

FIRST PRESBYTERIAN CHURCH OF UPLAND



POSITION: ASSISTANT CUSTODIAN JANUARY 2018

Basic Foundation:

The Assistant Custodian is responsible for maintaining clean buildings and grounds and for general supervision and security of the property.

Work Schedule

Up to ten hours per week, as directed by the Chief Custodian.

Responsibilities

1. Maintain floors (sweep, mop, buff, clean and wax); dust furniture and equipment; wash walls and windows; and, vacuum carpets according to schedule.
2. Maintain clean restrooms and replenish supplies.
3. Operate heating and cooling equipment according to schedule and instructions.
4. Open and close the facilities as needed.
5. Move furniture, set up tables and chairs for group events and other occasions; set up educational areas for regular and special activities as assigned.
6. Prepare facilities for special use as requested by supervisor.
7. Assist on an as-needed basis for weddings and funerals.

Accountability

The Assistant Custodian is accountable to the Chief Custodian as immediate supervisor.



FIRST PRESBYTERIAN
CHURCH OF UPLAND

POSITION: DIRECTOR OF MUSIC MINISTRIES
JANUARY 2018

BASIC FOUNDATION

This position provides leadership for worship music and enhances the music ministry of the church, relating to people of all ages and in coherence with the reformed theological tradition.

RESPONSIBILITIES

8. Personally plan and direct the music portion of each Sunday's worship service(s) and serve as music leader for those services.
9. Plan and direct all rehearsals relating to the worship service; to conduct the weekly (Wednesday night) rehearsals for the choir.
10. Be the source and choose music for our services with sensitivity to such issues as the theme of that day's worship, the traditions of the local church, and our reformed theological tradition.
11. Subject to availability, attend weekly staff meetings and monthly Worship Team meetings.
12. Be the staff resource for music during our summer schedule.
13. Provide spiritual guidance and leadership to members of the choir, as well as all paid and volunteer support musicians.
14. Plan and direct the music for any special services (e.g., Maundy Thursday, Christmas Eve) or any special musical programs of the church.
15. Provide vision and leadership for developing the gifts and musical talents of all involved in the music ministry
16. **SUPERVISION:** Director of Music Ministries shall supervise:
 - a. the Assistant Music Director.
 - b. the Director of Technical Ministries.
 - c. all musical volunteers and paid accompanists.

ACCOUNTABILITY

The Director of Music Ministries will report to the Senior Pastor and the Session's Personnel Committee.

X _____

_____, Director of Music Ministries

X _____

Noel Anderson, Senior Pastor



FIRST PRESBYTERIAN CHURCH OF UPLAND

January 1, 2018

Minister of Visitation: Description and Covenant

Focus: Pastoral Visitation and Deacons' Ministries

Qualifications

-Must be an ordained and licensed Christian minister in good standing within his or her denomination.

Responsibilities

- Provide staff support and leadership to the Board of Deacons.
- Coordinate weekly visitations and provide support and recommendations for the general visitation ministry of the congregation.
- Communicate the gospel of Jesus Christ through care, concern, prayer and visitation.
- Training church members in pastoral care-giving.
- Attend weekly staff meetings.
- Attend meetings of the Board of Deacons.
- Assist in worship as needed and useful
- Preach when needed and available.

Accountability

The Minister of Visitation is accountable to the Senior Pastor and the Session of First Presbyterian Church of Upland *via* the Personnel Committee. Position will be reviewed annually *via* the Personnel Committee.

Relationships

The Minister of Visitation works with staff, reports to the Senior Pastor and Session *via* the Personnel Committee.

Compensation

The Minister of Visitation position is not salaried, but professional expenses and travel are reimbursed. Occasional fees (weddings, funerals, and misc. other) will be given as remuneration on a per-event basis.

Covenant Provisions

This agreement is for the period of twelve (12) months beginning *date*, 2018. This agreement may be terminated by the session upon sixty (60) days written notice. The Minister of Visitation may terminate the agreement upon thirty (30) days written notice and forfeiture of any payment beyond the thirty (30) day period. Support services, such as secretarial and office support will be provided for the Parish Associate in carrying out the responsibilities outlined above.

X _____

X _____

The Rev. _____, Minister of Visitation

_____ Clerk of Session



FIRST PRESBYTERIAN CHURCH OF UPLAND

POSITION: OFFICE/COMMUNICATIONS MANAGER
JANUARY 2018

BASIC FOUNDATION

To oversee all aspects of office management and communications, including publications, website, promotion and publicity.

RESPONSIBILITIES

17. **MANAGEMENT OF THE OFFICE:** Maintain the church office in a professional manner, exercise control over access, and maintain privacy for the employees working.
 - a. **MAINTENANCE OF OFFICE FILES:** Keep all files in an orderly manner and prepare filing system directions for other users. Maintain records of baptisms, dedications, weddings, membership and visitor attendance with the support of the Receptionist.
 - b. **MAINTENANCE OF OFFICE EQUIPMENT:** Operate, clean regularly, and recommend maintenance needs for all office equipment.
 - c. **KEYS:** Maintain a current list of key holders and provide keys as needed. Collect keys when people leave.
 - d. **INVENTORY CONTROL FOR OFFICE SUPPLIES.** Provides an uninterrupted support of total church office operations. Orders supplies as needed.
 - e. **PREPARATION OF PUBLICATIONS.** Responsible for setting reasonable deadlines for acquiring reports from Teams, Committees, and Boards, organizing the information received, editing, formatting, proofreading, copying and assembly of monthly newsletters, annual reports, and promotional pieces.
 - f. **OTHER RECORDS:** To maintain records and follow-up on items borrowed from the church, and other items as necessary. To maintain a communications record for FPCU's relationship with renters, lessees, and guests.

18. **COMMUNICATIONS:** Office/Communications Manager is responsible:

- a. to coordinate production of regular publications (including, but not limited to worship service bulletins, bulletin inserts, monthly newsletter, annual reports, visitor and ministry brochures and posters, etc.) in a timely, accurate and presentable manner consistent with FPCU's vision, *ethos* and branding;
- b. for coordination of FPCU website and social networks to keep information accurate, up-to-date, and consistent with FPCU's vision, *ethos* and branding;
- c. for acting as a gateway and quality control check on all church communication products, including those produced within individual ministries of the church;
- d. to command and oversee a centralized FPCU calendar;
- e. for prudent management of all communications-related budget line items and timely processing of check requisitions, billings and invoices, with assistance from the treasurer and/or bookkeeper.

19. Coordinate tasks for the Receptionist and Custodial positions.

20. **GENERAL ASSISTANCE:** Provide for the regular function of the church office in support of the ministry staff. May include support for special projects and assisting duties as directed by the Senior Pastor.

ACCOUNTABILITY

The Office/Communications Manager will report to the Senior Pastor and the Session's Personnel Committee.

X _____

Office/Communications Manager

X _____

Noel Anderson, Senior Pastor