



CG Midtown Admin Team Member: Role and Responsibilities

CG Midtown admin team purpose statement:

The admin team is empowered by the elders to function as the legal agent of the Church, to oversee and approve business transactions of Common Ground Midtown. The admin team is comprised of the director of operations, the lead pastor, at least one non-staff elder and other selected individuals who demonstrate sustained commitment to the mission of Common Ground Midtown (To call people of all ages to be formed into the image of Jesus so we can love our neighbors in Indianapolis and around the world.)

Role / Attributes:

- An individual who has been an active participant at CG Midtown for at least two years and is relationally known by at least one leader in the church (i.e. pastor, staff, elder, or HC leader).
- Committed to a growing relationship with Jesus.
- Committed to the church's written mission to *call people of all ages to be formed into the image of Jesus so we can love our neighbors in Indianapolis and around the world.*
- Exhibits spiritual gifting and/or skill set(s) to augment current admin team members.
- Regularly attends Sunday services and serves the church with a generous heart (examples include: children's ministry, tithing, assisting with coffee)
- Can expect to volunteer approx. two hrs / month engaging in responsibilities noted below.
- Make a minimum commitment to the team of two years

Responsibilities:

- The admin team has custody and management of all Church property, real and personal, and of its business affairs. The admin team may act on behalf of the elders to buy, sell, mortgage, or lease the Church's real property, enter into and reject contracts, enter into binding agreements, deposit and withdraw funds of the Church, and make or receive loans. These actions are allowable so long as they are consistent with the purpose and mission of the Church.
- The Admin Team will have knowledge of all working arrangements with the staff (i.e. salary, vacations).
- The admin team has oversight of the finances of the Church and will work to ensure annual budgets are created and appropriately managed. In the event a financial risk is determined by the admin team and/or lead pastor, the elders shall meet with the admin team to discuss necessary action.