

PRESBYTERY OF GREATER ATLANTA

CAMP & CONFERENCE MINISTRY TEAM TEAM MEMBER JOB DESCRIPTION

ROLE

The role of the Ministry Team member is to act in the best interest of the Presbytery of Greater Atlanta and its Camp & Conference Ministry and to exercise proper stewardship being faithful to God, the Presbytery's mission and long-range plan, and strengthen the image, programs and assets of Calvin Center.

RESPONSIBILITIES

The responsibilities of Ministry Team Members are to:

Knowledge

- Become knowledgeable and informed about Calvin Center's stated mission, ministry, priorities, and strategic plan;
- Become knowledgeable and informed about Calvin Center's programs, policies, operations, finances, needs, challenges and opportunities;
- Become familiar with the history and story of Calvin Center and what makes it distinctive.

Partnership

- Serve as a partner and support to the Executive Director;
- Respect the Executive Director's authority and responsibility to manage the staff.

Meetings & Preparation

- Attend all Ministry Team meetings and committee meetings for which you are a member;
- Commit to participate actively in the work of the Ministry Team;
- Review the agenda and read all supporting materials prior to all Ministry Team and committee meetings;
- Commit to participate actively in the work of at least one committee of the Camp & Conference Ministry Team;
- Participate actively in the Ministry Team's annual evaluation and planning efforts.

Representation

- Serve as a Calvin Center Ambassador to congregations and other organizations in an effort to encourage their use of our facilities, inform them of upcoming opportunities and programs, and encourage them to support Calvin Center in prayer, giving, service, and participation.
- Support the members and decisions of the Ministry Team to the staff, volunteers, Presbytery, congregations and public