



Core Leadership Team

Job Descriptions 2013 - 2014

Dear Applicant,

Thank you for your interest in joining the **Core Leadership Team**! If selected, you will partake in the awesome honor of leading God's most precious entity - the church. Your experience as a core team member of BCAY will be one filled with spiritual growth, leadership development and hands-on experience.

The decision to join Core Leadership Team should not be taken lightly. As a fully functional church we differ from all other extracurricular activities on campus. We are looking for students who will treat their responsibilities at BCAY with priority and respect. After all, the work that we do is not to serve ourselves, but to please God. God does everything in excellence and our ministry should reflect His nature. We are looking for core team members who will operate in excellence.

With that said, I believe that the leadership opportunities found at BCAY can prepare any student for success in any realm of society or industry. Think about it; you will gain hands on experience running a non-profit organization. Additionally, you will also receive formal leadership and skills training via books, software and other resources that the church will provide. Ultimately the skills you will exercise at BCAY are transferable; your work on the student leadership team will undoubtedly build your resume and expand your capacity.

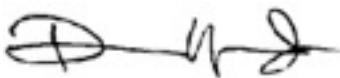
The core team plays a critical role in the perpetuity of BCAY. This team is responsible for managing the core functions of the church, which include weekly operations, financial stewardship and fundraising, and membership and student activities.

Ultimately we are looking for team members who will treat BCAY with priority and dedication. Our requirements are really very simple. We meet weekly for spiritual growth, leadership development and discussion regarding the operations of the church.

Furthermore, your consistent presence at worship services is a must. You will also be responsible, on a scheduled rotation, for assisting in the setup and breakdown of the sanctuary before and after Sunday morning worship.

Included in this document are descriptions of the jobs that are currently available. Please pray regarding which job would be the right fit for you. We look forward to receiving your application!

Equipping the body for the work of the ministry,



Pastor Dexter B. Upshaw Jr.

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Lead Coordinator

Description

The **Lead Coordinator** serves as the glue that keeps the core team running. You will assist in leading weekly core team meetings, organizing volunteers and serving as the primary student ambassador for BCAY. You keep the ball rolling! You establish timelines and stay on top of deadlines.

Perks

You will learn up how a church operates, up close and personally. You will also benefit from working very closely with the Ministerial Staff. You will receive hands-on leadership training and the opportunity to influence your peers by equipping and empowering others. These skills and experiences look great on a resume!

Responsibilities

- Serve as a communication liaison between student staff and the pastor
- Work closely with pastor in student staff meeting preparation
- Facilitate core team meetings
- Stay abreast of “what’s happening” on campus and keeps the ministerial staff informed
- Manage relationships with other campus ministries and Christian organizations
- Liaise with the Dean of the Afro-American Cultural Center and the University Chaplain’s Office
- Manage church calendar
- Collaborate with Core Team to take on new initiatives and projects, including those outside area of expertise

Skills

- Organized with good time management
- Communicates well with peers; manages conflict well
- Comfortable communicating to staff many times a week via email or text message

Requirements

- Must attend weekly council meetings
- Must attend worship services consistently
- Must attend weekly one-on-one sessions with senior pastor and ministerial staff
- Willing to assist with Sunday morning set-up or break down on a scheduled basis

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Alumni and Parent Coordinator

Description

The **Alumni and Parent Coordinator** works to maintain relationships with our alumni and parents of students. This is a key role in the development of our church. You will work to tap into the amazing resources our extended BCAY family has to offer, spiritual, financial, and otherwise.

Perks

You will get to tap into a network of people who are truly serving the nations! You get hands-on experience in how to develop an organization and make it grow. These skills and experiences look great on a resume!

Responsibilities

- Establish consistent communications with parents and alumni
- Maintain contact information for parents and alumni
- Find ways of creatively tapping into the wealth of resources our parents and alumni offer
- Collaborate with Core Team to take on new initiatives and projects, including those outside area of expertise

Skills

- Organized and self-motivated
- Communicates well with peers and older adults
- Good writing skills

Requirements

- Must attend weekly council meetings
- Must attend worship services consistently
- Willing to assist with Sunday morning set-up or break down on a scheduled basis

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Finance Coordinator

Description

The Finance and Development Ministry is the business department at BCAY. As **Finance Coordinator** you and your team will coordinate the collection and deposit of tithes and offerings on Sunday mornings. You will also be responsible for keeping up-to-date books, making payments, acting as signatories on authorized checks and officiating finance meetings/reports to the core leadership team. Your team will also assist in seeking fundraising methods to increase church funds.

Perks

You will have the opportunity to learn how to handle finances in a professional manner and learn ways to generate income for a non-profit organization. These skills and experiences look great on a resume!

Responsibilities of you and your team

- Train and manage the Finance Team
- Manage payroll and serves as authorized signatory on church checks
- Apply for UOFC and Afam House funding; research other funding opportunities
- Meet regularly with executive leadership regarding financial status, fundraising initiatives, and budget
- Manage and monitors bank account weekly; provide monthly reports to the core team
- Serve as a wise steward over finances (plans ahead, identifies red flags, etc)
- Collaborate with Core Team to take on new initiatives and projects, including those outside area of expertise

Skills

- Organized with good time management skills
- Ability to learn and use basic accounting software

Requirements

- Must attend weekly council meetings
- Must host regular and consistent meetings with your team
- Must attend worship services consistently
- Willing to assist with Sunday morning set-up or break down on a scheduled basis

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Hospitality Coordinator

Description

The **Hospitality Coordinator** plays a crucial role in making sure that everyone who attends our worship services or events feels welcome. The Hospitality Coordinator manages the Sunday morning greeters and ushers. The Hospitality Coordinator also plays an important role in making sure that special guests and ministers are comfortable during their visits. Additionally, this person works with the Hospitality team to create deeper community in the congregation.

Perks

You and your team are constantly getting to meet new people at worship services. Your team also helps “get the party started” by coordinating our food efforts during special events and fun social events. These skills and experiences look great on a resume!

Responsibilities of you and your team

- Train and manage team of Sunday morning greeters and ushers
- Manage the welcome table on Sunday mornings
- Assist in managing Sunday morning setup
- Coordinate food setup/serving efforts at special events (brunches, dinners, etc)
- Monitor inventory of tableware, tablecloths, napkins, etc.
- Manage hospitable care of special guests
- Coordinate fun social and community-building events
- Collaborate with Core Team to take on new initiatives and projects, including those outside area of expertise

Skills

- Should be a warm and friendly person
- Organizational and communication skills are a must
- Ability to lead and train a volunteer team

Requirements

- Must attend weekly council meetings
- Must host regular and consistent meetings with your team
- Must attend worship services consistently
- Willing to assist with Sunday morning set-up or break down on a scheduled basis

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Serve The Nations Coordinator

Description

The current mission of BCAY is to *Love God, Love People and Serve the Nations*. The **Serve The Nations Coordinator** plays a vital role in making our goal of *Serving the Nations* is a reality. You will focus on coordinating opportunities for the BCAY congregation to participate in community service and international missions.

Perks

You and your team will get the opportunity to interface with a variety of community-oriented organizations in New Haven and beyond. You also get to think creatively about how BCAY can continue to impact the city of New Haven, in addition to impacting the world through international missions. These skills and experiences look great on a resume!

Responsibilities of you and your team

- Train and manage a team
- Create proposals that outline the who, what, when, where and why of proposed community service activities
- Coordinate at least two church-wide community service opportunities annually
- Serve as a liaison with other service organizations/initiatives that partner with BCAY
- Serve as the official liaison between Dwight Hall
- Coordinate the *Community Action Fund Committee*. This committee prays over how to disburse the *Community Action Fund*, which is designated to assist the poor, the needy, and empower organizations that promote transformative change in the world
- Inform the BCAY family of community service and mission-related opportunities
- Collaborate with Core Team to take on new initiatives and projects, including those outside area of expertise

Skills

- A heart for service
- Organizational and communication skills are a must
- Initiative to research projects
- Ability to lead and communicate service projects

Requirements

- Must attend weekly council meetings
- Must host regular and consistent meetings with your team
- Must attend worship services consistently
- Willing to assist with Sunday morning set-up or break down on a scheduled basis

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Marketing & Communications Coordinator

Description

Because BCAY is such a thriving organization with a lot going on, it's important to keep people updated and in the loop. The **Marketing and Communications Coordinator** leads the effort of marketing the organization and keeping everyone informed. We also have an AWESOME web presence that needs to be kept current. You will be integral in keeping it fresh and up-to-date. Our avenues for communication include:

- A website
- A Facebook page
- A Twitter account
- A weekly eNewsletter via a top-notch email marketing software
- Live-streamed video via the world's best live streaming service

Perks

We have some hi-tech equipment and software at BCAY! You will have the opportunity to learn how to use HD camera equipment, update a website, implement a social media marketing plan, and utilize email marketing. All of these skills and experiences look great on a resume!

Responsibilities of you and your team

- Recruit volunteers to help communicate service times, special events, and the goings-on at BCAY via bcay.org, yalestation.org, Facebook, Twitter, social media, mobile texting, etc.
- Develop innovative ideas for marketing BCAY
- Lead marketing effort for establishing a presence at Freshman Bazaar and Bulldog Days
- Regularly update website
- Lead effort in marketing special events and initiatives
- Liaise with Audio/Visual Team on Sundays

Skills

- Comfortable utilizing web technology and software
- Ability to plan ahead
- Ability to train a team how to use technology

Requirements

- Must attend weekly council meetings
- Must host regular and consistent meetings with your team
- Must attend worship services consistently
- Willing to assist with Sunday morning set-up or break down on a scheduled basis

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