



STAFF POSITION DESCRIPTIONS

Riverside Community Church of the Assemblies of God

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STAFF POSITION DESCRIPTIONS

Expectations

Each member of the ministerial staff is recommended by the Lead Pastor and approved by the Board of Deacons. They are directly responsible to the Lead Pastor unless working under direction of another leader, but each is amenable to him and not the congregation.

A spirit of assistance beyond the assigned responsibilities is expected from the team members. Harmony and cooperation must prevail both publicly and privately between the Lead Pastor and all of the staff. Confidences are valuable and therefore should be guarded carefully and responsibly. A channel of communication must be kept open for the sharing of ideas, inspirations, problems, and purposes.

Each staff member creates an image of their work. They should be more concerned with building relationships than with an impressive display of numbers and mechanics (not to diminish the importance of quality programming). “Administer” means to serve or serve through.

It is expected and required that each staff member will wholeheartedly support and submit to the ministry and the vision of the Lead Pastor. Loyalty is the golden word in staff relations. This means that the staff works together as a team by giving full support to one another and to the programs each is promoting. When differences occur between staff members they should be resolved privately, “Endeavoring to keep unity through the bond of peace.”

Assignments to the staff fall into these three areas:

1. Give primary leadership in assigned ministries and areas.
2. Develop lay leadership in assigned areas.
3. Develop ministering programs in assigned areas.

Each staff member may be evaluated annually (or an interim review) by the Lead Pastor and/or Ministry leader. A salary review will be conducted by the Lead Pastor and the Board of Deacons as the budget permits. A staff member may be dismissed due to incompetence, immorality, or unethical behavior.

Upon the resignation of the Lead Pastor the Ministerial Staff, out of common courtesy, shall also offer their resignation to the Board. The Board may then ask the staff to stay

during the interim time of seeking for a new Lead Pastor. The new Lead Pastor would be free to select their staff with the Board's approval.

**Riverside Community Church
Job Description**

**Administrative Assistant to the Oakmont Campus
& Church Management System Champion**

[Part-time / Non-Exempt]

Purpose: To serve as support to the Oakmont campus and Connect groups with administrative support for the efficient running of the church ministries.

Background: This team member is often the first encounter with the church, so they must be passionate about receiving visitors in a friendly and courteous manner. They will be a team player who is also comfortable recruiting, training, leading, and coaching others to success. Due to the confidential nature of some matters, it is important that this position exhibit tact, compassion, understanding, and trust. This position must show the ability to operate a variety of computer programs and apps including the church management system and be proficient at MS/Office. Experience with social media, technology, and standard office procedures and equipment will be helpful.

Major Responsibilities and Key Result Areas:

Technical/Process Support

1. Serve as the “Champion” of the Church Management Database system (ChMS), Planning Center Online (PCO), assisting ministry departments with its use, and training others to become competent to use it for their ministry functions.
2. Administrate Connect Groups. Prepare and publish group catalogs and registration. Communicate and distribute via print and electronic means. Provide statistical reports to responsible pastors each semester.
3. Administrate registration process, communication, preparations, and follow-up for special ceremonies, trainings, and events such as baptisms, baby dedications, staff and leader trainings, Next Steps, and other special events.

General Administration

1. Support office functions through answering telephones, receiving visitors, and ministering on occasion to those who need it.
2. Be prepared to cover the administrative office for vacations, illnesses, and emergencies.
3. Assist in preparing materials for the campuses such as sign-up sheets, distribute to appropriate individuals, and give payment and other information to the Bookkeeper.

Campus Support

1. Provide administrative support to the Oakmont Campus Pastor.
2. Communicate with Campus Connection Team Coordinator regarding guests and support them with scheduling of team members.
3. Make the Oakmont Campus Pastor aware of pastoral care needs. Use technology to keep information of current pastoral care needs updated (PCO, Trello, Slack) and contact relevant staff or ministry leaders as appropriate.
4. Oversee team that supplies the Oakmont sanctuary chairs with appropriate materials. Supply the altar books to the Oakmont campus and request needed campus supplies from the Facilities Manager.
5. Attend Oakmont staff meetings weekly and Oakmont Team events as needed.

Education and Experience:

College Graduate preferred. Prior experience with church management is a plus. Minimum of 5 years of experience in office support.

Proficiency in both Apple and Windows platforms with a high degree of competency with church software systems, digital media, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity.
- A vocational call to full-time ministry.
- Actively support the mission and vision of RCC.
- A self-starter and collaborative team player.
- Consistent lifestyle and proven track record of generosity.
- High ability to handle confidential information.
- Committed to excellence and efficiency.
- Flexible, teachable, and reliable.

Leadership Abilities

- Models Christ-like servant leadership.
- Capacity to recruit, equip, and lead volunteers in the office whenever possible.

- Ability to work cooperatively with a wide variety of people and maintain a supportive attitude.
- Must be able to connect with group leaders and support them.
- Excellent time-management skills with the ability to meet deadlines.

In summary, serving in this role as the Administrative Assistant to the Oakmont campus, you'll lead by example, modeling the standard in spiritual growth and principles, including the values of the church and staff. As the primary Planning Center staff member, you'll provide assistance and troubleshooting to all departments. As primary support to the Oakmont campus, you'll build and resource teams and be a reliable administrator to the Oakmont campus pastor, including the administration of Connect Groups. And you'll have a blast doing it!

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. The Administrative Assistant to the Oakmont Campus is selected by the Oakmont Campus Pastor and Lead Pastor, affirmed by the Official Board, and shall be directly accountable to the Oakmont Campus Pastor and Business Administrator.

Riverside Community Church
Job Description

Oakmont Connection Team Coordinator

[Part-time / Non-Exempt]

Purpose: To serve as the Oakmont campus Connection Team Leader, promoting the core value of connection on Sunday mornings.

Background: This team member is often the first encounter with the church, so they must be passionate about connecting with people in a friendly and courteous manner. They will be a team player who is also comfortable recruiting, training, leading, and coaching others to success. Due to the confidential nature of some matters, it is important that this position exhibit tact, compassion, understanding, and trust. This position must show the ability to operate a variety of computer programs and apps including the church management system and MS/Office. Experience with technology and standard office procedures and equipment will be helpful.

Major Responsibilities and Key Result Areas:

1. Lead Connection Team Overseers (Café, Greeters, Ushers) and support them with one-on-ones and PCO assistance. Also, assist with recruitment of team members.
2. Coach the team to provide a welcoming environment, maintain accurate attendance records, and provide orderly offering collection, communion, information distribution, etc.
3. Remain laser-focused on identifying people who are ready to serve, recruiting them, training them, and releasing them for ministry.
4. Work with Next Steps team to connect new people to groups and teams.
5. Work with the Administrative Assistant to ensure Connection Team scheduling. Prepare and implement the monthly Oakmont Connection Team Schedule, using efficient systems and technology (Planning Center Online, or PCO).
6. Assist with Oakmont Team Events and Sunday morning huddles.
7. Maintain Oakmont campus “People” in PCO for use in attendance-taking and communications.
8. Attend Oakmont Team events and other church-wide events as needed.

Education and Experience:

Previous ministry experience preferred. Prior experience with church management is a plus.

Proficiency in both Apple and Windows platforms with a high degree of competency with church software systems, digital media, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity.
- A call to minister in the local church with a servant's heart.
- Maintain an equipping mindset, looking for ways to raise up and release people for ministry.
- Actively support the mission and vision of RCC.
- A self-starter and collaborative team player.
- Consistent lifestyle and proven track record of generosity.
- High ability to handle confidential information.
- Committed to excellence and efficiency.
- Flexible, teachable, and reliable.

Leadership Abilities

- Models Christ-like servant leadership.
- Capacity to recruit, equip, and lead volunteers whenever possible.
- Ability to work cooperatively with a wide variety of people and lead with authenticity and a commitment to the lost.
- Must be a genuine outgoing people person with a passion for relationship building and engagement.
- Excellent time-management skills with the ability to meet deadlines.

In summary, serving in this role as the Connection Team Coordinator to the Oakmont campus, you'll lead by example, modeling the standard in spiritual growth and principles, including the values of the church and staff. As primary support to the Oakmont campus, you'll build and resource teams and be a reliable support to the Oakmont campus pastor. And you'll have a blast doing it!

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. The Connection Team Leader to the Oakmont Campus is selected by the Oakmont Campus Pastor and Lead Pastor, affirmed by the Official Board, and shall be directly accountable to the Oakmont Campus Pastor and Business Administrator.

**Riverside Community Church
Position Description**

**Administrative Assistant to the Pittsburgh Mills Campus
Office Administrator**

[Full-time / Exempt]

Purpose: To serve as support to the Pittsburgh Mills campus and as pastoral care and administrative support for the efficient running of the church office.

Qualifications: The office is often the first contact to the church, thus it is important that visitors be received in a friendly and courteous manner. Due to the confidential nature of some matters, it is important that this position exhibit tact, compassion, understanding and trust. This position must be proficient at MS/Office, show the ability to operate the programs of the office computer system including the church management system, and be familiar with standard office procedure and equipment.

Major Responsibilities and Key Result Areas:

General Administration

1. Manage Basecamp project management system.
2. Maintain the church calendar.
3. Manage all outside events for the church including distribution of the requisition form and recruiting personnel to work the event. Make sure the bookkeeper receives payments and distributes pay to the individuals who worked the event.
4. Act as the interface with people requesting church keys and key fobs, and maintain the key forms with updates to the Facilities Manager or Business Administrator.
5. Receive email communications, telephone calls and visitors. Provide necessary information if possible, or refer to the appropriate staff member. Place calls to make reservations, set-up meetings or other activities as requested.
6. Mail shall be reviewed on a daily basis. Mail shall be handled by this position when possible, or directed to the individual in the appropriate area of responsibility. Maintain staff mailbox labels as needed.
7. Prepare correspondence based on oral or written instruction from the ministry leaders.
8. Order and maintain office supplies for the use of all staff.
9. Receive requests for supplies. Make inquiries concerning material ordered and/or received to determine problems and solve them. Place orders for materials as requested.
10. Maintain office equipment, supplies, and request repairs as needed.

11. Maintain office files in a manner that others may be able to find items with a minimum of assistance or confusion.
12. Maintain Official Membership in Planning Center Online (PCO).
13. Proof church documents for sound grammar and punctuation.
14. Assist the Bookkeeper by preparing checks for mail.
15. Assist with quarterly mailings and perform any other job-related tasks as deemed necessary by the staff as time allows.
16. Assist in the administration of the registration process, communication, and follow-up for special ceremonies, trainings, and events such as: baptisms, baby dedications, leader and staff trainings, Next Steps, and other special events.

Campus Support

17. Prepare Connection Team Schedule for the Mills campus and communicate it to the team via Planning Center and mail as necessary. Recruit and provide training/informational materials to new Connection Team Members.
18. Maintain Mills campus "People" in PCO for use in attendance-taking and communications.
19. Routinely oversee supply of the Mills sanctuary chairs with appropriate materials. Supply the altar books to the Mills campus and request needed campus supplies from the Facilities Manager.
20. Provide administrative assistance to the Pittsburgh Mills Campus Pastor.

Pastoral Care

21. Post prayer needs to be on the website and communicate to pastors as appropriate. Post hospitalizations to the visitation board (Trello) and contact visitation team and/or pastors regarding visitation needs (Slack). Communicate to the care/meal team as necessary. Communicate congregational needs and concerns to appropriate staff. Perform follow-up (emails with registration links, etc) or inform staff of info card requests requiring follow-up.
22. Place memorial flower orders or requests for memorial contributions. Administrate office benevolence procedures.
23. Keep records of contact information, birthdays and anniversaries of friends and members of the congregation, prepare anniversary cards on a monthly basis for the pastor's signatures.
24. Maintain attendance for worship gatherings, keeping a weekly count of attendance, posting to Excel report, Trello, and Slack, and sending to staff by email.
25. Prepare letters from visitor cards for the pastor's signatures.
26. Minister on occasion to those who need it.
27. Communications

28. Prepare an events flyer each month and make it available to each campus for distribution. Review the church calendar for planned activities and obtain written notes for the flyer. The flyers should be prepared for distribution for the Sunday morning gathering by Thursday afternoon.
29. Prepare sign-up sheets and distribute to appropriate individuals and give payment and other information to the bookkeeper.
30. Maintain printed materials and forms including Google forms such as requests to use the facility, van use, premarital materials, training materials, permission slips, tax exemption certificates, and various other information materials necessary to the functioning of the church.
31. Pack printed materials and supplies into briefcases to be transported to campuses each weekend.
32. Print and prepare flyers and print materials for distribution using established guidelines.

Education and Experience:

College Graduate preferred. Prior experience with church management is a plus. Minimum of 5 years of experience in office support.

Proficiency in both Apple and Windows platforms with a high degree of competency with church software systems, digital media, applications and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity
- A vocational call to full-time ministry
- Actively support the mission and vision of RCC
- A self-starter and collaborative team player
- Consistent lifestyle and proven track record of generosity
- High ability to handle confidential information
- Committed to excellence
- Flexible, teachable, and reliable

Leadership Abilities

- Models Christ-like servant leadership
- Capacity to recruit, equip, and lead volunteers
- Ability to work cooperatively with a wide variety of people, creating consensus with authenticity and transparency

- Must be a genuine outgoing people person with a passion for relationship building and engagement
- Excellent time-management skills with the ability to meet deadlines

In summary, serving in this role as the Administrative Assistant to the Pittsburgh Mills Campus and Office Administrator, you'll lead by example, modeling the standard in spiritual growth and principles, including the values of the church and staff. As the primary office staff member, you'll provide efficient maintenance of the RCC systems and processes and frontline pastoral care to those who contact the office. As primary support to the Pittsburgh Mills campus, you'll build and resource teams and be a reliable administrator to the Mills campus pastor, including administrating Contribute Groups. And you'll have a blast doing it!

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. The Administrative Assistant to the Pittsburgh Mills Campus is selected by the Pittsburgh Mills Campus Pastor and Lead Pastor, affirmed by the Official Board, and shall be directly accountable to the Pittsburgh Mills Campus Pastor and Business Administrator.

Riverside Community Church Position Description

Bookkeeper

[Part-time / Non-Exempt]

Purpose: To provide comprehensive financial and record keeping processes, ensure adherence to applicable laws and policies, and produce helpful reporting to RCC leadership and staff.

Background: This team member must be a thorough, detail oriented, self-starter, who works well independently and with others in a church environment. Must be of high character and able to maintain confidentiality. Well versed in the Microsoft Office suite and QuickBooks with knowledge of Planning Center and apps in use by the church. Understanding of the Federal, State and Local tax systems as they pertain to salaries and purchases in a tax-exempt organization, and knowledgeable of laws and ethics concerning employment and ministerial issues for a non-profit religious organization.

Major Responsibilities and Key Result Areas

1. Verify the accuracy of offering count (Sunday and other special meetings and occasions as necessary.) Add to other monies accumulated over the week.
2. Record electronic giving to appropriate donors and accounts in church management system (ChMS) and financial system.
3. Provide attendance report to campus administration for Sundays in the church management system based on offerings.
4. Prepare breakdown of monies received for deposit in the church bank and post deposit in church financial system showing detail by account and class. Keep accurate records of electronic giving by site and post in the church management system and the financial system.
5. Post personal giving to the church management system (ChMS) and verify accuracy. Contribution statements and a thank-you letter from the lead pastor must be prepared and delivered quarterly and at year-end for tax purposes.
6. Receive all bills, requests for reimbursement, etc., verifying accuracy and appropriateness, referring questions to the Business Administrator or ministry leader involved.
7. Ensure that staff follows the reimbursement process and provides all receipts required for proper accounting.
8. Keep payroll records for all church employees via the authorized payroll service and in QuickBooks. Keep a record of hours worked, wages earned, taxes, social security, Medicare and other payroll deductions, and pay employees on a timely basis through the payroll service.

9. Oversee the authorized payroll service; ensure that they are paying all State, Federal and Local taxes on prescribed timetables and submitting necessary reports pertaining to the same.
10. Maintain church checking and savings accounts, seeing that expenses are charged to proper accounts and classes, and interest deposits and EFT transactions are recorded. Reconcile checkbook, savings, and the credit card accounts on a monthly basis and investigate any inconsistencies.
11. Keep records of payments (i.e., copies of invoices, receipts, etc.), noting date and amount paid and number of check. Maintain records of Loan Equity Fund and certificates. Also, keep record of all other related financial material and correspondence related to any financial materials.
12. Prepare financial reports, statistics, and other financial detail as requested by the leadership.
13. Coordinate preparation of year-end tax documents for all employees through the church payroll service. Prepare, issue, and file 1099's at year-end as needed.
14. Keep the Business Administrator informed of the church's financial status.
15. Work with the Business Administrator and Lead Pastor to review the budget for each year.
16. Maintain all church business-related files required for the day-to-day operation and keep history files for future reference. This includes helping to determine which files should reside in the church safe deposit box.
17. Oversee the management of employee benefits with the benefits vendors and payroll provider.
18. Maintain personnel files and clearance records as appropriate.
19. Perform any other job-related tasks or projects as deemed necessary by the Lead Pastor or Business Administrator.
20. As time allows, administrate the Church Management Database system (ChMS), training others to become competent to use it for their ministry functions.

Education and Experience:

College Graduate preferred. Prior experience with church management and finance is a plus. Minimum of 5 years of experience in financial accounting/support.

Proficiency in both Apple and Windows platforms with a high degree of competency with church software systems will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity
- Actively support the mission and vision of RCC
- A self-starter and collaborative team player
- Consistent lifestyle and proven track record of generosity
- High ability to handle confidential information
- Committed to excellence
- Flexible, teachable, and reliable

Leadership Abilities

- Models Christ-like servant leadership
- Model, educate, and inspire others toward sound Biblical financial stewardship
- Ability to work cooperatively with a wide variety of people
- Excellent time-management skills with the ability to meet deadlines

In summary, serving as bookkeeper, you'll exemplify the values of the church and staff – using your gifts, accurately performing the financial and recordkeeping processes of RCC and supporting the leadership, staff, and congregation diligently with excellence and commitment.

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. The Bookkeeper is selected by the Business Administrator and Lead Pastor, ratified by the Official Board, and shall be directly accountable to the Business Administrator.

Riverside Community Church Position Description

Business Administrator

[Full-time / Non-Exempt]

Purpose: To provide management and accountability for all financial resources, facilities, and operational procedures as well as to perform ministerial responsibilities as delineated below.

Background: This team member must be a self-starter with an attention to detail and have a high capacity to recruit, build, and empower teams to assist in the administration of RCC. This position must be proficient at MS/Office, and show the ability to operate the programs of the office computer system including the church management system, finance system, information technology, and office equipment. Due to the confidential nature of some matters, it is important that this position exhibit tact, compassion, understanding, and trust. This role will provide leadership accountability for volunteers and will need to be proactive in looking for ways to improve systems, processes, and policies within the organization.

Major Responsibilities and Key Result Areas:

1. Financial Responsibilities:

- Oversee all departmental budgets and supervise the preparation of monthly financial reports to be presented at the monthly Board meeting.
- Keep Department Heads advised of their budget status on a monthly basis and monitor purchasing.
- Manage the overall annual budget - general ledger, accounts payable, accounts receivable, payroll & payroll taxes, contribution records and designated giving management, audit trail.
- Ensure that appropriate and adequate insurance coverages are in place (e.g. property & liability insurance).
- Research, evaluate, and sign all financial commitments and contracts.
- Oversee all financial accounts (bank, loan, mortgage, investments).
- Responsible to have a Financial Review completed each year by an independent CPA.
- Oversee the financial database and manage its health.
- Maintain a volunteer team of Offering counters and offering procedures.

2. Facilities Responsibilities:

- Work with Facilities Manager to maintain facilities budgets and relationships with vendors.
- Support the oversight of significant church construction projects and remodeling, working with municipal agencies, architects, code enforcement, and contractors.
- Support the soliciting of bids and make recommendations to the Lead Pastor and Church Board for any facilities work that is required.
- Manage utility suppliers.

3. Personnel Supervision:

- Responsible for employing, training, supervising, terminating, and reviewing employment of all non-pastoral personnel.
- Oversee the Facilities Manager.
- Make annual recommendations to the Lead Pastor and Official Board on salary adjustments of all non-pastoral personnel.

4. General Responsibilities:

- Provide administrative assistance to the Lead Pastor.
 - Correspondence
 - Arrangements for meetings, events, and trips
 - Missions and outreach administrative support
 - Executive leadership support
 - Liaison to organizational departments
- Maintain Church Policy Manual and the Constitution & By-Laws.
- Oversee maintenance of the church database system and all data entry.
- Administrate the Church Management Database system (ChMS), training others to become competent to use it for their ministry functions.
- Oversee office technology – answering system, computers, software, copiers, network, telephone system, etc.
- Assist in maintaining the church calendar.
- Assist in managing outside events.

5. Board Responsibilities:

- Work with the Lead Pastor to prepare the monthly Board agenda.
- Create financial reports for the board meetings.
- Schedule staff attendance.
- Oversee electronic voting when required.
- Prepare Annual Members meeting documents.

Education and Experience

A minimum Bachelor's degree or equivalent education is preferred. Being a continuous, life-long learner is a "must-have." Proficiency with church software systems, applications, and programs will be needed. A natural aptitude to work with teams, handle confidential business, and keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity
- A vocational call to serving in ministry
- Actively support the mission and vision of RCC (membership)
- A self-starter and collaborative team player
- Consistent lifestyle and proven track record of generosity
- High ability to handle confidential information
- Committed to excellence
- Flexible, teachable, and reliable

Skills and Abilities

- Highly organized and solution-oriented
- Capacity to recruit, equip, and lead volunteers
- High level of interpersonal and communication skills
- Ability to work cooperatively with others
- Ability to manage people, including motivating others, offering sound decision making, and giving direction
- Ability to analyze situations and develop solutions quickly
- Excellent time-management skills with the ability to meet deadlines
- Ability to juggle multiple projects and prioritize accordingly

In summary, serving in this role as Business Administrator, you'll work with the Lead Pastor, Board, facilities, and administrative staff to support the furtherance of the overall vision of the church. You'll oversee finances, assets, staff, and resources to maintain a healthy and efficient organization. You'll work to perform due diligence and gather expertise as needed for special projects and efforts as directed by leadership. You'll work with leadership to maintain and implement procedures and processes to maintain, protect and improve the organization. And you'll have a blast doing it!

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. The Business Administrator is selected by the Lead Pastor, ratified by the Official Board, and shall be directly accountable to the Lead Pastor.

Riverside Community Church Position Description

Campus Pastor – Oakmont Campus

[Full-time / Exempt]

Purpose: To work with the Lead Pastor to provide pastoral care, spiritual training, and general oversight to the Oakmont Campus as well as to perform ministerial responsibilities as described below.

Background: This team member must be an entrepreneurial catalytic leader with a shepherd's heart and a passion to lead, grow and multiply disciples. This role will provide leadership accountability for volunteers, discipleship and outreach. Therefore, this team member must have a high level of networking and relational strengths; the ability to make sound, critical decisions under pressure; be a leader of leaders with a coaching mentality; demonstrate analytical thinking partnered with grit and courage; be decisive, with a proven track record of high performance and have a strong ability to communicate from the platform.

Major Responsibilities and Key Result Areas:

1. Recruit, equip and motivate people for ministry.
2. Provide prayer and consistent and sound biblical preaching, teaching, and discipleship.
3. Model the life of being a Follow Spiritual Coach with the RCC Core Values.
4. Promote, recruit, equip and support C-Groups and C-Group Leaders. Responsible for the oversight and development of Connect Groups at both campuses.
5. Coordinate efforts to ensure that the "One Church in Two Locations" model is fulfilled: Kids, Students, Young Adults, Discipleship, C-Groups, Missions, Worship etc.
6. Provide teaching and oversight to the *Learn to Be With* and *Learn to Listen* portions of the Follow Discipleship Strategy (101 & 201).
7. Follow-up on guests to help them take next steps toward calling RCC home as well as follow-up on those who may have walked out the "back door." Own the Oakmont New-To-Know Sessions.
8. Work with the Lead Pastor and the Mills Campus Pastor to present and manage the annual adult ministry budget with a focus on budget items specific to the Oakmont site. Responsible for Oakmont Campus/General benevolence requests.
9. Perform regular ministerial duties such as hospital and shut-in visits, pastoral counseling, weddings, funerals, baby dedications, benevolence, etc. Oversee the funeral and wedding coordinators.

10. Pursue positive relationships with other ministers and leaders in the community.
11. Execute any other ministry initiatives as deemed necessary by the Lead Pastor.

Education and Experience:

Being a continuous, life-long learner is a “must have.” Bachelor’s Degree (Biblical/theological education required.) Equivalent experience will also be considered.

Proficiency in both Apple and Windows platforms with a high degree of competency with church software systems, digital media, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity.
- A vocational call to full-time ministry.
- Actively support the mission and vision of RCC.
- A self-starter and collaborative team player.
- Consistent lifestyle and proven track record of generosity.
- High ability to handle confidential information.
- Committed to excellence.
- Flexible, teachable, and reliable.

Leadership Abilities

- Models Christ-like servant leadership.
- Capacity to recruit, equip, and lead volunteers.
- Connector & Team Builder.
- Model, educate and inspire others toward sound Biblical financial stewardship.
- Ability to work cooperatively with a wide variety of people, creating consensus with authenticity and transparency.
- Must be a genuine outgoing people person with a passion for relationship building and engagement.
- Outstanding Communicator.
- Excellent time-management skills with the ability to meet deadlines.

In summary, serving in this role as a campus pastor, you’ll lead by example, modeling the standard in spiritual growth and principles, including the values of the church – using your gifts, giving generously, and building relationships through groups. You’ll be intentional about developing the leaders on your campus. You’ll coach a team to inspire personal leadership, competencies, and ensure accountability. You’ll work to empower the team to reach people, promote community, and partner with families to multiply the impact of the campus. You’ll lead from the stage, preaching and hosting many of the

weekend services while helping to develop other staff communicators on the team. You'll call the campus to action, inspiring next steps: volunteering, baptisms, connecting, contributing, etc. You'll lead in the community, developing the connections between the campus and local businesses, other local pastors, government entities, and invest in local outreach partnerships and relationships. And you'll have a blast doing it!

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. The Oakmont Campus Pastor is selected by the Lead Pastor, ratified by the Official Board, and shall be directly accountable to the Lead Pastor.

Riverside Community Church Position Description

Campus Pastor – Pittsburgh Mills

[Full-time / Exempt]

Purpose: To work with the Lead Pastor to provide pastoral care, spiritual training, and general oversight to the Pittsburgh Mills Campus as well as to perform ministerial responsibilities as described below.

Background: This team member must be an entrepreneurial catalytic leader with a shepherd's heart and a passion to lead, grow and multiply disciples. This role will provide leadership accountability for volunteers, assimilation, discipleship and multiplication. Therefore, this team member must have a high level of networking and relational strengths; the ability to make sound, critical decisions under pressure; be a leader of leaders with a coaching mentality; demonstrate analytical thinking partnered with grit and courage; be decisive, with a proven track record of high performance and have a strong ability to communicate from the platform.

Major Responsibilities and Key Result Areas:

1. Recruit, equip and motivate people for ministry.
2. Provide prayer and consistent and sound biblical preaching, teaching, and discipleship.
3. Model the life of being a Follow Spiritual Coach with the RCC Core Values.
4. Promote, recruit, equip and support C-Groups and C-Group Leaders. Responsible for the oversight and development of Contribute Groups at both campuses.
5. Coordinate efforts to ensure that the "One Church in Two Locations" model is fulfilled: Kids, Students, Young Adults, Discipleship, C-Groups, Missions, Worship etc.
6. Provide teaching and oversight to the *Learn to Influence* and *Learn to Manage* portions of the Follow Discipleship Strategy (301 & 401).
7. Follow-up on guests to help them take next steps toward calling RCC home as well as follow-up on those who may have walked out the "back door." Own the Mills New-To-Know Sessions.
8. Work with the Lead Pastor and the Oakmont Campus Pastor to present and manage the annual adult ministry budget with a focus on budget items specific to the Mills site. Responsible for Mills Campus benevolence requests.
9. Perform regular ministerial duties such as hospital and shut-in visits, pastoral counseling, weddings, funerals, baby dedications, benevolence, etc.
10. Pursue positive relationships with other ministers and leaders in the community.

11. Execute any other ministry initiatives as deemed necessary by the Lead Pastor.

Education and Experience:

Being a continuous, life-long learner is a “must have.” Bachelor’s Degree (Biblical/theological education required.) Equivalent experience will also be considered.

Proficiency in both Apple and Windows platforms with a high degree of competency with church software systems, digital media, applications and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity.
- A vocational call to full-time ministry.
- Actively support the mission and vision of RCC.
- A self-starter and collaborative team player.
- Consistent lifestyle and proven track record of generosity.
- High ability to handle confidential information.
- Committed to excellence.
- Flexible, teachable, and reliable.

Leadership Abilities

- Models Christ-like servant leadership.
- Capacity to recruit, equip, and lead volunteers.
- Connector & Team Builder.
- Model, educate and inspire others toward sound Biblical financial stewardship.
- Ability to work cooperatively with a wide variety of people, creating consensus with authenticity and transparency.
- Must be a genuine outgoing people person with a passion for relationship building and engagement.
- Outstanding Communicator.
- Excellent time-management skills with the ability to meet deadlines.

In summary, serving in this role as a campus pastor, you’ll lead by example, modeling the standard in spiritual growth and principles, including the values of the church – using your gifts, giving generously, and building relationships through groups. You’ll be intentional about developing the leaders on your campus. You’ll coach a team to inspire personal leadership, competencies, and ensure accountability. You’ll work to empower the team to reach people, promote community, and partner with families to multiply the impact of the campus. You’ll lead from the stage, preaching and hosting many of the

weekend services while helping to develop other staff communicators on the team. You'll call the campus to action, inspiring next steps: volunteering, baptisms, connecting, contributing, etc. You'll lead in the community, developing the connections between the campus and local businesses, other local pastors, government entities, and invest in local outreach partnerships and relationships. And you'll have a blast doing it!

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. The Pittsburgh Mills Campus Pastor is selected by the Lead Pastor, ratified by the Official Board, and shall be directly accountable to the Lead Pastor.

Riverside Community Church Position Description

Communications Director

[Full-time / Exempt]

Purpose: The Communications Director serves by taking ownership of and enhancing key communications through various mediums, maximizing their effectiveness.

Background: The Communications Director needs to have ongoing expansion in new techniques pertaining to the visual arts, practical knowledge, and the ability to lead and empower others in visual arts, communications, and video production. A natural aptitude for handling small details, including impeccable grammar and punctuation skills is a requirement for the position. Proficiency in the use of computer programs and technological applications used in communications and day-to-day operations is a must. Due to the confidential nature of some matters, it is important that this position exhibit tact, compassion, understanding, and trust.

Major Responsibilities and Key Result Areas:

Communications Responsibilities:

1. Recruit, equip, and motivate teams of people to use their gifts to increase awareness of and engagement in the purpose of Riverside.
2. Oversee Communications budget.
3. Implement and maintain, with a “FOR” mindset and philosophy, the development, management, and maintenance of websites, social media platforms, and apps.
4. Produce and deliver regular (monthly/weekly), seasonal, and special electronic communications to the RCC family.
5. Write and edit copy for regular and special communications. Proof church documents for sound grammar and punctuation.
6. In collaboration with the Creative Arts Pastors, oversee the development of imaging for sermons, worship services, and events. Implement the imaging and messaging into the various presentations and applications.
7. Oversee or develop and order print communications including catalogs, posters, brochures, stationery, logos, cards, event literature, advertising, event promotion, series promotion, etc.
8. In collaboration with the Creative Arts Pastors, oversee the filming, editing, and production of videos relating to announcements, special messages, sermon bumpers, special events, and ministry initiatives.

9. Assist the office manager in communicating closures and cancelations for holidays, severe weather, and special events via appropriate means which could include: telephone messages, door signs, social media, website, and local television stations.

General Administrative Responsibilities:

10. Support office functions through answering telephones, receiving visitors, and ministering on occasion to those who need it.
11. Assist with quarterly mailings and other duties as needed and as time allows.
12. Be prepared to cover the administrative office for vacations, illnesses, and emergencies.
13. Perform any related tasks as deemed necessary by the Lead Pastor.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity
- A vocational call to ministry
- Actively support the mission and vision of RCC (Membership)
- A self-starter and collaborative team player
- Consistent lifestyle and proven track record of generosity
- Flexible, teachable, and reliable

Skills and Abilities

- High attention to detail and commitment to excellence
- Possess excellent proofreading and grammar skills
- Models Christ-like servant leadership
- Capacity to recruit, equip, and lead people
- Ability to think and act creatively, and pursue excellence
- Highly organized and solution-oriented
- Ability to work cooperatively with others
- Effective communicator (visual and writing)
- Advanced knowledge of graphic design, video editing, and Mac OS software
- Advanced knowledge of visual arts-related equipment and systems
- Excellent time-management skills with the ability to meet deadlines
- Ability to manage multiple projects and prioritize accordingly

Education/Experience:

A degree in media and/or visual arts-related studies is preferred. Prior experience with communications and related technology is required. Proficiency with church software systems, applications, and programs will be needed. Prior experience with church communications is a plus.

In summary, serving in this role as the communications director, you'll lead by example, modeling the standard in spiritual growth and principles, including the values of the church and staff – using your gifts, giving generously, and building relationships with the church and community. You'll be intentional about developing the leaders on your teams. You'll coach a team to inspire personal leadership, competencies, and ensure accountability. You will champion RCC and the efforts of every department to Help People Find and Follow Jesus. And you'll have a blast doing it!

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. The Communications Director is selected by the Lead Pastor and affirmed by the Official Board. The Communications Director will report directly to the Lead Pastor, collaborate with the Campus Pastors, Creative Arts Pastors, and Office Manager, and will partner with the overall leadership team.

**Riverside Community Church
Position Description**

Creative Arts Pastor – Oakmont Campus

[Full-time / Exempt]

Purpose: The Oakmont Creative Arts Pastor will serve in the planning, leadership, and execution of Riverside’s weekly worship gatherings for the Oakmont Campus.

Background: Applicant must have a demonstrated and ongoing expansion of pastoral leadership ability, musical and creative talent, technical skills, and practical knowledge pertaining to worship leadership and the creative arts, as well as the ability to empower others to use their gifts in this area.

Major Responsibilities and Key Result Areas:

Worship Leadership

- Give leadership to weekly worship services at one of two venues on a rotating basis, as well as contribute to the leadership of all major worship events (i.e., Christmas, Easter, Worship Nights, etc.).
- Assist in the planning and creative design of all worship experiences.
- Provide pastoral leadership to members of the Worship Team and congregation.

Technical

- Assist in the production of resources required for each service, including the setup of loops, lead sheets, team scheduling, on-screen elements, on-stage assets, creative staging, and other resources.
- Liaison with and help to resource both the Kid and Student ministries.

Team Building

- Build and empower volunteer teams of vocalists, musicians, and technicians, including their recruitment, training, and weekly needs.

Education & Experience:

Being a continuous, life-long learner is a “must have.” Minimum 2 years of proven experience. Bachelor’s degree in ministry, music, worship leadership, or other related studies preferred. Equivalent experience will also be considered.

Proficiency in both Apple and Windows platforms with a high degree of competency with church software systems, digital media, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity.
- A vocational call to full-time ministry.
- Actively support the mission and vision of RCC. (Membership)
- A self-starter and collaborative team player.
- Consistent lifestyle and proven track record of generosity.
- High ability to handle confidential information.
- Committed to excellence.
- Flexible, teachable, and reliable.

Musical & Technical Skills

- Advanced knowledge of worship leadership.
- Proficient in singing and vocal leadership.
- Proficient in one or multiple instruments.
- Able to musically lead a team of vocalists and musicians.
- Experience with presentation and audio software required. Proficiency in the use of Planning Center, Ableton Live, and ProPresenter preferred.

Leadership Abilities

- Models Christ-like servant leadership.
- Capacity to recruit, equip, and lead volunteers.
- Connector & Team Builder.
- Model, educate and inspire others toward sound Biblical financial stewardship.
- Ability to work cooperatively with a wide variety of people, creating consensus with authenticity and transparency.
- Must be a genuine outgoing people person with a passion for relationship building and engagement.
- Outstanding Communicator.
- Excellent time-management skills with the ability to meet deadlines.

In summary, serving in this role as a creative arts pastor, you'll lead by example, modeling the standard in spiritual growth and principles, including the values of the church and staff – using your gifts, giving generously, and building relationships through team building and pastoral care. You'll be intentional about developing the leaders on your teams. You'll coach a team to inspire personal leadership, competencies, and ensure accountability. You will champion the value of "Revere" in

*the Revere, Connect, Contribute strategy of Helping People Find and Follow Jesus.
And you'll have a blast doing it!*

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. The Creative Arts Pastor – Oakmont Campus is selected by the Oakmont Campus Pastor and Lead Pastor, affirmed by the Official Board, and shall be directly accountable to the Oakmont Campus Pastor.

**Riverside Community Church
Position Description**

Creative Arts Pastor – Pittsburgh Mills Campus

[Full-time / Exempt]

Purpose: The Mills Creative Arts Pastor will serve in the planning, leadership, and execution of Riverside's weekly worship gatherings for the Mills Campus.

Background: Applicant must have a demonstrated and ongoing expansion of pastoral leadership ability, musical and creative talent, technical skills, and practical knowledge pertaining to worship leadership and the creative arts, as well as the ability to empower others to use their gifts in this area.

Major Responsibilities and Key Result Areas:

Worship Leadership

- Give leadership to weekly worship services at one of two venues on a rotating basis, as well as contribute to the leadership of all major worship events (i.e., Christmas, Easter, Worship Nights, etc.).
- Assist in the planning and creative design of all worship experiences.
- Provide pastoral leadership to members of the Worship Team and congregation.

Technical

- Assist in the production of resources required for each service, including the setup of loops, lead sheets, team scheduling, on-screen elements, on-stage assets, creative staging, and other resources.
- Liaison with and help to resource both the Kid and Student ministries.

Team Building

- Build and empower volunteer teams of vocalists, musicians, and technicians, including their recruitment, training, and weekly needs.

Education & Experience:

Being a continuous, life-long learner is a “must have.” Minimum 2 years of proven experience. Bachelor's degree in ministry, music, worship leadership, or other related studies preferred. Equivalent experience will also be considered.

Proficiency in both Apple and Windows platforms with a high degree of competency with church software systems, digital media, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity.
- A vocational call to full-time ministry.
- Actively support the mission and vision of RCC. (Membership)
- A self-starter and collaborative team player.
- Consistent lifestyle and proven track record of generosity.
- High ability to handle confidential information.
- Committed to excellence.
- Flexible, teachable, and reliable.

Musical & Technical Skills

- Advanced knowledge of worship leadership.
- Proficient in singing and vocal leadership.
- Proficient in one or multiple instruments.
- Able to musically lead a team of vocalists and musicians.
- Experience with presentation and audio software required. Proficiency in the use of Planning Center, Ableton Live, and ProPresenter preferred.

Leadership Abilities

- Models Christ-like servant leadership.
- Capacity to recruit, equip, and lead volunteers.
- Connector & Team Builder.
- Model, educate and inspire others toward sound Biblical financial stewardship.
- Ability to work cooperatively with a wide variety of people, creating consensus with authenticity and transparency.
- Must be a genuine outgoing people person with a passion for relationship building and engagement.
- Outstanding Communicator.
- Excellent time-management skills with the ability to meet deadlines.

In summary, serving in this role as a creative arts pastor, you'll lead by example, modeling the standard in spiritual growth and principles, including the values of the church and staff – using your gifts, giving generously, and building relationships through team building and pastoral care. You'll be intentional about developing the leaders on your teams. You'll coach a team to inspire personal leadership,

competencies, and ensure accountability. You will champion the value of “Revere” in the Revere, Connect, Contribute strategy of Helping People Find and Follow Jesus. And you’ll have a blast doing it!

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. The Creative Arts Pastor – Pittsburgh Mills Campus is selected by the Pittsburgh Mills Campus Pastor and Lead Pastor, affirmed by the Official Board, and shall be directly accountable to the Pittsburgh Mills Campus Pastor.

**Riverside Community Church
Position Description**

Facilities Custodian – Oakmont Campus

[Part-Time / Non-Exempt]

Purpose: To provide clean and pleasant spaces for the worship, work, and fellowship of the RCC family. To work with the Facilities/Operations Manager to present the church buildings and grounds to the public as inviting, enjoyable, and safe places to attend by maintaining the general repair of the church campus.

Background: This team member must be a thorough, detail oriented, self-starter, who works well independently and enjoys serving others in a church environment.

Major Responsibilities and Key Result Areas:

Weekly:

1. Vacuum all carpets and sweep all floors after the Sunday Gatherings. Re-clean all floors which were used after the Midweek and any other special meetings including events such as weddings*, banquets, showers, and other events.
2. Clean all bathroom floors, toilets, mirrors and sinks after regular meetings and if necessary after special meetings, as well as the facilities used on a daily basis.
3. Empty all trash and place in the trash collection containers for pick-up.
4. Vacuum and dust rooms weekly.
5. Clean kitchen floor, sinks, and counter tops.
6. Straighten seating and clean table tops in all the classrooms, nursery, café, lounge, sanctuary, and all other meeting areas.
7. Re-supply bathrooms and kitchen of paper products.
8. Record, sign, and submit a form listing the hours worked for each pay period.
9. Be a conscientious part of the RCC team and be proactive in looking for ways to improve the facilities and maintain them to a high standard.

Regularly as Needed

10. Minor repairs such as: replace light bulbs, minor plumbing leaks, replace tiles, etc. (or see that the Facilities/Operations Manager is apprised of a need).
11. Buff floors as required.
12. Keep stock of paper and janitorial supplies, and re-supply from the church supplies.
13. Mop the tile floors in the bathrooms, and entry ways.
14. Clean out leaves and other debris in the outside stairwells.

15. Inform Facilities/Operations Manager of special building needs or repairs.
16. Perform or schedule routine maintenance items as detailed in the “Maintenance schedule”.
17. Be sure Christmas lights and decorations are installed and removed.
18. Work with ministry leaders to facilitate events and activities they are planning.
(Moves and rearranges furniture and equipment to prepare for special meetings and general use of church facilities, with minimum supervision.)
19. Maintains buildings and facilities equipment in a safe and secure condition including locking and unlocking buildings, and performing periodic security checks as directed.
20. Responsible for maintenance of all the cleaning equipment and keep them in good repair.
21. Perform any other job related tasks as deemed necessary by the Facilities/Operations Manager and Business Administrator.

** Will receive a flat fee for clean-up following weddings and other private events as written in the church event policy arrangement.*

Education and Experience:

Being a continuous, life-long learner is a “must have.” Minimum of a High school graduate. Ability to perform minor repairs and maintenance for plumbing, electrical, HVAC, carpentry, painting and all other areas related to property management preferred. Knowledge of proper use of cleaning supplies and equipment.

Competency with church software systems, applications, and programs will be needed. A natural aptitude to keep up with changes in technology will be helpful.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity
- Actively support the mission and vision of RCC
- A self-starter and collaborative team player
- Consistent lifestyle and proven track record of generosity
- High ability to handle confidential information
- Committed to excellence
- Flexible, teachable, and reliable

Leadership Abilities

- Models Christ-like servant leadership
- Competent and trustworthy cleaner
- Ability to work cooperatively with a wide variety of people
- Excellent time-management skills with the ability to meet deadlines

In summary, serving as custodian, you'll exemplify the values of our church and staff – using your gifts, thoroughly performing the cleaning processes of RCC and supporting the leadership, staff, and congregation diligently with excellence and commitment.

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. The Facilities Custodian – Oakmont Campus is selected by the Facilities/Operations Manager and the Business Administrator (in consultation with the Lead Pastor), and shall be directly accountable to the Facilities/Operations Manager.

**Riverside Community Church
Position Description**

Facilities Custodian – Parkside Campus

[Part-Time / Non-Exempt]

Purpose: To provide clean and pleasant spaces for the worship, work, and fellowship of the RCC family. To work with the Facilities/Operations Manager to present the church buildings and grounds to the public as inviting, enjoyable, and safe places to attend by maintaining the general repair of the church campus.

Background: This team member must be a thorough, detail oriented, self-starter, who works well independently and enjoys serving others in a church environment.

Major Responsibilities and Key Result Areas:

Weekly:

1. Vacuum all carpets and sweep all floors after the Sunday Gatherings. Re-clean all floors which were used after the Midweek and any other special meetings including events such as weddings*, banquets, showers, and other events.
2. Clean all bathroom floors, toilets, mirrors and sinks after regular meetings and if necessary after special meetings, as well as the facilities used on a daily basis.
3. Empty all trash and place in the trash collection containers for pick-up.
4. Vacuum and dust rooms weekly.
5. Clean kitchen floor, sinks, and counter tops.
6. Straighten seating and clean table tops in all the classrooms, nursery, café, lounge, sanctuary, and all other meeting areas.
7. Re-supply bathrooms and kitchen of paper products.
8. Record, sign, and submit a form listing the hours worked for each pay period.
9. Be a conscientious part of the RCC team and be proactive in looking for ways to improve the facilities and maintain them to a high standard.

Regularly as Needed

10. Minor repairs such as: replace light bulbs, minor plumbing leaks, replace tiles, etc. (or see that the Facilities/Operations Manager is apprised of a need).
11. Buff floors as required.
12. Keep stock of paper and janitorial supplies, and re-supply from the church supplies.
13. Mop the tile floors in the bathrooms, and entry ways.
14. Clean out leaves and other debris in the outside stairwells.

15. Inform Facilities/Operations Manager of special building needs or repairs.
16. Perform or schedule routine maintenance items as detailed in the “Maintenance schedule”.
17. Be sure Christmas lights and decorations are installed and removed.
18. Work with ministry leaders to facilitate events and activities they are planning.
(Moves and rearranges furniture and equipment to prepare for special meetings and general use of church facilities, with minimum supervision.)
19. Maintains buildings and facilities equipment in a safe and secure condition including locking and unlocking buildings, and performing periodic security checks as directed.
20. Responsible for maintenance of all the cleaning equipment and keep them in good repair.
21. Perform any other job related tasks as deemed necessary by the Facilities/Operations Manager and Business Administrator.

** Will receive a flat fee for clean-up following weddings and other private events as written in the church event policy arrangement.*

Education and Experience:

Being a continuous, life-long learner is a “must have.” Minimum of a High school graduate. Ability to perform minor repairs and maintenance for plumbing, electrical, HVAC, carpentry, painting and all other areas related to property management preferred. Knowledge of proper use of cleaning supplies and equipment.

Competency with church software systems, applications, and programs will be needed. A natural aptitude to keep up with changes in technology will be helpful.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity
- Actively support the mission and vision of RCC
- A self-starter and collaborative team player
- Consistent lifestyle and proven track record of generosity
- High ability to handle confidential information
- Committed to excellence
- Flexible, teachable, and reliable

Leadership Abilities

- Models Christ-like servant leadership
- Competent and trustworthy cleaner
- Ability to work cooperatively with a wide variety of people
- Excellent time-management skills with the ability to meet deadlines

In summary, serving as custodian, you'll exemplify the values of our church and staff – using your gifts, thoroughly performing the cleaning processes of RCC and supporting the leadership, staff, and congregation diligently with excellence and commitment.

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. The Facilities Custodian – Parkside Campus is selected by the Facilities/Operations Manager and the Business Administrator (in consultation with the Lead Pastor), and shall be directly accountable to the Facilities/Operations Manager.

**Riverside Community Church
Position Description**

Facilities Custodian – Pittsburgh Mills Campus

[Part-Time / Non-Exempt]

Purpose: To provide clean and pleasant spaces for the worship, work, and fellowship of the RCC family. To work with the Facilities/Operations Manager to present the church buildings and grounds to the public as inviting, enjoyable, and safe places to attend by maintaining the general repair of the church campus.

Background: This team member must be a thorough, detail oriented, self-starter, who works well independently and enjoys serving others in a church environment.

Major Responsibilities and Key Result Areas:

Weekly:

1. Vacuum all carpets and sweep all floors after the Sunday Gatherings. Re-clean all floors which were used after the Midweek and any other special meetings including events such as weddings*, banquets, showers, and other events.
2. Clean all bathroom floors, toilets, mirrors and sinks after regular meetings and if necessary after special meetings, as well as the facilities used on a daily basis.
3. Empty all trash and place in the trash collection containers for pick-up.
4. Vacuum and dust rooms weekly.
5. Clean kitchen floor, sinks, and counter tops.
6. Straighten seating and clean table tops in all the classrooms, nursery, café, lounge, sanctuary, and all other meeting areas.
7. Re-supply bathrooms and kitchen of paper products.
8. Record, sign, and submit a form listing the hours worked for each pay period.
9. Be a conscientious part of the RCC team and be proactive in looking for ways to improve the facilities and maintain them to a high standard.

Regularly as Needed

10. Minor repairs such as: replace light bulbs, minor plumbing leaks, replace tiles, etc. (or see that the Facilities/Operations Manager is apprised of a need).
11. Buff floors as required.
12. Keep stock of paper and janitorial supplies, and re-supply from the church supplies.
13. Mop the tile floors in the bathrooms and entry ways.
14. Clean out leaves and other debris in the outside stairwells.

15. Inform Facilities/Operations Manager of special building needs or repairs.
16. Perform or schedule routine maintenance items as detailed in the “Maintenance schedule”.
17. Be sure Christmas lights and decorations are installed and removed.
18. Work with ministry leaders to facilitate events and activities they are planning.
(Moves and rearranges furniture and equipment to prepare for special meetings and general use of church facilities, with minimum supervision.)
19. Maintains buildings and facilities equipment in a safe and secure condition including locking and unlocking buildings, and performing periodic security checks as directed.
20. Responsible for maintenance of all the cleaning equipment and keep them in good repair.
21. Perform any other job related tasks as deemed necessary by the Facilities/Operations Manager and Business Administrator.

** Will receive a flat fee for clean-up following weddings and other private events as written in the church event policy arrangement.*

Education and Experience:

Being a continuous, life-long learner is a “must have.” Minimum of a High school graduate. Ability to perform minor repairs and maintenance for plumbing, electrical, HVAC, carpentry, painting and all other areas related to property management preferred. Knowledge of proper use of cleaning supplies and equipment.

Competency with church software systems, applications, and programs will be needed. A natural aptitude to keep up with changes in technology will be helpful.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity
- Actively support the mission and vision of RCC
- A self-starter and collaborative team player
- Consistent lifestyle and proven track record of generosity
- High ability to handle confidential information
- Committed to excellence
- Flexible, teachable, and reliable

Leadership Abilities

- Models Christ-like servant leadership
- Competent and trustworthy cleaner
- Ability to work cooperatively with a wide variety of people
- Excellent time-management skills with the ability to meet deadlines

In summary, serving as custodian, you'll exemplify the values of our church and staff – using your gifts, thoroughly performing the cleaning processes of RCC and supporting the leadership, staff, and congregation diligently with excellence and commitment.

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. The Facilities Custodian – Pittsburgh Mills Campus is selected by the Facilities/Operations Manager and the Business Administrator (in consultation with the Lead Pastor), and shall be directly accountable to the Facilities/Operations Manager.

**Riverside Community Church
Position Description**

Facilities/Operations Manager

[Full Time / Exempt]

Purpose: To present the church facilities as sacred spaces that are inviting, enjoyable, and safe places to attend by maintaining the cleanliness and general repair of the campuses.

Background: This team member must be a self-starter with an attention to detail and have a high capacity to recruit, build, and empower teams to assist in caring for the RCC facilities. This role will provide leadership accountability for volunteers and will need to be proactive in looking for ways to improve the facilities and maintain them to a high standard.

Major Responsibilities and Key Result Areas:

1. Facilities Support Team: Recruit, equip and motivate people as team leader.
2. Special Services Team: Recruit, equip, and motivate people as team leader.
3. With Special Services Team creates procedures for the safety of the congregation in our facilities, conducts safety exercises, and participates in training opportunities for CPR/AED, Stop the Bleed, emergency readiness, etc.
4. Work with local police, emergency services, and landlords to stay in sync with emergency procedures.
5. Oversee all RCC facilities (Oakmont, Garage, Parkside, Mills) including the general fix up, clean up, touch up, and disposal of all church assets. Participate in building projects.
6. Provide leadership and accountability to all custodians and custodian services to ensure that all facilities are clean throughout the week.
7. Order, track, and maintain all facility supplies and tools for cleaning and maintenance.
8. Work with the Business Administrator to present and manage the annual facilities budget.
9. Solicit project bids and choose and manage all facility vendors (e.g., window washing, HVAC maintenance, landscaping, snow removal, plumbing, electrical, fire alarm, security, etc.).
10. Ensure facilities and cleaning equipment are functioning properly: HVAC, lighting, plumbing, etc.
11. Manage safety and security systems for all facilities. Perform periodic security checks.
12. Maintain the access system and manage all keys/FOBs (with office support).

13. Work with ministry leaders to facilitate events and activities (move and rearrange furniture and equipment to prepare for special meetings and general use of church facilities, with minimum supervision).
14. Coordinate the setup and tear down of the necessary equipment for baptisms.
15. Install and remove holiday lights and decorations.
16. Oversee vehicle maintenance.
17. Generally, oversee significant church construction projects and remodeling, working with municipal agencies, architects, code enforcement, and contractors.
18. Solicit bids and make recommendations to the Business Administrator, Lead Pastor, and Board for any facilities work that is required.
19. Execute any other responsibilities as deemed necessary by the Lead Pastor.

Education and Experience:

Construction or Construction Project Management experience. Being a continuous, life-long learner is a “must-have.” Minimum of a High School Graduate. Proficiency with church software systems, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity.
- A vocational call to serving in ministry.
- Actively support the mission and vision of RCC (Membership).
- A self-starter and collaborative team player.
- Consistent lifestyle and proven track record of generosity.
- High ability to handle confidential information.
- Committed to excellence.
- Flexible, teachable, and reliable.

Skills and Abilities

- Highly organized and solution-oriented.
- Capacity to recruit, equip, and lead volunteers.
- High level of customer service and communication skills.
- Ability to work cooperatively with others.
- Ability to manage people, including motivating others and offering sound decision making, and giving direction.
- Ability to analyze situations and develop solutions quickly.
- Excellent time-management skills with the ability to meet deadlines.

- Basic knowledge of building operations and maintenance requirements.
- Ability to juggle multiple projects and prioritize accordingly.
- Ability to perform minor repairs and maintenance for plumbing, electrical, HVAC, carpentry, painting, and all other areas related to property management.
- Ability to identify and implement cost-saving measures relating to property maintenance.
- Knowledge of proper use of cleaning supplies and equipment.
- Ability to manage church assets: dispose of, sell, and recycle.

In summary, serving in this role as the Facilities-Operations Manager, you'll recruit and lead Contribute Groups and work with staff to support campus initiatives, events, and projects. You'll manage the upkeep of equipment and supplies to meet standards. You'll plan and coordinate all installations, development, and maintenance required for the buildings, grounds, and projects you oversee. You'll inspect buildings' structures to determine the need for repairs or renovations. You'll review utility consumption in an effort to minimize costs. You'll supervise related facilities vendors and contractors (custodians, technicians, groundskeepers, etc.). You'll take ownership of the various systems in all facilities, from their day-to-day management to their overall maintenance, repair, and replacement.

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. The Facilities-Operations Manager is selected by the Lead Pastor, ratified by the Official Board, and shall be directly accountable to the Business Administrator.

Riverside Community Church
Position Description

Kids Ministry Director (Pastor) – Oakmont Campus

[Full-time / Exempt]

Purpose: To provide a comprehensive ministry to kids that helps them to find and follow Jesus. This role is focused on bringing them into a relationship with God that will last, helps them grow in that relationship, and provides an atmosphere of love, support, fun, and fellowship.

Background: This team member must be an entrepreneurial catalytic leader with a shepherd's heart and a passion for leading, growing, and multiplying disciples. This role will provide leadership accountability for adult and student volunteers, discipleship, and outreach. Therefore, this team member must have a high level of networking and relational strengths; the ability to make sound, critical decisions under pressure; be a leader of leaders with a coaching mentality; demonstrate analytical thinking partnered with grit and courage; be decisive, with a proven track record of high performance and have a solid ability to communicate from the platform.

Major Responsibilities and Key Result Areas:

1. Administer and oversee all discipleship and programs for children (birth-5th grade).
 - Sunday Morning – Make sure Preschool and Elementary are fully staffed for both services at your campus.
 - Wednesday Night (7 pm) – Oversee check-in/run and make sure Preschool is staffed at Oakmont Campus.
 - Help plan and write yearly curriculum.
 - Nursery – Equip and work with part-time Nursery Director(s).
 - Special Events – Help plan, staff, and run them.
 - Outreach – Help and support people who are reaching communities and countries that we are connected to (Field Day, Verona Summer Camp, Fun and Freedom Day Camp, Kids in Missions, etc.)
 - Brainstorm other programs, services, and discipleship opportunities to offer.
2. Recruit, equip, and motivate people for ministry.
 - Make phone calls/send emails.

- Make sure new leader resources are up to date and give out when necessary.
- Collect applications and clearances and keep up to date.
- Meet with new volunteers.
- Train new volunteers (place them with a “veteran” volunteer or yourself).
- Supply curriculum and materials to all leaders.
- Keep an up to date list of all current and interested leaders.

3. Invest in Kids Ministry staff.

- Plan and prepare for two hangout days/events for Kids Ministry staff.
- Plan and run weekly (or as needed) Kids Ministry staff meetings.
- Invest in their spiritual growth.
- Be available (open and approachable) to meet with staff (personal issues, concerns, etc.)
- Connect with staff on a personal level.

4. Invest in leaders.

- Foster an environment of connection and encouragement.
- Plan, prepare, and promote yearly appreciation/leadership event.
- Invest in their spiritual growth.
- Meet with volunteers to plan and implement the various programs, events, and classroom needs.
- Be available (open and approachable) to meet with leaders (personal issues, concerns, etc.)
- Connect with leaders on a personal level.
- Send notes of thanks and encouragement to all leaders.
- Offer occasional training sessions.

5. Invest in the ministry.

- Be a part of the creative process for content (film videos, come up with ideas, write content, etc.)
- Go over (and adjust when need be) core ministry values often.
- Fill in and teach for leaders when needed.
- Organize and stock all ministry areas and classrooms.
- Oversee and update social media (Facebook and Instagram)

6. Invest in families.

- Encourage kids to honor and respect their parents.

- Equip parents with resources to continue discipling their children at home.
- Create a family friendly environment at events.
- Get visitors connected and have them fill out their information.
- Put together and deliver gift for new parents.

7. Create and oversee the budget for Kids Ministry.

- Go over the budget yearly and adjust if needed
- Submit all receipts, petty cash, and reimbursement forms to office.

Education and Experience:

Being a continuous, life-long learner is a “must-have.” Bachelor’s Degree (Biblical/theological education required.) Equivalent experience will also be considered. Prior experience discipling kids and overseeing ministry programs, professionally or as a volunteer, must be demonstrated.

Proficiency in both Apple and Windows platforms with a high degree of competency with church software systems, digital media, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity
- A vocational call to full-time ministry
- Actively support the mission and vision of RCC (Membership)
- A self-starter and collaborative team player
- Consistent lifestyle and proven track record of generosity
- High ability to handle confidential information
- Committed to excellence
- Flexible, teachable, and reliable

Leadership Abilities

- Models Christ-like servant leadership
- Capacity to recruit, equip, and lead volunteers
- Connector and Team Builder
- Ability to work cooperatively with a wide variety of people, creating consensus with authenticity and transparency

- Must be a genuine outgoing people person with a passion for relationship building and engagement
- Outstanding Communicator
- Excellent time-management skills with the ability to meet deadlines

In summary, serving as the kids ministry director (pastor) for the Oakmont Campus, you'll lead by example, modeling the standard in spiritual growth and principles, including the church's and staff's values – using your gifts, giving generously, and building relationships with kids and families. You'll intentionally develop adult and student leaders in the kids ministry. You'll work to empower the team to multiply the impact of the ministry. You'll teach and inspire kids to follow Jesus as you lead in the kids ministry context, and you will also preach and host Sunday weekend services as scheduled. You will lead in the community, developing connections with the community through relationships and outreach efforts.

Organizational Relationships:

Collaborative teamwork and mutual accountability are vital to the staff culture. The Kids Ministry Director (Pastor) – Oakmont Campus is selected by the Oakmont Campus Pastor and the Lead Pastor, ratified by the Official Board, and shall be directly accountable to the Oakmont Campus Pastor.

**Riverside Community Church
Position Description**

Kids Ministry Director (Pastor) – Pittsburgh Mills Campus

[Full-time / Exempt]

Purpose: To provide a comprehensive ministry to kids that helps them to find and follow Jesus. This role is focused on bringing them into a relationship with God that will last, helps them grow in that relationship, and provides an atmosphere of love, support, fun, and fellowship.

Background: This team member must be an entrepreneurial catalytic leader with a shepherd's heart and a passion for leading, growing, and multiplying disciples. This role will provide leadership accountability for adult and student volunteers, discipleship, and outreach. Therefore, this team member must have a high level of networking and relational strengths; the ability to make sound, critical decisions under pressure; be a leader of leaders with a coaching mentality; demonstrate analytical thinking partnered with grit and courage; be decisive, with a proven track record of high performance and have a solid ability to communicate from the platform.

Major Responsibilities and Key Result Areas:

1. Administer and oversee all discipleship and programs for children (birth-5th grade).
 - Sunday Morning – Make sure Preschool and Elementary are fully staffed for both services at your campus.
 - Wednesday Night (7 pm) – Oversee check-in/run and make sure Preschool is staffed at Oakmont Campus.
 - Help plan and write yearly curriculum.
 - Nursery – Equip and work with part-time Nursery Director(s).
 - Special Events – Help plan, staff, and run them.
 - Outreach – Help and support people who are reaching communities and countries that we are connected to (Field Day, Verona Summer Camp, Fun and Freedom Day Camp, Kids in Missions, etc.)
 - Brainstorm other programs, services, and discipleship opportunities to offer.
2. Recruit, equip, and motivate people for ministry.
 - Make phone calls/send emails.

- Make sure new leader resources are up to date and give out when necessary.
- Collect applications and clearances and keep up to date.
- Meet with new volunteers.
- Train new volunteers (place them with a “veteran” volunteer or yourself).
- Supply curriculum and materials to all leaders.
- Keep an up to date list of all current and interested leaders.

3. Invest in Kids Ministry staff.

- Plan and prepare for two hangout days/events for Kids Ministry staff.
- Plan and run weekly (or as needed) Kids Ministry staff meetings.
- Invest in their spiritual growth.
- Be available (open and approachable) to meet with staff (personal issues, concerns, etc.)
- Connect with staff on a personal level.

4. Invest in leaders.

- Foster an environment of connection and encouragement.
- Plan, prepare, and promote yearly appreciation/leadership event.
- Invest in their spiritual growth.
- Meet with volunteers to plan and implement the various programs, events, and classroom needs.
- Be available (open and approachable) to meet with leaders (personal issues, concerns, etc.)
- Connect with leaders on a personal level.
- Send notes of thanks and encouragement to all leaders.
- Offer occasional training sessions.

5. Invest in the ministry.

- Be a part of the creative process for content (film videos, come up with ideas, write content, etc.)
- Go over (and adjust when need be) core ministry values often.
- Fill in and teach for leaders when needed.
- Organize and stock all ministry areas and classrooms.
- Oversee and update social media (Facebook and Instagram)

6. Invest in families.

- Encourage kids to honor and respect their parents.

- Equip parents with resources to continue discipling their children at home.
- Create a family friendly environment at events.
- Get visitors connected and have them fill out their information.
- Put together and deliver gift for new parents.

7. Create and oversee the budget for Kids Ministry.

- Go over the budget yearly and adjust if needed
- Submit all receipts, petty cash, and reimbursement forms to office.

Education and Experience:

Being a continuous, life-long learner is a “must-have.” Bachelor’s Degree (Biblical/theological education required.) Equivalent experience will also be considered. Prior experience discipling kids and overseeing ministry programs, professionally or as a volunteer, must be demonstrated.

Proficiency in both Apple and Windows platforms with a high degree of competency with church software systems, digital media, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity
- A vocational call to full-time ministry
- Actively support the mission and vision of RCC
- A self-starter and collaborative team player
- Consistent lifestyle and proven track record of generosity
- High ability to handle confidential information
- Committed to excellence
- Flexible, teachable, and reliable

Leadership Abilities

- Models Christ-like servant leadership
- Capacity to recruit, equip, and lead volunteers
- Connector and Team Builder
- Ability to work cooperatively with a wide variety of people, creating consensus with authenticity and transparency

- Must be a genuine outgoing people person with a passion for relationship building and engagement
- Outstanding Communicator
- Excellent time-management skills with the ability to meet deadlines

In summary, serving as the kids ministry director (pastor) for the Pittsburgh Mills Campus, you'll lead by example, modeling the standard in spiritual growth and principles, including the church's and staff's values – using your gifts, giving generously, and building relationships with kids and families. You'll intentionally develop adult and student leaders in the kids ministry. You'll work to empower the team to multiply the impact of the ministry. You'll teach and inspire kids to follow Jesus as you lead in the kids ministry context, and you will also preach and host Sunday weekend services as scheduled. You will lead in the community, developing connections with the community through relationships and outreach efforts.

Organizational Relationships:

Collaborative teamwork and mutual accountability are vital to the staff culture. The Kids Ministry Director (Pastor) – Pittsburgh Mills Campus is selected by the Pittsburgh Mills Campus Pastor and the Lead Pastor, ratified by the Official Board, and shall be directly accountable to the Pittsburgh Mills Campus Pastor.

**Riverside Community Church
Position Description**

Kids Nursery Coordinator – Oakmont Campus

[Part-time / Non-Exempt]

Purpose: To provide for safe, nurturing care of nursery aged children placed in the church nursery and to work with the Kids Ministry Director (Pastor) – Oakmont Campus in overseeing and administering all nursery needs.

Background: This team member is called to and passionate about helping kids find and follow Jesus. This role is best suited for a person committed to growth, teamwork, and effectively leading a team of volunteers.

Major Responsibilities and Key Result Areas:

1. Provide safe and nurturing care for all nursery aged children during Sunday Kids Church, Wednesday Kids Club, and other specified times/events.
2. Work with the Kid's Ministry Director in overseeing and administering all nursery and occasional preschool needs.
3. Recruit, onboard, equip, and motivate people for ministry.
4. Schedule team members for Sundays, Wednesdays, and special events.
5. Maintain updated check-in process/attendance lists, child information, and parent communication.
6. Keep track of necessary supplies for nursery and notify Kids Director(s) when supplies are needed.
7. Sanitize areas after each service or after each use.
8. Be present and attentive during weekly team meetings with the Kids Leadership Team.
9. Report any needs, issues, or ideas to the Kids Director(s).

Education and Experience:

Being a continuous, life-long learner is a “must-have.” Childcare experience. Must be an active member of Riverside Community Church. Basic technology experience.

Proficiency in both Apple and Windows platforms with a high degree of competency with church software systems, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity
- A vocational call to full-time ministry
- Actively support the mission and vision of RCC
- A self-starter and collaborative team player
- Consistent lifestyle and proven track record of generosity
- High ability to handle confidential information
- Committed to excellence
- Flexible, teachable, and reliable

Leadership Abilities

- Models Christ-like servant leadership
- Capacity to recruit, equip, and lead volunteers
- Connector and Team Builder
- Ability to work cooperatively with a wide variety of people, creating consensus with authenticity and transparency
- Must be a genuine outgoing people person with a passion for relationship building and engagement
- Excellent time-management skills with the ability to meet deadlines

In summary, serving as the kids nursery coordinator for the Oakmont Campus, you'll lead by example, modeling the standard in spiritual growth and principles, including the church's and staff's values – using your gifts, giving generously, and building relationships with kids and families. You'll intentionally develop leaders in the kids ministry. You'll work to empower the team to multiply the impact of the ministry. You'll teach and inspire kids to follow Jesus as you lead in the kids ministry context, and you will lead in the community, developing connections with the community through relationships and outreach efforts.

Organizational Relationships:

Collaborative teamwork and mutual accountability are vital to the staff culture. The Kids Nursery Coordinator – Oakmont Campus is selected by the Oakmont Campus Pastor and the Kids Ministry Director (Pastor) – Oakmont Campus (in consultation with the Lead Pastor), affirmed by the Official Board, and shall be directly accountable to the Kids Ministry Director (Pastor) – Oakmont Campus.

**Riverside Community Church
Position Description**

Kids Nursery Coordinator – Pittsburgh Mills Campus
[Part-time / Non-Exempt]

Purpose: To provide for safe, nurturing care of nursery aged children placed in the church nursery and to work with the Kids Ministry Director (Pastor) – Pittsburgh Mills Campus in overseeing and administering all nursery needs.

Background: This team member is called to and passionate about helping kids find and follow Jesus. This role is best suited for a person committed to growth, teamwork, and effectively leading a team of volunteers.

Major Responsibilities and Key Result Areas:

1. Provide safe and nurturing care for all nursery aged children during Sunday Kids Church, Wednesday Kids Club, and other specified times/events.
2. Work with the Kid's Ministry Director in overseeing and administering all nursery and occasional preschool needs.
3. Recruit, onboard, equip, and motivate people for ministry.
4. Schedule team members for Sundays, Wednesdays, and special events.
5. Maintain updated check-in process/attendance lists, child information, and parent communication.
6. Keep track of necessary supplies for nursery and notify Kids Director(s) when supplies are needed.
7. Sanitize areas after each service or after each use.
8. Be present and attentive during weekly team meetings with the Kids Leadership Team.
9. Report any needs, issues, or ideas to the Kids Director(s).

Education and Experience:

Being a continuous, life-long learner is a “must-have.” Childcare experience. Must be an active member of Riverside Community Church. Basic technology experience.

Proficiency in both Apple and Windows platforms with a high degree of competency with church software systems, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity
- A vocational call to full-time ministry
- Actively support the mission and vision of RCC
- A self-starter and collaborative team player
- Consistent lifestyle and proven track record of generosity
- High ability to handle confidential information
- Committed to excellence
- Flexible, teachable, and reliable

Leadership Abilities

- Models Christ-like servant leadership
- Capacity to recruit, equip, and lead volunteers
- Connector and Team Builder
- Ability to work cooperatively with a wide variety of people, creating consensus with authenticity and transparency
- Must be a genuine outgoing people person with a passion for relationship building and engagement
- Excellent time-management skills with the ability to meet deadlines

In summary, serving as the kids nursery coordinator for the Pittsburgh Mills Campus, you'll lead by example, modeling the standard in spiritual growth and principles, including the church's and staff's values – using your gifts, giving generously, and building relationships with kids and families. You'll intentionally develop leaders in the kids ministry. You'll work to empower the team to multiply the impact of the ministry. You'll teach and inspire kids to follow Jesus as you lead in the kids ministry context, and you will lead in the community, developing connections with the community through relationships and outreach efforts.

Organizational Relationships:

Collaborative teamwork and mutual accountability are vital to the staff culture. The Kids Nursery Coordinator – Pittsburgh Mills Campus is selected by the Pittsburgh Mills Campus Pastor and the Kids Ministry Director (Pastor) – Pittsburgh Mills Campus (in consultation with the Lead Pastor), affirmed by the Official Board, and shall be directly accountable to the Kids Ministry Director (Pastor) – Pittsburgh Mills Campus.

Riverside Community Church Position Description

Lead Pastor

[Full-time / Exempt]

Purpose: To provide leadership, pastoral care, spiritual training and general oversight for RCC.

Background: This team member must demonstrate a shepherd's heart and a passion to lead, grow and empower leaders with a coaching emphasis. This team member must have a high level of administrative, networking, and relational strengths; the ability to make sound, critical decisions under pressure; demonstrate analytical thinking partnered with grit and courage; be decisive, with a proven track record of high performance and have a strong ability to communicate clearly and inspirationally from the platform.

Major Responsibilities and Key Result Areas:

1. Oversee all staff and ministries of the church with the explicit purpose of leading the church toward fulfilling its mission and vision (gatekeeper; stop mission drift).
 - Oversee the recruitment, hiring, and supervision of all staff.
 - Strengthen existing ministries and develop future ministries.
2. Serve as Chairman of the Board, President of the Corporation, and ex-officio member of all teams as stated in the church Bylaws.
 - Conduct regular Board Meetings and Annual Membership Nights.
3. Provide prayer and consistent and sound biblical preaching, teaching and discipleship. Facilitate the yearly theme retreat and the monthly message series planning meetings. Coordinate the scheduling of communicators, worship leaders, emcees, hosts, etc.
4. Model the life of being a Follow Spiritual Coach with the RCC Core Values.
5. Cultivate a culture of gratitude and generosity. Responsible for the development of high-capacity donors to ensure ongoing financial health, stability and growth.
6. Provide leadership and oversight to local and global missions/outreach. Focus on fostering a missional church that pursues the Contribute core value.

- Promote and supervise events, projects, fundraisers, and trips.
 - Build partnerships with missionaries/organizations within local/global communities.
 - Provide missions coordination, direction, and annual budget.
7. Oversee regular ministerial duties such as hospital and shut-in visits, pastoral counseling, weddings, funerals, baby dedications, benevolence, etc. Coordinate with the Office Administrator the ongoing visitation schedule for those who need care.
 8. Oversee the coordination of church-wide events and the church calendar.
 9. Pursue positive relationships with other ministers and leaders in the community as well as within the Assemblies of God.

Education and Experience:

Being a continuous, life-long learner is a “must have.” Bachelor’s Degree (Biblical/theological education required). Equivalent experience will also be considered.

Credentials Required: License and/or Ordination with the Assemblies of God.

Proficiency in both Apple and Windows platforms with a high degree of competence with church software systems, digital media, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity.
- A vocational call to full-time ministry.
- Actively support the mission and vision of RCC.
- A self-starter and collaborative team player.
- Consistent lifestyle and proven track record of generosity.
- High ability to handle confidential information.
- Committed to excellence.
- Flexible, teachable, and reliable.

Leadership Abilities

- Models Christ-like servant leadership.

- Capacity to recruit, equip, and lead volunteers.
- Connector & Team Builder.
- Model, educate and inspire others toward sound Biblical financial stewardship.
- Ability to work cooperatively with a wide variety of people, creating consensus with authenticity and transparency.
- Must be a genuine outgoing people person with a passion for relationship building and engagement.
- Outstanding communicator.
- Excellent time-management skills with the ability to meet deadlines.

In summary, serving in this role as the lead pastor, you'll lead by example, modeling the standard in spiritual growth and principles, including the values of the church – using your gifts, giving generously, and building relationships. You'll be intentional about developing the staff, board, and leaders in the church. You'll coach the staff to inspire personal leadership, competencies, and ensure accountability. You'll work to empower the team to reach people, promote community, and partner with families to multiply the impact of the church. You'll lead from the stage, preaching and hosting the weekend services while helping to develop other staff communicators on the team. You'll call the church to action, inspiring next steps: volunteering, baptisms, connecting, contributing, etc. You'll lead in the community, developing the connections between the church and local businesses, other local pastors, government entities, and invest in local outreach partnerships and relationships. And you'll have a blast doing it!

Organizational Relationships:

Collaborative teamwork and mutual accountability are vital to the staff culture. The Lead Pastor is nominated by the Official Board, selected by the Congregation as per the Bylaws and shall be directly accountable to the Official Board.

Riverside Community Church Position Description

Missions/Outreach Pastor

[Part-time / Non-Exempt]

Purpose: Work with the Lead Pastor to lead and oversee RCC's local, regional, and global missions and outreach.

Background: This team member must have ongoing expansion in new concepts/ education about missions and outreach, a basic understanding of all areas of the ministry, and the ability to recruit, lead, and empower others. This role will provide leadership accountability for volunteers and be a liaison with ministry partners. Therefore, this team member must have a high level of networking and relational strengths; the ability to make wise decisions; be a leader of leaders; demonstrate analytical thinking; be decisive, with a proven track record of high performance and have a solid ability to help foster a missional church.

Major Responsibilities and Key Result Areas:

1. Recruit, equip, and motivate people for ministry.
2. Build partnerships with missionaries and organizations within local, regional, and global communities.
3. Coordinate efforts to ensure that the Contribute (specific to missions/outreach) Core Value is fulfilled across both campuses (overlap across departments/staff).
4. Organize, promote, and supervise local, regional, and global missions/outreach events, trips, and fundraisers.
 - Serve The Burgh (4-6 per year)
 - Impact Trips
5. Provide teaching and oversight to the *Impact* Connect Group designed to prepare people to go on Impact Trips.
6. Responsible for building a culture for serving our communities and increasing participation at community events. This includes a responsibility for working with the Communications Director in marketing, social media, and other strategies to engage the church (identify and submit outreach impact stories).
7. Work with the Lead Pastor and the Business Administrator to present and manage the annual Missions and Outreach budget.
8. Oversee the disbursement of funds to meet partner organization generosity needs and all benevolence needs.
9. Execute any other ministry initiatives as deemed necessary by the Lead Pastor.

Education and Experience:

Being a continuous, life-long learner is a “must-have.” Bachelor’s Degree (Biblical/theological education required.) Equivalent experience will also be considered.

Proficiency in both Apple and Windows platforms with a high degree of competency with church software systems, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity
- A vocational call to full-time ministry
- Actively support the mission and vision of RCC (Membership)
- A self-starter and collaborative team player
- Consistent lifestyle and proven track record of generosity
- High ability to handle confidential information
- Committed to excellence
- Flexible, teachable, and reliable

Leadership Abilities

- Models Christ-like servant leadership
- Capacity to recruit, equip, and lead volunteers
- Connector & Team Builder
- Ability to work cooperatively with a wide variety of people, creating consensus with authenticity and transparency
- Ability to manage several projects simultaneously
- Must be a genuine outgoing people person with a passion for relationship building and engagement
- Effective communicator (visual, written and spoken)
- Excellent time-management skills with the ability to meet deadlines

In summary, serving as the missions/outreach pastor, you will advance the Gospel by overseeing our outreach opportunities and ministry partnerships. You will be a visible leader at each campus, executing the “missions/outreach” grid of the church. You will promote missions and outreach events locally, regionally, and globally. You will oversee all Contribute Group Leaders who are focused on outreach. You will regularly identify

opportunities to integrate outreach opportunities into every aspect of the church. And you'll have a blast doing it!

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. This position will partner with the overall church leadership team. Team interaction, dynamics, and culture are vital to who we are. The Missions/Outreach Pastor is selected by the Lead Pastor, ratified by the Official Board, and shall be directly accountable to the Lead Pastor.

**Riverside Community Church
Position Description**

Online Producer – Oakmont Campus
[Part-time / Non-Exempt]

Purpose: Set up, produce, and troubleshoot the systems and volunteers for Riverside’s Sunday service live streams at the Oakmont Campus.

Background: This team member must have relevant experience and demonstrate competence to take ownership and execute the successful production of the livestream service at the Oakmont campus.

Major Responsibilities and Key Result Areas:

All responsibilities are specific to Sunday mornings and special worship events.

1. Setup

- Turn on and test all systems.
- Prepare media assets.

2. Produce

- Produce a good flow and experience for the online audiences.
- Guide the camera volunteers via comms.
- Enhance the experience, and bring a professional quality to the stream.

3. Post

- Edit and post message-only video as prescribed by Worship Pastor.
- Add the message video and full service video to all relevant playlists.

Education and Experience:

Being a continuous, life-long learner is a “must-have.”

Proficiency in both Apple and Windows platforms with a high degree of competency with church software systems, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity
- Actively support the mission and vision of RCC
- A self-starter and collaborative team player
- Consistent lifestyle and proven track record of generosity
- Committed to excellence
- Flexible, teachable, and reliable

Leadership Abilities

- Models Christ-like servant leadership
- Ability to manage several projects simultaneously

In summary, serving as the online producer at the Oakmont Campus, you'll lead by example, modeling the standard in spiritual growth and principles, including the church's and staff's values – using your gifts, you'll execute your duties with excellence. You will lead and develop team members to multiply the impact of your ministry. And you'll have a blast doing it!

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. The Online Producer – Oakmont Campus is selected by the Creative Arts Pastor – Oakmont Campus and the Oakmont Campus Pastor (in consultation with the Lead Pastor), affirmed by the Official Board, and shall be directly accountable to the Creative Arts Pastor – Oakmont Campus.

Riverside Community Church Position Description

Producer – Oakmont Campus [Part-time / Non-Exempt]

Purpose: Aid in the setup, producing, and training of volunteers for service experiences at the Oakmont Campus.

Background: This team member must have relevant experience and demonstrate competence to execute the successful production of the Sunday morning service at the Oakmont campus.

Major Responsibilities and Key Result Areas:

All responsibilities are specific to Sunday mornings and special worship events.

1. Setup

- Turn on all systems.
- Sync ProPresenter files and load any remaining elements.
- Connect and adjust lighting system.
- Guide the audio engineer to a high-quality, service-ready sound.
- Help worship leader and pastors with last-minute AVL preparations.

2. Produce

- Guide the volunteers in the tech booth.
- Produce a good technical flow for the service
- Participate in the mid-morning debrief meeting.
- Troubleshoot or work around any technical problems that occur during services.

Education and Experience:

Being a continuous, life-long learner is a “must have.”

Proficiency in both Apple and Windows platforms with a high degree of competence with church software systems, digital media, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity.
- A vocational call to full-time ministry.
- Actively support the mission and vision of RCC.
- A self-starter and collaborative team player.
- Consistent lifestyle and proven track record of generosity.
- High ability to handle confidential information.
- Committed to excellence.
- Flexible, teachable, and reliable.

Leadership Abilities

- Models Christ-like servant leadership.
- Capacity to recruit, equip, and lead volunteers.
- Excellent time-management skills with the ability to meet deadlines.

In summary, serving in this role as the producer at the Oakmont Campus, you'll lead by example, modeling the standard in spiritual growth and principles, including the church's and staff's values – using your gifts, you'll execute your duties with excellence. You will lead and develop team members to multiply the impact of your ministry. And you'll have a blast doing it!

Organizational Relationships:

Collaborative teamwork and mutual accountability are vital to the staff culture. The Producer – Oakmont Campus is selected by the Creative Arts Pastor – Oakmont Campus and the Oakmont Campus Pastor (in consultation with the Lead Pastor), affirmed by the Official Board, and shall be directly accountable to the Creative Arts Pastor – Oakmont Campus.

**Riverside Community Church
Position Description**

Producer – Pittsburgh Mills Campus

[Part-time / Non-Exempt]

Purpose: Aid in the setup, producing, and training of volunteers for service experiences at the Pittsburgh Mills Campus.

Background: This team member must have relevant experience and demonstrate competence to take ownership and lead the tech team to execute the successful production of the Sunday morning service and livestream at the Pittsburgh Mills campus.

Major Responsibilities and Key Result Areas:

1. Design

- Aid the Worship Pastor in the design and execution of on stage elements.
- Aid the Worship Pastor in the upkeep and upgrading of all AVL equipment.

2. Service Setup

- Turning on all systems.
- Importing ProPresenter files and making edits or adjustments.
- Linking the lighting and ProPresenter systems, making sure colors, effects and positions are all working and set correctly.
- Checking all cameras are on and ready to stream.
- Turning on the lobby TV and speakers, checking for video and sound issues.
- Creating custom thumbnails for livestreams and podcast uploads.

3. Live Producing

- Guide the volunteers in the tech booth through the service. Checking in with each position to make sure that each person is confident and ready.
- Produce a clean technical flow for the service. Checking camera shots, audio levels (for the stream and the room), and the timing of the ProPresenter Slides
- Participate in the debriefing meetings.
- Troubleshoot or work around any technical problems that occur during service.

4. Podcast

- Editing the live video into sermon only YouTube uploads. Checking to see if any elements need rerecorded or services need edited together because of issue.
- Cutting out any moments for social upload that might be needed.
- Making sure all Uploads are made before the end of the day Sunday.

5. Train

- Work with current volunteers and identifying new volunteers to learn new systems and increase skillsets.
- Lead the team technically as well as spiritually.

Education and Experience:

Being a continuous, life-long learner is a “must have.”

Proficiency in both Apple and Windows platforms with a high degree of competence with church software systems, digital media, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity.
- A vocational call to full-time ministry.
- Actively support the mission and vision of RCC.
- A self-starter and collaborative team player.
- Consistent lifestyle and proven track record of generosity.
- High ability to handle confidential information.
- Committed to excellence.
- Flexible, teachable, and reliable.

Leadership Abilities

- Models Christ-like servant leadership.

- Capacity to recruit, equip, and lead volunteers.
- Excellent time-management skills with the ability to meet deadlines.

In summary, serving in this role as the producer at the Pittsburgh Mills Campus, you'll lead by example, modeling the standard in spiritual growth and principles, including the church's and staff's values – using your gifts, you'll execute your duties with excellence. You will lead and develop team members to multiply the impact of your ministry. And you'll have a blast doing it!

Organizational Relationships:

Collaborative teamwork and mutual accountability are vital to the staff culture. The Producer – Pittsburgh Mills Campus is selected by the Creative Arts Pastor – Pittsburgh Mills Campus and the Pittsburgh Mills Campus Pastor (in consultation with the Lead Pastor), affirmed by the Official Board, and shall be directly accountable to the Creative Arts Pastor – Pittsburgh Mills Campus.

**Riverside Community Church
Position Description**

Student Ministry Administrative Assistant

[Part-time / Non-Exempt]

Purpose: To serve as Administrative Assistant to the Student Ministry Pastor and provide the necessary clerical and administrative assistance for the efficient running of the student ministry. Participate in student ministry retreats, events and activities in support of the Pastor. Time will be required in the office as well as in the field.

Background: This team member will be passionate about student ministry, a supportive team player who demonstrates administrative, organizational, relational, computer, and phone skills. They must relate well to other people in a friendly and supportive manner. They will plan, schedule, and prioritize a variety of tasks. The team member will be strong in both organization and flexibility.

Major Responsibilities and Key Result Areas:

1. Follow up – Send postcards to guests or those who have not attended for a while after each service.
2. Administration – Email and text students and parents to send notifications, activity invites, and event registrations.
3. Money – Count, record, and turn in offering.
4. Attendance – Setup and oversee check-in stations and manually record attendance for those who didn't check in.
5. Enter Guest Information – Enter guest information into church database.
6. Budget – Assist Student Ministry Pastor with yearly budget.
7. Winter and Summer Major Events
 - Make lodging reservations.
 - Make bus reservations.
 - Assist Student Ministry Pastor with event budget.
 - Set up registration in church database.
 - Correspondences with students, parents, and facilities regarding the retreat.
 - Assist with registrations as needed.
 - Create/manage rooming, bus lists, luggage, and t-shirt lists.
 - Scholarships – Process retreat scholarship applications and apply the scholarships to the participant's profile.

Education and Experience:

Being a continuous, life-long learner is a “must-have.” High School diploma required; some college helpful. Prior experience discipling students and overseeing ministry programs, professionally or as a volunteer, must be demonstrated. Prior office experience is required.

Proficiency in both Apple and Windows platforms with a high degree of competency with church software systems, digital media, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity
- A call and passion for student ministry
- Actively support the mission and vision of RCC (Membership)
- A self-starter and collaborative team player
- Consistent lifestyle and proven track record of generosity
- High ability to handle confidential information
- Committed to excellence
- Flexible, teachable, and reliable

Leadership Abilities

- Models Christ-like servant leadership
- Capacity to recruit, equip, and lead volunteers
- Model, educate, and inspire others toward sound Biblical financial stewardship
- Ability to work cooperatively with a wide variety of people
- Excellent time-management skills with the ability to meet deadlines

In summary, serving as the student ministry administrative assistant, you'll passionately support the RCC student ministry and the student ministry pastor and exhibit the values of the church and staff – using your gifts for the efficient running of the ministry and the support of the students, families, and pastor.

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. The Student Ministry Administrator is selected by the Student Ministry Pastor and Lead Pastor, affirmed by the Official Board, and shall be directly accountable to the Student Ministry Pastor.

Riverside Community Church
Position Description

Student Ministry Pastor

[Full-time / Exempt]

Purpose: To provide a comprehensive ministry to Jr. and Sr. high school students that helps them to find and follow Jesus. This role is focused on bringing them into a relationship with God that will last, helps them grow in that relationship, and provides an atmosphere of love, support, fun, and fellowship.

Background: This team member must be an entrepreneurial catalytic leader with a shepherd's heart and a passion for leading, growing, and multiplying disciples. This role will provide leadership accountability for adult and student volunteers, discipleship, and outreach. Therefore, this team member must have a high level of networking and relational strengths; the ability to make sound, critical decisions under pressure; be a leader of leaders with a coaching mentality; demonstrate analytical thinking partnered with grit and courage; be decisive, with a proven track record of high performance and have a solid ability to communicate from the platform.

Major Responsibilities and Key Result Areas:

1. Recruit, equip & motivate people for ministry.
2. Responsible for all persons and programs of the Student Ministry and its integration into the purpose and core values of the church.
3. The Student Ministry includes:
 - Students in Grades 6-12
 - Weekly Student Gatherings
 - Discipleship (students and volunteer staff)
 - Retreats and Activities
 - Missions and Outreach Projects
4. Responsible for the presentation and management of the annual student ministry budget.
5. Oversee the Student Ministry app, web page, and social media.
6. Follow-up and visitation of students.
7. Execute any other ministry initiatives as deemed necessary by the Lead Pastor.

Education and Experience:

Being a continuous, life-long learner is a “must-have.” Bachelor’s Degree (Biblical/theological education required.) Equivalent experience will also be considered. Prior

experience discipling students and overseeing ministry programs, professionally or as a volunteer, must be demonstrated.

Proficiency in both Apple and Windows platforms with a high degree of competency with church software systems, digital media, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity
- A vocational call to full-time ministry
- Actively support the mission and vision of RCC (Membership)
- A self-starter and collaborative team player
- Consistent lifestyle and proven track record of generosity
- High ability to handle confidential information
- Committed to excellence
- Flexible, teachable, and reliable

Leadership Abilities

- Models Christ-like servant leadership
- Capacity to recruit, equip, and lead volunteers
- Connector and Team Builder
- Model, educate, and inspire others toward sound Biblical financial stewardship
- Ability to work cooperatively with a wide variety of people, creating consensus with authenticity and transparency
- Must be a genuine outgoing people person with a passion for relationship building and engagement
- Outstanding Communicator
- Excellent time-management skills with the ability to meet deadlines

In summary, serving as the student ministry pastor, you'll lead by example, modeling the standard in spiritual growth and principles, including the church's and staff's values – using your gifts, giving generously, and building relationships with students and families. You'll intentionally develop adult and student leaders in the student ministry. You'll work to empower the team to multiply the impact of the ministry. You'll teach and inspire students to follow Jesus as you lead in the student ministry context, and you will also preach and host Sunday weekend services as scheduled. You will lead in the community, developing connections with the community through relationships and outreach efforts.

Organizational Relationships:

Collaborative teamwork and mutual accountability are vital to the staff culture. The Student Ministry Pastor is selected by the Lead Pastor, ratified by the Official Board, and shall be directly accountable to the Lead Pastor.

**Riverside Community Church
Position Description**

Student Ministry Worship Leader
[Part-time - Non-Exempt]

Purpose: The Student Ministry Worship Leader serves by leading worship and empowering adults and students to serve on the worship and tech teams.

Background: This team member will be passionate about student ministry, a supportive team player who has the desire, gifting, and the ability to lead and empower others.

Major Responsibilities and Key Result Areas:

1. Lead worship for student ministry services and for special student ministry events, camps, and retreats.
2. Lead, recruit, train, and build a caring community of volunteers for the worship and tech teams.
3. Recruit, mentor, and empower new worship leaders.
4. Sit in on the creative planning meetings.
5. Give leadership to Sunday morning adult worship services and special events as scheduled, including setup and rehearsals as necessary. This is under the direction of the Creative Arts Pastor at either campus.

Education and Experience:

Being a continuous, life-long learner is a “must-have.” A degree in pastoral ministry and/or worship related studies and leadership is preferred. Prior ministry experience is a plus but not necessary to meet requirements for this specific role.

Proficiency in both Apple and Windows platforms with a high degree of competency with church software systems, digital media, applications, and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

Requirements:

Character and Commitments

- A passionate Christ-follower with character and integrity
- A call and passion for student ministry
- Actively support the mission and vision of RCC (Membership)

- A self-starter and collaborative team player
- Consistent lifestyle and proven track record of generosity
- High ability to handle confidential information
- Committed to excellence
- Flexible, teachable, and reliable

Leadership Abilities

- Models Christ-like servant leadership
- Capacity to recruit, equip, and lead volunteers
- Effective communicator (visual, written and spoken)
- Advanced knowledge of audio technology, music, worship theology, and vocal/instrumental proficiency
- Ability to work cooperatively with a wide variety of people
- Excellent time-management skills with the ability to meet deadlines

In summary, serving as student ministry worship leader, you'll passionately support the RCC student ministry and the student ministry pastor and exhibit the values of the church and staff – using your gifts to lead worship and the support of the students, families, and pastor.

Organizational Relationships:

Collaborative teamwork and mutual accountability are critical to the staff culture. The Student Ministry Worship Leader is selected by the Student Ministry Pastor and Lead Pastor, affirmed by the Official Board, and shall be directly accountable to the Student Ministry Pastor.