

Summary:

The Facilities Ministry Lead (ML) is responsible for ensuring that DCC's Sunday giving is guarded, counted and stored accurately at the end of each Sunday gathering. This also includes recruiting and scheduling Financial Steward Service Leads (SL's) and Volunteers, coaching and prayerfully encouraging the Financial Stewards Team, and consistently casting vision. The ML works closely with the Sunday Operations Director.

Commitment:

- Administrative and leadership duties to average 4-5 hours monthly
 - ▶ Weekly check in with Financial Steward SL's (1 hour monthly)
 - ▶ Bi-monthly check-in with Sunday Ops Director, completion of weekly recap (3 hours monthly) o Serve monthly as a Financial Steward SL shadow (1 hour monthly)
 - ▶ Bi-monthly scheduling of Financial Steward SL's and Volunteers (1 hour bi-monthly)

Qualifications:

- Prayerfully seeking after Jesus daily
- Because this role is a Leadership position overseeing Financial Steward SL's and Volunteers, a Financial Steward ML must be a member in good standing (sacrificially giving, regularly participating in community and serving) who is willing to help shepherd and lead Financial Steward SL's
- Able to regularly communicate effectively with Volunteers via email and The City
- Attention to detail, able to react to and address needs that arise
- Familiarity with Microsoft Excel and/or Google docs
- Able to perform basic math and use a calculator

Essential Duties and Responsibilities:

- Pray regularly for all members of the Financial Steward Team
- Strong working knowledge of the Financial Counting Instructions
- Ensure Financial Steward SL's and Volunteers are scheduled to serve in a timely manner, working to establish consistent bi-monthly commitments of Financial Steward SL's and Volunteers
- Intentionally shepherd Financial Steward SL's to grow in their gifts and relationship with Jesus through serving at DCC with the goal of their eventually stepping into ML roles
- Actively recruit new volunteers and prayerfully identify "Joshua's" who demonstrate the capacity to step further into leadership (Deut. 3:28)
- Based on feedback and reporting from Financial Steward SL's, provide a thoughtful weekly recap to the Sunday Ops Director including supplies needing to be replenished, purchase requests, necessary changes to procedures, and other areas of improvement
- Check in weekly with Financial Steward SL's to ensure the Financial Counting Instructions are being used and followed carefully
- Ensure any changes to Financial Counting Instructions are clearly communicated to respective Financial Steward SL's and Volunteers and are successfully implemented each week

Experience:

- No experience is required, but having first served as a Financial Steward SL is strongly encouraged.