



## **ROLES & RESPONSIBILITIES**

Every Paid Staff Member

one sentence and 10 responsibilities

Every Volunteer Staff member

one sentence and 5-10 responsibilities

Every Team Leader

one sentence; keep it simple and helpful

Every Volunteer Role

one sentence: keep it simple and helpful

## LEAD PASTOR

My primary responsibility is to provide visionary leadership for Anthem Church.

My Top Ten Responsibilities:

1. **Ministry Strategy:** I am responsible for developing and implementing a comprehensive vision and strategy for my department. This includes enacting systems, setting goals, and incorporating best practices that “*make it better*” year after year.
2. **Leadership Development:** I am responsible for “*multiplying myself*” by leading, developing, and caring for a team of volunteers and/or staff who invest their lives in the mission of Anthem Church.
3. **Preaching & Teaching:** I am responsible for providing primary preaching on Sundays, including leading the teaching team.
4. **Mission Advancement:** I am responsible for leading Anthem Church to increasingly Make Much of Jesus, Do Whatever It Takes, Give Our Best to the Next Generation, and be Better Together.
5. **Vision Casting:** I am responsible for effectively communicating and casting a compelling vision for our church, inspiring and mobilizing individuals to wholeheartedly invest their time, talents, and resources in advancing our shared mission.
6. **Elder Board:** I am responsible for working alongside a team of elders to guard our mission, beliefs, and resources.
7. **Head of Staff:** I am responsible for leading, developing, and caring for our church staff, particularly the key leadership team.
8. **Team Alignment:** I am responsible for aligning staff and key leaders around our mission, vision, strategy, culture, and anthems.
9. **Operational Oversight:** I am responsible for overseeing the health, direction, and day-to-day operations of the church. This
10. **Strategic Planning:** I am responsible for overseeing strategic planning, goal setting, and initiative creation.

Note: These responsibilities may be adjusted based on the specific needs of the church during different seasons. All staff members should be adaptable and willing to take on additional tasks or responsibilities as assigned.

## **DIRECTOR OF CREATIVE ARTS**

My primary responsibility is to provide visionary leadership for Creative Arts at Anthem Church.

My Top Ten Responsibilities:

1. **Ministry Strategy:** I am responsible for developing and implementing a comprehensive vision and strategy for my department. This includes enacting systems, setting goals, and incorporating best practices that *“make it better”* year after year.
2. **Leadership Development:** I am responsible for *“multiplying myself”* by leading, developing, and caring for a team of volunteers and/or staff who invest their lives in the mission of Anthem Church.
3. **Weekend Experiences:** I am responsible for collaborating with key leaders to plan inspiring weekend services.
4. **All-Church Communications:** I am responsible for our all-church communication strategy, including creating compelling content for all in-house communication outlets and maintaining a promotional calendar that effectively engages people in our mission.
5. **Promotional Support:** I am responsible for supporting all ministries of the church by providing necessary graphics, promotional materials, photography, videography, and lobby displays to enhance our ministry vision.
6. **Marketing Strategies:** I am responsible for implementing marketing strategies and initiatives to attract new people to Anthem Church.
7. **Digital Presence:** I am responsible for leveraging our digital presence to engage our church body and broader region in a meaningful way.
8. **Social Media:** I am responsible for developing and maintaining an engaging social media presence through scheduled posts and targeted marketing, engaging the community, and promoting church initiatives effectively.
9. **All-Church Events:** I am responsible for planning and organizing fun and engaging events to celebrate significant moments in our church life.
10. **Spaces and Places:** In conjunction with the Operations Director, I am responsible for creating engaging church environments throughout our building and property.

Note: These responsibilities may be adjusted based on the specific needs of the church during different seasons. All staff members should be adaptable and willing to take on additional tasks or responsibilities as assigned.

## **DIRECTOR OF DISCIPLESHIP**

My primary responsibility is to provide visionary leadership for discipleship at Anthem Church.

My Top Ten Responsibilities:

1. **Ministry Strategy:** I am responsible for developing and implementing a comprehensive vision and strategy for my department. This includes enacting systems, setting goals, and incorporating best practices that “*make it better*” year after year.
2. **Leadership Development:** I am responsible for “*multiplying myself*” by leading, developing, and caring for a team of volunteers and/or staff who invest their lives in the mission of Anthem Church.
3. **Discipleship Path:** I am responsible for implementing a clear discipleship path that guides individuals toward full maturity in Christ. This includes implementing strategies that offer distinct steps for spiritual growth.
4. **Group Life:** I am responsible for the health and growth of our group life ministry and for leading, caring for, and developing group leaders and their apprentices.
5. **Next Steps:** I am responsible for helping new people deeply engage at Anthem Church. This includes overseeing guest follow-up and church membership.
6. **Host Teams:** I am responsible for the effectiveness of our Host Teams (greeters, parking, cafe, ushers, next steps, etc.) and for leading, caring for, and developing Host Team leaders.
7. **Volunteer Systems:** I am responsible for implementing volunteer systems that encourage individuals to volunteer with Team Anthem.
8. **Women’s Ministry:** I am responsible for leading a team to help Anthem Women follow Jesus and share His story. This may include groups, events, and retreats specifically designed for Anthem Women.
9. **Pastoral Care:** I am responsible for ensuring that people are cared for at Anthem Church. This includes general oversight for prayer, counseling, congregation needs, and our ministry to senior adults.
10. **Equip Families:** I am responsible for creating discipleship opportunities that equip families in the areas of marriage, parenting, career, and finances. This may include special events, group experiences, resources, and mentoring.

Note: These responsibilities may be adjusted based on the specific needs of the church during different seasons. All staff members should be adaptable and willing to take on additional tasks or responsibilities as assigned.

## DIRECTOR OF OUTREACH & STUDENTS

My primary responsibility is to provide visionary leadership for outreach and student ministry at Anthem Church.

My Top Ten Responsibilities:

1. **Ministry Strategy:** I am responsible for developing and implementing a comprehensive vision and strategy for my department. This includes enacting systems, setting goals, and incorporating best practices that “*make it better*” year after year.
2. **Leadership Development:** I am responsible for “*multiplying myself*” by leading, developing, and caring for a team of volunteers and/or staff who invest their lives in the mission of Anthem Church.
3. **Great Commission:** I am responsible to equip and empower the people of Anthem Church to fulfill the Great Commission.
4. **Local Outreach:** I am responsible for creating and organizing local outreach opportunities that catalyze the *Whatever it Takes* value at our church.
5. **Global Outreach:** I am responsible for developing and coordinating global mission trip opportunities that catalyze the *Whatever it Takes* value at our church.
6. **Partnerships:** I am responsible for ensuring that relationships with our local and global partners are fostered through effective communication, prayer support, and practical assistance.
7. **Next Gen:** I am responsible for overseeing all Next Gen ministries, including providing equipping opportunities for the parents of kids and students.
8. **Anthem Students:** I am responsible for providing primary preaching for Anthem Students and overseeing the spiritual health and ministry vision.
9. **Student Next Steps:** I am responsible for helping students take distinct next steps of engagement and discipleship within the larger church body. This includes facilitating a smooth transition for students post-graduation into groups and teams.
10. **Anthem Men:** I am responsible for leading a team dedicated to helping Anthem Men follow Jesus and share His story. This may involve organizing groups, events, and retreats specifically designed for Anthem Men.

Note: These responsibilities may be adjusted based on the specific needs of the church during different seasons. All staff members should be adaptable and willing to take on additional tasks or responsibilities as assigned.

## **DIRECTOR OF OPERATIONS**

My primary responsibility is to provide visionary leadership for operations at Anthem Church.

My Top Ten Responsibilities:

1. **Ministry Strategy:** I am responsible for developing and implementing a comprehensive vision and strategy for my department. This includes enacting systems, setting goals, and incorporating best practices that *“make it better”* year after year.
2. **Leadership Development:** I am responsible for *“multiplying myself”* by leading, developing, and caring for a team of volunteers and/or staff who invest their lives in the mission of Anthem Church.
3. **Facility Maintenance:** I am responsible for stewarding the maintenance and use of the Anthem Church facility and property, including church equipment.
4. **Facility Master Plan:** I am responsible for overseeing and regularly updating the master plan for facility improvements and implementing improvement projects to enhance our property.
5. **Vendor & Contract Management:** I am responsible for managing relationships with vendors and overseeing contract negotiations and agreements. This includes sourcing and evaluating vendors, ensuring compliance with contractual obligations, and maximizing value and cost-effectiveness in vendor relationships.
6. **Financial Stewardship:** I am responsible for stewarding the effective use of all financial resources and overseeing all donor activities and related technology.
7. **Safety & Security:** I am responsible for championing a safe and secure environment for Anthem staff, members, and guests while on campus. This includes safety and security for the property in general (alarm systems, fire suppression, and more).
8. **Information Technology:** I am responsible for all of our church’s IT systems and equipment and their use to support the ministries of Anthem Church.
9. **Systems & Policies:** I am responsible for developing, implementing, and managing systems, policies, and procedures that promote effective ministry operations and responsible stewardship of Anthem Church's resources.
10. **Special Projects:** I am responsible for working alongside the Lead Pastor to oversee and implement special projects and initiatives.

Note: These responsibilities may be adjusted based on the specific needs of the church during different seasons. All staff members should be adaptable and willing to take on additional tasks or responsibilities as assigned.

## DIRECTOR OF ANTHEM KIDS

My primary responsibility is to provide visionary leadership for Anthem Kids at Anthem Church

My Top Ten Responsibilities:

1. **Ministry Strategy:** I am responsible for developing and implementing a comprehensive vision and strategy for my department. This includes enacting systems, setting goals, and incorporating best practices that *"make it better"* year after year.
2. **Leadership Development:** I am responsible for *"multiplying myself"* by leading, developing, and caring for a team of volunteers and/or staff who invest their lives in the mission of Anthem Church.
3. **Equip Volunteers:** I am responsible for equipping and empowering a team of leaders to Help Kids Follow Jesus + Share His Story.
4. **Volunteer Coordination:** I am responsible for recruiting, training, and scheduling volunteers for various roles within Anthem Kids.
5. **Program Management:** I am responsible for planning, coordinating, and overseeing all aspects of children's programs, including Sunday morning, Sunday/Wednesday evenings, VBS, and special events.
6. **Curriculum Development:** I am responsible for overseeing the selection, adaptation, and implementation of age-appropriate curriculum and teaching materials that align with the church's theology and values.
7. **Communication and Outreach:** I am responsible for developing effective communication channels to keep parents, volunteers, and the church community informed about Children's Ministry activities, events, and resources.
8. **Parent and Family Engagement:** I am responsible for developing opportunities to actively engage and support parents and families in their children's spiritual growth, providing resources and opportunities for meaningful discipleship.
9. **Safety and Security:** I am responsible for establishing and enforcing safety protocols and policies to ensure the well-being and protection of children and volunteers, including background checks and proper supervision.
10. **Collaboration:** I am responsible for collaborating with other ministry leaders and teams within the church to support overall church initiatives.

Note: These responsibilities may be adjusted based on the specific needs of the church during different seasons. All staff members should be adaptable and willing to take on additional tasks or responsibilities as assigned.

## **DIRECTOR OF WORSHIP ARTS**

My primary responsibility is to provide visionary leadership to worship arts at Anthem Church.

My Top Ten Responsibilities:

1. **Ministry Strategy:** I am responsible for developing and implementing a comprehensive vision and strategy for my department. This includes enacting systems, setting goals, and incorporating best practices that *“make it better”* year after year.
2. **Leadership Development:** I am responsible for *“multiplying myself”* by leading, developing, and caring for a team of volunteers and/or staff who invest their lives in the mission of Anthem Church.
3. **Worship Ministry:** I am responsible for overseeing all aspects of the music ministry, including worship services, rehearsals, song selection, and leading the worship team.
4. **Worship Team Development:** I am responsible for recruiting, training, and nurturing worship team members, including musicians, vocalists, and any technical staff, fostering their spiritual growth and musical excellence.
5. **Creative Planning:** I am responsible for collaborating with the service planning team to plan and coordinate creative elements for worship services. This includes collaborating with the Lead Pastor to design worship services that align with the teaching calendar.
6. **Worship Beyond Sundays:** I am responsible for coordinating with other ministries and departments within the church to integrate worship arts into various church activities, events, and special services; including Anthem Students.
7. **Worship Arts Administration:** I am responsible for managing administrative tasks related to the Worship Arts department, including budgeting, scheduling, and more.
8. **Song Selection and Writing:** I am responsible for selecting songs for worship services that align with the theological values of Anthem Church. Additionally, I will facilitate the writing of original worship songs that reflect the unique dna of our church community.
9. **Communication:** I am responsible for managing all-church communication channels, including websites, social media, and other digital platforms, to effectively convey information, events, and opportunities to the congregation and wider community.
10. **Support Creative Arts Director:** I am responsible for assisting the Creative Arts Director with special projects and other ongoing needs.

Note: These responsibilities may be adjusted based on the specific needs of the church during different seasons. All staff members should be adaptable and willing to take on additional tasks or responsibilities as assigned.



## DIRECTOR OF PASTORAL CARE

My primary responsibility is to provide visionary leadership for pastoral care at Anthem.

My Top Ten Responsibilities:

1. **Ministry Strategy:** I am responsible for developing and implementing a comprehensive vision and strategy for my department. This includes enacting systems, setting goals, and incorporating best practices that *“make it better”* year after year.
2. **Leadership Development:** I am responsible for *“multiplying myself”* by leading, developing, and caring for a team of volunteers and/or staff who invest their lives in the mission of Anthem Church.
3. **Ministry of Presence:** I am responsible for being a caring and supportive presence within the church community, making myself available to listen, pray, and offer guidance to individuals during times of need.
4. **Pastoral Care Team:** I am responsible for leading, developing, and caring for the pastoral care team, empowering their gifts, and ensuring their effectiveness in providing compassionate care to individuals and families.
5. **Senior Adult Ministry:** I am responsible for leading our ministry to senior adults, creating an engaging environment that meets their spiritual and relational needs.
6. **Senior Adult Events:** I am responsible for planning and implementing meaningful events and activities tailored specifically for our senior adults, fostering fellowship, connection, and spiritual growth within this valued demographic.
7. **Benevolence Management:** I am responsible for overseeing and managing all requests and details related to benevolence, ensuring that resources are allocated appropriately to support individuals and families in need.
8. **Funerals and Weddings:** I am responsible for overseeing and coordinating all aspects of funerals and weddings, offering compassionate support, guidance, and pastoral care to grieving families and engaged couples.
9. **Visitation and Counseling:** I am responsible for overseeing Anthem’s spiritual care, comfort, and support to individuals in need of visitation, as well as coordinating counseling services to those in need.
10. **Staff Care:** I am responsible for providing pastoral support to the Anthem staff.

Note: These responsibilities may be adjusted based on the specific needs of the church during different seasons. All staff members should be adaptable and willing to take on additional tasks or responsibilities as assigned.

## **DIRECTOR OF ACCOUNTING**

My primary responsibility is to provide visionary leadership for accounting and HR at Anthem Church.

### My Top Ten Responsibilities

1. **Ministry Strategy:** I am responsible for developing and implementing a comprehensive vision and strategy for my department. This includes enacting systems, setting goals, and incorporating best practices that “*make it better*” year after year.
2. **Leadership Development:** I am responsible for “*multiplying myself*” by leading, developing, and caring for a team of volunteers and/or staff who invest their lives in the mission of Anthem Church.
3. **Financial Management:** I am responsible for creating, implementing, and monitoring administrative systems that steward and accurately account for the financial resources of Anthem Church.
4. **Donor Recording:** I am responsible for overseeing offering counting, recording donor designations, administering online giving, and updating donors on giving records.
5. **Disbursements:** I am responsible for making and recording disbursements, ensuring correct authorization and invoicing, managing credit card charges, limits, and reconciliations.
6. **Financial Reporting:** I am responsible for providing accurate and up-to-date financial information, including reporting, budgeting process, and document retention.
7. **Payroll Management:** I am responsible for recording payroll, ensuring accurate employee profiles, tax information, and journal entries, as well as issuing correct tax documents.
8. **HR Administration:** I am responsible for updating and recording all HR data, including PTO, health insurance, LTD, retirement, and new employee documentation.
9. **Policy Implementation:** I am responsible for creating, updating, and implementing policies that impact cash/asset management, credit card compliance, banking, legal, and human resources.
10. **Professional Development:** I am responsible for staying current on accounting best practices, including completing Continuing Professional Education (CPE).

Note: These responsibilities may be adjusted based on the specific needs of the church during different seasons. All staff members should be adaptable and willing to take on additional tasks or responsibilities as assigned.

## **DIRECTOR OF PRODUCTION**

My primary responsibility is to provide visionary leadership for AVL at Anthem Church.

My Top Responsibilities:

1. **Ministry Strategy:** I am responsible for developing and implementing a comprehensive vision and strategy for my department. This includes enacting systems, setting goals, and incorporating best practices that “*make it better*” year after year.
2. **Leadership Development:** I am responsible for “*multiplying myself*” by leading, developing, and caring for a team of volunteers and/or staff who invest their lives in the mission of Anthem Church.
3. **Audio, Visual, and Lighting (AVL) Management:** I am responsible for overseeing all AVL equipment, including purchasing, maintenance, installation, and training volunteers in their proper use. Ensure the highest quality sound, visual presentations, and lighting enhancements. Primary rooms include the auditorium, the venue, kids' rooms, and the lobby.
4. **Service Production:** I am responsible for coordinating and preparing all technical aspects of worship services, including audio mixing, video playback, lighting design, and visual presentations.
5. **Live Sound Reinforcement:** I am responsible for live sound reinforcement for all in-person Sunday services, worship rehearsals, and special events.
6. **Media Creation:** I am responsible for directing, filming, and editing video content for weekly announcements, sermon illustrations, storytelling, special projects, and more.
7. **Live Streaming:** I am responsible for live streaming all Sunday services and applicable events. This includes maintaining quality, technology, gear, volunteers, and making ongoing improvements to provide an excellent online experience.
8. **Stage/Backstage:** I am responsible for keeping all AVL areas clean and organized, especially the stage, backstage, studio, tech booth, and venue booth.
9. **Creative Collaboration:** I am responsible for collaborating with creative teams to develop compelling worship experiences that reflect the church's values.
10. **Training and Development:** I am responsible for equipping and training volunteers and staff to operate technical equipment and handle production responsibilities.

Note: These responsibilities may be adjusted based on the specific needs of the church during different seasons. All staff members should be adaptable and willing to take on additional tasks or responsibilities as assigned.

## EXECUTIVE ASSISTANT

My primary responsibility is to provide comprehensive support to assigned ministry director(s).

My Top Ten Responsibilities:

1. Front Desk Reception: I am responsible for managing front door reception, phone reception, public email responses, and handling deliveries, ensuring a welcoming and responsive environment.
2. Volunteer Team Empowerment: I am responsible for “*multiplying myself*” by recruiting and overseeing a team of volunteers who provide additional administrative support.
3. Calendar and Meeting Management: I am responsible for organizing and maintaining calendars, scheduling appointments, communicating meeting details, preparing agendas/materials, coordinating attendance, and reserving meeting spaces.
4. Email/Voicemail Management: I am responsible for managing communications, including phone calls, emails, and written correspondence, ensuring prompt and professional responses.
5. Expense Reporting: I am responsible for assisting in managing expense reports, check requests, and receipts, ensuring timely submission, accuracy, and adherence to policies and procedures.
6. Project Support: I am responsible for assisting with special projects, ensuring tasks are assigned, deadlines are met, and progress is tracked. I serve as a personal liaison for assigned ministry director(s) for general communication, follow-up, and approvals.
7. Writing & Research: I am responsible for assisting in drafting, editing, and formatting documents, presentations, emails, resources, social/blog posts, and other materials.
8. Data Management: I am responsible for maintaining organized and up-to-date records, files, stats, and databases, including confidential information and church documents.
9. Event Support: I am responsible for providing assistance in executing events, including handling logistical arrangements, purchasing supplies, coordinating volunteers, communicating with vendors, and managing RSVPs.
10. Confidentiality and Discretion: I am responsible for handling sensitive information with utmost confidentiality, maintaining a high level of professionalism, integrity, and discretion in all interactions and tasks.

Note: These responsibilities may be adjusted based on the specific needs of the church during different seasons. All staff members should be adaptable and willing to take on additional tasks or responsibilities as assigned.

## **CONTENT CREATOR**

My primary responsibility is to help Sunday preaching bring maximum life change at Anthem Church and beyond.

My Top Ten Responsibilities:

1. **Research Assistant:** I am responsible for serving as a research assistant to the Lead Pastor, providing support and developing content for every message preached at Anthem. This includes generating ideas for main points, summarizing research from commentaries, sourcing illustrations and stories, highlighting the best ideas, and suggesting message titles and series titles.
2. **Preaching Calendar Planning:** I am responsible for driving the details and planning of the 12-month preaching calendar. Ensure the preaching philosophy remains focused on making much of Jesus, addressing common human felt needs, speaking hope and life, and staying Bible/gospel-centered.
3. **Cross-Department Coordination:** I am responsible for communicating with all departments regarding the preaching calendar, including group life, creative arts, worship arts, next-gen, events, etc. Make the preaching calendar central/foundational to the church calendar and align everyone around the same vision.
4. **Supplemental Resources Creation:** I am responsible for developing supplemental resources or next steps for each message series. These may include groups or classes, individual next steps, round table videos, articles, prayer/reading plans, book recommendations, memory verses, etc.
5. **Message Series Promotion:** I am responsible for collaborating with the communications team to promote each new message series. This may involve creating "behind the message" content and coordinating communication emails and print pieces.
6. **Small Group Support:** I am responsible for providing weekly message-driven small group questions to group leaders, facilitating meaningful discussions and engagement.
7. **Anthem School of Discipleship Oversight:** I am responsible for overseeing the Anthem School of Discipleship, ensuring its effectiveness in facilitating growth and discipleship.

Note: These responsibilities may be adjusted based on the specific needs of the church during different seasons. All staff members should be adaptable and willing to take on additional tasks or responsibilities as assigned.

## **LEADERS**

### **ANTHEM KIDS ROOM/GROUP LEADERS**

My primary responsibility is to create a community of volunteers that will equip and empower our Anthem Kids to Follow Jesus + Share His Story.

### **ADULT SMALL GROUP LEADERS**

My primary responsibility is to help the adults in my small group to Follow Jesus + Share His Story.

### **HOST TEAMS COORDINATOR**

My primary responsibility is to equip and empower host team leaders and volunteers to welcome, serve, and care for the people of Anthem Church.

### **GREETING TEAM LEADER**

My primary responsibility is to lead the Greeting Team to create an engaging and inviting atmosphere for every person who comes on our campus.

### **PARKING TEAM LEADER**

My primary responsibility is to lead the Parking Team to create an inviting atmosphere and an organized method for every person that drives onto our campus.

### **CAFE TEAM LEADER**

My primary responsibility is to lead the Cafe Team to create an engaging and hospitable atmosphere through food and coffee on Sunday mornings.

### **NEXT STEPS TEAM LEADER**

My primary responsibility is to lead the Next Steps Team to help every person make connections and take the next steps of involvement at Anthem Church.

### **USHERING TEAM LEADER**

My primary responsibility is to lead the Ushering Team team to welcome and assist every person who comes into our worship center by finding open seats and helping collect the offering.

### **RESPONSE TEAM LEADER**

My primary responsibility is to lead the Response Team to prepare communion and schedule individuals serving communion every Sunday.

### **ANTHEM STUDENTS GROUP LEADERS**

My primary responsibility is to help students learn how to Follow Jesus + Share His Story by leading them in Bible studies and by intentionally investing in their lives.

### **SAFETY TEAM LEADER**

My primary responsibility is to champion the safety of the Anthem Church family by working with the Director of Operations in recruiting, training, and scheduling Safety Team volunteers and in the exploration and implementation of next level safety protocol, guidelines, and procedures.

#### OFFERING COUNTER TEAM LEAD

My primary responsibility is to champion the weekly counting of offerings received from the Anthem Church family on Sunday mornings by scheduling Offering Counter volunteers and ensuring counting procedure details are followed according to Policies and Procedures manual, Appendix A.

## **VOLUNTEERS**

### **ANTHEM KIDS VOLUNTEER**

My primary responsibility is to create a fun, faith-led environment that teaches kids how to Follow Jesus + Share His Story.

### **ANTHEM STUDENTS VOLUNTEER**

My primary responsibility is to engage students in an effort to help them Follow Jesus + Share His Story.

### **WORSHIP TEAM VOLUNTEER**

My primary responsibility is to help create an environment in which the people of Anthem Church can be encouraged through music to Follow Jesus + Share His Story.

### **PRODUCTION TEAM VOLUNTEER**

My primary responsibility is to contribute technical support on Sundays and additional scheduled events so individuals can experience Jesus through worship, teaching and personal response.

### **GREETING TEAM VOLUNTEER**

My primary responsibility is to create an engaging and inviting atmosphere for every person who comes on our campus.

### **CAFE TEAM VOLUNTEER**

My primary responsibility is to create an inviting and hospitable atmosphere through food and coffee on Sunday mornings.

### **USHER TEAM VOLUNTEER**

My primary responsibility is to welcome and assist every person who comes into our worship center by finding open seats and helping collect the offering.

### **PARKING TEAM VOLUNTEER**

My primary responsibility is to create an inviting atmosphere and an organized method for every person that drives onto our campus.

### **NEXT STEPS TEAM VOLUNTEER**

My primary responsibility is to help every person make connections and take the next steps of involvement at Anthem Church.

### **RESPONSE TEAM VOLUNTEER**

My primary responsibility is to serve communion on Sunday mornings to those who profess to follow Jesus + Share His Story.

### **SAFETY TEAM VOLUNTEER**



My primary responsibility is to champion the safety of the Anthem Church family by implementing next-level safety protocol, guidelines, and procedures.

#### ADMIN. SUPPORT TEAM VOLUNTEER

My primary responsibility is to assist the administrative team in supporting the various ministries and leaders of Anthem Church.

#### FACILITIES TEAM VOLUNTEER

My primary responsibility is to help the Facilities Director create intentional spaces through facilities projects and church events.

#### ENVIRONMENTS TEAM VOLUNTEER

My primary responsibility is to support the Events Team Leader and their vision in creating fun, inviting, and branded environments at Anthem Church.

#### SOCIAL MEDIA TEAM VOLUNTEER

My primary responsibility is to support the Communications Team Leader and their vision for capturing Anthem's weekly services, Big Sundays, and events through videography, photography, and content deliverables.

#### OUTREACH TEAM VOLUNTEER

My primary responsibility is to help Anthem Church be a "Whatever It Takes" church by planning, recruiting, and volunteering at Anthem outreach events.

#### OUTREACH DIRECTIONAL TEAM VOLUNTEER

My primary responsibility is to meet monthly with the Outreach Directional Team to prayerfully make decisions and set the direction of the outreach at Anthem Church.

#### ANTHEM KIDS DIRECTIONAL TEAM VOLUNTEER

My primary responsibility is to cast vision, set direction, and create a unified atmosphere that leads, equips, and empowers Anthem Kids leaders and the kids they serve.

#### COUNTING TEAM VOLUNTEER

My primary responsibility is to assist in the weekly counting of offerings received on Sunday mornings.

#### INFORMATION TECHNOLOGY SUPPORT COORDINATOR

My primary responsibility is to provide technical support to the Anthem staff, Operations and Creative Arts teams.