

Mandarin Livingspring Fellowship
Coworker Appointment Process & Job Descriptions

The following rules pertain to both the eligibility of being a candidate and the requirement of being a coworker if elected. These rules are set to help your person spiritual growth, discipline, and commitment to the LORD.

I. Coworker Eligibility & Requirements

- Baptized Christian.
- Attended fellowship regularly in the past 6 months
- Make every effort to maintain relationship with our God, with daily devotion through the Holy Bible and prayer times
- Live a good exemplified life.
- Willing to commit for at least one year
- Willing to passionately serve and love God & people

After Assuming the Coworker Position:

- Required to attend all Sunday service and Friday fellowship time, unless circumstances forbids otherwise, and STRONGLY suggested to be in the same church
- Required to attend quarterly coworker meetings, and any meetings/Sunday school if required by the chair and advisors unless circumstances forbids.
- Chairperson & Small Group Leaders should be EFCI members and attend EFCI Sunday service regularly (any congregation).

II. Appointment Process

At the end of each term (1 yr), Advisors & Chair talk to coworkers individually to see if each person is willing to continue serving in the current position.

A. Chairperson

1. The current Chair, Advisors, and the Pastor shepherding this ministry (區牧 Shepherding District Pastor, if no District Pastor at the time then ask the Senior Pastor to join the meeting) hold a meeting to nominate a list of potential candidates with an order of priority.
2. Advisor approach the candidates one at a time according to the order of priority.
3. Each candidate has 1-2 weeks to pray about taking the position and he/she will be asked to keep this between him/her and the advisor group.
4. New leader to start at the beginning of the new year

B. Coworkers

1. New coworker candidates are nominated and approved in coworker meeting consist of current coworkers and advisors & District Pastor through discussions, but not by voting; if any concerns rises, more time and prayers are required.
2. The candidates are then approached by the chairperson or advisors.
3. All coworker have a term of one year starting annually on January 1st unless special occasion arises. Prior month would be a transitional period for the newly selected coworkers.
4. For Small Group Leaders (SGLs): new candidates are nominated by current SGLs, Chair, and Advisors, then approved in coworker meeting (current coworkers and advisors/Pastor through discussions).

III. Coworker Responsibilities & Job Descriptions

Shepherding Coworkers 牧養同工 :

A. Chairperson 團長

1. Seek God's will for the annual vision & direction of the fellowship, and communicate with the rest of the fellowship clearly.

2. **At** fellowship level, constant communication with all SGLs, admin coworkers, event coordinators, and advisors to understand situations within the fellowship. Assign and coordinate tasks to other coworkers.
3. Caring and spiritually covering for the other coworkers.
4. **Oversee** the fellowship schedule and events; remind the coworkers/event coordinators if needed.
5. Maintain flow of fellowship gathering time; M.C. for Friday's fellowship time.
6. Call & conduct coworker meetings quarterly. Ask for meeting agenda item proposal two weeks prior to the meeting, then prepare & send out meeting agenda to all attendees 1 week before the meeting.
7. At church level, be the bridge between fellowship and Pastors, Elders, Deacons; report fellowship directions/status to the Pastoral Office through Pastor-in-charge.
8. Initial contact person for communicating with other churches and fellowships.
9. Submit annual budget to church for fellowship each year.

B. Small Group Leaders 小組長

1. Leads, prepare, encourage small group members in active participating in small group activities
2. Shepherding for small group members, coordinate caring & spiritual partnership within the small group
3. Help to coordinate bible study-leading and pre-Bible study with advisors.
4. Coordinate follow-up of newcomers (small group level) from Friday.
5. Organizer of the small group functions, including directory update (on-line). May cowork with Caring/Welcoming Coworker to make sure of the newcomer info.
6. Train potential new small group leader
7. Plan for small group bonding, gathering, outing, prayer time
8. Occasionally coordinate on assigned non-Bible study programs.

Administrative Coworkers 行政同工:

C. Worship 敬拜

1. Coordinate fellowship worship teams. Coordinate with all worship leaders to: lead vocals, instrumentalist in preparing for assigned date for worship
2. Prepare worship schedule for fellowship
3. Communicate and help to Coordinate 1.5G Sunday Service Worship Teams, and Mandarin Sunday service (if needed)
4. Recruit & train of new worship leaders, instrumentalists, vocalists, etc. Plan & propose workshops, training, speaker, etc., regarding praise and worship.
5. Assist worship leader for any worship questions or problems
6. Coordinate the maintain fellowship music sheets, lyrics, etc.

D. Publication/Secretary 文書

1. Note-taking of meeting records (meeting minutes).
2. Keep meeting minutes and special event evaluation forms.
3. Coordinate publications such as event flyers, welcome package (newcomer info sheet, fellowship introduction pamphlet, coworker contacts, etc.)
4. Fellowship Website maintenance (coordinate and oversee)
5. Send weekly announcement (draft approved by Chairperson prior to publish)

E. General Affair/Treasury 總務

1. Coordinate assigning people for refreshments on Friday.
2. Purchasing, unless other notes otherwise
3. Maintain in and out flows of cash for fellowship budget; Receive and keep track of any offering (have another person co-sign)
4. Provide a detail income/expenditure chart for all coworkers at quarterly coworker meeting
5. Accountant for special event budget & expenditures.

F. Prayer 禱告

1. Collect & send out prayer requests at fellowship level.
2. Coordinating fellowship prayer meetings (including Friday before fellowship & quarterly coworker meeting) and prayer chains.
3. Recruit & Train Prayer Warriors. Plan & propose workshops, training, speaker, etc., regarding praise and worship.
4. Cowork with the 1.5G Prayer Ministry Coworker on training and getting involved in Prayer for others on- and off-Sunday.

G. Welcome/Caring 關懷/歡迎

1. For Friday:
 - a. Coordinate a small team (consisted of both genders) responsible for making initial welcome/caring for newcomers at fellowship time on Fridays; (Try to include more fellowship ppl into the conversation)
 - b. give welcome package to each newcomer, and make sure the return of the newcomer info. (welcome slips). May ask for prayer requests during initial caring if suitable, send prayer requests to the Prayer Coworker.
 - c. If the Friday event is a separate group program, then remind the SGLs to gather newcomers info beforehand and collect these info from the SGLs later.
 - d. Post the newcomer info. within 3 days to the on-line directory “newcomers tab” for SGLs to move the info to their group directory if necessary; and also update the “to email” google document to allow the newcomers to receive our weekly newsletters.
 - e. Follow-up on newcomers within the first 2-4 weeks, refer newcomers to a most-fitting SG if the newcomer was not brought by someone within the fellowship.
2. For Sunday Services (1.5G or Mandarin), non-Friday events, other special events:
 - a. Once receive newcomers info from the event coordinator or Sunday service Welcome Committee/Congregation Pastor, send an initial welcome email/phone to invite them to Friday fellowships + copy to some small group leaders, so more than one person is welcoming him/her. (this step may also involves introducing them to the most-fit SG).
 - b. Post the newcomer info. within 3 days to the on-line directory “newcomers tab” and allow the newcomers to receive our weekly newsletters.
 - c. Follow-up within the next 2 weeks or so if the newcomer has not come to the fellowship yet.
 - d. Once they attend the fellowship for the first time, Proceeds step 1 above (may skip the parts that have already been done)
5. Coordinate ushers for Sunday Mandarin and 1.5G Services with the 1.5G & Mandarin Service Coordinators

H. Activity 活動

1. Assist coordination of special Friday fellowship activity programs such as game night, Brothers/Sisters Appreciation, etc. (Coordination meaning you do not need to be in charge all the time).
2. Coordinate Saturday outings and Community Service.
3. Assist coordination of special events such as retreats, welcome night, etc.
4. Encourage, recruit, and train potential activity helpers.

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