



Flock Ministry ~ Job Descriptions

Mission Statement

The Flock Ministry of the church exists to provide ministry to each member and family- seeking to assure and maintain a close-knit fellowship among a growing church family. The Flock will make the ministry more accessible to the membership, and assist in integrating members into the life of the church.

Objectives

- To make personal contact and establish relationships with each member of the church and their families
- To provide individual contact and oversight for members through checking attendance, phone calls, home visitations as necessary or requested
- To connect members that need special attention with the ministries that address those needs, i.e. sicknesses, hospital visitations, home prayer/visitations
- To celebrate, sympathize, or inform the church of member birthdays, anniversaries, graduations, promotions, or other personal developments

Flock Teams Job Descriptions

Bereavement Team

- Contact the bereaved family on behalf of Overseer & Lady Johnson.
- Offer words of comfort and ask if the family has material needs (food – only for member & immediate family at their home or VB; flower – only for member & immediate family) and convey those needs to the Deacon Dept Director
- Attend the funeral to represent the church
- Food Committee – formulate the member and assign 1 dish per person to prepare for each bereaved family. Prepare food and serve (if at Valley Brook)
- Cards – Send card on behalf of the church for bereavements other than immediate family (who will receive flower & food)
- Call to follow-up one week following funeral and convey any changes to a deacon. If needed or requested, send the information to the Home & Hospital Visitation Team for a home visit.
- Report bereaved members on the tracking report to Bereaved Team Administrator, who will complete the team form and submit to Deacon Dept. Director monthly

Celebration Planner Team

- Update data for weddings, birthday and anniversaries of members
- Cards – Send cards from the church
- Celebration – Plan and host celebration monthly and invite persons with a celebration
- Plan with the Flock leaders all-church outings and ensure members are aware of the events
- Submit graduates and other recognitions of committee and call to congratulate
- Congratulate New Members upon class graduation and Baptism
- Report celebrations on the tracking report to Celebrations Team Administrator, who will complete the team form and submit to Deacon Dept. Director monthly

Sal	First Name	Last Name
Mailing Address		
Phone #	Email Address	
Flock Team (place 1 in 1 st choice, 2 in 2 nd choice)	<input type="checkbox"/> Bereaved <input type="checkbox"/> Celebration <input type="checkbox"/> Home & Hospital Visitation <input type="checkbox"/> Member Assimilation <input type="checkbox"/> Member Retention	
Spiritual Gifts/Passion		

Flock Job Descriptions continued

Home & Hospital Visitation Team

- Receive information from the Deacons or administrator about persons who request visitation or who are sick/shut-in.
- Visit persons in hospital (adhere to visiting hours and rules), stay no longer than 5-10 minutes
- Visit persons at home – call prior to visit to ensure they are available
- Prayer – Pray with persons as requested in their homes or at hospital, denote specific prayer requests for the committee
- Communion – Administer Communion with at least 1 ordained person (Deacon or Elder)
- Cards – Either take a card or send a card from the church
- Flowers – Persons who have had surgery will receive a flower from the church
- Reports member visitations on the tracking report to Home & Hospital Team Administrator, who will complete the team form and submit to Deacon Dept. Director monthly

Member Assimilation Team

- Observes and responds to member attendance/absence and contact the member
- Greet members before or after service (Member of Greeters Ministry)
- Connects members to appropriate ministries that address needs and events they may want to be involved.
- Responsible for notifying deacons and elders about member concerns
- Receive New Members form after they complete NM sessions from NM Ministry and begin to observe them and denote on tracking forms. Connect NM to ministries related to their gifts/passion
- Reports member information on the tracking report to Member Connector Administrator, who will complete the team form and submit to Deacon Dept. Director monthly

Member Retention Team

- Cultivate relationship with absentee members with the objective of seeking to reconcile them to the church
- Pull list & spiritual gifts assessments of persons from New Member Ministry who have joined in the last 18 months who have been inactive or consistently absent, contact the NM to reconnect.
- Pull list from finance of members who has made \$0 donation in the last two months – connect with the member
- Report member contacts on the tracking report to Member Retention Team Administrator, who will complete the team form and submit to Deacon Dept. Director monthly

Team Administrators

- Each team will identify an administrator who will engage the team in the function at hand
- Each administrator will prepare monthly reports to submit to Dea. Green or appointed persons