

Fellowship Bible Church

Administration Task Force Job Description

Purpose: Provide week-to-week direction to questions and activities for the church related missions efforts of FBC. Field questions from team members, church members and others. Direct the party to the proper task force (Financial Inquiries, Worker Member Care, Short Term Trips, Local outreach, Communications, etc)

Task Force

- 1) Leader is member of the Executive Team- the “Face” of FBC missions
- 2) Missions Administrative Assistant from FBC staff (who also controls documents)
- 3) Others as/if needed

Responsibilities

- Present a “public face” of FBC missions efforts to the church body and leadership. Because there is no “missions team” this is the most visible face of missions at FBC.
- Review proposed Task Force startups and advise the executive team on their viability (parameters to be determined).
- Call and chair Missions Task Force Leaders meetings
- Appoint and assist with planning special missions related events (unless a special task force is assigned for this work.)
- Distribute information to the Executive team and MLT of significant changes in policies, procedures or news not otherwise communicated through the communication TF on a regular basis.
- Meet with the executive team and elders as requested.
- Submit a yearend report to the Executive Team of the MLT activities and achievements. Review and recommend the annual budget with input from all Task Forces, especially the FITF.
- Assist task force leaders in meeting unexpected situations that may arise, needing direction/resolution.
- Keep the approved missions documents and policies library up-to-date on the FBC system. Work with FBC webmaster to keep website data accurate (with respect to missions information).