

UNITY PRESBYTERIAN CHURCH
STAFF AREAS OF RESPONSIBILITY

Effective June 10, 2021

Senior Pastor/Head of Staff (Rev. Dr. Matthew Rich)

- Staff Resource for: ○ Congregational Care Ministry Team ○ Hospitality and Evangelism Ministry Team ○ Human Resources Ministry Team ○ Nominating Committee ○ Outreach Ministry Team ○ Regathering Team
 - Stewardship & Finance Ministry Team ○
 - Worship & Music Ministry Team
- Session
- Worship Services
- Preaching
- Sacraments of Baptism and Communion
- Pastoral Care
- Weddings and Funerals/Memorial Services
- Staff Administration □ Connections Classes
- Campus Safety Protocols
- Presbytery, Synod, General Assembly

Parish Associate (Rev. Dr. T. Mark Verdery)

- Worship
- Preaching
- Pastoral Care ○ Elderly and Homebound Members
 - Stephen Ministry ○ Pastoral Care Teams ○ COVID Callers ○ Emergency and Crisis
- Sacraments of Baptism and Communion
- Weddings and Funerals/Memorial Services **Director of Christian Education** (Kathryn McGregor)
- Staff Resource for: ○ Adult Discipleship Ministry Team ○ Children's Ministry Team ○ Health Ministry Team
- Children's Sunday School
- Adult Sunday School
- Adult Bible Studies
- Sunday Night Live

- Vacation Bible School
- PASSPORT Kids! Camp
- Grands Camp
- GO MAD Day
- Safe Place Policy
- Children in Worship
- Nursery

Director of Youth Ministry (Kaitlyn Bryant)

- Staff Resource for: ○ Youth Ministry Team
- Middle School and High School Youth Groups
- Middle School and High School Sunday School
- Confirmation Classes
- Youth Trips, Camps, and Conferences
- Youth Participation in Worship
- Worship Leadership
- Safe Place Policy

Director of Music (Margaret Monroe)

- Staff Resource for: ○ Worship and Music Ministry Team ○ Ushering Ministry Team
- Chancel Choir
- Organist
- Bell Choir
- Children's Choirs
- Worship Music
- Special Musical Events
- Musical Instrument Maintenance

Church Administrative Officer (Jacob Saylor)

- Staff Resource for: ○ Buildings & Grounds Ministry Team ○ Communications Ministry Team ○ Human Resources Ministry Team ○ Regathering Team ○ Safety Ministry Team
 - Stewardship & Finance Ministry Team
- Vendor Services
- Office Systems
- Insurance Contracts and Claims
- Church Documents
- Employee Records
- Campus Project Management
- Risk Management

- Campus Safety Protocols

Finance/Facilities Manager (Pam Bright)

- Staff Resource for: ○ Endowment Board
 - Stewardship & Finance Ministry Team
- Church Treasurer
- Church Payroll
- Financial Records for Church, Preschool, and Endowment Fund, and Women of Unity
 - Budget and General Ledger
- Reports for General Assembly and Board of Pensions
- Financial Reports
- Emergency Financial Assistance
- Stewardship Campaign – Financial and Campaign Coordination

Administrative Assistant (Debbie Butler)

- Church Calendar
- Weekly Bulletins
- Weekly Announcement Sheet
- Annual Statistical Report
- Requests for Outside Use of Church Facilities
- Office Receptionist
- Membership Transfers
- Baptismal Certificates
- Sanctuary Flowers

Administrative Assistant for Data Base and Program Support (Anissa Lee)

- ACS Database System
- Offering Counters
- Office Volunteers
- Sunday School and Church Attendance Records
- Financial Contributions Records
- Member Contribution Statements
- Stewardship Campaign (Time and Talent Surveys, Member Stewardship Packets)

Communications Specialist (Michaela Krug)

- Newsletter
- Social Media Calendar
- Church Website
- Flyers, Brochures, and Literature for Special Events

Nursery Coordinator (Loren Lochel)

- Nursery Workers
- Nursery Schedule
- Nursery Facilities and Equipment

Children in Worship Coordinator (Melissa Dye)

- CIW Volunteers
- CIW Curriculum
- CIW Activities

Preschool Director (Linda Bunge)

- Unity Preschool Operations
- Preschool Facilities
- Teachers and Assistants
- Unity Preschool Advisory Board
- Coordination with Unity Presbyterian Church