

# Dream Teams

Job Descriptions 2013 - 2014

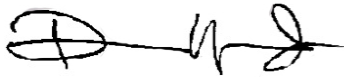
**Dear Potential Dream Team Member,**

Are you feeling led to get more involved with BCAY? Then joining one of our volunteer ministry teams is a great first step! It takes more than just five or six people on a core leadership team to grow an organization; it takes quality people **like you** getting involved at every level.

We have a motto on our core leadership team: DON'T DO IT ALONE. What does that mean? True leaders lead people. Powerful things happen when people share their skills and collaborate. Our core leaders are waiting to share the vision with you and empower you to **make it happen**. That's why we affectionately refer to our volunteer teams as dream teams. You will help make the dreams of the ministry come true.

This document describes the current positions available on the DREAM TEAM. If you are interested in a position, please indicate so when you fill out your leadership application.

Equipping the body for the work of the ministry,

A handwritten signature in black ink, appearing to read "Dexter B. Upshaw Jr.", written in a cursive style.

Pastor Dexter B. Upshaw Jr.

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# Hospitality Team

The Hospitality Team plays a crucial role in making sure that everyone who attends our worship services or events feels welcome. On this team, you are constantly getting to meet new people at worship services. You also help “get the party started” by coordinating our food efforts during special events. Additionally, this team plays an important role in making sure that special guests and ministers are comfortable during their visits. Additionally, this team works to create deeper community in the congregation.

## AVAILABLE POSITIONS

### Usher

The **Ushers** ensures that BCAY is as welcoming and as hospitable as possible, particularly to newcomers, and special guests. You and your team will be the first few people that visitors meet, and it will be your duty to introduce them to the BCAY family and the BCAY worship experience.

#### *Responsibilities*

- Welcomes people during Sunday services and special events
- Keep an active eye open for people who are looking for a place to sit during Sunday service
- Take care of special guests, which may include ensuring transportation to/from BCAY, preparing special food or drink requests, and/or preparing gift baskets and tokens of appreciation
- Help with communion

#### *Requirements*

- Must attend regular meetings with the Hospitality Team
- Must attend worship services consistently

### Social Coordinator

The **Social Coordinator** is in charge of creating spaces and opportunities for people to engage in meaningful fellowship and community at BCAY.

#### *Responsibilities*

- Organize events tailored to helping people form relationships within the church body

#### *Requirements*

- Must attend regular meetings with the Hospitality Team
- Must attend worship services consistently

## **Food and Refreshments Captain**

The **Food and Refreshments Captain** is in charge of coordinating--you guessed it--food and refreshments every Sunday and for special events.

### *Responsibilities*

- Prepare the BCAY café every Sunday
- Choose the menu for special brunches and catered events
- Organize pick-up or delivery of food or catering
- Oversee the serving and presentation of food

### *Requirements*

- Must attend regular meetings with the Hospitality Team
- Must attend worship services consistently

# Finance Ministry

The Finance Ministry is the business department at BCAY. This team manages the collection and deposit of tithes and offerings on Sunday mornings. It is also responsible for keeping up-to-date books, making payments, acting as signatories on authorized checks and officiating finance meetings/reports with Student Staff. Your team will also assist in seeking fundraising methods to increase church funds.

## AVAILABLE POSITIONS

### **Assistant Finance Coordinator**

The **Assistant Finance Coordinator** supports the Finance Coordinator in all aspects of the ministry.

#### *Responsibilities*

- Manages QuickBooks record-keeping and accounting software
- Assists with tabulation and deposit of funds on a weekly basis
- Is a designated BCAY card-holder and assists with orders and purchases for the church

#### *Requirements*

- Must attend regular meetings with the Finance Team
- Must attend worship services consistently

### **Fundraising Coordinator**

The **Fundraising Liaison** comes up with clever and creative ways to grow BCAY's funds and resources. You will lead on-campus fundraising activities.

#### *Responsibilities*

- Find creative ways to increase funding throughout the year

#### *Requirements*

- Must attend regular meetings with the Finance and Development Team
- Must attend worship services consistently

# Alumni and Parent Outreach Team

The **Alumni and Parent Outreach Team** works to maintain relationships with our alumni and parents of students. This is a key ministry 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.

## AVAILABLE POSITIONS

### **Sustainability Coordinator**

The **Sustainability Coordinator** always thinks about the long-term financial health of the church. You will manage our savings and work to establish an endowment. You will also support from parents and alumni.

#### *Responsibilities*

- Lead the efforts to rally our parents and alumni to give to BCAY
- Manage recurring alumni donations that are contributed via pay pals and other methods
- Work towards establishing an endowment

#### *Requirements*

- Must attend regular meetings with the Alumni and Parent Outreach Team
- Must attend worship services consistently

### **Alumni and Parent Newsletter Captain**

The **Alumni and Parent Newsletter Captain** is in charge of communicating with our growing base of parents and alumni.

#### *Responsibilities*

- Keep parents and alumni abreast of all that is happening at BCAY

#### *Requirements*

- Must attend regular meetings with the Alumni and Parent Outreach Team
- Must attend worship services consistently

# Marketing and Communications Team

A lot happens at BCAY, and the Marketing and Communications team is responsible for keeping everyone informed and in the loop. This team coordinates all internal and external communications and marketing efforts.

## AVAILABLE POSITIONS

### News and Announcements Captain

The **News and Announcements Captain** is in charge of keeping the lines of internal communication clear.

#### *Responsibilities*

- Compose and distribute BCAY weekly e-newsletter
- Compile and coordinate all announcements for Sunday services
- Create “Announcement slides”
- Direct video announcements

#### *Requirements*

- Must attend regular meetings with the Communications Team
- Must attend worship services consistently

### Marketing Guru

The **Marketing Guru** effectively and creatively seeks for ways to engage those within and outside the BCAY family in our programming and events.

#### *Responsibilities*

- Raise the profile of BCAY programming among students, alumni, and parents
- Create visually appealing promotional material for special events
- Implement marketing strategies to most effectively reach our target audiences

#### *Requirements*

- Must attend regular meetings with the Communications Team
- Must attend worship services consistently

### Web Guru

The **Web Guru** presides over BCAY’s online presence: our website, our Facebook page, and our Twitter account.

#### *Responsibilities*

- Collaborate with the Marketing Guru to raise the online profile of BCAY programming among students, alumni, and parents



- Keep our website up-to-date
- Tweet regularly to let people know what's happening at BCAY
- Post photos to our Facebook page

*Requirements*

- Must attend regular meetings with the Communications Team
- Understanding programming and coding a plus, but not necessary. If you know how to update a blog, you can update bcay.org
- Must attend worship services consistently

# Audio/Visual Team

The purpose of the A/V Team is to fully engage the congregation with every aspect of Sunday service: praise & worship, the message, and announcements. This team oversees the technical setup and breakdown of the sanctuary and manages the audio and projector feeds during service.

## AVAILABLE POSITIONS

### A/V Captain

The **A/V Captain** manages Sunday A/V setup and leads the entire A/V Team.

#### *Responsibilities*

- Be knowledgeable about all the technology we use in Sunday services
- Train and direct others with respect to A/V set-up

#### *Requirements*

- Must attend regular meetings with the Communications Team
- Must arrive at 9:00am to set-up on Sundays, and must stay after service to take-down

### Camera Operator

The **Camera Operator** runs camera during service for live broadcast.

#### **Responsibilities**

- Be knowledgeable about the hardware and software used for live-streaming
- Operate the camera every Sunday

#### **Requirements**

- Must attend worship services consistently

### Presentation Operator

The **Presentation Operator** manages the worship and message slide presentations during Sunday services.

#### *Responsibilities*

- Create slides for new worship songs
- Run the slide presentations for worship and the message

#### *Requirements*

- Must attend worship services consistently

## **Sound Technician**

The **Sound Technician** manages the sound board during worship services.

### *Responsibilities*

- Be in charge of sound check every morning
- Troubleshoot when problems arise
- Run the sound board during worship services

### *Requirements*

- Must attend worship services consistently

# Serve The Nations Team

The Serve the Nations team is responsible for engaging congregants in community service and international missions. This team also manages the Community Action Fund.

## **AVAILABLE POSITIONS**

### **Leadership Development Guru**

The **Leadership Development Guru** plans events to expose students to the very many different ways God calls people to serve the nations.

#### *Responsibilities*

- Organize events like the Anniversary Alumni Panel to encourage exploration of the relationship between faith and vocations
- Create opportunities for current students to connect with alumni who work in their field of interest

#### *Requirements*

- Must attend regular meetings with the Serve The Nations Team
- Must attend worship services consistently

### **STN Communications Guru**

The **STN Communications Guru** encourages the church body to serve from scriptural understanding of service. This person also works with the communications team to ensure adequate information flow within the church.

#### *Responsibilities*

- Be able to articulate why we serve and why we are engaging in particular projects
- Work with the Web Guru to post domestic and international service opportunities on our online platforms

#### *Requirements*

- Must attend regular meetings with the Serve The Nations Team
- Must attend worship services consistently

### **International Service Captain**

The **International Service Captain** will organize an international mission trip, most likely to Ghana in 2013.

#### *Responsibilities*

- Oversee all aspects of organizing an international service trip to Ghana in 2013

- Preside over logistics for trip
- Help plan the itinerary and the projects we will engage in while there

#### *Requirements*

- Must attend regular meetings with the Serve The Nations Team
- Must be willing to go on the trip
- Must attend worship services consistently

### **Domestic Service Captain**

The **Domestic Service Captain** organizes all corporate service opportunities at Yale and in New Haven. This person will mobilize congregants of BCAY to participate in these service events.

#### *Responsibilities*

- Collaborate with other service groups and ministries on campus to organize meaningful and effective events in the Yale and New Haven communities
- Rally BCAY congregants and encourage participation
- Preside over logistics for all service opportunities

#### *Requirements*

- Must attend regular meetings with the Serve The Nations Team
- Must attend worship services consistently