, and communication skills. Officers are trustworthy and honest with a high integrity that doesn't get caught in the gossip train. Officers have a confident humility that is centered more on what God is doing and less on their own inherent abilities. Officers must pray without ceasing, be knowledgeable about the ministry they intend to lead, and be a visionary with excellent time management and organizational skills. Officers should maintain family/work/church balance, understand the commitment required, and be self-poised and in control of one's feelings.

Alfred Street Baptist Church
301 South Alfred Street
Alexandria, VA 22314



Ministry Officer Position Description

Position Title:	Ministry Lay Leader
Spiritual Gifts (Key personality traits of an effective ministry leader in this role):	
<ul style="list-style-type: none"> • Arbitrator / Conflict resolution • Prayerful / Spiritual • Problem solver 	<ul style="list-style-type: none"> • Discernment • Negotiator
Key Responsibilities/Functions:	
<ul style="list-style-type: none"> • Serve as the liaison between the ministry, Diaconate, and appropriate higher level manager • Provide spiritual advice and comfort • Being alert to the spiritual needs of the ministry. • Creating a sense of fellowship and unity among the group. • Provide spiritual leadership to the ministry leaders in executing programs that line up with the Pastor's vision for the church • In the absence of and in collaboration with the chaplain, prayer at meetings and as requested by ministry members. 	
Desirable Experience, Skills Needed:	
<ul style="list-style-type: none"> • Resourceful • Diligent • Accountable 	
Qualifications:	
<ul style="list-style-type: none"> • Only ordained Alfred Street Baptist Church Deacons are allowed to perform the duties as a ministry lay leader. 	



Ministry Officer Position Description

Position Title:	President
Spiritual Gifts (Key personality traits of an effective ministry leader in this role):	
<ul style="list-style-type: none"> Be dedicated and reliable Be decisive Be willing to accept criticism Be flexible/cooperative 	<ul style="list-style-type: none"> Negotiator Facilitator Servant Leader Motivator
Key Responsibilities/Functions:	
<ul style="list-style-type: none"> Lead the budgeting, planning, policy and strategy processes; monitor ministry activities, secure support and resources. Develop goals and objectives for the ministry in conjunction with the leadership team. Implement goals and objectives by prioritizing related programs, managing the use of resources, delegating tasks, and evaluating progress regularly. Guide and assist the officers in maintaining focus on the ministry's mission, vision and goals. Be the decision maker for important questions; engage the Layleader and interact with church administration to get approval on new initiatives. Delegate and hold officers accountable. Provide support to officers as needed to carry out their role. Plan and facilitate meetings. Plan, coordinate and participate in ministry events, mission/evangelism, service projects and trips. Serves as liaison between ministry and appropriate higher level manager. 	
Desirable Experience, Skills Needed:	
<ul style="list-style-type: none"> Understand strategic planning Demonstrate expertise in the field of the ministry Be a good people manager Possesses good delegation skills Understand the church's policies and procedures 	
Key Considerations/Advice for New Leaders in This Role:	
<ul style="list-style-type: none"> Spend time with the outgoing president. Attend trainings Knows Baptist polity and structure of ASBC church Understand the history of the ministry while being open to try something new Remember it's the church's ministry Keep records; Build a strong team; focus on the people in addition to the project Be inclusive; Be able to take constructive feedback 	



Ministry Officer Position Description

Position Title:	Vice President
Spiritual Gifts (Key personality traits of an effective ministry leader in this role):	
<ul style="list-style-type: none"> • Team-player • Excellent communicator 	<ul style="list-style-type: none"> • Assertive (sensitive) • Flexibility
Key Responsibilities/Functions:	
<ul style="list-style-type: none"> • Assist the President with accomplishing the goals of ministry. • Assist with planning and executing ministry goals and objectives. • Assist and facilitate the drafting of ministry best practices in accordance with ASBC’s policy, procedures and guidelines to guide the ministry. • Assist with planning and implementing ministry events, mission/evangelism, service projects and trips. • Plan, coordinate and participate in ministry events, mission/evangelism, service projects and trips. • Support president in identifying, enlisting, training and supporting leaders (e.g., committee chairs, program chairperson, and future ministry officers, etc.). • Help support communication between officers and members of ministries. • Facilitate new member assimilation 	
Desirable Experience, Skills Needed:	
<ul style="list-style-type: none"> • Collaborative Skills • Consensus Building • Conflict Resolution • Peace maker/Diplomacy 	
Key Considerations/Advice for New Leaders in This Role:	
<ul style="list-style-type: none"> • Seek information and advice • Know the difference between work/job leadership v. church leadership 	

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Ministry Officer Position Description

Position Title:	Secretary
Spiritual Gifts (Key personality traits of an effective ministry leader in this role):	
<ul style="list-style-type: none"> • Detail Oriented • Diplomacy • Ability to safeguard information/discreet 	<ul style="list-style-type: none"> • Problem solver • Respectful • Performance Oriented • Attentive Listener
Key Responsibilities/Functions:	
<ul style="list-style-type: none"> • Attendance at all group meetings • Record meeting minutes to include decisions made and attendance. • Manage all communications to include monitoring and organizing the ministry asbc email account, sending and receiving ministry emails, directing communications/emails to the appropriate party, and regular communication to ministry members (e.g., updates, reminders). • Manage ministry calendar and/or submission of church reports • Develop and organize documents needed for the ministry (handbooks, attendance sheets, files, reports, etc.) • Send condolences and special greetings (e.g., birthday, new members) • Keep running tab of outstanding activities from decisions made and ensure there is follow-up • Assist with other administrative tasks for the group to include those associated with an events 	
Desirable Experience, Skills Needed:	
<ul style="list-style-type: none"> • Quick on phone/tablet communication/email responses • Must be able to capture meeting minutes quickly and accurately • Good documentation/record-keeping skills • Ability to synthesize information • Forward thinking and innovative, creative thinker • Presentation skills • Effective Communicator 	
Key Considerations/Advice for New Leaders in This Role:	
<ul style="list-style-type: none"> • Become tech savvy if you're not already • Be committed • Be prepared to serve • Always strive for improvement • Be time cognizant 	<ul style="list-style-type: none"> • Be proactive • Be open to improving your role and duties • Speak with previous person in this role to find out what were best practices



Ministry Officer Position Description

Position Title:	Treasurer
Spiritual Gifts (Key personality traits of an effective ministry leader in this role):	
<ul style="list-style-type: none"> • Detailed Oriented • Decisive • Persistent 	<ul style="list-style-type: none"> • Honest & Integrity • Understanding • Be accountable
Key Responsibilities/Functions:	
<ul style="list-style-type: none"> • Lead development of budget planning process with the leadership officer team • Communicate budget process and procedures with your group/committee members • Work with other officers to develop and submit budget to the church • Oversee the distribution of funds and ensure Fund Requests are submitted accurately and timely • Ensure finances are tracked properly and keep track of expenditures • Collect and properly manage any collections (donations) • Develop and maintain internal controls within the group to secure funds • Provide monthly reports 	
Desirable Experience, Skills Needed:	
<ul style="list-style-type: none"> • Well Organized/Attention to detail • Accounting/Accounts Management Background • Familiar with church policy, process, and financial staff 	
Key Considerations/Advice for New Leaders in This Role:	
<ul style="list-style-type: none"> • Remember why you serve • No-comingling of funds • Be flexible • Keep good records • Ask questions • Work closely with group leaders 	



Ministry Officer Position Description

Position Title:	Chaplain
Spiritual Gifts (Key personality traits of an effective ministry leader in this role):	
<ul style="list-style-type: none"> Prayer warrior Good speaker Confidentiality Optimistic/Positive 	<ul style="list-style-type: none"> Approachable - openness Respectful - diplomatic Exhibit the Fruits of the Spirit
Key Responsibilities/Functions:	
<ul style="list-style-type: none"> In absence of and in collaboration with layleader, leading and closing prayer before meetings, church services & events Present inspirational message (devotionals) relating to the specific ministry mission and ASBC Pray for the Ministry overall and for members individually when they express a specific need for prayer Remind the Ministry that our purpose is to serve God and His people. Working appropriately with lay leader to visit bereaved ministry family, offering prayer, scripture or song Keep sick and shut-in uplifted spiritually through prayer, greeting cards and inexpensive gifts to let them know God loves them as so do we 	
Desirable Experience, Skills Needed:	
<ul style="list-style-type: none"> Trained counselor/social worker Have compassion for your fellow man Enjoy praying privately and in front of others Flexibility of time 	
Key Considerations/Advice for New Leaders in This Role:	
<ul style="list-style-type: none"> Be a team player Be respectful and confidential Chat with group to best define their needs Chat with previous chaplain re: best practices Be prepared to grow - spiritually and in other ways Have a class on how to pray in public and privately for others as well as what is the role of a chaplain (or assistant chaplain) for the group Set and honor appropriate boundaries 	



Ministry Officer Position Description

Position Title:	Evangelism Coordinator
Spiritual Gifts (Key personality traits of an effective ministry leader in this role):	
<ul style="list-style-type: none"> • A believer (that all personalities are of value to God) • An encourager (of others to receive evangelism training, and to become contagious Christians) 	<ul style="list-style-type: none"> • A believer (that God loves and values people) • An encourager (of others to find an evangelism style that fits them)
Key Responsibilities/Functions:	
<ul style="list-style-type: none"> • Develops and communicates an evangelism plan and agenda for the ministry/discipleship group (DG) that is tailored to its respective mission and goals • Works with the Evangelism ministry leadership team and other evangelism coordinators to strategize about dates and schedules for evangelism events throughout the year, with a goal of spearheading at least one activity per year that may include evangelism training, outings, or other relevant opportunities • Be willing to bolster evangelism (a core pillar of Alfred Street Baptist Church) by helping to deliberately integrate evangelism into the ministry's/DG's functions and activities 	
Desirable Experience, Skills Needed:	
<ul style="list-style-type: none"> • Open-mindedness • Willingness to be trained • An acquired faith in the power of God (not our own) to win souls 	
Key Considerations/Advice for New Leaders in This Role:	
<ul style="list-style-type: none"> • Be a team player • Possess a willing heart to be used to God's glory • Trust God to stretch your ministry/DG in the area of evangelism 	