

Frontline Silver Spring Leadership Descriptions

Connect Team Leader

Objective: To ensure that new people feel welcomed and to assist them in getting connected to the FLSS community

Key responsibilities:

- Coordinate the volunteer schedule to ensure that there are at least 2 volunteers to help with the Connect Meeting each Sunday
- Email all newcomers a welcome email and coordinate follow-up by volunteers
- Orient new volunteers so they know their responsibilities
- Communicate to volunteers FLSS's vision/mission and their role in this both as a team and as individuals
- Recruit additional volunteers
- Help raise up volunteers to be future leaders of the team
- Attend FLSS leadership team meetings
- Organize Community Dinners

Qualifications:

- Enjoys meeting new people and has a heart to reach out to newcomers
- Able to coordinate the volunteer schedule
- Able to help build a team as part of FLSS's mission
- Able to evaluate the needs and improvements that should be made in the Connect Ministry

Reporting Relationships: Reports to the New People Coach

Decision-Making:

- Own Initiative
 - Recruiting volunteers
 - The details in implementing the connect process
- Refer to Manager
 - Interviewing an apprentice or co-coach
 - Changing the overall connect process

Time Commitment:

Length of Term: 1 year

Discipleship Coach

Objective: To provide care and direction to small group coaches/leaders and to assist the Campus Pastor in leading the discipleship efforts of the church

Key responsibilities:

- Meet regularly with small group leaders
- Attend monthly coaches fellowship
- Meet one on one with men/women in the congregation as needed
- Assist in developing small group leadership training curriculum and events

Qualifications:

- Must be a mature, committed Christian.
- Must demonstrate a solid understanding of Scripture
- Must have a strong sense that the Lord is calling you to lead in this role
- Must have leadership abilities and organizational skills
- Must be people-oriented
- Must have a good reputation in the congregation
- Must have read and agree with MBC doctrine as explained in the “What We Teach” booklet

Reporting Relationships: Reports to the Campus Pastor

Decision-Making:

- Own Initiative
 - Giving counsel to and recommending resources for small group leaders
 - Meeting with small group leaders and Frontline men/women
- Refer to Manager
 - Small group strategy

Time Commitment: Depends on the need, but typically one 3-hour Coaches Fellowship per month and potentially 1 meeting per week with small group leaders and/or other men/women

Length of Term: 1 year

Prayer Coach

Objective: To create environments for and equip the congregation to pray together

Key responsibilities:

- Recruit, interview, train and encourage leaders in the following areas:
 - 1st Sunday Prayer Gathering
 - Sunday Night Prayer Support Team
 - Prayer Walks
 - Intercessory Prayer
- Attend monthly coaches fellowship
- Provide leadership to special prayer events for the church
- Assist small group leaders in developing prayer strategies for their groups
- Lead 1st Sunday Prayer as needed

Qualifications:

- Must be a mature, committed Christian.
- Must have a strong, personal devotion to prayer
- Must have a strong sense that the Lord is calling you to lead in prayer ministry
- Must have leadership abilities and organizational skills
- Must be people-oriented
- Must have a good reputation in the congregation
- Must have read and agree with MBC doctrine as explained in the “What We Teach” booklet

Reporting Relationships: Reports to the Campus Pastor.

Decision-Making:

- Own Initiative
 - Scheduling prayer team for Sundays
 - Schedule for corporate prayer events
 - Prayer topics for 1st Sunday Prayer
 - Recruiting and interviewing leaders
- Refer to Manager
 - Prayer process on Sunday nights
 - Interviewing an apprentice or co-coach

Time Commitment:

Length of Term: 1 year

1st Sunday Prayer Team Leader

Objective: To oversee 1st Sunday Prayer

Key responsibilities:

- Recruit a planning team of people who are spiritually mature and devoted to prayer
- Prepare a written prayer focus each month for 1st Sunday Prayer
- Plan creative ways to engage the congregation in corporate prayer for each 1st Sunday Prayer gathering

Qualifications:

- Must be a mature, committed Christian
- Must have a strong, personal devotion to prayer
- Must have leadership abilities
- Must be able to communicate well in front of mid-sized groups
- Must have a good reputation in the congregation
- Must have read and agree with MBC doctrine as explained in the “What We Teach” booklet

Reporting Relationships: Reports to the Prayer Coach

Decision-Making:

- Own Initiative
 - Planning how the monthly prayer time will flow
 - Recruiting planning team
- Refer to Manager
 - Final approval for monthly prayer topics

Time Commitment: 1.5 hours on the 1st Sunday of every month from 5:30-7pm; approximately 2 hours per month for planning

Length of Term: 1 year

Prayer Support Team Leader

Objective: To recruit and equip prayer volunteers to serve after the Sunday night worship service

Key responsibilities:

- Recruit and train prayer volunteers
- Schedule at least 2 prayer volunteers (1 male, 1 female) for each Sunday
- Attend meetings called by Prayer Coach

Qualifications:

- Must be a mature, committed Christian
- Must have a strong, personal devotion to prayer
- Must have leadership abilities
- Must have a good reputation in the congregation
- Must have read and agree with MBC doctrine as explained in the “What We Teach” booklet

Reporting Relationships: Reports to the Prayer Coach

Decision-Making:

- Own Initiative
 - Scheduling approved prayer volunteers each week
 - Leading Prayer Team meetings
- Refer to Manager
 - Interviewing prayer volunteers
 - Changing overall prayer support process

Time Commitment:

Length of Term: 1 year

Tellers Team Leader (SNT)

Objective: Needed in order for FLSS to participate in the weekly counting of offering at the worship service.

Key responsibilities:

- Recruit, train, and equip co-leader or apprentice.
- Recruit, train, and care for volunteers/team members
- Ensure that there are enough volunteers to run teller ministry each week.
- Stay in touch with staff person to ensure needed supplies are available each week.
- Communicate to volunteers FLSS's vision/mission and their role in this both as a team and as individuals
- Attend FLSS leadership team meetings

Qualifications:

- Pass background check
- Enjoys serving 'behind the scenes'
- Able to coordinate the volunteer schedule
- Able to help build a team as part of FLSS's mission
- Able to evaluate the needs and improvements that should be made in the Tellers Team

Reporting Relationships: Reports to the Sunday Night Teams Coach

Decision-Making:

- Own Initiative
 - Recruiting and training of volunteers
 - Weekly scheduling of volunteers
- Refer to Manager
 - Interviewing an apprentice or co-leader
 - Changing any Sunday night processes

Time Commitment: Weekly commitment. Approximately 5 hours per week required.

Length of Term: 1 year

Ushers Team Leader (SNT)

Objective: Needed in order for FLSS to participate in the weekly collection of offering at the worship service.

Key responsibilities:

- Recruit, train, and equip co-leader or apprentice.
- Recruit, train, and care for volunteers/team members
- Ensure that there are enough volunteers to usher each week.
- Stay in touch with staff person to ensure needed supplies are available each week.
- Communicate to volunteers FLSS's vision/mission and their role in this both as a team and as individuals
- Attend FLSS leadership team meetings

Qualifications:

- Pass background check
- Enjoys interacting with congregation on Sunday nights/have great interpersonal skills
- Able to coordinate the volunteer schedule
- Able to help build a team as part of FLSS's mission
- Able to evaluate the needs and improvements that should be made in the Ushers Team

Reporting Relationships: Reports to the Sunday Night Teams Coach

Decision-Making:

- Own Initiative
 - Recruiting and training of volunteers
 - Weekly scheduling of volunteers
 - How to handle flow of traffic & seating
- Refer to Manager
 - Interviewing an apprentice or co-leader
 - Changing any Sunday night processes

Time Commitment: Weekly commitment. Approximately 5 hours per week required.

Length of Term: 1 year

Greeters Team Leader (SNT)

Objective: Needed in order to provide a welcoming and genuinely caring environment for worship service attendees.

Key responsibilities:

- Recruit, train, and equip co-leader or apprentice.
- Recruit, train, and care for volunteers/team members
- Ensure that there are enough volunteers to be greeters each week.
- Stay in touch with staff person to ensure needed supplies are available each week.
- Communicate to volunteers FLSS's vision/mission and their role in this both as a team and as individuals
- Attend FLSS leadership team meetings

Qualifications:

- Enjoys interacting with congregation on Sunday nights/have great interpersonal skills
- Able to coordinate the volunteer schedule
- Able to help build a team as part of FLSS's mission
- Able to evaluate the needs and improvements that should be made in the Greeters Team

Reporting Relationships: Reports to the Sunday Night Teams Coach

Decision-Making:

- Own Initiative
 - Recruiting and training of volunteers
 - Weekly scheduling of volunteers
- Refer to Manager
 - Interviewing an apprentice or co-leader

Time Commitment: Weekly commitment. Approximately 5 hours per week required.

Length of Term: 1 year

Welcome Center Team Leader (SNT)

Objective: Needed in order to provide a welcoming and genuinely caring environment for worship service attendees.

Key responsibilities:

- Recruit, train, and equip co-leader or apprentice.
- Recruit, train, and care for volunteers/team members
- Ensure that there are enough volunteers to be greeters each week.
- Stay in touch with staff person to ensure needed supplies are available each week.
- Communicate to volunteers FLSS's vision/mission and their role in this both as a team and as individuals
- Attend FLSS leadership team meetings

Qualifications:

- Enjoys interacting with congregation on Sunday nights/have great interpersonal skills
- Able to coordinate the volunteer schedule
- Able to help build a team as part of FLSS's mission
- Able to evaluate the needs and improvements that should be made in the Welcome Team

Reporting Relationships: Reports to the Sunday Night Teams Coach

Decision-Making:

- Own Initiative
 - Recruiting and training of volunteers
 - Weekly scheduling of volunteers
 - Management of Welcome Center
- Refer to Manager
 - Interviewing an apprentice or co-leader

Time Commitment: Weekly commitment. Approximately 5 hours per week required.

Length of Term: 1 year

Pre-service Socials Leader (SER)

Objective: To form and coach a team of volunteers who create opportunities for relationships to be started and built within the FLSS community.

Key responsibilities:

- Recruit, train, and equip co-leader or apprentice.
- Recruit, train, and care for volunteers/team members
- Coach team through FLSS philosophy of ministry as it relates to building a church community.
- Ensure that there are regularly scheduled pre-service socials
- Communicate to volunteers FLSS's vision/mission and their role in this both as a team and as individuals
- Attend FLSS leadership team meetings

Qualifications:

- Understanding of the Biblical concept of the Church as a body/community of believers
- Desire to see community relationships grow
- Able to help build a team as part of FLSS's mission
- Ability to lead a team of volunteers through development of this area of ministry

Reporting Relationships: Reports to the Socials, Events, & Retreats Coach

Decision-Making:

- Own Initiative
 - Recruiting and training of volunteers
 - Where and how to run pre-service socials
- Refer to Manager
 - Interviewing an apprentice or co-leader
 - Budget & FLSS communications

Time Commitment: Weekly commitment. Approximately 5 hours per week required.

Length of Term: 1 year

Post-service Dinners Leader (SER)

Objective: To form and coach a team of volunteers who create opportunities for relationships to be started and built within the FLSS community.

Key responsibilities:

- Recruit, train, and equip a team of volunteers to develop this area of ministry.
- Coach team through FLSS philosophy of ministry as it relates to building a church community.
- Ensure that there are regularly scheduled post-service dinners.
- Communicate to volunteers FLSS's vision/mission and their role in this both as a team and as individuals
- Attend FLSS leadership team meetings

Qualifications:

- Understanding of the Biblical concept of the Church as a body/community of believers
- Desire to see community relationships grow
- Able to help build a team as part of FLSS's mission
- Ability to lead a team of volunteers through development of this area of ministry

Reporting Relationships: Reports to the Socials, Events, & Retreats Coach

Decision-Making:

- Own Initiative
 - Recruiting and training of volunteers
 - Where and how to run post-service dinners
- Refer to Manager
 - Interviewing an apprentice or co-leader
 - Budget & FLSS communications

Time Commitment: Weekly commitment. Approximately 5 hours per week required.

Length of Term: 1 year

Retreats Leader (SER)

Objective: To ensure that FLSS is tied in to the development of the annual Frontline Fall Retreat and to help plan/develop retreats specific to FLSS.

Key responsibilities:

- Work with cross-campus Frontline Fall Retreat team to incorporate FLSS.
- Work with FLSS staff to schedule & plan leadership retreat(s).
- Recruit team of volunteers to help run retreats as necessary.
- Attend FLSS leadership team meetings

Qualifications:

- Understanding of the Biblical concept of the Church as a body/community of believers
- Desire to see community relationships grow
- Able to help build a team as part of FLSS's mission
- Ability to lead a team of volunteers through development of this area of ministry
- Ability to assess and take care of the details needed to run a retreat (food, materials, etc.)

Reporting Relationships: Reports to the Socials, Events, & Retreats Coach

Decision-Making:

- Own Initiative
 - Details of how to participate in planning retreats
- Refer to Manager
 - Interviewing an apprentice or co-leader
 - Budget & FLSS communications

Time Commitment: Weekly commitment. Approximately 5 hours per week required.

Length of Term: 1 year

Cross-Campus Initiatives Leader (LI)

Objective: To enable Frontline Silver Spring to participate/contribute to Frontline cross-campus events, specifically Pretty & Polished, DC Schools, Turkey Outreach, and Angel Tree.

Key responsibilities:

- Recruit, train, and equip leader(s) for each event.
 - Help event leaders solidify online sign-up processes, budgets, etc.
- Provide continuity between events from year to year.
 - Work with event leader to create debrief, follow-up, & analysis plan
- Work out communications and promo schedules for each event. (verbals, website, FB, Twitter, Listserve, bulletin, blog, videos) with staff.
- Communicate to volunteers FLSS's vision/mission and their role in this both as a team and as individuals
- Attend FLSS leadership team meetings

Qualifications:

- Understanding of the importance of Biblical evangelism & outreach
- Able to help build a team as part of FLSS's mission
- Ability to lead a team of volunteers through development of this area of ministry

Reporting Relationships: Reports to the Local Impact Coach

Decision-Making:

- Own Initiative
 - Recruiting and training of volunteers
 - Individualizing FLSS's approach to specific events
- Refer to Manager
 - Schedule of and participation in specific events; syncing up with other campuses.
 - Budget & FLSS communications

Time Commitment: Approximately 2-3 hours per week is required throughout the year, with potentially up to 5 hours some weeks in the month leading up to each event.

Length of Term: 1 year

Unique Initiatives Leader (LI)

Objective: To encourage and enable the creation of outreach initiatives which are unique to FLSS.

Key responsibilities:

- Work with individuals within the FLSS community who have a desire to start up a ministry or run an event.
- Evaluate ideas, desires, and leadership potential of community members and implement or redirect accordingly.
- Help FLSS community members who want to start up a unique initiative process through their ministry ideas and philosophy.
- Coach, equip, and train leaders.
- Work out communications and promo schedules for each event. (verbals, website, FB, Twitter, Listserve, bulletin, blog, videos) with staff.
- Communicate to volunteers FLSS's vision/mission and their role in this both as a team and as individuals
- Attend FLSS leadership team meetings

Qualifications:

- Understanding of the importance of Biblical evangelism & outreach
- Creative thinking
- Desire to see Frontliners spread the Gospel in Silver Spring
- Able to help build a team as part of FLSS's mission
- Ability to lead and guide FLSS community members, and help understand/develop their ideas.

Reporting Relationships: Reports to the Local Impact Coach

Decision-Making:

- Own Initiative
 - Recruiting and training of leaders
 - Brainstorming with leaders about what the ministry would look like, how it would work, etc.
- Refer to Manager
 - Initiating new ministries
 - Budget & FLSS communications

Time Commitment: Approximately 2-3 hours per week is required throughout the year, with potentially up to 5 hours in weeks leading up to large events.

Length of Term: 1 year

Athletics Leader (LI)

Objective: To guide FLSS in using athletic events as a tool for outreach.

Key responsibilities:

- Work with individuals within the FLSS community who have a desire to start up a ministry or run an event.
- Evaluate ideas, desires, and leadership potential of community members and implement or redirect accordingly.
- Help FLSS community members who want to start up a unique initiative process through their ministry ideas and philosophy.
- Coach, equip, and train leaders.
- Work out communications and promo schedules for each event. (verbals, website, FB, Twitter, Listserve, bulletin, blog, videos) with staff.
- Communicate to volunteers FLSS's vision/mission and their role in this both as a team and as individuals
- Attend FLSS leadership team meetings

Qualifications:

- Understanding of the importance of Biblical evangelism & outreach
- Desire to see Frontliners spread the Gospel in Silver Spring
- Able to help build a team as part of FLSS's mission
- Ability to lead and guide FLSS community members, and help understand/develop their ideas.

Reporting Relationships: Reports to the Local Impact Coach

Decision-Making:

- Own Initiative
 - Recruiting and training of leaders
 - Brainstorming with leaders about what the ministry would look like, how it would work, etc.
- Refer to Manager
 - Initiating new ministries
 - Budget & FLSS communications

Time Commitment: Approximately 2-3 hours per week is required throughout the year, with potentially up to 5 hours in weeks leading up to large events.

Length of Term: 1 year

Partnerships Coordinator (LI)

Objective: To form ongoing partnerships/relationships with local organizations for the purpose of sharing the Gospel with the people served by the organization.

Key responsibilities:

- Enabling FLSSers to form ongoing partnerships/relationships with local organizations for the purpose of sharing the Gospel with the people served by the organization.
- Evaluate ideas, desires, and leadership potential of community members and implement or redirect accordingly.
- Coach, equip, and train leaders.
- Communicate to volunteers FLSS's vision/mission and their role in this both as a team and as individuals
- Attend FLSS leadership team meetings

Qualifications:

- Understanding of the importance of Biblical evangelism & outreach
- Desire to see Frontliners spread the Gospel in Silver Spring
- Ability to identify long-term partnership potential.
- Ability to work well and build good relationships with the wider Silver Spring community.
- Able to help build a team as part of FLSS's mission
- Ability to lead and guide FLSS community members, and help understand/develop their ideas.

Reporting Relationships: Reports to the Local Impact Coach

Decision-Making:

- Own Initiative
 - Recruiting and training of leaders
 - Working with leaders on what partnerships will look like, how they will work, etc.
- Refer to Manager
 - Initiating new ministries
 - Budget & FLSS communications

Time Commitment: Approximately 2-3 hours per week is required throughout the year, with potentially up to 5 hours in weeks leading up to large events.

Length of Term: 1 year

Promotions Leader (LI)

Objective: To ensure that people within a 5-mile radius of the Roundhouse Theatre know that FLSS exists.

Key responsibilities:

- Finding and taking advantage of creative ways to disperse information about FLSS, including online, residential, retail, & public spaces.
- Recruiting, training, and equipping a team of volunteers.
- Communicate to volunteers FLSS's vision/mission and their role in this both as a team and as individuals
- Attend FLSS leadership team meetings

Qualifications:

- Desire to grow a knowledge base about events and 'media outlets' in both Silver Spring and the greater DC area.
- Ability to work with local entities and get promo materials accepted.
- Able to help build a team as part of FLSS's mission
- Ability to lead and guide FLSS community members, and help understand/develop their ideas.

Reporting Relationships: Reports to the Local Impact Coach

Decision-Making:

- Own Initiative
 - How to approach various opportunities, what kind of promo to give each space, which local events to participate in
- Refer to Manager
 - Creating a strategic plan/list of spaces to approach with promo requests.
 - Creation and ordering of new promo materials.
 - Approval of co-sponsorships.
 - Budget & FLSS communications

Time Commitment: Approximately 2-3 hours per week.

Length of Term: 1 year

Global Impact Trip Leader (GI)

Objective: To co-lead a team of Frontliners on a Global Impact trip

Key responsibilities:

- Selecting a team
- Preparing team to go
- Leading on-site during the length of the GI trip
- Facilitating a follow-up/debriefing process

Qualifications:

- Desire to lead a team of people through the experience of spreading the gospel through the local church abroad.
- Ability to function exceptionally well in cross-cultural contexts
- Flexibility/Ability to lead well with a co-leader
- Able to help build a team as part of FLSS's mission

Reporting Relationships: Reports to the Global Impact Coach

Decision-Making:

- Own Initiative
 - How to prepare the team, within the context of the GI processes and requirements
 - Creating follow-up activities/events post-trip
- Refer to Manager
 - Trip liaison, location, and dates
 - Budget & FLSS communications

Time Commitment: At least 5 hours per week throughout the preparation and debrief time.

Length of Term: 6 to 9 months