

Job Code	Job Title	Job Description
		Pastor/Director /Administration Leadership
PL100	Senior Pastor/Priest/Minister	Responsible for the spiritual leadership and welfare of the church and its members. Casts the vision for the church and sets the overall direction of church programs. Provides leadership for and actively participates in worship, education, discipleship and evangelism for the spiritual life and growth of members. Originates and presents services of public worship, administers and leads the pastoral ministry of the church, has overall responsibility for the church staff, and represents the congregation in denominational and community affairs.
PL105	Executive Pastor/Director/COO	Responsible for overseeing the day-to-day operations of the church including implementation of plans and programs which support the church's vision. Typically, all staff, other than the senior minister, report directly or indirectly to the executive pastor/director/COO.
PL110	Associate Minister/Pastor	Responsible for providing support to the senior pastor in worship and other pastoral acts (weddings, baptisms, funerals). May lead one or more specific programs of the church ministry (evangelism, youth and family, discipleship, Christian education, pastoral care, etc.).
PL115	Church Business (Parish) Administrator/Minister/Pastor of Administration	Responsible for managing the business affairs of the church in the areas of finance and budgeting, human resources, insurance, fund-raising, office management, information technology, facilities and equipment management, risk management, security, and food service. May work closely with the senior pastor and/or executive pastor and governing body of the church. Typically supervises other staff.
PL118	Multisite Director	Coordinates operations/facilities/equipment for multisite use.
PL120	Ministry Intern	Assists clergy for a particular ministry while attending high school, college, or seminary.
PL125	Women's Ministry Pastor	Responsible for the development, planning, and implementation of a women's ministry. Recruits, trains and motivates volunteer leaders. Plans and implements weekly ministries and special events and manages the financial parameters of the programs.
PL130	Men's Ministry Pastor	Responsible for the development, planning, and implementation of a men's ministry. Recruits, trains and motivates volunteer leaders. Plans and implements weekly ministries and special events and manages the financial parameters of the programs.
PL132	Senior Adult Pastor	Provides care, counseling, education, and overall leadership to senior adult ministry. This person is responsible for planning and overseeing programs and events for adults 55 and older. They have a major program/meeting once a month and a "day trip" several times a year. This includes hospital, nursing home, and shut-in calls.
PL140	Volunteer Ministry Minister/Pastor/Director	Responsible for the development and implementation of the volunteer ministry of the church. Encourages and provides a means for members to discover their spiritual gifts and use them for ministry. Develops a comprehensive system to establish position descriptions and identify and recruit people to fill positions according to their interest and giftedness. Works with appropriate staff to implement the system in their areas of responsibility. Develops a church-wide program to support and recognize volunteers. Regularly evaluates and refines volunteer ministry.
PL145	Stewardship Minister/ Development Director	Responsible for the church's fund-raising programs, including major gifts, annual appeal, corporate giving, coordination of telephone campaigns, estate planning and deferred giving programs.
PL150	Pastoral Care Minister/Counselor	Responsible for planning, implementing plans, and training workers or volunteers for the church's pastoral care program.

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PL155	Parish Worker/Pastoral Minister	Responsible for representing the church or parish in home or health institution visitations. Makes calls to new or potential members, and other contacts involving care and support. May coordinate the activities of lay volunteers or coordinate education or social out-reach activities.
Missions/Outreach/ Community Ministries		
CM100	Evangelism/Outreach Minister/Pastor/ Director	Responsible to champion the value of evangelism in the congregation. Develops programs and ministries to challenge the congregation to grow in this area of their spiritual lives. Develops relationships with outside agencies or programs to provide outreach opportunities for the congregation. Responsible for recruiting, training, equipping and development of leaders and volunteers working in the ministry.
CM115	Missions Specialist (Missions Pastor/Director/Minister of Missions)	Serve as the missions specialist for the church, offering expertise and guidance to ministries. Facilitate mission and volunteer events and trainings within the church with the intent of educating the congregation and equipping the laity to serve in missions both locally and beyond, helping them make adequate preparations. Develops a personal relationship with the missionaries and mission organizations that are partners. Receives and evaluates requests for financial support coming from missions partners and from the wider field of need. Seeks to build a growing bond between the congregation and mission partners through effective communication.
CM120	Community Ministry (Missions Pastor/Director)	Responsible for the oversight of all organizational components of the missions ministry, including, but not limited to, local, state, national, and international missions. Facilitate the active missions involvement of church members. Encourage missions involvement by and in cooperation with all ministry areas of the church. Coordinates and develops the annual missions ministry budget. Serve as staff liaison with all external missions agencies. Develop comprehensive missions strategy for the church. Reports to minister of education.
CM125	Outreach Community Ministries(Missions Pastor/Director)	Responsible for overseeing the ministry to people who need assistance with clothing, food or utility bills. This person also develops an over-all approach for community ministries. Develops and administers a budget for the community outreach ministry and recruits and supervises paid and volunteer staff.
Education/Pastor/Minister/Staff		
ED200	Christian Education Minister/Pastor/Director or Minister of Faith Formations	Responsible for the planning and implementation of the Christian education/faith development for the entire congregation. Evaluates educational needs. Recruits, trains and motivates educational staff. Selects teaching materials and supplies. Plans and implements special programs and events, and manages the financial parameters of the programs. Serves as staff liaison with various education committees.
ED205	Christian Educator (Pastor) - Adults	Responsible for directing the religious education program for adults of the congregation. Serves as a resource member for activities intended to facilitate faith development, awareness and discipleship.
ED210	Christian Educator (Pastor) - Single Adults	Responsible for directing the religious education program for unmarried adults of the congregation. Serves as a resource member for activities intended to facilitate faith development, awareness and discipleship.
ED215	Christian Educator (Pastor) - College Students	Responsible to develop and implement a comprehensive program of care, evangelism, spiritual growth and service opportunities for college students. Responsible for recruiting, training, equipping and development of leaders and volunteers working in the ministry.

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ED220	Christian Educator (Pastor) - Youth (all)	Responsible to develop and implement a comprehensive program of care, evangelism, spiritual growth and service opportunities for junior high school (or middle school) and senior high school students. Responsible for recruiting, training, equipping and development of leaders and volunteers working in the ministry.
ED225	Christian Educator (Pastor) – Senior High Youth	Responsible to develop and implement a comprehensive program of care, evangelism, spiritual growth and service opportunities for senior high school students. Responsible for recruiting, training, equipping and development of leaders and volunteers working in the ministry.
ED230	Christian Educator (Pastor) - Junior High (Middle School) Youth	Responsible to develop and implement a comprehensive program of care, evangelism, spiritual growth and service opportunities for junior high school (or middle school) students. Responsible for recruiting, training, equipping and development of leaders and volunteers working in the ministry.
ED235	Youth Associate	Responsible for planning and implementing portions of the overall youth ministry of the church under the direction of a Christian educator for youth. Responsible for recruiting, training, equipping and development of leaders and volunteers working in the ministry.
ED240	Christian Educator (Pastor) - Children (all)	Responsible to develop and implement a comprehensive program of care, evangelism, spiritual growth and service opportunities for preschool and elementary grade children. Responsible for a Sunday morning program and possibly a mid-week program. Responsible for recruiting, training, equipping and development of leaders and volunteers working in the ministry.
ED245	Christian Educator (Pastor) - Elementary Children	Responsible to develop and implement a comprehensive program of care, evangelism, spiritual growth and service opportunities for elementary grade children. Responsible for a Sunday morning program and possibly a mid-week program. Responsible for recruiting, training, equipping and development of leaders and volunteers working in the ministry.
ED250	Christian Educator (Pastor) - Preschool	Responsible to develop and implement a comprehensive program of care, evangelism, spiritual growth and service opportunities for preschool age children. Responsible for a Sunday morning program and possibly a mid-week program. Responsible for recruiting, training, equipping and development of leaders and volunteers working in the ministry.
ED255	Children's Associate	Responsible for planning and implementing portions of the overall children's ministry program of the church under the direction of a Christian educator for children. Responsible for recruiting, training, equipping and development of leaders and volunteers working in the ministry.
ED260	Nursery Staff Coordinator	Responsible for the childcare services during worship services and weekly programs. Recruits, trains and oversees volunteer childcare staff. Monitors a system for child security, including the training of volunteer staff and parents to follow procedures for emergencies, check in and out, facility and equipment safety, and volunteer screening. Creates and maintains schedules. Oversees the orderliness and upkeep of the nursery space. Ensures that toys and other nursery equipment are age-appropriate, clean, and safe and ensures replacement as necessary. Handles concerns, questions and recommendations relating to nursery child-care.
ED265	Small Group Pastor	Responsible for the development, planning, and implementation of the church's small group ministry. Recruits, trains and motivates staff and volunteer leaders. Plans and implements special programs and events, and manages the financial parameters of the programs. Evaluates the effectiveness of the small groups.

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ED270	Discipleship Minister/Pastor/Director	Responsible to optimize the opportunities for spiritual formation in the community, to nurture and edify the members of the congregation. The discipleship minister designs, oversees and administers spiritual development opportunities.
ED275	Recreation Minister/Pastor/Director	Responsible for planning, implementing plans, and training workers or volunteers for the church's recreation ministry including creative arts. Manages all sports facilities and venues.
		Music Ministries/Creative Arts
MU300	Music Minister/ Pastor/Director	Responsible for the music program of the church. Duties include planning worship services with a focus on music selection, leading choirs and worship teams. Works closely with other pastoral staff in planning of worship services, church events or concerts. Selects and supervises the activities of associate music ministers/pastors/directors, choir directors, worship leaders, organists, pianists, and other musicians. Recruits choir members, soloists and musicians for regular or special choirs and other musical programs. May direct one or more choirs and/or play the organ at worship services. May be responsible for supervising sound and lighting staff/volunteers.
MU305	Music Associate Minister/Pastor/Director	Under the direction of a music minister/pastor/director, responsible for planning, implementing plans, and training workers or volunteer members of the music program. May direct one or more choirs/ensembles.
MU310	Children's Music Associate Minister/Pastor/Director	Under the direction of a music minister/pastor/director, responsible for planning, implementing plans, and training workers or volunteer members of the children's music program. May direct one or more choirs/ensembles. Recruits choir members and coordinates choir music with other members of staff.
MU315	Senior Adult Choir Director	Responsible for the direction of the senior adult choir of the church. Conducts regularly scheduled rehearsals and directs the choir during worship services and special presentations. Recruits choir members. Coordinates choir music with other members of staff.
MU320	Youth Choir Director	Responsible for directing a youth choir. Conducts regularly scheduled rehearsals and directs the choir during worship services and special presentations. Recruits choir members and coordinates choir music with other members of staff.
MU325	Children's Choir Director	Responsible for directing a children's choir. Conducts regularly scheduled rehearsals and directs the choir during worship services and special presentations. Recruits choir members and coordinates choir music with other members of staff.
MU330	Praise & Worship Minister/Pastor/Leader	Responsible to lead and direct all worship and praise segments during worship services. Recruits, coordinates and directs a team of volunteers for music and performing arts and technical support. Coordinates and leads weekly performing arts rehearsals.
MU335	Liturgist/Worship Coordinator	Responsible for the planning, implementation and support of church or parish liturgical activities and programs. Recruits, trains and schedules liturgical ministers. Coordinates the themes, direction and music for all worship services. Acts as a resource for other staff members.
MU340	Organist	Responsible for providing organ accompaniment for worship services. Rehearses with and accompanies one or more choirs or soloists for all regular and special services or events. Coordinates organ music with other members of the church staff.

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MU345	Pianist	Responsible for providing piano accompaniment for worship services. Rehearses with and accompanies one or more choirs or soloists for all regular and special services or events. Coordinates piano music with other members of the church staff.
MU350	Orchestra Director	Responsible for directing a church orchestra. Conducts regularly scheduled rehearsals and conducts the orchestra during worship services and special presentations. Recruits orchestra members and coordinates orchestra music with other members of staff.
MU355	Handbell Choir Director	Responsible for leading the handbell choir. Coordinates music selections with the music minister/pastor/director. Plans and conducts scheduled rehearsals. Leads and directs the handbell choir during assigned worship services. Responsible for the inventory and maintenance of the handbells, robes and all related equipment.
MU360	Creative Arts Specialist	Works to promote artistic expressions of beauty that help the congregation experience the beauty of God. This involves both the creation of the “arts environment” as well as the spiritually appropriate resources that describe and enhance the creative experiences. Mentors those who are a part of the “artists” community.
MU370	Worship Arts Director/Leader	Coordinates worship services, creative direction, leads worship. May recruit and develop team of vocalists.
MU375	Drama Director	Directs dramas and special theatrical programs. Schedules and leads rehearsals.
MU380	Musician/Vocalists	Plays musical instruments or performs solo, ensemble and group vocal performances during regular services and special events
		Media/Communications
MC435	Information Technology Specialist/Director	Responsible for maintaining and enhancing a computer network to include desktop computers, servers, back-up systems, printers, telephones, fax and copy machines. Troubleshoots and resolves problems and works with outside technical support providers when necessary. Educates computer users on the appropriate use of software and hardware.
MC440	Communications Coordinator/Director	Responsible for developing a comprehensive communication plan, in conjunction with staff, to promote the ministries of the church. Duties include the design, editing and publication of magazines, newsletters, brochures and bulletins as well as business publications such as the annual report, church directory and handbooks. Researches, writes and edits information included in print and electronic publications. May direct or maintain the church website. Produces and coordinates communications work sent to outside vendors including participation in decisions regarding the selection of vendors. Manages advertising and public relations support. Responsible for creating all print communications for the church as well as maintaining, updating and developing the website and other social communication outlets.
MC445	Web/Publication/Graphics Designer	Responsible for designing and producing bulletins, newsletters, posters, brochures and other publications to promote and communicate about the activities of the church. May provide design support for the church website. Requires a high level of expertise in computer applications such as word processing, presentations, desktop publishing and graphics. Assists ministry leaders in implementing communications strategies through all church media, including print, A/V and web with a primary role in graphic design, and secondary role managing the churches website.

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MC450	Multi-Media Coordinator/Director	Responsible for media ministry of the church. May supervise sanctuary audio visual systems including television, and volunteer/paid staff. (AV engineering, video production, broadcasting, etc.).
MC500	Live Sound Mix Engineer	Provides directional leadership for consistent quality of spoken word and live mix sound for band/vocals at services, events, and other ministries in multiple venues. Works under the technical/production director to ensure sound quality meets or exceeds the standards for ideal mix, from planning and stage plotting to the worship experience in venues throughout the church.
MC510	Technical Production Director	Has the daily responsibility for the technical operations, including audio, media/video, staging, lighting, and visual arts, and provides leadership and developmental training for staff and ministry partners utilizing technical production tools.
MC520	Video-Media Designer	The visual media designer supports Sunday services, communication, and other ministries through the design and development of video and digital motion communications. Directs the technical aspects of Sunday services and other events, oversees and equips ministry partners, documents live events and provides preventative maintenance for equipment.
MC530	Executive Producer	Leads the worship arts personnel to orchestrate Sunday services and major event productions. Provides programming oversight and develops plans that manage the use of personnel and resources in the worship, audio and visual arena.
MC540	Audio Team Coordinator	Provides leadership and oversight to the audio needs. This involves designing, growing, developing and managing successful ministry partner audio teams.
MC550	Production Team Coordinator	Orchestrates the Sunday services and major event production needs of the church by developing ministry partner teams to work with imaging, lighting and video activities.
MC560	Audio Technician/Sound Board Operator	Responsible for purchasing, installing, setup, operation and maintaining microphones, speakers and associated equipment. Able to tune equipment to optimize audio performance of equipment and room acoustics with the desired audio quality. Works the sound board and manages all of the sound system - mics, speakers, etc. Handles sound for worship services, weddings, funerals, and other special events.
MC565	Video Technician/Camera Operator/Videographer	Responsible for creation and execution of video presentations. This includes graphic images and text for announcements, song lyrics and other items supporting worship services. Presents graphics in coordination with music and sermons. Also capable of operating cameras, display monitors and associated equipment for image magnification, remote viewing, and recording of services. Able to operate and include internet applications such as Skype and YouTube into service presentations. Provides technical support to the media ministry including the production of video resources. Report to media coordinator
		Administrative Support
AS400	Comptroller/Accountant	Responsible for the financial records of the church. Typically supervises the financial secretary/bookkeeper. Exercises judgment in the analysis of financial data and preparation of statements and reports. Has expertise in appropriate computer applications.

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AS405	Financial Secretary/Bookkeeper	Responsible for maintaining the financial records of the church. Processes payroll for church staff, prepares deposits, disburses payments and prepares financial statements and reports and quarterly and annual tax statements. Has expertise in appropriate computer applications.
AS410	Office Manager	Responsible for the daily management of the church office. Assists the business administrator or senior pastor in hiring, orientation, performance reviews and terminations of office staff. Schedules and coordinates the use of the building in compliance with established policies and guidelines and provides a master calendar. Orders office supplies and approves invoices. Oversees the purchase, use and repair of office equipment. Coordinates church mailings.
AS412	Human Resources Director/Coordinator	Provides human resources support to the church in coordination with the church business administrator. This position provides comprehensive human resources support to the clergy and staff of each ministry. Responsible for and/or assists with recruiting and orientation, benefits renewal and administration, employee relations and conflict resolution, staff recognition, training and development programs, HR policy development and administration, and records management. Maintains familiarity with payroll, personnel and benefit policies.
AS415	Executive Secretary/Administrative Assistant	Responsible for providing administrative support to the senior pastor, business administrator and/or other staff members. Schedules appointments, maintains staff calendars, screens phone calls and visitors, coordinates special events and projects, prepares reports and slide presentations, drafts correspondence, and maintains office files. Has a high degree of expertise in computer applications such as word processing, spreadsheets, presentations and database. Has a detailed understanding of the business policies and practices of the church and often works with highly confidential information or conflict situations. Required to exercise creativity and sound judgment without close supervision. May supervise other office staff or volunteers.
AS420	Ministry Associate/ Secretary/Clerk	Responsible for performing secretarial and related office services for church staff and lay committee and boards. Requires some judgment and independent decision-making capability and needs very little direct supervision. Duties may include word processing, report compilation, record keeping, calendar maintenance and other responsibilities to relieve administrative staff. Requires expertise in computer applications such as word processing, spreadsheets, presentations and database.
AS425	Office Clerk	Responsible for routine office work given specific instructions where minimal judgment is required. Entry level position. Requires basic skills in computer word processing and data entry. Duties may include typing basic letters, reports and forms, filing, posting and checking records, running copy and fax machines, sorting and processing incoming/outgoing mail and serving as back-up receptionist.
AS430	Receptionist	Responsible to be the first point of contact for those calling or visiting the church. Directs or screens all incoming phone calls and provides direction to those visiting. Requires in-depth knowledge of the church and its ministry in order to answer and direct inquiries properly. Performs other duties including filing, copying, faxing, typing of reports and correspondence. Requires basic skills in word processing.
AS435	Coordinator/Volunteer Manager	Responsible for volunteer recruiting and training and program management. Has some administrative responsibilities.

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AS440	Payroll Administrator	Administers employee payroll. Maintains employee information for calculation of paychecks and reporting to federal and state agencies. Ensures timely distribution of employee paychecks, W-2 forms, federal and state tax deposits, etc. May work with outside payroll service provider.
AS445	Guest Services Director	Responsible for the guest-related ministries of the church, managing leaders of volunteers in ministries such as greeters, traffic ministry, cafe ministry, etc.
AS450	Database Manager/Administrator	Develops and maintains databases and reporting capabilities.
		Facilities/Other Support
FO500	Food Service Director/Host/Hostess	Responsible for managing the overall food service operation of the facility in order to provide service for weddings, receptions and other events. Organizes the food service operation including planning menus, purchasing required supplies and supervising kitchen activities, food preparation and cleanup. Responsible for adhering to local, state and federal health codes. Supervises kitchen staff and volunteers.
FO505	Food Service Worker	Responsible for food preparation and clean-up. Also responsible for setup and serving of food and beverages for weddings, receptions and other church-catered events.
FO510	Facilities Manager	Responsible for the maintenance of the church buildings, grounds, and equipment. Responsible for the operation and maintenance of all mechanical and building equipment, including heating and air conditioning. Develops and implements cleaning, maintenance and remodeling plans. Manages utilities and building security. Responsible for coordinating the room and equipment set-up for all church functions. Supervises custodians, maintenance staff, and related contractors, but is capable of personally performing many repairs and doing preventative maintenance.
FO515	Building Maintenance Engineer	Responsible for the operation of heating and air-conditioning systems and equipment. Performs routine inspections, testing, cleaning and repairs of the boiler and other equipment. Coordinates annual boiler inspection, handles inspection recommendations and orders HVAC services as needed. Keeps records of fuel consumption and other required data. May require licensure appropriate to equipment serviced.
FO520	Custodian	Responsible for the janitorial care and maintenance of church facilities, equipment and grounds. Cleans building areas, sets up for events, maintains grounds, removes snow, and performs routine mechanical maintenance. Reports breakdowns or major problems.
FO523	Groundskeeper	Maintains appearance of lawn and garden beds, Cuts grass, plants annuals, trims trees and shrubs. May be responsible for snow and ice removal.
FO525	Housekeeper (General and/or Rectory)	Responsible for keeping church facilities and furnishings clean. Removes trash, dusts, vacuums, cleans bathrooms and kitchens (including ovens, cupboards, refrigerators and freezers) and may wash windows and floors. Performs light duty maintenance as necessary.
FO530	Parish Nurse	Registered or licensed practical nurse responsible for evaluating the health care needs of the parish. Responds to health concerns and makes home, assisted living and hospital visits. Provides information and education regarding health and wellness, child health, chronic disease, normal aging, etc. Develops relationships with other health facilities in the community and refers parishioners to the appropriate facility when necessary.

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FO535	Childcare Manager	Coordinates childcare services for the benefit of parents attending daytime and evening events, classes, and support groups.
FO540	Wedding Coordinator	Works with wedding party and coordinates facility set-up/audio/visual for the service.
FO550	Nursery Staff	Cares for infants and children during church services and other church events. May also provide child care to church staff.
		School
SC600	Principal/Head of Day School	Responsible for all aspects of a church-affiliated day school. Responsible to direct development of the curriculum, recruit staff, recommend staff employment and retention, promote staff development, contribute to long-range planning. Responsible to insure compliance with all regulatory agency requirements. Takes an active role with the school board. Represents the school in church and civic activities.
SC605	School Teacher	Responsible for providing professional student classroom instruction. Develops, implements and supervises programs. Teaches children academic, social, physical, intellectual and spiritual skills. Maintains complete and accurate student records and communicates student progress to student's parents. Responsible for acquiring and maintaining classroom resources and materials and planning activities such as field trips and guest speakers. Supervises teacher's assistant/aide if present. Attends staff meetings and workshops.
SC610	School Assistant/Aide	Assists in preparing the classroom, organizing and distributing supplies and encouraging growth in spirituality and skills such as language, social and motor skills. Assists with routine housekeeping tasks and may help the teacher in such areas as taking attendance, grading homework and tests using answer sheets, and attending staff meetings and workshops.
SC615	Preschool Director	Responsible for the successful operation of the preschool, which includes staffing, licensing, selecting curriculum and materials, overseeing special events for preschoolers, and making fiscal decisions, all in keeping with the church's vision to demonstrate God's love, so as to call people in the community into a personal relationship with Christ.
		Multisite - Site Specific/Campus Staff
	Multisite Director	See PL118 above
MS100	Site/Campus Pastor	Responsible for the spiritual leadership and welfare of the individual campus. Provides leadership and actively participates in worship, education, discipleship and evangelism for the spiritual life and growth of members. Gives direct oversight to departmental leaders at the campus. Represents the congregation to and reaches out to the community around his/her campus. Responsible for overseeing Sunday morning worship gathering. May give direction to age/small group leaders. Coordinates with the main campus on resources, reporting, and staffing. Reports to senior pastor.
MS110	Site/Campus Worship Director	Coordinates worship services, provides creative direction, leads worship, etc. May recruit and develop team of vocalists. Works with campus pastor.
MS115	Site/Campus Children's Director	(Similar to ED240, serving site campus. Usually supervised by, supported/mentored by main campus children Christian educator (pastor).
MS120	Site/Campus Student Director	(Similar to ED220, serving site campus. Usually supervised by, supported/mentored by main campus youth Christian educator (pastor).

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MS125	Site/Campus Small Group Director	Gives direction to small group ministry of site.
MS130	Site/Campus Guest Services Director	Responsible for the guest-related ministries of the church, manages leaders of volunteers in ministries such as greeters, traffic ministry, cafe ministry, etc.
MS140	Site/Campus Tech Director	Responsible for all aspects of audio, visual and lighting equipment and operations for the site campus.
MS150	Site/Campus Operations	Manages overall day-to-day operations for the site campus.
MS160	Site/Campus Administrative Assistant	Supports the campus pastor and work of the campus team.
		Counseling
CT100	Licensed Counselor	Counsels and provides therapy to individuals, married couples and/or children to promote emotional healing, resolve conflict and/or change behavior.
CT115	Director of Counseling	Directs and coordinates the scheduling for the counseling sessions.
CT120	Staff Counselor	Provides counseling support through the churches ministries. A non-licensed counselor.
		Retail/Bookstore
RB100	Retail Manager	Manages overall day-to-day store operations. May be responsible for scheduling and training staff and volunteers, cash management, inventory and store appearance.
RB110	Retail Coordinator	Under direction of the book store/retail manager may have responsibility for one or more of the following: ordering merchandise, stocking inventory, assisting customers, coordinating book store volunteers.