COMPANION TO THE MINISTRY OPPORTUNITIES GUIDE | REVIEW DRAFT

Ministry Leadership

Responsibilities, support, and expectations before you say yes

A leadership invitation should be clear and thoughtful. This guide explains what each role does, who will work alongside you, and the expected rhythm of service. If something important remains unspecified, the committee or ministry leader should discuss it with you before you accept.

Start here

- Leadership is service. Elders shepherd ministry areas; ministry coordinators lead their teams without carrying every task alone.
- The rhythm listed for each role comes from our approved ministry guide. Actual hours, dates, staffing, budgets and terms should be confirmed in conversation—not assumed.
- Some roles are elected, others require board/council approval, and some are team assignments. An expression of interest is not an appointment.
- Required screening and training must be completed before eligible volunteers work with children or others covered by church/conference policy.
- Communications Ministry Director is a proposed independent board position, subject to formal approval. The Worship Media (AV) team is worship production, not public relations.

Before accepting any leadership position, ask:

- What is the actual weekly / monthly / seasonal schedule for this term?
- Who is on my team? Who schedules, backs me up, and trains new volunteers?
- What budget, equipment, access and approvals are available?
- Are any safeguarding, finance, safety, or training requirements involved?
- How long is the term, and what happens if my availability changes?

01 / LEADERSHIP BY SPIRITUAL CARE

Elders: responsibilities shared by all

- Maintain an active life of prayer, Scripture, Christlike integrity and spiritual growth.
- Share pastoral care through prayer, appropriate visitation, encouragement, and care for sick, homebound and grieving members.
- Participate in worship leadership, including teaching or preaching when appropriately prepared and requested.
- Attend church board and elders' meetings, support the mission and encourage other ministry leaders.
- Shepherd the assigned Area of Care by supporting leaders and helping volunteers participate instead of managing every activity.

Head Elder: an additional assignment

- Chosen from among the elders, while also keeping one of the six regular Ministry Areas of Care.
- Maintains the elder worship-leading schedule, convenes elders' meetings (quarterly as an initial rhythm), supports the pastor, and encourages the elder team.
- The Head Elder need not be the Worship Elder. Building construction management is not automatically part of the role.

All elder candidates should discuss worship rotation, board/elders' meetings, pastoral care, ministry mentorship and their actual availability. The older Riverview guide estimated about 3–4 hours per week; this is not a guaranteed or fixed time requirement.

SECTION 01

Elders / Ministry Areas of Care

Complete role responsibilities taken from the approved Nominating Committee ministry structure; written here for the people considering service.

Elder — Worship

Elected elder / board

PURPOSE Shepherd the leaders who help Riverview worship God through thoughtful preparation, meaningful participation, music, and media.

YOUR RESPONSIBILITIES

- Encourage the Music Director, Special Music Coordinator, and Church Choir Director as they support worship.
- Support the Worship Media Director, who leads Audio, Visual Worship, and Online Worship Ministry Teams.
- Work with the pastor, Bulletin Secretary, and worship participants to prepare services and special Sabbaths.
- Help invite and mentor new worship participants, including children and young people.
- Listen to worship leaders and offer helpful feedback about the congregation's worship experience.

WORKS WITH Pastor; Music Director; Special Music Coordinator; Church Choir Director; Worship Media Director; Bulletin Secretary; Head Elder.

EXPECTED RHYTHM Brief, regular coordination with worship leaders; additional contact before special services.

HELPFUL GIFTS Prayerful, supportive, collaborative, attentive to worship and people.

IMPORTANT BOUNDARY The Worship Elder is not automatically the Head Elder. Head Elder schedules the elders who lead worship; the Media Director schedules production volunteers.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

Elder — Member Care & Hospitality

Elected elder / board

PURPOSE Help each person at Riverview feel noticed, welcomed, connected, and cared for.

YOUR RESPONSIBILITIES

- Encourage the Head Greeter and the welcome team to greet guests warmly and help them build connections.
- Coordinate a Visitation Ministry Team of lay members gifted in prayer, listening, encouragement, and caring visits.
- Work with the pastor and other elders to identify members who are sick, grieving, homebound, or becoming disconnected.
- Support appropriate guest follow-up and introductions into Sabbath School, small groups, and church life.
- Collaborate with the Head Deacon and Head Deaconess when care involves practical needs or their visitation teams.

WORKS WITH Pastor; Head Greeter; Greeters; Visitation Ministry Team; other elders; Head Deacon and Head Deaconess.

EXPECTED RHYTHM Short team check-ins and timely coordination of visits as needs arise.

HELPFUL GIFTS Warm, trustworthy, discreet, compassionate, organized, and able to empower others.

IMPORTANT BOUNDARY Share visitation with the pastor, other elders and volunteers. Deacons and deaconesses remain independent departments.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

Elder — Youth & Children

Elected elder / board

PURPOSE Support the ministries that help children, youth, and families encounter Jesus, form relationships, and find ways to participate.

YOUR RESPONSIBILITIES

- Encourage Youth Ministry, Children's Church, Children's Choir, and VBS leaders.
- Support Sports & Recreation ministry, including soccer, volleyball, and other gatherings.
- Listen to young people and parents and identify opportunities for mentorship and belonging.
- Encourage intergenerational participation and opportunities for children and youth to serve.
- Collaborate with children's Sabbath School leaders through the existing Discipleship Director relationship.

WORKS WITH Youth Ministry Leader; Children's Church Director; Children's Choir Director; VBS Leader; Sports & Recreation Coordinator; families.

EXPECTED RHYTHM Periodic leader check-ins and closer coordination before key programs.

HELPFUL GIFTS Spiritually grounded, approachable, encouraging, patient, committed to safeguarding.

IMPORTANT BOUNDARY Support ministry directors rather than acting as an extra Youth or Children's Coordinator. Follow required safeguarding processes.

BEFORE YOU ACCEPT Confirm the volunteer roster, training/screening requirements, schedule, materials and who covers when you are away.

Elder — Discipleship & Spiritual Growth

Elected elder / board

PURPOSE Connect people and ministries that help members grow in Jesus, develop friendships, and participate meaningfully in the church.

YOUR RESPONSIBILITIES

- Partner with the Discipleship Director, who develops and maintains a pathway for new and transferred members.
- Help coordinate leaders in Sabbath School, prayer, small groups, hospitality, and other ministries involved in that pathway.
- Encourage the Prayer Ministry Coordinator and Small Group Ministry Coordinator.
- Support the Wednesday Meal Coordinator through the small-group ministry connection when those meals are active.
- Notice gaps in the journey from welcome to relationships, spiritual growth, and service; connect leaders who can help.

WORKS WITH Discipleship Director; Sabbath School leaders; Prayer and Small Group Coordinators; Member Care Elder; Outreach Elder.

EXPECTED RHYTHM Regular partnership with the Discipleship Director; occasional coordination with ministry leaders.

HELPFUL GIFTS Patient, good listener, interested in mentoring, able to connect people and ministries.

IMPORTANT BOUNDARY The Discipleship Director develops the new-member pathway and retains Sabbath School responsibilities; the elder connects and encourages, rather than taking over.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

Elder — Outreach & Community Service

Elected elder / board

PURPOSE Shepherd ministries that serve neighbors, develop relationships, and help others discover the hope of Jesus.

YOUR RESPONSIBILITIES

- Encourage the Bible Interest Coordinator and appropriate personal follow-up with people exploring faith.
- Support the Homeless Meal Ministry Coordinator and volunteers serving people experiencing homelessness.
- Encourage men's and women's Prison Outreach/Addiction Recovery leaders, where these ministries are active.
- Support the Religious Liberty Leader's distinct work in education, freedom of conscience, and related community engagement.
- Help outreach leaders coordinate with one another and connect interested people to the discipleship pathway.

WORKS WITH Bible Interest Coordinator; Homeless Meal Ministry Coordinator; Prison/Recovery leaders; Religious Liberty Leader; Discipleship Elder.

EXPECTED RHYTHM Coordinate around active outreach efforts and periodic ministry check-ins.

HELPFUL GIFTS Compassionate, mission-minded, respectful, collaborative, able to encourage others.

IMPORTANT BOUNDARY Encourage distinctive forms of outreach instead of requiring every ministry to follow a single model.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

Elder — Church Life & Ministries

Elected elder / board

PURPOSE Help members of all ages build meaningful friendships, discover belonging, and participate in a caring church family.

YOUR RESPONSIBILITIES

- Encourage the Social Committee Chair and Vespers Ministry Coordinator in planning sustainable gatherings.
- Support Men's, Women's, Family, and Health Ministry leaders.

- Promote opportunities for intergenerational relationships, mentoring, prayer, and shared service.
- Help leaders communicate, coordinate dates, invite new participants, and share volunteers appropriately.
- Celebrate meaningful relationships and care even when attendance is small.

WORKS WITH Social Committee; Vespers Ministry; Men's, Women's, Family, and Health Ministry Coordinators.

EXPECTED RHYTHM Short check-ins as needed; a shared ministry gathering once or twice yearly is an option.

HELPFUL GIFTS Relational, encouraging, inclusive, organized without being controlling.

IMPORTANT BOUNDARY You are not expected to organize every event. Quality relationships matter more than an event quota.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

SECTION 02

Independent churchwide leaders

Complete role responsibilities taken from the approved Nominating Committee ministry structure; written here for the people considering service.

Church Clerk

Existing board position

PURPOSE Care faithfully for Riverview's official records, membership information, and accurate minutes.

YOUR RESPONSIBILITIES

- Keep and update membership records and approved transfers using denominational systems.
- Record and safeguard church board and business-meeting minutes.
- Maintain official files, directories, and membership information as assigned.
- Coordinate with the pastor and board about accurate, confidential church records.

WORKS WITH Pastor; church board; membership and administrative officers as relevant.

EXPECTED RHYTHM Attend board meetings; regular records work and required updates.

HELPFUL GIFTS Detail-oriented, trustworthy, accurate, discreet.

IMPORTANT BOUNDARY Churchwide publicity, website and social media are assigned to Communications Ministry—not the Clerk.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

Treasurer

Existing board position

PURPOSE Care faithfully and transparently for the money entrusted to Riverview for ministry.

YOUR RESPONSIBILITIES

- Manage and safeguard church finances and maintain accurate accounting.
- Provide understandable financial reports to the church board.
- Coordinate Assistant Treasurer, money counters, and check signers within appropriate controls.
- Support budgeting, stewardship, and required conference financial reporting.
- Protect confidentiality and comply with applicable church and legal financial requirements.

WORKS WITH Pastor; church board; financial support volunteers.

EXPECTED RHYTHM Ongoing financial stewardship, regular reporting, and budget preparation.

HELPFUL GIFTS Integrity, discretion, accuracy, diligence, financial judgment.

IMPORTANT BOUNDARY Follow approved financial controls. The former Administration Elder reporting line is not part of this structure.

BEFORE YOU ACCEPT Confirm approved procedures, reporting/safety obligations, team coverage and expected event or reporting cycle.

Head Deacon

Existing board position

PURPOSE Equip the deacons to serve practical needs, care for church facilities, and help worship and events run safely.

YOUR RESPONSIBILITIES

- Coordinate deacons serving in facilities care, security, practical assistance, and visitation.
- Organize deacon service for communion, baptisms, funerals, and major gatherings.
- Attend to property readiness and church safety in cooperation with appropriate leaders.
- Collaborate with the Head Deaconess, pastor, and church board when responsibilities overlap.
- Encourage training, teamwork, and shared service among deacons.

WORKS WITH Deacons; Head Deaconess; Pastor; church board; relevant ministry leaders.

EXPECTED RHYTHM Ongoing practical care; periodic deacons' meetings and preparation for major services.

HELPFUL GIFTS Dependable, practical, compassionate, encouraging, team builder.

IMPORTANT BOUNDARY Deacons are an independent department working directly with the pastor and board, not supervised by the Member Care Elder.

BEFORE YOU ACCEPT Confirm approved procedures, reporting/safety obligations, team coverage and expected event or reporting cycle.

Head Deaconess

Existing board position

PURPOSE Equip the deaconesses to serve with care through hospitality, ceremonial preparation, visitation, and fellowship.

YOUR RESPONSIBILITIES

- Coordinate deaconess service for communion, baptisms, funerals, and other gatherings.
- Support the teams responsible for church decoration and welcoming spaces.
- Coordinate fellowship-meal service when scheduled.
- Encourage compassionate care and visits through deaconess volunteers.
- Collaborate with the Head Deacon, pastor, and board when work overlaps.

WORKS WITH Deaconesses; Head Deacon; Pastor; church board; relevant hospitality leaders.

EXPECTED RHYTHM As services, meals, and pastoral-care needs arise; periodic deaconess meetings.

HELPFUL GIFTS Warm, practical, discreet, reliable, supportive of volunteers.

IMPORTANT BOUNDARY Deaconesses are an independent department working directly with the pastor and board, not supervised by Church Life or Member Care Elders.

BEFORE YOU ACCEPT Confirm approved procedures, reporting/safety obligations, team coverage and expected event or reporting cycle.

Discipleship Director

Existing board position

PURPOSE Develop an intentional pathway that helps new and transferred members become connected, grow in Jesus, and participate in church life.

YOUR RESPONSIBILITIES

- Design and maintain the new-member pathway from welcome and relationships to spiritual growth and service.
- Help identify where newcomers need introductions, guidance, and appropriate follow-up.
- Continue coordinating the Sabbath School responsibilities assigned to this position at Riverview.
- Work with the Discipleship Elder to connect the pathway with other ministry leaders.
- Listen to participants and improve the pathway based on their experience.

WORKS WITH Discipleship Elder; Sabbath School leaders; Member Care, Small Groups, and Outreach leaders.

EXPECTED RHYTHM Periodic pathway review and contact when new members join.

HELPFUL GIFTS Vision for discipleship, organization, listening, coaching, patient collaboration.

IMPORTANT BOUNDARY Retain the existing connection to Sabbath School while following Church Manual officer, council and teacher processes. Do not assume all discipleship activities must be run personally.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

Greeneville Adventist Academy Representative

Existing board position in the working roster

PURPOSE Help Riverview sustain a meaningful relationship with Greeneville Adventist Academy and support students and families.

YOUR RESPONSIBILITIES

- Represent Riverview in designated school and church meetings.
- Encourage good communication and partnership among the church, GAA, parents, and students.
- Raise appropriate family/student needs and school-related opportunities.
- Serve on school or assistance committees when formally appointed.

WORKS WITH GAA leaders; Pastor; church board; school families.

EXPECTED RHYTHM Attend scheduled meetings; follow up on relevant school and family matters.

HELPFUL GIFTS Collaborative, thoughtful, discreet, committed to Adventist education.

IMPORTANT BOUNDARY Confirm the current GAA school-board and committee assignment rather than assuming historical duties are unchanged.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

Communications Ministry Director

Proposed new board seat — formal approval/election required • **PROPOSED board seat, not yet approved**

PURPOSE Help Riverview share its mission clearly, warmly, and consistently with members and the wider community.

YOUR RESPONSIBILITIES

- Participate in church board meetings when properly elected so communication reflects firsthand planning.
- Gather approved news and event information directly from ministry leaders.
- Support social media, website, newsletter, church sign, and publicity ministry volunteers.
- Coordinate a realistic communications calendar for announcements, invitations, updates, and ministry stories.
- Work with the pastor to clarify what is ready to share with members or the public.

WORKS WITH Pastor; church board; ministry leaders; communications volunteers.

EXPECTED RHYTHM Regular communication planning and timely coordination for events and announcements.

HELPFUL GIFTS Trustworthy, clear writer/speaker, organized, warm, understands digital communication.

IMPORTANT BOUNDARY Proposed board seat only; formal approval is still required. Do not disclose confidential board discussions. Communications is not the AV worship-production team.

BEFORE YOU ACCEPT Confirm the regular production/deadline schedule, account or equipment access, backups and content approval process.

SECTION 03

Worship

Complete role responsibilities taken from the approved Nominating Committee ministry structure; written here for the people considering service.

Music Director

Ministry leader — not a separate board seat

PURPOSE Lead music ministry so congregational and special music point people toward Jesus and invite participation.

YOUR RESPONSIBILITIES

- Coordinate music planning with the pastor and Worship Elder.
- Support Special Music, Song Service, Pianist, and adult Church Choir leaders.
- Prepare music teams and maintain helpful communication with worship media and bulletin leaders.
- Invite a healthy variety of people to participate with preparation and care.
- Mentor developing musicians and song leaders.

WORKS WITH Worship Elder; Special Music Coordinator; choir; pianists; song leaders; Media Director.

EXPECTED RHYTHM Ongoing weekly worship preparation.

HELPFUL GIFTS Musical preparation; encouragement; collaboration; inclusive leadership.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

Music Support Team — Special Music, Song Service, Pianists & Adult Choir

Distinct ministry roles — not board seats

PURPOSE Share the gift of music and help congregation members participate with confidence and joy.

YOUR RESPONSIBILITIES

- Special Music Coordinator: invite, schedule, and prepare special music; collaborate with the adult Church Choir Director.
- Song Service Leader: prepare and lead congregational singing in coordination with worship leaders.
- Pianist Coordinator: recruit and schedule capable pianists and communicate music needs.
- Adult Church Choir Director: invite singers, arrange rehearsals and worship participation, and coordinate with Music Director and Special Music Coordinator.
- Work with the media team to prepare lyrics and audio requirements in advance.

DISTINCT ASSIGNMENTS

Special Music Coordinator: Invite, schedule and prepare special music; coordinate with the adult choir director.

Song Service Leader(s): Prepare and lead congregational singing in coordination with worship leaders.

Pianist Coordinator: Recruit and schedule pianists; communicate music needs and service times.

Adult Church Choir Director: Invite singers, plan rehearsals, and coordinate worship participation with the Music Director and Special Music Coordinator.

WORKS WITH Music Director; Worship Elder; Worship Media Director; participating musicians.

EXPECTED RHYTHM Depends on musical assignments, rehearsals, and worship schedule.

HELPFUL GIFTS Musical gifts; reliability; a welcoming spirit; patience with learners.

IMPORTANT BOUNDARY The four named assignments are distinct. Adult choir is under Worship; Children's Choir is under Youth & Children.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

Worship Media Director

Ministry leader — not a separate board seat

PURPOSE Equip volunteers to provide reliable WORSHIP PRODUCTION through sound, visual presentation, and livestreaming; this is not the churchwide Communications Ministry.

YOUR RESPONSIBILITIES

- Lead and mentor the Audio Ministry Team, Visual Worship Ministry Team, and Online Worship Ministry Team.
- Coordinate worship sound, screens, livestream, and recordings before, during, and after worship services.

- Maintain production schedules, rehearsals, basic technical standards, and equipment care.
- Collaborate with the Worship Elder, Music Director, and worship participants for well-prepared services.
- Train additional production volunteers so worship does not depend on one person.

WORKS WITH Worship Elder; Music Director; Audio, Visual Worship, and Online Worship production volunteers; Bulletin Secretary.

EXPECTED RHYTHM Weekly worship readiness and event-based preparation.

HELPFUL GIFTS Team building; calm troubleshooting; technical judgment; mentoring volunteers.

IMPORTANT BOUNDARY Focus on sound, slides, livestream and worship production. Churchwide posts, newsletter, website and sign are Communications responsibilities.

BEFORE YOU ACCEPT Confirm the regular production/deadline schedule, account or equipment access, backups and content approval process.

Worship Media Teams — Audio, Visual & Online Worship

Volunteer teams — normally not board seats

PURPOSE Serve behind the scenes to help people worship without avoidable sound, visual, or livestream distractions; these are WORSHIP PRODUCTION teams.

YOUR RESPONSIBILITIES

- Audio Ministry Team: prepare microphones, sound reinforcement, music audio, and other worship sound needs.
- Visual Worship Ministry Team: prepare and display Scripture, lyrics, announcements, and worship presentations.
- Online Worship Ministry Team: operate livestreams and recordings as scheduled, protecting privacy and quality.
- Prepare for services, communicate production needs promptly, and participate in training.

DISTINCT ASSIGNMENTS

Audio Ministry Team: Prepare microphones, live sound and music audio for worship.

Visual Worship Ministry Team: Prepare and display lyrics, Scripture, announcements and worship slides.

Online Worship Ministry Team: Operate livestream and recordings with care for quality and privacy.

WORKS WITH Worship Media Director; Worship Elder; worship participants and Music Director.

EXPECTED RHYTHM Scheduled worship services and special events.

HELPFUL GIFTS Dependability; attention to detail; willingness to learn and serve behind the scenes.

IMPORTANT BOUNDARY These are worship production teams, not the churchwide Communications Ministry.

BEFORE YOU ACCEPT Confirm the regular production/deadline schedule, account or equipment access, backups and content approval process.

Bulletin Secretary

Ministry leader — not a separate board seat

PURPOSE Prepare an accurate, readable worship bulletin that helps people participate and stay connected.

YOUR RESPONSIBILITIES

- Gather worship details and approved church announcements by a clear deadline.
- Prepare and proofread the bulletin and provide it in the church's chosen format.
- Coordinate with the pastor, scheduled elder, Music Director, and Communications Ministry as appropriate.
- Communicate early when essential information is missing.

WORKS WITH Worship Elder; Pastor; Music Director; Communications Ministry; scheduled worship leader.

EXPECTED RHYTHM Weekly prior to Sabbath.

HELPFUL GIFTS Clear writing; accuracy; organization; meeting deadlines.

BEFORE YOU ACCEPT Confirm the regular production/deadline schedule, account or equipment access, backups and content approval process.

SECTION 04

Member Care & Hospitality

Complete role responsibilities taken from the approved Nominating Committee ministry structure; written here for the people considering service.

Head Greeter & Welcome Team

Ministry leader and volunteers — not board seats

PURPOSE Help every worshiper encounter a warm welcome and find their place in the church family.

YOUR RESPONSIBILITIES

- Head Greeter: organize and prepare greeters for each Sabbath.
- Greeters: offer friendly, attentive welcomes and help guests find worship and Sabbath School spaces.
- Invite guests into relationships and church gatherings without making them feel pressured.
- Support appropriate visitor information collection and direct it to those responsible for follow-up.
- Coordinate with the Member Care Elder and Communications Ministry when welcome materials are needed.

DISTINCT ASSIGNMENTS

Head Greeter: Coordinate volunteers and make sure guests can find their way and be introduced to people.

Greeters / Welcome Volunteers: Welcome people, help guests, and serve on the scheduled hospitality team.

WORKS WITH Member Care Elder; Greeter volunteers; guest follow-up volunteers; Pastor.

EXPECTED RHYTHM Every Sabbath according to schedule.

HELPFUL GIFTS Warmth; initiative; memory for people; respectful hospitality.

IMPORTANT BOUNDARY Welcoming is a team effort. A Head Greeter coordinates; greeters can serve on a scheduled rotation.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

Visitation Ministry Team

New lay ministry team — not a board seat

PURPOSE Use gifts of listening, prayer, presence, and encouragement to care for people beyond Sabbath morning.

YOUR RESPONSIBILITIES

- Visit or connect with homebound, ill, grieving, or disconnected members as mutually appropriate.
- Offer prayer, conversation, and simple companionship; communicate concerns to the Member Care Elder when pastoral follow-up is needed.
- Coordinate visits so people are not forgotten or overwhelmed by repeated calls.
- Include willing members with a heart for visitation, beyond the elders themselves.
- Collaborate with deacon and deaconess care specialists when practical support is required.

WORKS WITH Member Care Elder; Pastor; elder visitation; deacon/deaconess care specialists.

EXPECTED RHYTHM Regular but flexible visits/contact depending on needs and availability.

HELPFUL GIFTS Empathy; prayerfulness; listening; discretion; healthy boundaries.

IMPORTANT BOUNDARY Share caring visits, protect sensitive information, and coordinate appropriately with pastoral leadership.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

SECTION 05

Youth & Children

Complete role responsibilities taken from the approved Nominating Committee ministry structure; written here for the people considering service.

Youth Ministry Leader

Ministry leader — not a separate board seat

PURPOSE Build relationships where teens and young adults can grow in Jesus, belong, and participate in church life.

YOUR RESPONSIBILITIES

- Listen to young people and plan meaningful experiences with their participation.
- Encourage prayer, Bible engagement, friendship, mentoring, and service.
- Collaborate with sports, vespers, Sabbath School, and churchwide events when appropriate.
- Recruit and equip adults and youth volunteers who can serve reliably.

WORKS WITH Youth & Children Elder; youth; families; other ministry leaders.

EXPECTED RHYTHM Based on an achievable ministry calendar and volunteer team.

HELPFUL GIFTS Patience; relationship-building; faith mentorship; listening to young people.

BEFORE YOU ACCEPT Confirm the volunteer roster, training/screening requirements, schedule, materials and who covers when you are away.

Children's Church Director

New ministry leader — not a board seat

PURPOSE Provide child-friendly opportunities to learn about Jesus, worship, and build meaningful friendships.

YOUR RESPONSIBILITIES

- Plan the Children's Church experience with Bible teaching, music, stories, creative activities, and care.
- Recruit and prepare volunteers and schedule responsibilities.
- Communicate with parents and caregivers, including appropriate allergy and special needs information.
- Coordinate dates, spaces, and supplies with the Youth & Children Elder and relevant church teams.
- Help children experience welcome and age-appropriate participation in church life.

WORKS WITH Youth & Children Elder; volunteers; parents; church facility and worship teams.

EXPECTED RHYTHM Preparation and leadership for scheduled Children's Church gatherings.

HELPFUL GIFTS Age-appropriate teaching; organization; care for children; teamwork.

BEFORE YOU ACCEPT Confirm the volunteer roster, training/screening requirements, schedule, materials and who covers when you are away.

Children's Choir Director

New ministry leader — not a board seat

PURPOSE Help children experience joy, confidence, and spiritual connection through singing together.

YOUR RESPONSIBILITIES

- Invite children and prepare age-appropriate music.
- Set a manageable rehearsal rhythm and communicate clearly with families.
- Encourage participation, confidence, and belonging rather than performance alone.
- Coordinate occasional worship participation with the Music Director and Special Music Coordinator.

WORKS WITH Youth & Children Elder; Music Director; Special Music Coordinator; families.

EXPECTED RHYTHM Rehearsals and scheduled ministry opportunities.

HELPFUL GIFTS Encouragement; musical leadership; flexibility with children and families.

BEFORE YOU ACCEPT Confirm the volunteer roster, training/screening requirements, schedule, materials and who covers when you are away.

Vacation Bible School Leader

Original ministry leader — not a board seat

PURPOSE Lead VBS as a welcoming experience where children and families can encounter Jesus.

YOUR RESPONSIBILITIES

- Organize preparation, scheduling, teaching, supplies, and volunteer roles for VBS.
- Equip volunteers and coordinate with the pastor, Youth & Children Elder, and families.
- Use approved safety and safeguarding practices.
- Work with the wider church to welcome visiting families and help them make ongoing connections.

WORKS WITH Youth & Children Elder; Children's Church; families; volunteers; Member Care team.

EXPECTED RHYTHM Seasonal, with planning ahead of the program and follow-up afterward.

HELPFUL GIFTS Planning; volunteer training; welcoming families; attentiveness to safety.

BEFORE YOU ACCEPT Confirm the volunteer roster, training/screening requirements, schedule, materials and who covers when you are away.

Sports & Recreation Coordinator

New ministry leader — not a board seat

PURPOSE Build friendships, belonging, and healthy recreation through activities that welcome church members and guests.

YOUR RESPONSIBILITIES

- Coordinate soccer and volleyball leaders as well as rotating recreation volunteers.
- Arrange clear communication about location, schedule, weather, and safety.
- Encourage welcoming, respectful participation across appropriate ages and skill levels.
- Plan activities within the capacity of available volunteers and facilities.
- Connect participants naturally with the wider church family.

DISTINCT ASSIGNMENTS

Sports & Recreation Coordinator: Help organize safe, welcoming recreation with realistic volunteer schedules.

Soccer Leader / Volleyball Leader: Coordinate the practical details and welcome people at the relevant activity.

WORKS WITH Youth & Children Elder; Soccer Leader; Volleyball Leader; recreation volunteers.

EXPECTED RHYTHM Depending on recreation schedule, including regular soccer and occasional additional sports.

HELPFUL GIFTS Hospitality; organization; safety awareness; enthusiasm for recreation.

IMPORTANT BOUNDARY Soccer and volleyball leaders support activities under this coordinator; church recreation is not a required weekly event for everyone.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

SECTION 06

Discipleship & Spiritual Growth

Complete role responsibilities taken from the approved Nominating Committee ministry structure; written here for the people considering service.

Sabbath School Division Leaders

Division leaders elected by church board; teaching teams chosen through the Sabbath School Council

PURPOSE Guide age-appropriate Bible study and fellowship, collaborating with Riverview's Discipleship Director and following the Church Manual.

YOUR RESPONSIBILITIES

- Lead currently active Sabbath School divisions; confirm Riverview's current age groupings.
- Work with the Sabbath School Council to prepare classes, teachers, and materials.
- Follow the Church Manual: the church board elects division leaders; the Sabbath School Council selects teachers, and the board approves them.
- Encourage Bible study, prayer, fellowship, and mission in each division.
- Collaborate with the Discipleship Director and the Youth & Children Elder.
- Confirm required screening and training are complete for children's volunteers before service.

DISTINCT ASSIGNMENTS

Adult Division: Support adult Sabbath School Bible study, class leaders, and fellowship.
Children's divisions — ages 0–3, 4–7, 8–12, 13–16: Support age-appropriate teaching, supplies, teachers and safeguarding.
Young Adult Division: Help young adults connect through Bible study and fellowship.

WORKS WITH Discipleship Director; Sabbath School Council; teachers; Youth & Children Elder; Volunteer Safeguarding Coordinator.

EXPECTED RHYTHM Weekly Sabbath School preparation and council participation as needed.

HELPFUL GIFTS Bible teaching; patience; age-appropriate learning; consistency.

IMPORTANT BOUNDARY Church board elects division leaders. Sabbath School Council selects teachers and the board approves them. Work with the Discipleship Director; superintendent/council functions require local confirmation.

BEFORE YOU ACCEPT Confirm the volunteer roster, training/screening requirements, schedule, materials and who covers when you are away.

Prayer Ministry Coordinator

Ministry leader — not a separate board seat

PURPOSE Encourage Riverview to seek Jesus together through prayer and personal intercession.

YOUR RESPONSIBILITIES

- Coordinate accessible opportunities for congregational and small-group prayer.
- Help people share prayer needs appropriately and confidentially.
- Work with the pastor and Discipleship Elder to support churchwide prayer emphasis.
- Invite additional prayer partners and encourage participation across generations.

WORKS WITH Discipleship Elder; Pastor; Small Groups; Visitation Team.

EXPECTED RHYTHM Regular prayer coordination based on the church calendar.

HELPFUL GIFTS Prayerfulness; trustworthiness; encouragement; sensitivity to privacy.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

Small Group Ministry Coordinator & Wednesday Meal Coordinator

Distinct ministry roles — not board seats

PURPOSE Support active small-group fellowship and the Wednesday meal ministry so people share life, pray, study Scripture, and grow in relationships.

YOUR RESPONSIBILITIES

- Small Group Ministry Coordinator: support small-group leaders, encourage meaningful Bible study and prayer, and welcome participants.
- Connect groups with the new-member pathway alongside the Discipleship Elder and Discipleship Director.

- Wednesday Meal Coordinator: organize the ongoing Wednesday meal schedule, volunteers, and food preparation or contributions.
- Keep the meal and small-group ministries welcoming, dependable, and sustainable without relying on one person for everything.

DISTINCT ASSIGNMENTS

Small Group Ministry Coordinator: Support group leaders, spiritual growth, and welcoming connections; collaborate with the new-member pathway.

Wednesday Meal Coordinator — ACTIVE: Organize the regular Wednesday meal schedule, food contributions/preparation and volunteers, without carrying every meal alone.

WORKS WITH Discipleship Elder; Discipleship Director; Prayer Ministry; Wednesday volunteers.

EXPECTED RHYTHM Active weekly Wednesday meals, with small-group activity and leader check-ins as scheduled.

HELPFUL GIFTS Hospitality; teaching support; volunteer coordination; dependability.

IMPORTANT BOUNDARY These are TWO DISTINCT ACTIVE roles. The Wednesday Meal Coordinator supports regular Wednesday meals, rather than being a paused position.

BEFORE YOU ACCEPT Confirm the realistic event/meal schedule, available volunteers, budget and backup support.

SECTION 07

Outreach & Community Service

Complete role responsibilities taken from the approved Nominating Committee ministry structure; written here for the people considering service.

Bible Interest Coordinator

Original ministry leader — not a separate board seat

PURPOSE Help people who express spiritual interest receive caring, timely connections and opportunities for Bible study.

YOUR RESPONSIBILITIES

- Coordinate timely follow-up with appropriate Bible study volunteers and the pastor.
- Care for contact information securely and respect each person's preferences.
- Connect those ready for church involvement to hospitality, small groups, and the Discipleship Director's member pathway.
- Encourage church members to build genuine friendships with those exploring faith.

WORKS WITH Outreach Elder; Pastor; Bible study volunteers; Discipleship Director; Member Care Elder.

EXPECTED RHYTHM As interests arise; timely and personal follow-up.

HELPFUL GIFTS Active listening; patient follow-up; respect for each person's spiritual journey.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

Prison Outreach & Addiction Recovery Leaders — Men and Women

Two distinct original ministry leader positions

PURPOSE Offer respectful spiritual encouragement, community connection, and appropriate support to people affected by incarceration or addiction.

YOUR RESPONSIBILITIES

- Coordinate the men's and women's areas of this ministry as their gifts and program opportunities allow.
- Build trustworthy relationships and share suitable Bible-based encouragement and practical resources.
- Work with approved partners and follow any facility access and confidentiality requirements.
- Invite trained volunteers and refer specialized care needs to qualified professionals or services when appropriate.

DISTINCT ASSIGNMENTS

Men's Ministry Leader — Prison/Recovery: Lead approved men's outreach/recovery opportunities and volunteer coordination.

Women's Ministry Leader — Prison/Recovery: Lead approved women's outreach/recovery opportunities and volunteer coordination.

WORKS WITH Outreach Elder; Pastor; community partners; authorized volunteers.

EXPECTED RHYTHM Varies with ministry opportunities and access.

HELPFUL GIFTS Compassion; discretion; awareness of safeguarding and program boundaries.

IMPORTANT BOUNDARY Men's and women's leaders are distinct. Follow facility access rules, safety, confidentiality and appropriate boundaries.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

Homeless Meal Ministry Coordinator

New ministry role — replaces Bags of Love

PURPOSE Share Christ's love through meals, dignity, friendship, and practical care for people experiencing homelessness.

YOUR RESPONSIBILITIES

- Coordinate food, meal preparation, volunteers, and distribution plans.
- Support safe food handling, volunteer safety, and respectful interactions.
- Invite the church to contribute appropriate food and practical supplies.
- Build relationships and collaborate with community partners when useful.
- Keep the Outreach Elder informed of meaningful needs and opportunities.

WORKS WITH Outreach Elder; cooking and distribution volunteers; community partners.

EXPECTED RHYTHM According to the meal service schedule and volunteer capacity.

HELPFUL GIFTS Practical organization; respect for neighbors; teamwork; food-safety awareness.

IMPORTANT BOUNDARY This replaces the former Bags of Love ministry, which no longer exists.

BEFORE YOU ACCEPT Confirm the realistic event/meal schedule, available volunteers, budget and backup support.

Religious Liberty Leader

Original ministry leader — not a board seat

PURPOSE Help the congregation value, understand, and respectfully support religious freedom and freedom of conscience.

YOUR RESPONSIBILITIES

- Share balanced, factual religious liberty information and denominational resources.
- Encourage meaningful awareness of liberty-of-conscience issues for church members and community neighbors.
- Support people facing religious accommodation concerns by directing them toward appropriate resources and church leadership.
- Coordinate an occasional religious liberty emphasis or educational opportunity with the pastor.

WORKS WITH Outreach Elder; Pastor; appropriate conference resources.

EXPECTED RHYTHM Occasional educational emphasis and support as needs arise.

HELPFUL GIFTS Careful research; balanced communication; respect for freedom of conscience.

IMPORTANT BOUNDARY The ministry focuses on freedom of conscience and respectful awareness, not only evangelism.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

SECTION 08

Church Life & Ministries

Complete role responsibilities taken from the approved Nominating Committee ministry structure; written here for the people considering service.

Social Committee Chairperson & Committee

Updated role: chairperson + proposed 4–6 members

PURPOSE Help people build real friendships through a Social Committee Chairperson and a flexible team of 4–6, including intentional connections across generations.

YOUR RESPONSIBILITIES

- Gather and encourage a flexible 4–6-member Social Committee; share preparation and hosting responsibilities.
- Plan regular opportunities for churchwide fellowship, aiming for roughly monthly gatherings when practical, without creating an event quota.
- Invite and include members and guests across ages and seasons of life, especially those who may feel disconnected.
- Coordinate calendars and invitations with other ministry leaders and the Communications Ministry.
- Value meaningful relationships and participation over sheer event attendance.

DISTINCT ASSIGNMENTS

Social Committee Chairperson: Bring together a flexible 4–6 person team, coordinate gathering plans and encourage participation.

Social Committee Members: Help with ideas, setup, invitations, hosting and cleanup as availability permits.

WORKS WITH Church Life Elder; Social Committee members; Communications Ministry; hospitality volunteers.

EXPECTED RHYTHM Regular gatherings with a monthly aspiration; flexible planning according to volunteer capacity.

HELPFUL GIFTS Inclusive hospitality; teamwork; creative, practical planning.

IMPORTANT BOUNDARY Confirmed: a chair plus flexible 4–6 person team. Aim for regular, preferably monthly opportunities when practical, not an event or attendance quota.

BEFORE YOU ACCEPT Confirm the realistic event/meal schedule, available volunteers, budget and backup support.

Vespers Ministry Coordinator & Vespers Leaders

New coordinated ministry roles

PURPOSE Create welcoming Sabbath-opening or Sabbath-closing experiences that deepen fellowship and faith.

YOUR RESPONSIBILITIES

- Overall Vespers Coordinator: support a calendar and encourage the individual vespers leaders.
- Whole Church Vespers Coordinator: organize experiences for the broader congregation.
- Youth Vespers Coordinator: collaborate with youth leaders for age-appropriate gatherings.
- Children’s Vespers Coordinator: collaborate with children’s ministry leaders and families.
- Keep each gathering spiritually meaningful, hospitable, and realistic for available volunteers.

DISTINCT ASSIGNMENTS

Vespers Ministry Coordinator: Support the calendar and encourage the three gathering leaders.

Whole Church Vespers Coordinator: Organize meaningful vespers for the wider congregation.

Youth Vespers Coordinator: Collaborate with youth leaders for age-appropriate gatherings.

Children’s Vespers Coordinator: Collaborate with children’s leaders and families on suitable gatherings.

WORKS WITH Church Life Elder; Youth & Children Elder; corresponding ministry coordinators.

EXPECTED RHYTHM As dates and volunteer support permit.

HELPFUL GIFTS Spiritual leadership; collaboration; welcoming gatherings; flexible planning.

IMPORTANT BOUNDARY The overall coordinator supports separate whole-church, youth and children’s roles. Gatherings happen as volunteer support permits.

BEFORE YOU ACCEPT Confirm the realistic event/meal schedule, available volunteers, budget and backup support.

Men's Ministry Coordinator

Original ministry leader — not a board seat

PURPOSE Help men of different generations form meaningful friendships, pray together, and encourage one another in Jesus.

YOUR RESPONSIBILITIES

- Invite participation across age groups and help younger and older men learn from one another.
- Create achievable opportunities for friendship, spiritual conversations, prayer, mentoring, and service.
- Personally welcome men who are not yet well connected.
- Plan collaboratively with other church ministries rather than competing for volunteers.
- Value depth of relationships over group size.

WORKS WITH Church Life Elder; Men's Ministry volunteers; Small Groups; Social Committee.

EXPECTED RHYTHM Sustainable gatherings based on leaders and participants.

HELPFUL GIFTS Cross-generational friendships; encouragement; mentoring; sustainable planning.

IMPORTANT BOUNDARY Invite men of different ages to connect. Quality of relationships matters more than crowd size.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

Women's Ministry Coordinator

Original ministry leader — not a board seat

PURPOSE Help women of different generations build friendships, support one another, and grow together in Jesus.

YOUR RESPONSIBILITIES

- Support the existing women's small group and monthly luncheon.
- Create opportunities for prayer, encouragement, and mentoring among younger and older women.
- Welcome those who may feel less connected to church life.
- Share responsibility with volunteers to keep activities sustainable.
- Value meaningful relationships even when attendance is modest.

WORKS WITH Church Life Elder; Women's Ministry participants and volunteers; Small Groups; Social Committee.

EXPECTED RHYTHM Monthly luncheon and ongoing small group, with other gatherings as feasible.

HELPFUL GIFTS Cross-generational friendships; encouragement; mentoring; sustainable planning.

IMPORTANT BOUNDARY Keep the existing luncheon and small-group ministries in view; do not assume they are inactive.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

Family Ministry Coordinator

Original ministry leader — not a board seat

PURPOSE Encourage families and households of different shapes and ages in faith, relationships, and care.

YOUR RESPONSIBILITIES

- Listen to families' needs and interests.
- Organize sustainable opportunities for family connection, encouragement, and spiritual growth.
- Coordinate with children's and youth ministries when families are involved.
- Invite support across generations and life stages.

WORKS WITH Church Life Elder; Youth & Children; Women's and Men's Ministries; Social Committee.

EXPECTED RHYTHM Occasional opportunities based on demonstrated needs and volunteers.

HELPFUL GIFTS Listening to family needs; sensitivity; cooperation; welcoming all life stages.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

Health Ministry Coordinator

Original ministry leader — not a board seat

PURPOSE Encourage whole-person well-being through supportive relationships and practical health education.

YOUR RESPONSIBILITIES

- Identify useful health topics and suitable resources for the congregation.
- Organize achievable health-related learning or fellowship opportunities.

- Collaborate with Outreach when a health activity serves the wider community.
- Encourage healthy habits with compassion and without judgment.

WORKS WITH Church Life Elder; Outreach Elder as appropriate; qualified volunteers or community partners.

EXPECTED RHYTHM Occasional programs according to interest and capacity.

HELPFUL GIFTS Compassion; credible resource use; nonjudgmental encouragement.

BEFORE YOU ACCEPT Confirm the recurring schedule, available team members, resources, training and who will support you.

SECTION 09

Independent support teams

Complete role responsibilities taken from the approved Nominating Committee ministry structure; written here for the people considering service.

Deacon Ministry Specialists

Four roles under Head Deacon — not separate board seats

PURPOSE Share the practical work of the church so worship, gatherings, property, and member care can function smoothly.

YOUR RESPONSIBILITIES

- Facility Specialist: organize or assist with routine facility care, maintenance, and repairs.
- Ceremony Specialist: prepare practical needs for baptisms, communion, weddings, funerals, and similar services.
- Security Specialist: coordinate secure, orderly, and appropriately safe church operations.
- Visitation Specialist: assist with practical needs and compassionate visits, especially for those facing hardship.
- Work together under the Head Deacon and invite additional volunteers when needed.

DISTINCT ASSIGNMENTS

Facilities Specialist: Coordinate or help with property care, maintenance and repairs.

Ceremony Specialist: Prepare practical details for communion, baptism, weddings, funerals and other services.

Security Specialist: Coordinate appropriately safe and secure church operations.

Visitation Specialist: Help with practical care and compassionate visits.

WORKS WITH Head Deacon; Head Deaconess where responsibilities overlap; Pastor.

EXPECTED RHYTHM Service-based, including regular Sabbath duties and periodic work projects.

HELPFUL GIFTS Dependability; practical problem-solving; confidentiality; respectful teamwork.

IMPORTANT BOUNDARY These specialists work under the independent Head Deacon, not the Member Care Elder.

BEFORE YOU ACCEPT Confirm approved procedures, reporting/safety obligations, team coverage and expected event or reporting cycle.

Deaconess Ministry Specialists

Four roles under Head Deaconess — not separate board seats

PURPOSE Coordinate practical care, hospitality, ceremonies, and fellowship needs that help the church family serve one another.

YOUR RESPONSIBILITIES

- Decoration Specialist: create a welcoming and appropriate church environment.
- Visitation Specialist: assist with caring visits and practical support to those in need.
- Ceremony Specialist: prepare the deaconess responsibilities for communion, baptisms, funerals, and special services.
- Fellowship Meal Specialist: coordinate meal logistics and volunteer support when fellowship meals are scheduled.
- Work together under the Head Deaconess and collaborate with other departments when appropriate.

DISTINCT ASSIGNMENTS

Decoration Specialist: Coordinate welcoming, appropriate decorations.

Visitation Specialist: Assist with caring visits and practical support.

Ceremony Specialist: Prepare deaconess responsibilities for ordinances, funerals and special services.

Fellowship Meal Specialist: Coordinate meal logistics and hospitality volunteers as meals occur.

WORKS WITH Head Deaconess; Head Deacon where responsibilities overlap; Member Care Elder as appropriate.

EXPECTED RHYTHM Service-based, according to church calendar and care needs.

HELPFUL GIFTS Hospitality; practical care; discretion; teamwork.

IMPORTANT BOUNDARY These specialists work under the independent Head Deaconess, not a Ministry Area of Care elder.

BEFORE YOU ACCEPT Confirm approved procedures, reporting/safety obligations, team coverage and expected event or reporting cycle.

Communications Ministry Team

Ministry leads / volunteers — not board seats

PURPOSE Share timely information, welcoming invitations, and Riverview ministry stories through churchwide COMMUNICATION channels, separate from worship production.

YOUR RESPONSIBILITIES

- Social Media Lead: coordinate appropriate church social posts and event updates.
- Website Lead: maintain accurate web information and visitor resources.
- Newsletter Lead: prepare church ministry stories and important congregational updates.
- Church Sign/Publicity Lead: share concise invitations and signs in coordination with approved plans.
- Work with the Communications Ministry Director on consistent tone, accuracy, timeliness, and approvals.

DISTINCT ASSIGNMENTS

Social Media Ministry Lead: Coordinate approved social posts and invitations.

Website Ministry Lead: Keep web information accurate and helpful to visitors.

Newsletter Ministry Lead: Prepare ministry stories and appropriate congregational updates.

Church Sign & Publicity Lead: Coordinate sign slides and publicity with ministry event details.

WORKS WITH Independent Communications Ministry Director (proposed board member); Pastor; ministry leaders; website, social, newsletter, and sign volunteers.

EXPECTED RHYTHM Ongoing updates aligned with ministry schedule.

HELPFUL GIFTS Clarity; timeliness; creativity; careful handling of information.

IMPORTANT BOUNDARY This is churchwide communication. Only approved information may be shared. It is separate from worship AV production.

BEFORE YOU ACCEPT Confirm the regular production/deadline schedule, account or equipment access, backups and content approval process.

Finance Support Team

Existing financial support roles; Financial Counselor not required

PURPOSE Assist the Treasurer and church in trustworthy, accountable financial stewardship.

YOUR RESPONSIBILITIES

- Assistant Treasurer: help with delegated treasury functions and records as authorized.
- Money Counters: count and document offerings using approved safeguards and team procedures.
- Check Signers: fulfill approved authorization duties and internal financial controls.
- Financial Counselor: not a required position. Consider only if someone is genuinely interested and there is a clear, appropriate ministry need.

DISTINCT ASSIGNMENTS

Assistant Treasurer: Help with authorized treasury duties and recordkeeping.

Money Counters: Count and document offerings using required team safeguards.

Check Signers: Complete authorized signing duties under approved internal controls.

WORKS WITH Treasurer; Church Board; authorized financial volunteers.

EXPECTED RHYTHM Depends on collections, reporting cycles, and assigned financial responsibilities.

HELPFUL GIFTS Accuracy; trustworthiness; discretion; respect for financial controls.

IMPORTANT BOUNDARY Follow treasury safeguards and authorizations. A Financial Counselor is optional only if there is a willing person and a meaningful agreed need.

BEFORE YOU ACCEPT Confirm approved procedures, reporting/safety obligations, team coverage and expected event or reporting cycle.

Volunteer Safeguarding Coordinator

Churchwide support role — not a board seat

PURPOSE Help Riverview provide safe ministry environments by checking that volunteers complete the required screening and training before they begin serving.

YOUR RESPONSIBILITIES

- Keep a current list of roles and volunteers who require screening or training under church and conference guidelines.
- Help volunteers access the approved screening and training website, and follow up when registration, background checks, or required classes are incomplete.
- Check and record completion or clearance status and applicable renewal dates; alert ministry leaders before an uncleared volunteer is assigned.
- Work with the pastor, children's ministry leaders, and Sabbath School leaders to coordinate compliance across ministries.
- Protect personal information and report concerns through the proper pastor/conference channels; do not independently decide screening eligibility.

WORKS WITH Pastor; Youth & Children Elder; Discipleship Director; Sabbath School division leaders; ministry directors; conference safeguarding contact.

EXPECTED RHYTHM Brief checks when volunteers join or renew; periodic review of the volunteer clearance list.

HELPFUL GIFTS Organization; kind persistence; confidentiality; dependability; care for children and vulnerable people.

IMPORTANT BOUNDARY Track registration, required background-screening/training and renewals. Do not independently determine eligibility or retain sensitive background reports unnecessarily.

BEFORE YOU ACCEPT Confirm the volunteer roster, training/screening requirements, schedule, materials and who covers when you are away.

READ THIS BEFORE MAKING A COMMITMENT

A conversation before you say yes

Please do not accept a ministry role based on its title alone. You deserve to know what support and responsibilities come with it.

Schedule and workload

What meetings, weekly preparation, dates and busy seasons would be expected? Who helps when you are away?

Team and support

Which volunteers already serve? Who recruits, trains and coordinates additional helpers?

Resources and decisions

Is there an approved budget or resource process? Which decisions can you make and which need elder, pastor, board or council input?

Safeguarding and confidentiality

Are there required training/background checks, privacy rules, financial controls or facility procedures?

Appointment and service term

Is this elected, board-approved, council-selected, or an informal team role? What is the term and how do you transition out?

Please tell us if you would rather help on a team than lead, need a smaller commitment, or are ready to take a break. We would rather build sustainable ministry than ask one person to carry everything.